

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: January 31, 2018



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**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

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**Date:**        January 23, 2018

**To:**            Corrina Guardipee-Hall  
                    Superintendent of Schools

**From:**        Emorie Davis Bird  
**Title:**        Director of Human Resources

**Subject: Hiring: Personal Care Attendant**

**Description:** Jill Mattingly, Special Education Director, would like to recommend the following individual for hire for the 2017-2018 school year:

✚ Angel Marceau, Personal Care Attendant, Browning Elementary, (L1/SP), \$12.62/hr.

**Financial Impact:** Classified Labor Agreement

**Attachment(s):** Hiring Selection Report

**Superintendent Action:**    Approved  Denied     Deferred    Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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



## Browning Public Schools Hiring Selection Report

Position <b>Personal Care Attendant</b>		Applicant Recommended <b>Angel Marceau</b>	
Department/Location <b>Browning Elementary</b>		Supervisor <b>Jill Mattingly/Jennifer Lafromboise Wagner</b>	
Type of Position <b>Classified</b>	Starting Date <b>2/2/2018</b>	Term <b>2017-2018 School Year</b>	

**Recruiting**      Date Posted: 1/2/2018      Closing Date: N/A

Comments: 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.

<b>Applicants</b>				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Marceau, Angel		Yes	N/A

<b>Interview Committee</b>			
Name	Title	Name	Title
N/A			

**Recommendation:** Angel Marceau is being hired for the position of pca at BE. Rationale: Angel has experience as a social worker and also has experience working as a sub in our district. I feel that she will be an asset to the special education department.

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: \$12.62/hr.      Placement: L1/SP      Contract Days: 189 days

Prepared by: Sherie Blue      Date 1/23/18      Approved by: \_\_\_\_\_      Date: \_\_\_\_\_