

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: April 26, 2017



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**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

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**Date:**            April 21, 2017

**To:**            **John Rouse**  
                    Superintendent of Schools

**From:**        Tony Wagner  
                    Title:        Human Resources Director

**Subject:** **Hiring Classified Elementary Cooks**

**Description:** **Lynne Keenan would like to recommend the following individuals for hire:**

👤 Melody Lerma, Part-time Flex Assistant Cook, Food Services, L1/SP, \$11.52/hr.

**Financial Impact:** Per Classified Labor Agreement

**Attachment(s):** Hiring Selection Reports

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)         Approved         Denied         Tabled to: \_\_\_\_\_



## Browning Public Schools Hiring Selection Report

Position <b>Part-Time Assistant Cook</b>		Applicant Recommended <b>Melody Lerma</b>	
Department/Location <b>Food Services</b>		Supervisor <b>Lynne Keenan</b>	
Type of Position <b>Classified</b>	Starting Date <b>April 27, 2017</b>	Term <b>2017-2018 Academic Year</b>	

<b>Recruiting</b>	Date Posted:	Closing Date:
<b>Comments: Interviewed for (3) Assistant cook positions</b>		

<b>Applicants</b>				
No.	Name (Alphabetical by Last Name)	Date Application Re- ceived	Minimum Re- quirements Met?	Date Interviewed
	Blackman, Ashley	3/29/2017		
	Butterfly, Shelly	1/10/2017		
	Lerma, Melody	3/8/2017		
	Vielle, Freda	3/29/2017		

<b>Interview Committee</b>			
Name	Title	Name	Title
Lynne Keenan	Food Services Director		
Glen Hall	Custodial & Security Manager		
Dixie Guardipee	Custodial Secretary		

**Recommendation:** Melody has past experience as a Dietary Aide, cooking, and cleanliness in the kitchen. She has her first aid/CPR certificate. Melody will be a great addition to the food service program.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	Pending	No	
Criminal background check	Pending	No	
TB documentation	Pending	No	

Salary: \$11.52/hr.	Placement: <u>L1/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue Date 4/21/2017 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_