

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 31, 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 24, 2016

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

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

**Subject: Hiring of Warehouse Supply Clerks for the 2016-2017 Academic Year:**

**Description:**

 Edward Laplante, Warehouse Supply Clerk, Food Services, L2/SP, \$13.12/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>Warehouse Supply Clerk</b>		Applicant Recommended <b>Edward Laplante</b>	
Department/Location <b>Food Services</b>		Supervisor <b>Lynne Keenan</b>	
Type of Position <b>Classified</b>	Starting Date <b>09/01/2016</b>	Term <b>2016-2017 School Year</b>	

<b>Recruiting</b>	Date Posted: <b>6/23/2016</b>	Closing Date:
Comments:		

<b>Applicants</b>					
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed	Final Ranking
	Boushie, Blake		Yes	8/16/16	3
	Hall, Kellen	Did not meet closing date	Yes	N/A	
	Kipp, Max		Yes	8/16/16	1
	Laplane, Edward		Yes	8/16/16	2
	Marceau, Shonda		Yes	8/16/16	4

<b>Interview Committee</b>			
Name	Title	Name	Title
Lynne Keenan	Food Services Director		
Lawrence Horn	Food Services Site Supervisor		
Dixie Guardipee	Facilities Secretary		

**Recommendation:** Edward is being recommended due to his past experience and present qualifications as the warehouse supply clerk.

<b>Pre-Employment Requirements</b>	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	10/15/13	Yes	Ok
Criminal background check	11/12/13	Yes	Ok
TB documentation	10/18/13	Yes	Ok

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

Prepared by: Sherie Blue Date 08/23/2016 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_