

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: May 31, 2017



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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:**      May 25, 2017

**To:**          **John Rouse**  
                    Superintendent of Schools

**From:**      Jason Andreas  
**Title:**        Human Resources Director

**Subject: Hiring: Security Patrol Officer**

**Description: Glenn Hall is recommending the following individuals for hire:**

 Natalie Tatsey, Security Patrol Officer, Security, L2/SP, \$13.09/hr.

**Financial Impact:** Per Classified Labor Agreement

**Attachment(s):**   none.

**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<br><b>Security Patrol Officer</b> |                                  | Applicant Recommended<br><b>Natalie Tatsey</b> |  |
| Department/Location<br><b>Security</b>     |                                  | Supervisor<br><b>Glenn Hall</b>                |  |
| Type of Position<br><b>Classified</b>      | Starting Date<br><b>6/2/2017</b> | Term<br><b>2016-2017 Fiscal Year</b>           |  |

|                   |                         |                         |
|-------------------|-------------------------|-------------------------|
| <b>Recruiting</b> | Date Posted: 04/06/2017 | Closing Date: 4/20/2017 |
| Comments:         |                         |                         |

| Applicants |                                     |                                   |                                   |                  |
|------------|-------------------------------------|-----------------------------------|-----------------------------------|------------------|
| No.        | Name<br>(Alphabetical by Last Name) | Date<br>Application Re-<br>ceived | Minimum Re-<br>quirements<br>Met? | Date Interviewed |
|            | Bull Calf, Ashley                   |                                   | Yes                               | n/a              |
|            | Buttefly, Angela                    |                                   | Yes                               | 4/26/17          |
|            | Denny, Jason                        |                                   | Yes                               | n/a              |
|            | Gallagher-Horn, John                |                                   | Yes                               | 4/26/17          |
|            | Ingraham, Marnessa                  |                                   | Yes                               | 4/26/17          |
|            | Kipp, Max                           |                                   | Yes                               | n/a              |
|            | Lawrence, William                   |                                   | Yes                               | n/a              |
|            | Tatsey, Natalie                     |                                   | Yes                               | 4/26/17          |

| Interview Committee |                         |      |       |
|---------------------|-------------------------|------|-------|
| Name                | Title                   | Name | Title |
| Dixie Guardipee     | Facilities Secretary    |      |       |
| James Russell       | Security Patrol Officer |      |       |
| Francine Deroche    | Custodian               |      |       |

**Recommendation:** Based on our interview with Ms. Natalie Tatsey as well as her application, we felt that her experience while working security for Indian Health Services as well as working for Cross Roads Corrections qualified her to be our security guard. She also has experience with securing the doors of the buildings that she was in charge of as well as experience with the radio systems.

| Pre-Employment Requirements | Date Initiated | Completed?<br>(Y)es (N)o | Results Received<br>(Negative = OK) |
|-----------------------------|----------------|--------------------------|-------------------------------------|
| Drug test                   | 5/9/2017       | yes                      | Ok                                  |
| Criminal background check   | 5/15/2017      | yes                      | Ok                                  |
| TB documentation            | 4/20/2017      | yes                      | Ok                                  |

|                    |                         |                    |
|--------------------|-------------------------|--------------------|
| Salary: \$13.09/hr | Placement: <u>L2/SP</u> | Contract Days: 260 |
|--------------------|-------------------------|--------------------|

Prepared by: Sherie Blue      Date 5/24/2017      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_