

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 17, 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 9, 2016

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

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

**Subject: Hire Middle School Teacher Assistant**

**Description:** Julie Hayes, BMS Principal, recommends the following hire:

🚩 Robert Juarez, Teacher Assistant, Middle School. L2/SP, \$12.54/hr.

**Financial Impact:** Per Classified Labor Agreement

**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>Teacher Assistant</b>		Applicant Recommended <b>Robert Juarez</b>	
Department/Location <b>Middle School</b>		Supervisor <b>Julie Hayes</b>	
Type of Position <b>Classified</b>	Starting Date <b>08/22/2016</b>	Term <b>2016-2017 School Year</b>	

<b>Recruiting</b>	Date Posted: <b>6/14/2016</b>	Closing Date: <b>6/28/2016</b>
Comments:		

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed	Final Ranking
	Juarez, Robert	6/28/2016	Yes	7/21/2016	2
	No Runner, Sue	6/28/2016	Yes	7/21/2016	3
	Raining Bird, Shyann	6/28/2016	Yes	7/21/2016	1
	Trombley, Linda F.	66/28/2016	yes	7/21/2016	4

Interview Committee			
Name	Title	Name	Title
Julie Hayes	BMS Principal		
Edna Pollock	BMS Secretary		
Violet Sinclair	Data Tech. Specialist		

**Recommendation:** Robert has a strong interest in working with children. He is pursuing his psychology degree and working at the school with help him to determine if his future interest is in working with kids.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	8/5/2016	Yes	Ok
Criminal background check	8/9/2016	Yes	Ok
TB documentation	8/4/2016	Yes	Ok

Salary: \$12.54/hr.                      Placement: L2/SP                      Contract Days: 189

Prepared by: Sherie Blue                      Date 08/09/2016                      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_