

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: September 28, 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:**      September 19, 2017

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

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

**Subject: Hiring: Bus Driver**

**Description:** Wayne Hall, Director of Transportation, recommends the following individual for hire for the 2017-2018 School Year:

✚ Desiree Flammond, Bus Driver, Transportation, L2/SP \$14.19/hr.

**Financial Impact:** Per 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>Bus Driver</b>		Applicant Recommended <b>Desiree Flammond</b>	
Department/Location <b>Transportation</b>		Supervisor <b>Wayne Hall</b>	
Type of Position <b>Classified</b>	Starting Date <b>TBD</b>	Term <b>2017-2018 School Year</b>	

<b>Recruiting</b>	Date Posted:	Closing Date: Open Until Filled
Comments: Applicant was the only applicant for this position. No interview needed per district policy #5120: <b>Selection Process, section B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.</b>		

<b>Applicants</b>				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Flammond, Desiree	08/09/2017	Yes	N/A

<b>Interview Committee</b>			
Name	Title	Name	Title
N/A			

**Recommendation:** I'm recommending Desiree Flammond for hire for the position of bus driver to fill one of our many positions. She has the needed requirements for the job such as her CDL and proper endorsements.

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: \$14.19/hr.	Placement: <u>L2/SP-</u>	Contract Days: TBD
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Prepared by: Sherie Blue      Date 09/19/2017      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_