

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: January 10, 2016



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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:**     January 3, 2017

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

**From:**     Jason Andreas  
**Title:**      HR Director

**Subject: Hiring Personal Care Attendant**

**Description:** Tonia Tatsey recommends the following hire:

✚ Shantell BirdRattler, Personal Care Attendant, Vina Chattin, L1/SP, \$11.52/hr

**Financial Impact:** Per Certified Master Contract

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

**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>Personal Care Attendant</b>		Applicant Recommended <b>Shantell BirdRattler</b>	
Department/Location <b>Vina Chattin</b>		Supervisor <b>Jill Mattingly/Tonia Tatsey</b>	
Type of Position <b>Classified</b>	Starting Date <b>01/11/2017</b>	Term <b>2016-2017 School Year</b>	

**Recruiting**      Date Posted: n/a      Closing Date: n/a

Comments: Interviews not conducted. Please reference Board Policy 5120, 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.

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

Interview Committee			
Name	Title	Name	Title
N/A			

**Recommendation:** Shantell has been working with the school district for over a year. She has worked in the office at Napi Elementary in the capacity of a sub and has shown herself to be a professional and reliable worker. She understands the needs of special education students and is willing to gain the necessary knowledge to work with students with high needs.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	10/26/2012	Yes	Ok
Criminal background check	11/29/2012	Yes	Ok
TB documentation	02/08/2012	Yes	Ok

Salary: \$11.52      Placement: L1/SP      Contract Days: 189

Prepared by: Sherie Blue      Date 1/4/2017      Approved by: \_\_\_\_\_      Date: \_\_\_\_\_