

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: November 29, 2017



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**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

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**Date:**   November 20, 2017

**To:**   Corrina Guardipee-Hall  
                    Superintendent of Schools

**From:**   Emorie Davis Bird  
**Title:**   Director of Human Resources

**Subject: Hiring: Personal Care Attendant**

**Description:** Jill Mattingly, Special Education Director, recommends the following hire:

✚ Shainell Birdrattler, Personal Care Attendant, KW Bergan/Vina Chattin, (L1/SP), \$12.62/hr.

**Financial Impact:** Classified Labor Agreement (\$12,216.16 x 18% fringe = \$14,415.07 + insurance \$7,920.00 = \$22,335.00)

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

**Superintendent Action:**    Approved  Denied     Deferred    Initial & date: \_\_\_\_\_

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

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



## Browning Public Schools Hiring Selection Report

Position <b>Personal Care Attendant</b>		Applicant Recommended <b>Shainell Birdrattler</b>	
Department/Location <b>Special Education/KW/Vina</b>		Supervisor <b>Jill Mattingly/Tonia Tatsey</b>	
Type of Position <b>Classified</b>	Starting Date <b>12/01/2017</b>	Term <b>2017-2018 School Year</b>	

**Recruiting**      Date Posted: N/A      Closing Date: N/A

Comments: Emergency Hire. No interview needed per district policy #5120:  
**Selection Process, section C.** Exceptions: The competitive selection process may be unnecessary in the following circumstances:

A. Coaches and sponsors having preference as provided under the above section, Preferences, paragraph 3(A).  
 B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.  
 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. The superintendent is directed to establish and implement procedures to carry out this policy.

Applicants				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
N/A				

Interview Committee			
Name	Title	Name	Title
N/A			

**Recommendation:** Shainell has been subbing as a PCA for over a month. She has built a rapport with the students in the classroom and works well with the students. 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 11/20/2017      Approved by: \_\_\_\_\_      Date: \_\_\_\_\_