

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 8, 2017



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: August 1, 2017

To: Corrina Guardipee
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Hiring: Babb Elementary Head Cook

Description: Lynne Keenan, Food Services Director, is recommending the following individual for hire for the 2017-2018 School year:

 Kimberly Walker, Head Cook, Babb Elementary, L2/SP, \$14.19

Financial Impact: Per Classified Labor Agreement

Attachment(s): Hiring Selection Reports

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position Head Cook		Applicant Recommended Kimberly Walker	
Department/Location Food Services		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date 08/22/2017	Term 2017-2018 School Year	

Recruiting	Date Posted: 06/02/2017	Closing Date: 06/22/2017
Comments:		

Applicants				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Walker, Kimberly		Yes	7/24/2017
	Anderberg, Rachael		Yes	Did not confirm

Interview Committee			
Name	Title	Name	Title
Lynne Keenan	Food Service Director		
Brandon Sure Chief	Food Service Secretary		

Recommendation: Kimberly has been working for the last year in a cooking position. She does a great job and is very dependable.
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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 07/31/2017 Approved by: _____ Date: _____