

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 11, 2018



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: September 4, 2018

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Hiring: Child Care Aide II

Description: Julia Hannon, Director of the Parent Community Outreach Program, is recommending the following for hire for the 2018-2019 school year:

✚ Zita Ottersbach, Child Care Aide II, Child Care Program, (L2/S), \$14.54/hr.

Financial Impact: 2018-2021 Classified Labor Agreement

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 Child Care Aide II		Applicant Recommended Zita Ottersbach	
Department/Location Child Care Program/Annex		Supervisor Julia Nichole Hannon	
Type of Position Classified	Starting Date 06/4/2018	Term 2018-2019 school year	

Recruiting	Date Posted: 7/10/2018	Closing Date: Open Until Filled
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Hite, Tara	8/10/18	Yes	
	Ottersbach, Zita	8/10/18	Yes	
	Paskvan, Sarah	7/11/18	Yes	
	Racine, Brittney	8/6/18	Yes	
	Rattler, Jo Rae	8/13/18	Yes	

Interview Committee		Title	Name	Title
Natasha Siliezar	Big Sky Principal			
Nikki Hannon	Childcare Director			
Bristen Belcourt	Childcare Aide			
Heidi Hannon	Childcare Aide			

Recommendation: Zita has the experience and education in Early Childhood to serve as an effective lead Child Care Aide. Her extensive management experience will be very beneficial as well.

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
TB documentation	On file	yes	Ok

Salary: \$14.54/hr.	Placement: L2/SP	Contract Days: 189
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Prepared by: Sherie Blue Date 09/04/2018 Approved by: _____ Date: _____