

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 10, 2019



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: April 2, 2019

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: John E Salois
Title: Director of Human Resources

Subject: Hiring: Parttime Child Care Aide I

Description: Nikki Hannon is recommending the following hire:

✚ Zita Ottersbach Part Time Child Care Aide I

Financial Impact: Per Classified Salary Schedule: L1/Exp 0 (\$13.13/\$13.73 after probationary period)

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): 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 PT Child Care Aide I		Applicant Recommended Zita Ottersbach	
Department/Location CC-PCOP		Supervisor Nikki Hannon	
Type of Position Classified	Starting Date 9/12/19	Term 9 Month Position	

Recruiting	Date Posted: 3/22/19.	Reposted: 5/1/19	Closing Date: until filled
Comments:			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Kelli Aimsback	7/17/19	Yes	8/14/19
	Zita Ottersbach	8/8/19	Yes	8/14/19
	Jo Rae Rattler	8/8/19	Yes	8/14/19

Interview Committee	Title	Name	Title
Nikki Hannon	CC-PCOP Director		
Monica Kipling	Child Care Aide		
Sasheen Campbell	BES Secretary		
Billie Jo Juneau	Babb Principal		

Recommendation: Zita has the experience and ongoing education to contribute to the child care team. Her goal to become a teacher and the need for a highly qualified child care provider are an excellent fit at this time. She has currently completed 2 years of study in early childhood education.

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

Salary: \$13.13/\$13.73	Placement: <u>L1/ Exp: 0</u>	Contract Days: 9 Months
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Prepared by: John E. Salois Date 1/17/2019 Approved by: _____ Date: _____