

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 29, 2016



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: September 20, 2016

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
Title: HR Director

Subject: Hiring Elementary Custodian

Description: Food Service Director Lynne Keenan recommends the following hire:

🚦 Hillary Gilham, Custodian, Facilities/KW Bergan, L2/SP, \$11.55/hr.

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 Custodian		Applicant Recommended Hillary Gilham	
Department/Location Facilities/KW Bergan		Supervisor Malcolm Hagberg/Tonia Tatsey	
Type of Position Classified	Starting Date 09/30/2016	Term 2016-2017 School Year	

Recruiting	Date Posted: 08/16/2016	Closing Date: Open Until Filled
<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).</p> <p>B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.</p> <p>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>		

No.	Applicants 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: Malcom Hagberg and I would both like Hillary Gilham to be our permanent custodian at the KW Bergan. She has proven to be an employee with great work ethics and has good communication skills when working with students and adults.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	8/24/2014	Yes	Ok
Criminal background check	8/28/2014	Yes	Ok
TB documentation	8/22/2014	Yes	Ok

Salary: \$11.55	Placement: <u>L2/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue Date 09/20/2016 Approved by: _____ Date: _____