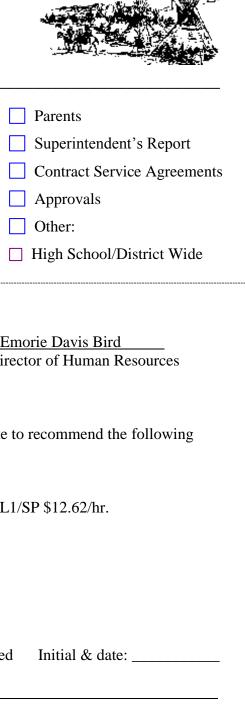
## **Browning Public Schools**

**Board Agenda Request**Meeting To Be Held: September 28, 2017



| Recognit  | ion: Students                                    | Staff                                 | Parents   |  |  |  |
|---|--|---------------------------------------|---|--|--|--|
| Informat  | ion:   | Old Business                          | Superintendent's Report                         |  |  |  |
| Action:   | Resignations                                     |                                       | 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                               |                                       |   |  |  |  |
| То:   | Corrina Guardipee-Hall Superintendent of Schools | · · · · · · · · · · · · · · · · · · · | Emorie Davis Bird<br>irector of Human Resources |  |  |  |
| Subject:  | Hiring: Parttime Flex Assista                    | ant Cook                              |   |  |  |  |
| <b>Description:</b> 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:   |  |                                       |   |  |  |  |



Comments:

## Browning Public Schools **Hiring Selection Report**

| Position            |                     |               | Applicant Recommend | ded                       |
|---------------------|---------------------|---------------|---------------------|---------------------------|
| Part-Time Flex      | <b>Assistant Co</b> | ook           | Michelle Plouffe    |                           |
| Department/Location |                     |               | Supervisor          |                           |
| Food Services       |                     |               | Lynne Keenan        |                           |
| Type of Position    |                     | Starting Date |                     | Term                      |
| Classified          |                     | 10/2/2017     |                     | 2017-2018 School Year     |
|                     |                     | 1             |                     |                           |
| Recruiting          | Date Posted:        | 08/02/2017    | Closino             | g Date: Open Until Filled |

| No.  | Name<br>(Alphabetical by Last Name) | Date<br>Application<br>Received | Minimum<br>Requirements<br>Met? | Date Interviewed |
|--|-------------------------------------|---------------------------------|---------------------------------|------------------|
| Farm                                       | er, Kylee                           |                                 | Yes                             | 9/12/2017        |
| Fish, Raylonda<br>Kennerly-MadPlume, Tammy |                                     |                                 | Yes<br>Yes                      | 9/12/2017<br>N/A |
|  |                                     |                                 |                                 |                  |

| 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?<br>(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:  | Contract Days:189 |  |
|--------------------------|------------------|-----------------|-------------------|--|
| Prepared by: Sherie Blue | Date 09/19/2017  | Approved by: Da | ate:              |  |