

Browning Public Schools
Board Agenda Request
 Meeting To Be Held: November 29, 2017



- 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: November 20, 2017

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Hiring: Personal Care Attendant

Description: Jill Mattingly, Special Education Director, would like to recommend the following individual for hire for the 2017-2018 school year:

- ✚ Raquel Vaile, Personal Care Attendant, KW Bergan/Vina Chattin, (L1/SP), \$12.62/hr.

Financial Impact: Classified Labor Agreement (Classified Labor Agreement (\$12,216.16 x 18% fringe = \$14,415.07 + insurance \$7,920.00 = \$22,335.00)

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 Personal Care Attendant		Applicant Recommended Raquel Vaile	
Department/Location Special Education/KW/Vina		Supervisor Jill Mattingly/Tonia Tatsey	
Type of Position Classified	Starting Date 12/01/2017	Term 2017-2018 School Year	

Recruiting Date Posted: N/A Closing Date: N/A

Comments: Emergency Hire. No interview needed per district policy #5120:
Selection Process, section C. 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. The superintendent is directed to establish and implement procedures to carry out this policy.

Applicants				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
N/A				

Interview Committee			
Name	Title	Name	Title
N/A			

Recommendation: Raquel is currently enrolled at BCC in their teacher preparation courses. She has been subbing in the classroom in the position of PCA and has shown herself to be responsible and has the personality and the patience to work with high needs students. 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 11/20/2017 Approved by: _____ Date: _____