

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: September 27, 2018



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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:**      September 17, 2018

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

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

**Subject: Hiring: Personal Care Attendance-BHS**

**Description:** Jill Mattingly, Director of Special Services, is recommending the following hire:

✚ Marge Labuff, Personal Care Attendant, High School (L1/SP), \$12.94/hr.

**Financial Impact:** 2018-2021 Classified Labor Agreement

**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>Marge Labuff</b>	
Department/Location <b>Special Services/High School</b>		Supervisor <b>Jill Mattingly/John Salois</b>	
Type of Position <b>Classified</b>	Starting Date <b>10/1/2018</b>	Term	

**Recruiting**      Date Posted: 8/6/2018      Closing Date: Open Until Filled

Comments: Marge was the only applicant therefore an interview process is unnecessary. Please reference District Policy # 5120, Selection Process, Exceptions, Sec. B: Exceptions: The competitive selection process may be unnecessary in the following circumstances:

**B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.**

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

Interview Committee	Title	Name	Title
N/A			

**Recommendation:** Marge LaBuff has past experience working with our students and has expressed an interest in becoming a SPED PCA. 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
State & Federal Criminal background check	On file	yes	Ok
Tribal Background check	On file	yes	Ok
TB documentation	On file	yes	Ok

Salary: \$12.94/hr.      Placement: L1/SP      Contract Days: 189

Prepared by: Sherie Blue      Date 09/17/2018      Approved by: \_\_\_\_\_      Date: \_\_\_\_\_