

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: October 10, 2017



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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:**      October 5, 2017

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

**From:**      Emorie Davis Bird  
**Title:**        Director of Human Resources

**Subject: Hiring: Personal Care Attendant (PCA)**

**Description:** Jill Mattingly, Special Services Director, would like to recommend the following individual for hire:

✚ Justina White Quills, Personal Care Attendant, KW/Vina, L1/SP \$13.20/hr., Per Classified Labor Agreement

**Financial Impact: \$19,958.40 SY + 18% fringe, prorated @ \$15,628.80 + 18% fringe**

**Attachment(s):** Hiring Selection Report

**Superintendent Action:**   ☐ Approved ☐ Denied    ☐ Deferred    Initial & date: \_\_\_\_\_

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

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



## Browning Public Schools Hiring Selection Report

Position <b>Personal Care Attendant</b>		Applicant Recommended <b>Justina White Quills</b>	
Department/Location <b>Special Education/KW/Vina</b>		Supervisor <b>Jill Mattingly/Tonia Tatsey</b>	
Type of Position <b>Classified</b>	Starting Date <b>10/12/2017</b>	Term <b>2017-2018 School Year</b>	

<b>Recruiting</b>	Date Posted: N/A	Closing Date: N/A
Comments: Applicant was the only applicant for this position. No interview needed per district policy #5120: <b>Selection Process, section B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.</b>		

<b>Applicants</b>				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	White Quill, Justina		Yes	N/A

<b>Interview Committee</b>			
Name	Title	Name	Title
N/A			

<b>Recommendation:</b> Justina is very motivated to obtain full time employment. She is eager to work with special needs students and is willing to participate in training that will help her to meet the needs of this population of students. I feel that she will be an asset to the special education department.			
Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	yes	Ok
Criminal background check	on file	yes	Ok
TB documentation	on file	yes	Ok

Salary: \$12.62/hr.	Placement: <u>L1/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue      Date 10/5/2017      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

