

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 28, 2017



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: September 19, 2017

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Hiring: Parttime Flex Assistant Cook

Description: Lynne Keenan, Director of Food Services, would like to recommend the following individual for hire for the 2017-2018 School Year:

✚ Michelle Plouffe, PT Flex Assistant Cook, Food Services, L1/SP \$12.62/hr.

Financial Impact: Per Classified Labor Agreement

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 Part-Time Flex Assistant Cook		Applicant Recommended Michelle Plouffe	
Department/Location Food Services		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date 10/2/2017	Term 2017-2018 School Year	

Recruiting	Date Posted: 08/02/2017	Closing Date: Open Until Filled
Comments:		

Applicants				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Farmer, Kylee		Yes	9/12/2017
	Fish, Raylonda		Yes	9/12/2017
	Kennerly-MadPlume, Tammy		Yes	N/A
	Plouffe, Michelle		Yes	9/12/2017

Interview Committee			
Name	Title	Name	Title
Lynne Keenan	Food Services Director		
Brandon Sure Chief	Food Services Site Supervisor		
Dixie Guardipee	Facilities Secretary		

Recommendation: Michelle has worked for our school district in the past. She was an exceptional employee. Michelle has a lot of experience in the food service business. She expressed that she is very dependable and is a hard worker.

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: L1/SP	Contract Days: 189
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Prepared by: Sherie Blue Date 09/19/2017 Approved by: _____ Date: _____