

Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 30, 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 of Personal Care Attendant for Napi Elementary position for the 2016-2017 Year:

Description:

🚦 Marnessa Ingraham, Personal Care Attendant, Napi Elementary, 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 Marnessa Ingraham	
Department/Location Napi Elementary		Supervisor Sicily Bird/Jill Mattingly	
Type of Position Classified	Starting Date 12/1/2016	Term 2016-2017 School Year	

Recruiting Date Posted: N/A Closing Date:

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.**

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: Marnessa has worked as a substitute for Browning School District. She has been a reliable employee and is always eager to help. I feel that she will be an asset to the self-contained classroom and has demonstrated a consistent desire in obtaining a full-time position at our school district.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	10/24/14	Yes	Ok
Criminal background check	11/5/14	Yes	Ok
TB documentation	10/24/14	Yes	Ok

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

Prepared by: Sherie Blue Date 11/16/2016 Approved by: _____ Date: _____