

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 5, 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: September 4, 2018

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Hiring: PCA – KW Vina

Description: Jill Mattingly, Director of Special Services, is recommending the following for hire for the 2018-2019 school year:

🚦 Monica Rattler, Personal Care Attendant, KW/Vina Elementary School, (L1/SP), \$12.94/hr.

Financial Impact: 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 Monica Rattler	
Department/Location KW/Vina Elementary		Supervisor Jill Mattingly/Tonia Tatsey	
Type of Position Classified	Starting Date 09/07/2018	Term 2018-2019 school year	

Recruiting Date Posted: 8/6/2018 Closing Date: Open Until Filled

Comments: No interviews per policy #5120, Selection Process, Exceptions:

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.

Applicants

No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Rattler, Monica	08/28/18	Yes	NA

Interview Committee

Name	Title	Name	Title
NA			

Recommendation: Monica has been a sub in our school district for several years. She has done a good job as a sub. She has expressed an interest in working with special education students. I feel that she will be an asset to the special education department and has demonstrated that she has the skills necessary to work with high needs students.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	On file	yes	Ok
State & Federal Criminal background check	On file	yes	Ok
Tribal Background check	NA	NA	NA
TB documentation	On file	yes	Ok

Salary: \$12.94/hr. Placement: L1/SP Contract Days:

Prepared by: Sherie Blue Date 09/04/2018 Approved by: _____ Date: _____