

Browning Public Schools  
**Board Agenda Request**  
 Meeting to Be Held: 7-12-17



- 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:**        7-6-17

**To:**            **Corrina Guardipee Hall, ED.S.**  
 Superintendent

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

**Subject: Hiring Human Resources Director**

**Description:** The selection committee for the Human Resources Director is recommending Emorie Davis-Bird for the Human Resources Director position for the duration of the 2017/18 SY. Because the SY began on August 1, 2017, Mrs. Bird's salary of \$78,000 for 260 days has been pro-rated for \$72,300 for 241 days.

Emorie Davis - \$72,300 (pro-rated for 241 days)

**Financial Impact: \$72,300.00**

**Funding Source (Budget/grant, etc.):** Salaries and benefits will be charged to associated district budget line item.

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

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

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



## Browning Public Schools Hiring Selection Report

Position <b>Human Resource Director</b>		Applicant Recommended <b>Emorie Davis-Bird</b>	
Building/Department/Program B <b>District Administration</b>		Supervisor <b>Superintendent</b>	
Type of Position <b>Professional Technical</b>	Starting Date <b>July 12, 2017</b>	Term <b>2017/18 SY</b>	

<b>Recruiting</b>	Date Posted: 6/20/17	Closing Date: 7/5/17
Comments: All applicants who met minimum qualifications were interviewed		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
1.	Bremner, Dana	7/5/17	Y	7/6/17
2.	Davis-Bird, Emorie	7/5/17	Y	7/6/17
3.	Frieh, Ronald	7/3/17	Y	7/6/17
4.	Johnson, Lester	7/5/17	Y	7/6/17
5.	Tatsey, Michael	7/5/17	Y	7/6/17
6.	Running Crane, Cythia	7/53/17	Y	7/6/17
7.	Salisbury, Karen	7/5/17	Y	7/6/17
8.	Strong, JoAnne	7/5/17	Y	7/6/17

Selection Committee		Title	Name	Title
Corrina Guardipee-Hall	Superintendent		Sherie Blue	HR Secretary
Brian Gallup	Board Member		Everett Holm	Tech Director

<b>Reference Check</b>	Number: Various	By: Everett Holm	Date: 7/6/17
Comments: Strong references that did not identify any reasons not to hire.			

**Recommendation** Emorie Bird has 6 years' experience in the HR field. She has a master's in public administration (or HR) and a solid knowledge of Labor Laws, Fair Labor Standards Act and personnel management.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	In Process		
Criminal background check	In Process		
TB documentation	In Process		

<b>Salary</b>	\$78,000.00	Per: Year	Placement Lane: NA	Step: NA
Contract Days: 260 (contract pro-rated for 241 due to late start)				

Prepared by: Jason Andreas Date: 7/6/17 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_