

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 31, 2017



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: May 25, 2017

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
Title: Human Resources Director

Subject: **Hiring: Personal Care Attendant**

Description: Jill Mattingly is recommending the following individual for hire:

🚗 Donald Comes at Night, Personal Care Attendant, KW/Vina, L1/SP, \$11.52/hr

Financial Impact: Per Classified Labor Agreement

Attachment(s): none.

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position Personal Care Attendant		Applicant Recommended Donald Comes At Night	
Department/Location KW Bergan/Vina Chattin		Supervisor Jill Mattingly/Toni Tatsey	
Type of Position Classified	Starting Date 06/01/2017	Term 2016-2017 School Year	

Recruiting	Date Posted: N/A	Closing Date: N/A
Comments: A part-time BMS PCA position was advertised, with Donald being the only applicant. Jill Mattingly is requesting Donald be hired in the existing full-time PCA position that is vacant.		

Applicants				
No.	Name (Alphabetical by Last Name)	Date Application Re- ceived	Minimum Re- quirements Met?	Date Interviewed
	Comes At Night, Donald		Yes	

Interview Committee			
Name	Title	Name	Title
N/A			

Recommendation: Donald has experience in working in our school district in several different roles and has proven to be a reliable employee. He has worked in the capacity of a sub for the position of personal care attendant and has shown that he has the patience needed to work with challenging students.

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: \$11.52/hr	Placement: <u>L1/SP</u>	Contract Days: 189 days
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Prepared by: Sherie Blue Date 5/23/2017 Approved by: _____ Date: _____