

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: December 12, 2017



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**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

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**Date:**    December 5, 2017

**To:**        Corrina Guardipee-Hall  
                 Superintendent of Schools

**From:**    Emorie Davis Bird  
**Title:**     Director of Human Resources

**Subject: Hiring: Personal Care Attendant-BMS**

**Description:** Jill Mattingly, Director of Special Services, recommends the following hire for the 2017-2018 school year:

✚ Mary Jo Wall, Personal Care Attendant, Middle School, (L1/SP), \$12.62/hr.

**Financial Impact:** 680 hrs x \$12.62 = \$8,581.60 x 18% fringe = \$10,126.29 + \$3,860.00 Insurance  
**(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>Personal Care Attendant</b>		Applicant Recommended <b>Mary Jo Wall</b>	
Department/Location <b>Special Education/Middle School</b>		Supervisor <b>Jill Mattingly/Dennis Juneau</b>	
Type of Position <b>Classified</b>	Starting Date <b>12/14/2017</b>	Term <b>2017-2018 School Year</b>	

<b>Recruiting</b>	Date Posted: N/A	Closing Date: N/A
<b>Comments:</b> Emergency Hire. No interview needed per district policy #5120: <b>Selection Process, section C.</b> 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. The superintendent is directed to establish and implement procedures to carry out this policy.		

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

<b>Interview Committee</b>			
Name	Title	Name	Title
N/A			

**Recommendation:** Mary Jo has been a substitute in our school district for many years. She has vast experience in working with students with special needs. I feel that she will be an asset to the special education staff at the middle school.

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

Salary: \$12.62/hr.	Placement: <u>L1/SP</u>	Contract Days: 189
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Prepared by: Sherie Blue      Date 12/05/2017      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_