

Browning Public Schools
Board Agenda Request
Meeting To Be Held: March 13, 2018



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

Date: March 6, 2018

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Hiring: Part Time Child Care Aide

Description: Carrie Hirst, Parent Outreach Community Coordinator, would like to recommend the following individual for hire for the 2017-2018 school year:

✚ Bristen Belcourt, Part-Time Child Care Aide I, Child Care Program, (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:



Browning Public Schools Hiring Selection Report

Position Part-Time Child Care Aide I		Applicant Recommended Bristen Belcourt	
Department/Location Child Care Program		Supervisor Carrie Hirst	
Type of Position Classified	Starting Date 1/5/2018	Term 2017-2018 School Year	

Recruiting	Date Posted: 1/2/2018	Closing Date: Open Until Filled
Comments:		

Applicants				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Belcourt, Bristen		Yes	2/28/18
	Kipling, Monica		Yes	2/28/18

Interview Committee			
Name	Title	Name	Title
Kami Wellman	Child Care Aide II		
Jerelyn Gobert	HiSet Tutor		

Recommendation: Bristen is being recommended because she has worked in the district before and is happy to have a part-time position. Bristen also has children of her own and is very patient.

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: L1/SP	Contract Days: 189
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Prepared by: Sherie Blue Date 3/6/18 Approved by: _____ Date: _____