

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



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

Date: April 21, 2017

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
 Title: Human Resources Director

Subject: **Hiring Classified Elementary Cook**

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

✚ Ashley Blackman, Assistant Cook, Food Services, Browning Elementary, 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: _____

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



Browning Public Schools Hiring Selection Report

Position Assistant Cook		Applicant Recommended Ashley Blackman	
Department/Location Food Services/Browning Elementary		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date April 27, 2017	Term 2017-2018 Academic Year	

Recruiting	Date Posted:	Closing Date:
Comments: Interviewed for (3) Assistant cook positions		

Applicants				
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		

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

Recommendation: Ashley has been subbing in the position for a while. She would be an asset to our program as she is knowledgeable in the food service department. She interviewed well and shows great potential.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	8/25/15	Yes	OK
Criminal background check	10/15/15	Yes	OK
TB documentation	6/2/15	yes	OK

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: _____