

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 9, 2017



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: May 3, 2017

To: **John Rouse**
 Superintendent of Schools

From: Jason Andreas
 Title: Human Resources Director

Subject: **Hiring - Food Service Secretary**

Description: Lynne Keenan recommends the following individual for the Food Service Secretary position.

✚ Brandon Sure Chief, Department Secretary, Food Services, L2/SP, \$13.09/hr.

Financial Impact: Per Classified Labor Agreement

Attachment(s): none.

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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



Browning Public Schools Hiring Selection Report

Position Department Secretary		Applicant Recommended Brandon Sure Chief	
Department/Location Food Services		Supervisor Lynne Keenan	
Type of Position Classified	Starting Date ASAP	Term 2017-2018 fiscal year	

Recruiting	Date Posted: 3/31/2017	Closing Date: 4/13/2017
Comments:		

No.	Applicants (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Ingraham, Marnessa		Yes	4/25/17
	Old Chief, Kimberly		Yes	4/25/17
	Racine, Brittney		Yes	4/25/17
	Shortman, Davie Lee		Yes	4/25/17
	Sure Chief, Brandon		Yes	4/25/17
	Webber, Autumn		yes	4/25/17

Interview Committee	Title	Name	Title
Lynne Keenan	Food Services Director		
Carlene Adamson	Board/Superintendent Secretary		
Tracie Keller	Accounting Clerk		

Recommendation: The selection committee recommends Brandon Sure Chief for the food service secretarial position because of his job experience in combination with his abilities and willingness to continually improve his skills and knowledge. The responses received from references support the recommendation of the committee.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	Pending	No	
Criminal background check	Pending	No	
TB documentation	Pending	No	

Salary: \$13.09/hr.	Placement: <u>L2/SP</u>	Contract Days: 260
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Prepared by: Sherie Blue Date 5/3/2017 Approved by: _____ Date: _____