

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



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**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

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

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



## Browning Public Schools Hiring Selection Report

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

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

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

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

<b>Recommendation:</b> 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