

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 31, 2016



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

Date: August 24, 2016

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
Title: HR Director

Subject: Hiring of Warehouse Supply Clerks for the 2016-2017 Academic Year:

Description:

🚦 Max Kipp, Warehouse Supply Clerk, Food Services, L2/SP, \$13.12/hr.

Financial Impact: Per Classified Labor Agreement

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position Warehouse Supply Clerk		Applicant Recommended Max Kipp	
Department/Location Food Services		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date 09/01/2016	Term 2016-2017 School Year	

Recruiting	Date Posted: 6/23/2016	Closing Date:
Comments:		

Applicants				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Boushie, Blake		Yes	8/16/16
	Hall, Kellen	Did not meet closing date	Yes	N/A
	Kipp, Max		Yes	8/16/16
	Laplante, Edward		Yes	8/16/16
	Marceau, Shonda		Yes	8/16/16

Interview Committee			
Name	Title	Name	Title
Lynne Keenan	Food Services Director		
Lawrence Horn	Food Services Site Supervisor		
Dixie Guardipee	Facilities Secretary		

Recommendation: Max is being recommended due to his knowledge of procedures and qualifications of the job functions.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	9/23/15	Yes	Ok
Criminal background check	10/15/15	Yes	Ok
TB documentation	9/23/15	Yes	Ok

Salary: \$12.54/hr.	Placement: <u>L2/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue Date 08/23/2016 Approved by: _____ Date: _____