

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 31, 2016



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

Date: August 24, 2016

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
Title: HR Director

Subject: Hiring Elementary positions for the 2016-2017 Academic Year:

Description: Lynne Keenan, Director of Nutrition Services, recommends the following hire:

👤 George Moreno, Assistant Cook, Food Services, L1/SP, \$10.97/hr.

Financial Impact: As Per Classified Master Contract

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 Assistant Cook		Applicant Recommended George Moreno	
Department/Location Food Services		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date 09/01/2016	Term 2016-2017 School Year	

Recruiting Date Posted: 5/27/2016 Closing Date: Open Until Filled
Comments: Sarah Kuka declined this position and the next top applicant was selected.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Augare, JoAnne	5/27/2016	Yes	
	Blackman, Mary Beth	8/3/2016	Yes	8/18/16
	Boushie, Blake	8/11/2016	Yes	
	Kipp, Max	6/14/2016	Yes	
	Kuka, Sarah	8/9/2016	Yes	8/18/16
	Little Owl, Pauline	3/1/2016	Yes	
	Moreno, George	8/2/2016	Yes	8/18/16
	Wall, Marnessa	8/2/2016	Yes	
	Whiteman, Cecilia	8/2/2016	yes	8/18/16

Interview Committee		Title	Name	Title
Lynne Keenan	Food Services Director			
Lawrence Horn	Food Services Site Supervisor			
Dixie Guardipee	Facilities Secretary			

Recommendation: George is being recommended for hire based on his positive attitude and experience in the kitchen.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	8/5/2016	Yes	Ok
Criminal background check	8/10/2016	Yes	Ok
TB documentation	8/5/2016	Yes	Ok

Salary: \$10.97/hr. Placement: L1/SP Contract Days: 189

Prepared by: Sherie Blue Date 08/23/2016 Approved by: _____ Date: _____