

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 25, 2018



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

Date: April 17, 2018

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject:

Description: Jill Mattingly, Special Education Director, recommends hiring the following individual for the 2017-2018 school year:

✚ Audrey Calf Robe, Personal Care Attendant, Browning Elementary, (L1/SP), \$12.62/hr.

Financial Impact: Salaries, plus benefits, and payroll costs to be charged against student activities program budget as applicable.

Attachment(s): Hiring Selection Report

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position Personal Care Attendant		Applicant Recommended Audrey Calf Robe	
Department/Location Special Services/Browning Elementary		Supervisor Sicity Bird/Jill Mattingly	
Type of Position Classified	Starting Date 4/27/2018	Term 2017-2018 School Year	

Recruiting	Date Posted: 1/2/2018	Closing Date: Open Until Filled
Comments:		

No.	Applicant Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Calf Robe, Audrey	Yes	2/19/18	
	Dwarf, Shannon	Yes	declined	
	Mad Plume, Vera	Yes	could not contact	
	Marceau, Sheldon	Yes	2/19/18	
	Rattler, Monica	Yes	2/19/18	
	Wall, Joyce	Yes	2/19/18	

Interview Committee	Title	Name	Title
Jill Mattingly	SPED Director		
Rebecca Rappold	SPED Teacher		
Beverly Gerbase	SPED Teacher		

Recommendation: Audrey has vast experience in working with young children. She has been working as a sub and has worked several special education classes. 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: <u>L1/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue Date 4/17/18 Approved by: _____ Date: _____