

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 31, 2017



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: May 25, 2017

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
 Title: Human Resources Director

Subject: **Hiring: Bus Driver**

Description: Wayne Hall is recommending the following individual for hire:

✚ Marguerite Higgins, Bus Driver, Transportation, L2/SP, \$13.09/hr.

Financial Impact: per Classified Labor Agreement

Attachment(s): none.

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position Bus Driver		Applicant Recommended Marguerite Higgins	
Department/Location Transportation		Supervisor Wayne Hall	
Type of Position Classified	Starting Date 6/1/2017	Term 2016-2017 School Year	

Recruiting	Date Posted:	Closing Date:
Comments: Applicant was the only applicant for this position. No interview needed per district policy #5120: Selection Process, section B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.		

Applicants				
No.	Name (Alphabetical by Last Name)	Date Application Re- ceived	Minimum Re- quirements Met?	Date Interviewed
	Higgins, Marguerite		Yes	N/A

Interview Committee			
Name	Title	Name	Title
N/A			

Recommendation: She has been substitute driving for us for 5 months and has shown dependability and skills for this position.			
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: \$13.09/hr	Placement: <u>L2/SP</u>	Contract Days: 260
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Prepared by: Sherie Blue Date 5/24/2017 Approved by: _____ Date: _____

BOARD AGENDA REQUEST