

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 7, 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: September 2, 2016

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
Title: HR Director

Subject: Hiring Certified Elementary teacher for the 2016-2017 Academic Year:

Description: Browning Elementary Principal, Jennifer Wagner, recommends the following hire for the 2016-2017 school year:

✚ Kay Phillips, Elementary Teacher, Browning Elementary, BA/5, \$39,366.00 (pro-rated)

Financial Impact: Per Master Contract

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 Elementary Teacher		Applicant Recommended Kay Phillips	
Department/Location Browning Elementary		Supervisor Jennifer Lafromboise Wagner	
Type of Position Certified	Starting Date 09/08/2016	Term 2016-2017 Academic Year	

Recruiting	Date Posted: 03/04/2016	Closing Date: Open Until Filled
Comments:		

Applicants					
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed	Final Ranking
	Phillips, Kay	8/14/2016	yes	9/2/2016	1

Interview Committee			
Name	Title	Name	Title
Jennifer Wagner	BES Principal		
Sicily Bird	Napi Principal		
Jill Mattingly	Napi Asst. Principal		

Recommendation: Candidate has taught for 20 years. Candidate is certified for this position. She is eager and willing to learn new frameworks. She is also friendly and will add to the culture of the school

Pre-Employment Requirements	Date Initiated	Completed? (Yes (N)o	Results Received (Negative = OK)
Drug test	Pending upon arrival	No	Ok
Criminal background check	Pending upon arrival	No	Ok
TB documentation	Pending up on arrival	No	Ok

Salary: \$39,366.00 (pro-rated) Placement: BA/5 _____ Contract Days: 176

Prepared by: Sherie Blue Date 09/02/2016 Approved by: _____ Date: _____