

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: January 10, 2023



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**Recognition:**   ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**   ☐ Building Report                      ☐ Old Business                      ☐ Superintendent's Report  
**Action:**   ☐ Resignation                      ☐ 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:**     January 3, 2023

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

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

**Subject: Hiring: Assistant Cook - Napi**

**Description:** Lynne Lunak recommends the following for hire:

 March Hall, Assistant Cook

**Financial Impact:** L1/SP \$15.08 (\$15.69 after successful completion of 90-day probationary period.)

**Funding Source (Budget/Grant, etc):** 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:** \_\_\_\_\_

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



## Browning Public Schools Hiring Selection Report

Position <b>Assistant Cook</b>		Applicant Recommended <b>March Hall</b>	
Department/Location <b>Food Services/Child Nutrition-Napi</b>		Supervisor <b>Lynne Lunak</b>	
Type of Position <b>Classified</b>	Starting Date <b>1/12/2023</b>	Term <b>189 days prorated</b>	

**Recruiting**      Date Posted: 5/25/22      Updated: 8/10/22      Closing Date: Until Filled

**Comments:** Per BPS Policy #5120, the complete process may be unnecessary in the following circumstance: B. only one applicant is qualified and meets eligibility requirements and further recruitment is impractical. There is only one qualified candidate who has applied for multiple positions

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	March Hall	10/28/2022	Yes	N/A

Interview Committee	Title		Name	Title
N/A				

**Recommendation:** March Hall meets requirements for the position.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	12/14/22	Yes	Ok
State & Federal Criminal background check	12/14/22	Yes	Ok
Tribal Background check	12/8/22	Yes	Ok

Salary: \$15.08-\$15.69      Placement: L1/S0      Contract Days: 189 days prorated

Prepared by: \_\_\_\_\_ Date 1/3/2023      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_