

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 25, 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: January 19, 2017

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
Title: HR Director

Subject: Hire Pre-K Teacher Assistant

Description: Tonia Tatsey, KW/VC Principal, recommends the following hire:

🚩 Carlissa No Runner, Teacher Assistant, KW Bergan/4 Yr. Old Program, L2/SP, \$13.09

Financial Impact: Per Classified Labor Agreement

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 Teacher Assistant		Applicant Recommended Carlissa No Runner	
Department/Location KW Bergan/ 4 year old program		Supervisor Tonia Tatsey	
Type of Position Classified	Starting Date 01/26/2017	Term 2016-2017 School Year	

Recruiting	Date Posted: n/a	Closing Date: n/a
<p>Comments: Interviews not conducted. Please reference Board Policy 5120, Exceptions: The competitive selection process may be unnecessary in the following circumstances:</p> <p>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.</p>		

Applicants					
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed	Final Ranking
N/A					

Interview Committee			
Name	Title	Name	Title
N/A			

Recommendation: I would like to hire Carlissa No Runner in the Pre-K TA position because of her work ethics. She has already built relationships with the children and is a great asset to the classroom. She is very compassionate in keeping the children engaged in the classroom and works well alongside Ms. Show.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	10/12/2016	Yes	Ok
Criminal background check	11/3/2016	Yes	Ok
TB documentation	11/3/2016	Yes	Ok

Salary: \$13.09/hr.	Placement: <u>L2/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue Date 1/19/2017 Approved by: _____ Date: _____