

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: June 28, 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:**        June 21, 2017

**To:**            **John Rouse**  
                    Superintendent of Schools

**From:**        Jason Andreas  
                    Title:        Human Resources Director

**Subject:**    **Hiring: Administrative Assistant 2017-2018 fiscal year.**

**Description:** The Administration is recommending the following individual for hire for 2017/2018 fiscal year:

🚩 Rikie Calica, Administrative Assistant, Curriculum/Administration, \$40,700.00

**Financial Impact:** \$40,700.00

**Attachment(s):**    Hiring Selection Report

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

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

---

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



## Browning Public Schools Hiring Selection Report

Position <b>Federal Programs/Curriculum/Student Information System Management-Administrative Assistant</b>		Applicant Recommended <b>Rikie Calica</b>	
Department/Location <b>Administration</b>		Supervisor <b>Jeri Matt</b>	
Type of Position <b>Professional/Technical</b>	Starting Date <b>7/5/2017</b>	Term <b>2016-2017 Fiscal Year</b>	

<b>Recruiting</b>	Date Posted: <b>04/12/2017</b>	Closing Date: <b>4/26/2017</b>
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Arrowtop, Alyssa		Yes	
	Bremner, Dana		Yes	
	Brown, Jacy		Yes	
	Calica, Rikie		Yes	
	Grant, Alonzo		Yes	
	Hall, Andrea		Yes	
	Ingraham, Marnessa		Yes	
	Reevis, Georgana		Yes	
	Rivas, Sandra		Yes	
	Shortman, Davielee		yes	

Interview Committee		Title	Name	Title
Jeri Matt	Curriculum Director			
Tracie Keller	Accounting Clerk-Benefits			
Brenda Hoyt	BHS Counselor Secretary			
Linda Baker	Accounting Clerk-Student Accts.			

**Recommendation:** We were impressed with her consistent promotions within her current organizations. Rikie demonstrated skills with e-mail and experience with databases. She had only proactive plans for managements but also problem solving for plans that may fail. She believes in the team approach. Rikie is very enthusiastic and positive and she believes in customer service.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	05/09/2017	yes	Ok
Criminal background check	5/9/2017	yes	Ok
TB documentation	5/9/2017	yes	Ok

Salary: \$40,700.00	Placement: <u>N/A</u>	Contract Days: 260
---------------------	-----------------------	--------------------

Prepared by: Sherie Blue Date 5/23/2017 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_