

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 21, 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: August 17, 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 for hire for the 2018-2019 School Year:

✚ JennyJo Tailfeathers, Personal Care Attendant, KW/Vina, (L1/SP), \$12.94/hr.

Financial Impact: Per 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 Personal Care Attendant		Applicant Recommended Jennyjo Tailfeathers	
Department/Location KW Bergan/Vina Chattin School		Supervisor Jill Mattingly/Tonia Tatsey	
Type of Position Certified	Starting Date 8/23/2018	Term 2018-2019 School Year	

Recruiting Date Posted: 08/06/2018 Closing Date: Open Until Filled

Comments: Since the two applicants declined, the competitive process was no longer necessary since there are (3) vacancies and (3) applicants that are qualified and meet eligibility requirements per district policy # 5120:

Exceptions: The competitive selection process may be unnecessary in the following circumstances:
 A. Coaches and sponsors having preference as provided under the above section, Preferences, paragraph 3(A).
 B. **Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.**
 C. The applicant is part of a general pool of temporary workers including substitutes from which supervisors may select and employ as needed. This exception does not apply to temporary employees or short-term workers to be hired for summer work.

No.	Applicant Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Hite, Tara	8/10/18	Yes	Declined
	Jordan, Margie	8/9/18	Yes	Declined
	Labuff, Marjorie	8/9/18	Yes	NA
	Lamere, Janet	8/14/18	Yes	NA
	Tailfeathers, Jennyjo	8/15/18	Yes	NA

Interview Committee			
Name	Title	Name	Title
NA			

Recommendation: JennyJo has experience in working with Head Start students. She has expressed an interest in working in our school district as a personal care attendant. I feel that she will be an asset to our special education department.

Pre-Employment Requirements	Date Initiated	Completed? (Yes (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: \$12.94/hr. Placement: L1/SP Contract Days: 189

Prepared by: Sherie Blue Date 08/17/18 Approved by: _____ Date: _____