

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 7, 2016



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☒ 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 2, 2016

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
Title: HR Director

Subject: Hiring 2016-2017 Napi Elementary Activities Coordinator

Description: Activities Director, Tony Wagner, recommends the following hire for the 2016-2017 sport:

 Matthew Swenson, Athletic Coordinator, Napi Elementary School, Exp: 0, \$2,000

Financial Impact: Per Extra-Curricular Salary Schedule

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 Athletic Coordinator		Applicant Recommended Matthew Swenson	
Department/Location Napi Elementary		Supervisor Tony Wagner	
Type of Position Extra-Curricular	Starting Date 09/08/2016	Term 2016-2017 Sports season	

Recruiting	Date Posted: 07/27/2016	Closing Date: Open Until Filled
Comments:		

Applicants					
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed	Final Ranking
	Swenson, Matthew	8/3/2016	Yes	9/2/2016	1
	Tucker, Candace	8/29/2016	Yes	9/2/2016	2

Interview Committee			
Name	Title	Name	Title
Tony Wagner	Director of Student Activities		
John Salois	BHS Principal		
Jill Mattingly	SPED Director		

Recommendation: Matthew is recommended based upon his coaching background, passion for the kids, and experience as a teacher. Also he is being recommended for hire due to his ability to motivate and communicate with kids.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	Already a district employee	Yes	Ok
Criminal background check	Already a district employee	Yes	Ok
TB documentation	Already a district employee	Yes	Ok

Salary: \$2,000.00	Placement: Exp: 0	Contract Days: TBD
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Prepared by: Sherie Blue Date 09/02/2016 Approved by: _____ Date: _____