

Browning Public Schools
Board Agenda Request
Meeting To Be Held: December 13, 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: December 6, 2016

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
Title: HR Director

Subject: Hiring High School Winter Assistant Cheer Coach for the 2016-2017 Sports Season:

Description: Tony Wagner recommends the following hire:

👤 Katie McDonald, Assistant Cheer Coach, High School, Exp: 0, \$2,064.00

Financial Impact: Per Extra-Curricular Salary Schedule

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 Assistant Cheer Coach | | Applicant Recommended Katie McDonald | |
| Department/Location High School | | Supervisor Brandy Bremner/Tony Wagner | |
| Type of Position Extra-Curricular | Starting Date ASAP | | Term 2016-2017 School Year |

| | | |
|-------------------|------------------------------|--|
| Recruiting | Date Posted: 5/6/2016 | Closing Date: Open Until Filled |
| Comments: | | |

| Applicants | | | | | |
|-------------------|-------------------------------------|---------------------------------|---------------------------------|------------------|------------------|
| No. | Name (Alphabetical by Last Name) | Date Application Received | Minimum Requirements Met? | Date Interviewed | Final Ranking |
| | Carlson, Kalsey | 9/8/2016 | Yes | 10/27/16 | 4 |
| | Lesmeister, Santonja | 8/29/2016 | Yes | 10/27/16 | 3 |
| | McDonald, Katie | 7/28/2016 | Yes | 10/27/16 | 2 |
| | Sharp, Iris | 10/25/2016 | Yes | 10/27/16 | 1 |

| Interview Committee | | | |
|----------------------------|----------------------------|------|-------|
| Name | Title | Name | Title |
| Brandy Bremner | BHS Head Cheer Coach | | |
| Karleen Whitegras | BHS SPED Teacher Assistant | | |
| Lacy Salois | Clerical Substitute | | |

Recommendation: Katie McDonald not only has experience in cheer, but also has extensive experience working with students of all ages. She is highly motivated, energetic, and enthusiastic, all excellent attributes when it comes to the sport of cheer. She also demonstrates concern and interest in being a positive influence on our district's students and programs.

| Pre-Employment Requirements | Date Initiated | Completed? (Y)es (N)o | Results Received (Negative = OK) |
|-----------------------------|-----------------------------|--------------------------|-------------------------------------|
| Drug test | Already a district employee | Yes | Ok |
| Criminal background check | Already a district employee | Yes | Ok |
| TB documentation | Already a district employee | Yes | Ok |

| | | |
|---------------------------|--------------------------|---------------------------|
| Salary: \$2,064.00 | Placement: Exp: 0 | Contract Days: TBD |
|---------------------------|--------------------------|---------------------------|

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