

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 31, 2016



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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:**     August 24, 2016

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

**From:**     Jason Andreas  
**Title:**      HR Director

**Subject:** Hiring Elementary Food Service Position

**Description:** Lynne Keenan, Director of Nutrition Services, recommends the following hire:

👤 Cecilia Whiteman, Assistant Cook, Food Services, L1/SP, \$10.97/hr.

**Financial Impact:** As Per Classified Master Contract

**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>Cecilia Whiteman</b>	
Department/Location <b>Food Services</b>		Supervisor <b>Lynne Keenan</b>	
Type of Position <b>Classified</b>	Starting Date <b>09/01/2016</b>	Term <b>2016-2017 School Year</b>	

**Recruiting**      Date Posted: 5/27/2016      Closing Date: Open Until Filled  
 Comments: Sarah Kuka declined this position and the next top applicant was selected.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Augare, JoAnne	5/27/2016	Yes	
	Blackman, Mary Beth	8/3/2016	Yes	8/18/16
	Boushie, Blake	8/11/2016	Yes	
	Kipp, Max	6/14/2016	Yes	
	Kuka, Sarah	8/9/2016	Yes	8/18/16
	Little Owl, Pauline	3/1/2016	Yes	
	Moreno, George	8/2/2016	Yes	8/18/16
	Wall, Marnessa	8/2/2016	Yes	
	Whiteman, Cecilia	8/2/2016	yes	8/18/16

Interview Committee		Title	Name	Title
Lynne Keenan	Food Services Director			
Lawrence Horn	Food Services Site Supervisor			
Dixie Guardipee	Facilities Secretary			

**Recommendation:** Cecilia is being recommended for hire based on her district experience and her experience as a head cook.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	11/12/11	Yes	Ok
Criminal background check	11/22/16	Yes	Ok
TB documentation	11/12/11	Yes	Ok

Salary: \$10.97/hr.      Placement: L1/SP      Contract Days: 189

Prepared by: Sherie Blue      Date 08/23/2016      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_