

Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 11, 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: November 1, 2016

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
Title: HR Director

Subject: Hiring Personal Care Attendant 2016-2017 Year

Description: Tonia Tatsey, KW/VC Principal, recommends the following hire:

🚦 Cherri Rattler, Personal Care Attendant, KW Bergan, L1/SP, \$11.57/hr

Financial Impact: Per Classified Labor Agreement

Attachment(s): Hiring Selection Reports

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



Browning Public Schools Hiring Selection Report

Position Personal Care Attendant		Applicant Recommended Cherri Rattler	
Department/Location Special Services/KW Bergan		Supervisor Jill Mattingly/Tonia Tatsey	
Type of Position Classified	Starting Date 11/9/2016	Term 2016-2017 School Year	

Recruiting	Date Posted: N/A	Closing Date: N/A
<p>Comments: Interviews not conducted. Please reference Board Policy 5120, Exceptions: The competitive selection process may be unnecessary in the following circumstances:</p> <p>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.</p>		

Applicants					
No.	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: I am recommending Cherri Rattler for the PCA worker in the SPED Kindergarten classroom. As a substitute, she has shown patience for the students, always makes sure they are safe, and has a great work ethic. She keeps her word when we call her to sub and is on time for her duties. Cherri will be a great asset to the classroom and will work well one-on-one with the child she will care			
Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	1/2/2016	Yes	Ok
Criminal background check	2/12/2016	Yes	Ok
TB documentation	1/20/2016	Yes	Ok

Salary: \$11.57	Placement: <u>L1/SP</u>	Contract Days: 189
-----------------	-------------------------	--------------------

Prepared by: Sherie Blue Date 11/1/2016 Approved by: _____ Date: _____