

Browning Public Schools
Board Agenda Request
Meeting To Be Held: December 13, 2016



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: December 8, 2016

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
Title: HR Director

Subject: Hiring of Bus Driver position for the 2016-2017 Academic Year:

Description: Lynne Keenan recommends the following hire:

✚ Sarah Kuka, Part-Time Assistant Cook, Food Services/Middle School, \$11.52/hr.

Financial Impact: Per Classified Labor Agreement

Attachment(s): Hiring Selection Reports

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position Part-Time Assistant Cook		Applicant Recommended Sarah Kuka	
Department/Location Food Services		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date 12/15/2016	Term 2016-2017 School Year	

Recruiting	Date Posted: 11/07/2016	Closing Date: 11/28/2016
Comments:		

Applicants					
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed	Final Ranking
	Kuka, Sarah	11/22/2016	Yes	12/7/2016	1
	Peters, Jenifer	11/28/2016	Yes	12/7/2016	2
	WestWolf, Tennielle	11/18/2016	Yes	12/7/2016	3

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

Recommendation: Sarah Kuka is highly qualified as an assistant cook. She seems very ambitious and has lots of experience in food service and catering .

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	3/16/2015	Yes	Ok
Criminal background check	3/30/2012	Yes	Ok
TB documentation	10/30/2015	Yes	Ok

Salary: \$11.52	Placement: <u>L1/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue Date 12/08/2016 Approved by: _____ Date: _____