

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: January 25, 2017



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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 13, 2017

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

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

**Subject: Hire Babb Teacher Assistant position for the 2016-2017 Academic Year:**

**Description:** Billie Jo Juneau, Babb Principal, recommends the following hire:

 c, L2/SP, \$13.09

**Financial Impact:** Per Classified Labor Agreement

**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>Teacher Assistant</b>		Applicant Recommended <b>Jennifer Reed</b>	
Department/Location <b>Babb Elementary</b>		Supervisor <b>Billie Jo Juneau</b>	
Type of Position <b>Classified</b>	Starting Date <b>1/30/2017</b>	Term <b>2016-2017 Academic Year</b>	

<b>Recruiting</b>	Date Posted: <b>11/2/2016</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
	Higgins, Marguerite	11/29/2016	No	N/A
	Higgins, Susan	11/18/2016	Yes	Declined
	Hipp, April	12/5/2016	Yes	1/5/17
	Reed, Jennifer	11/22/2016	Yes	1/5/17

<b>Interview Committee</b>				
Name	Title	Name	Title	
Billie Jo Juneau	Babb Principal			
Matthew Johnson	Alternative Education Director			
Jennifer Fenner Augare	Babb Teacher			

**Recommendation:** Jennifer has a great skill set for the job. She has tons of experience working with students within both the Browning Public School district and the community. She has shown to be very dependable as well as reliable.

<b>Pre-Employment Requirements</b>	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	09/13/20136	Yes	Ok
Criminal background check	11/28/2008	Yes	Ok
TB documentation	02/25/2014	Yes	Ok

Salary: \$13.09/hr	Placement: <u>L2/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue Date 1/13/2017 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_