

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: October 10, 2017



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**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

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**Date:**      October 3, 2017

**To:**          Corrina Guardipee-Hall  
                    Superintendent of Schools

**From:**      Emorie Davis Bird  
**Title:**        Director of Human Resources

**Subject: Hiring: Assistant Cook-KW Vina**

**Description:** Lynne Keenan, Director of Food Services, would like to recommend the following individual for hire for the 2017-2018 School Year:

🌈 Kylee Farmer, Assistant Cook, KW Vina, L1/SP \$13.20/hr., Per Classified Labor Agreement

**Financial Impact:** \$19,958.40 SY + 18% fringe, prorated @ \$15,628.80 + 18% fringe

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

**Superintendent Action:**   ☐ Approved ☐ Denied    ☐ Deferred    Initial & date: \_\_\_\_\_

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

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



## Browning Public Schools Hiring Selection Report

Position <b>Assistant Cook</b>		Applicant Recommended <b>Kylee Farmer</b>	
Department/Location <b>Food Services/KW/Vina</b>		Supervisor <b>Lynne Keenan</b>	
Type of Position <b>Classified</b>	Starting Date <b>TBD</b>	Term <b>2017-2018 School Year</b>	

<b>Recruiting</b>	Date Posted: <b>08/02/2017</b>	Closing Date: <b>Open Until Filled</b>
Comments:		

<b>Applicants</b>				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Farmer, Kylee		Yes	9/12/2017
	Fish, Raylonda		Yes	9/12/2017
	Kennerly-MadPlume, Tammy		Yes	N/A
	Plouffe, Michelle		Yes	9/12/2017

<b>Interview Committee</b>			
Name	Title	Name	Title
Lynne Keenan	Food Services Director		
Brandon Sure Chief	Food Services Site Supervisor		
Dixie Guardipee	Facilities Secretary		

**Recommendation:** I am recommending Kylie Farmer for the Assistant Cook position at KW Bergan. He has five plus years in food management, this includes fast-food/line cook, restaurant cook/manager, he has experience in inventory and ordering and food safety regulations. I believe he can consistently meet our commitments such as providing healthy daily meals, conduct himself professionally, communication affectively and work well with other. In conclusion I believe he has the willingness to provide quality work and for that I am recommending Kylie Farmer for this position.

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: <b>\$12.62/Hr.</b>	Placement: <b>L1/SP</b>	Contract Days: <b>189</b>
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Prepared by: Sherie Blue      Date **10/3/2017**      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_