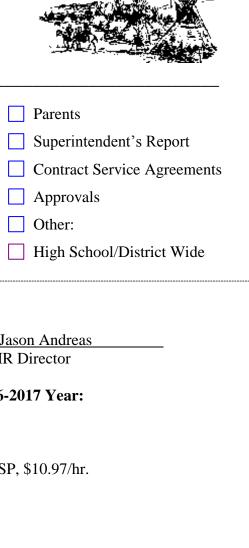
Browning Public Schools **Board Agenda Request**Meeting To Be Held: September 29, 2016



| Recognit | cion: Students | Staff | Parents | | |
|--|---------------------------------|---------------------|-----------------------------|--|--|
| Informat | tion: 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 | o Elementary (only) | High School/District Wide | | |
| Date: | September 20, 2016 | | | | |
| To: | John Rouse | From: | Jason Andreas | | |
| | Superintendent of Schools | Title: | HR Director | | |
| Subject: Hiring of Classified Elementary positions for the 2016-2017 Year: | | | | | |
| Description: | | | | | |
| ♣ Teresa Reevis, Personal Care Attendant, Vina Chattin, L1/SP, \$10.97/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 | | Applicant Recommend | ed |
|--------------------------------|------------|-----------------------------|-----------------------|
| Personal Care Attendant | | Teresa Reevis | |
| Department/Location | | Supervisor | |
| Vina Chattin | | Tonia Tatsey/Jill Mattingly | |
| Type of Position Starting Date | | | Term |
| Classified | 09/30/2016 | | 2016-2017 School Year |

| Recruiting Date Posted: Closing I |
|-----------------------------------|
|-----------------------------------|

Comments: Interviews not conducted. Please reference Board 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.

| Applicants | | | | | |
|------------|-------------------------------------|---------------------------------|---------------------------------|------------------|------------------|
| No. | Name (Alphabetical by Last Name) | Date Application Received | Minimum Requirements Met? | Date Interviewed | Final Ranking |
| N/A | | | | | |
| | | | | | |

| Interview Committee | | | | | |
|---------------------|-------|------|-------|--|--|
| Name | Title | Name | Title | | |
| N/A | | | | | |
| | | | | | |

Recommendation: Teresa Reevis is being recommended for the Personal Care Attendant at Vina Chattin. Teresa has been subbing in the classroom and has proved to be the right fit for the tudents. She is punctual, dependable, and her heart is in the right place, and that is for the students. Teresa works very well with the Special Needs students where she initiates classroom learning and anticipates the needs for the children. We look forward to Teresa to be a part of our team at the KW/Vina campuses and look forward to having her as an employee.

| Pre-Employment Requirements | Date Initiated | Completed? (Y)es (N)o | Results Received (Negative = OK) |
|-----------------------------|----------------|--------------------------|----------------------------------|
| Drug test | 9/26/2015 | Yes | Ok |
| Criminal background check | 10/172015 | Yes | Ok |
| TB documentation | 9/23/2015 | Yes | Ok |

| Salary: \$10.97 | Placement: L1/SP | | Contract Days: 189 | |
|--------------------------|------------------|--------------|--------------------|--|
| Prepared by: Sherie Blue | Date 09/22/2016 | Approved by: | Date: | |