

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: December 30, 2019



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**Recognition:**   ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**   ☐ Building Report                      ☐ Old Business                      ☐ Superintendent's Report  
**Action:**   ☐ Resignations                      ☒ Hiring                      ☐ Contract Service Agreements  
                    ☐ Travel Out-of-State                      ☐ Travel In State                      ☐ Approvals  
                    ☐ Termination                      ☐ Legal Matters                      ☐ Other:  
This action request pertains to   ☐ Elementary (only)                      ☒ High School/District Wide

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**Date:**   December 26, 2019

**To:**   Corrina Guardipee-Hall  
            Superintendent of Schools

**From:**   John E Salois  
**Title:**   Director of Human Resources

**Subject: Hiring: Supper Program Supervisor 2019-2020**

**Description:** Lynne Keenan is recommending the following for hire:

🌸 Zita Ottersbach, Supper Program Supervisor

**Financial Impact:** \$14,414.00 (prorated from \$25,700.00 for late start: 106 days)

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against budget for respective building/department/program/grant as applicable.

**Attachment(s):** See attached Contract Service Agreement

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**   ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_



## Browning Public Schools Hiring Selection Report

Position <b>Supper Program Supervisor</b>		Applicant Recommended <b>Zita Ottersbach</b>	
Department/Location <b>Child Nutrition Food Services</b>		Supervisor <b>Lynne Keenan</b>	
Type of Position <b>Cook</b>	Starting Date <b>December 19, 2019</b>	Term <b>189 days</b>	

<b>Recruiting.</b> Date Posted: 7/31/19    Re-advertised: N/A    Closing Date: Until Filled
<b>Comments:</b> Per Board Policy #5120 Recruitment and Selection: Exemptions: the competitive process may be unnecessary in the following circumstance, B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical. There are 2 positions open and only 2 applicants. Both meet requirements. As the season is starting further recruitment is impractical.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Zita Ottersbach	11/5/19	Yes	N/A

Interview Committee		Title		Name	Title
Lynne Keenan	Director-Food Services				

<b>Recommendation:</b>
Zita has experience in food services at East Glacier Head Start Program as site supervisor, Blackfeet Early Childhood Center, and as a waitstaff at Luna's Restaurant.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	Yes	Negative
State & Federal Criminal background check	On file	Yes	Negative
Tribal Background check	On file	Yes	Negative

Salary: \$14,414.00 prorated rom \$25,700	Placement: <u>Prof-Tech</u>	Contract Days: 189
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Prepared by: John E. Salois    Date 9/13/19    Approved by: \_\_\_\_\_ Date: \_\_\_\_\_