

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 29, 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: September 20, 2016

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
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 Personal Care Attendant		Applicant Recommended Teresa Reeves	
Department/Location Vina Chattin		Supervisor Tonia Tatsey/Jill Mattingly	
Type of Position Classified	Starting Date 09/30/2016	Term 2016-2017 School Year	

Recruiting	Date Posted:	Closing Date:
<p>Comments: Interviews not conducted. Please reference Board Policy 5120, Exceptions: The competitive selection process may be unnecessary in the following circumstances:</p> <p>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.</p>		

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 Reeves 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	10/17/2015	Yes	Ok
TB documentation	9/23/2015	Yes	Ok

Salary: \$10.97	Placement: <u>L1/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue Date 09/22/2016 Approved by: _____ Date: _____