

Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 29, 2023



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignations	<input checked="" type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other: _____
	This action request pertains to	<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide

Date: 11/20//23

To: Corrina Guardipee-Hall
Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Assistant Cook-BHS

Description: Dalaina Grant is recommending the following hire:

 Matthew Higgins, Assistant Cook
Pending successful completion of pre-hire process

Financial Impact: \$15.85 L1/S0 (L1/S2 \$16.70after 90-working-day probationary period)

Funding Source: Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

Attachment(s): Hiring Report

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial)_____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to:_____



Browning Public Schools Hiring Selection Report

Position Assistant Cook		Applicant Recommended Matthew Higgins	
Department/Location Food Services/BHS		Supervisor Dalaina Grant	
Type of Position Classified	Starting Date 12/1/23	Term School Year	

Recruiting	Date Posted:	Updated:	Closing Date:
Comments:			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Higgins, Matthew	11/12/23	YES	11/14/23
	Ireland, Zachary	11/10/23	YES	11/14/23

Interview Committee	Title	Name	Title
Dalaina Grant	Food Service Director		
Teri DeRoche	Food Services Secretary		
Tracie Coursey	SPED Secretary		

Recommendation: Matthew has previous experience in food service; including cooking and supervising employees.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	11/16/23	Yes	Ok
State & Federal Criminal background check	11/16/23	Yes	Pending
Tribal Background check	11/16/23	Yes	Pending

Salary: \$15.85/\$16.70	Placement: L1/S0/ L1/S2	Classified	Contract Days: 189
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Prepared by: Bev Sinclair Date 11/2023 Approved by: _____ Date: _____