

Browning Public Schools
Board Agenda Request
Meeting To Be Held: October 10, 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: October 6, 2017

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Hiring: Special Education Teacher Assistant

Description: Jill Mattingly, Special Services Director, recommends hiring the following individual:

✚ Gala Upham, Special Education Teacher Assistant, High School, (L3/SP), \$15.76/hr. Per Classified Labor Agreement

Financial Impact: \$24,675.84 + 18% fringe prorated @ \$19,322.88 + 18% fringe

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 Special Education Teacher Assistant		Applicant Recommended Gala Upham	
Department/Location Special Education/High School		Supervisor Jill Mattingly/John Salois	
Type of Position Classified	Starting Date 10/12/2017	Term 2017-2018 School Year	

Recruiting	Date Posted: N/A	Closing Date: N/A
<p>Comments: Emergency Hire. No interview needed per district policy #5120: Selection Process, section C. 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. The superintendent is directed to establish and implement procedures to carry out this policy.</p>		

Applicants				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Upham, Gala		Yes	N/A

Interview Committee			
Name	Title	Name	Title
N/A			

Recommendation: Gala Upham: Gala has experience in working with special education students. She is a hard worker and is very reliable. She collaborates with staff and is cognizant of how to best help special education student's meet their goals. She has already proven to be an asset at the High School.			
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: \$15.76/hr.	Placement: <u>L3/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue Date 10/6/2017 Approved by: _____ Date: _____