

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 8, 2018



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

Date: July 31, 2018

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Hiring: Elementary Teacher – Babb 2018-2019 School Year

Description: Kari McKay is recommending the following individual for hire for the 2018-2019 fiscal year:

✚ Suzanne Weekes, Elementary Teacher, Babb Elementary, \$36,408.00

Financial Impact: Per 2018-2021 Certified Master Contract

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 Elementary Teacher		Applicant Recommended Suzanne Weekes	
Department/Location Babb Elementary		Supervisor Kari McKay	
Type of Position Certified	Starting Date August 13, 2018	Term 2018-2019 school year	

Recruiting Date Posted: 5/4/2018 Closing Date: Open Until Filled

Comments: No Interview necessary per District Policy# 5120 **Selection Process-Exceptions:** The competitive selection process may be unnecessary in the following circumstances:

A. Coaches and sponsors having preference as provided under the above section, Preferences, paragraph 3(A).
B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.
 C. The applicant is part of a general pool of temporary workers including substitutes from which supervisors may select and employ as needed. This exception does not apply to temporary employees or short-term workers to be hired for summer work.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Weekes, Suzanne	7/26/2018	Yes	NA

Interview Committee	Title	Name	Title
na			

Recommendation: Suzanne is being recommended for hire because of her knowledge and experience with the Babb Elementary School. She has been at the school for a couple of years and she knows the students and the families who attend. She has her degree in early childhood and has begun the process of obtaining full elementary education certification. It is my belief and expectation that the transition will be a smooth process for Suzanne, the staff, and especially the students.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	On file	yes	Ok
Criminal background check	On file	yes	Ok
Tribal background check	On file	yes	Ok
TB documentation	On file	yes	Ok

Salary: \$36,408.00 Placement: BA/0 Contract Days: 187

Prepared by: Sherie Blue Date 08/01/2018 Approved by: _____ Date: _____