

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: September 28, 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:**      September 19, 2017

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

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

**Subject: Hiring: Personal Care Attendant-BES**

**Description:** Jill Mattingly, Director of Special Services, would like to recommend the following individual for hire for the 2017-2018 School Year:

✚ Justine Steward, Personal Care Attendant, Browning Elementary School, L1/SP \$12.62/hr.

**Financial Impact:** Per 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 <b>Personal Care Attendant</b>		Applicant Recommended <b>Justine Steward</b>	
Department/Location <b>Special Services/Browning Elementary</b>		Supervisor <b>Jill Mattingly/Jennifer Lafromboise Wagner</b>	
Type of Position <b>Classified</b>	Starting Date <b>10/2/2017</b>	Term <b>2017-2018 School Year</b>	

<b>Recruiting</b>	Date Posted: <b>08/02/2017</b>	Closing Date: <b>Open Until Filled</b>
Comments:		

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

<b>Interview Committee</b>			
Name	Title	Name	Title
N/A			

**Recommendation:** I have known Justine for many years. She has shown herself to be very responsible and is motivated to gain experience in working with special education students. I feel that 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: <b>\$12.62/hr,</b>	Placement: <b>L1/SP</b>	Contract Days: <b>189</b>
----------------------------	-------------------------	---------------------------

Prepared by: Sherie Blue      Date 09/19/2017      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_