

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: October 25, 2017



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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:**    October 17, 2017

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

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

**Subject: Hiring: Part-Time Child Care Aide**

**Description:** Carrie Hirst, Child Care Coordinator, recommends the following hire for the 2017-2018 School Year:

✚ Charlotte Flammond, Part-Time Child Care Aide I, Child Care Program, \$12.62/hr. (L1/SP)

**Financial Impact: \$9,979.20** (Pro-rated @ \$7,339.20) **Per 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>Part-Time Child Care Aide I</b>		Applicant Recommended <b>Charlotte Flammond</b>	
Department/Location <b>Child Care Program/Annex</b>		Supervisor <b>Carrie Hirst</b>	
Type of Position <b>Classified</b>	Starting Date <b>TBD</b>	Term <b>2017-2018 School Year</b>	

<b>Recruiting</b>	Date Posted: 08/28/2017	Closing Date: Open Until Filled
Comments:		

<b>Applicants</b>				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	DesRosier, Krystene		Yes	10/06/17
	Fish, Raylonda		Yes	no show
	Flammond, Charlotte		Yes	10/6/17
	Whiteford, Katelyn		Yes	no show

<b>Interview Committee</b>			
Name	Title	Name	Title
Carrie Hirst	Child Care Program Coordinator		
Jerlyn Gobert	HI-Set Tutor		
Tracie Keller	Employee Health Benefits Clerk		

**Recommendation:** Charlotte has 27 years of working experience and demonstrates a lot of experience working with young children.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	Pending	No	
Criminal background check	Pending	No	
TB documentation	Pending	No	

Salary: \$12.62/hr.	Placement: L1/SP	Contract Days: TBD
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Prepared by: Sherie Blue Date 10/17/2017 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_