

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: September 28, 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:**   September 20, 2017

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

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

**Subject:**

**Description:** Melanie Magee, GEAR UP Coordinator, would like to recommend the following individual for hire for the 2017-2018 School Year:

✚ Cinnamon Crawford, GEAR UP Student Achievement Specialist, (\$32,748.00 Pro-rated at \$25,766.00)

**Financial Impact:** 25,766.00 + 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>GEAR UP Student Achievement Specialist</b>		Applicant Recommended <b>Cinnamon Crawford</b>	
Department/Location <b>GEAR UP/High School</b>		Supervisor <b>Melanie Magee</b>	
Type of Position <b>Professional/Technical</b>	Starting Date <b>10/9/2017</b>	Term <b>2017-2018 School Year</b>	

<b>Recruiting</b>	Date Posted: <b>07/08/2017</b>	Closing Date: <b>Open Until Filled</b>
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Crawford, Cinnamon		Yes	8/30/2017
	Edwards, Eugene		Yes	declined
	Gervais, Laura		Yes	8/30/2017
	Hall, Shelly		Yes	8/30/2017
	Schmid, John		Yes	8/30/2017
	Stiff Arm, Lee		Ye	declined
	Mayhugh, Daniel		No	n/a
	Yeager, Celeste		Yes	8/30/2017

Interview Committee		Title	Name	Title
Malanie Magee	GEAR UP Coordinator			
Dennis Juneau	BMS Principal			
Joe Jessepe	21 <sup>st</sup> Century Tutor			

**Recommendation:** Cinnamon has experience in working with our students, outstanding organizational skills, and glowing reviews from her previous supervisors.

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: \$32,748.00 (to be pro-rated)	Placement: _____	Contract Days: 197
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Prepared by:           Sherie Blue                Date 09/20/2017      Approved by: \_\_\_\_\_      Date: \_\_\_\_\_