

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: November 1, 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:**    October 24, 2018

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

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

**Subject: Hiring: Personal Care Attendant-KW/Vina**

**Description:** Jill Mattingly, Special Education Director, is recommending the following hire:

✚ Annette Burdeau, Personal Care Attendant, KW/Vina Elementary School, (L1/SP), \$12.94/hr.

**Financial Impact:** 2018-2021 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 <b>Personal Care Attendant</b>		Applicant Recommended <b>Annette Burdeau</b>	
Department/Location <b>KW/Vina Elementary</b>		Supervisor <b>Tonia Tatsey/Jill Mattingly</b>	
Type of Position <b>Classified</b>	Starting Date <b>11/5/2018</b>	Term <b>2018-2019 school year</b>	

<b>Recruiting</b>	Date Posted: <b>8/6/2018</b>	Closing Date: <b>Open Until Filled</b>
Comment:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Aubert, Alicia	9/12/18	Yes	Declined
	Burdeau, Annette	9/12/18	Yes	10/3/2018
	Gunn, Mei Chu	8/24/18	Yes	No Interview
	Hall Kailey	9/18/18	Yes	10/3/2018
	Hall, Ellen	9/18/18	Yes	10/3/2018
	Lamere, Janet	8/14/18	Yes	10/3/2018
	Little Dog Leon, Shanna	9/18/18	Yes	Declined
	Little Plume, Myra	8/31/18	Yes	10/3/2018
	McClintock, Gretchen	9/5/18	Yes	No Interview
	Michel, Whisper	9/7/18	Yes	10/3/2018
	Vaile, Raquel	9/12/18	Yes	10/3/2018

Interview Committee	Title	Name	Title
Jill Mattingly	SPED Director		
Carla Whitegrass	SPED Teacher		
Dawn Marxer	SPED Teacher		

**Recommendation:** Annette Burdeau has experience in working with disabled people. She has worked at Head Start and also has training in trauma and grief. She wants to give back to our community.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	Yes	Ok
State & Federal Criminal background check	On file	Yes	Ok
Tribal Background check	On file	Yes	Ok
TB documentation	On file	Yes	Ok

Salary: <b>\$12.94/hr.</b>	Placement: <b>L1/SP</b>	Contract Days: <b>189</b>
----------------------------	-------------------------	---------------------------

Prepared by:     Sherie Blue          Date **10/24/2018**      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_