

Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 6, 2017



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

Date: November 3, 2017

To: Corrina Guardipee-Hall
 Superintendent of Schools

From: Emorie Davis Bird
Title: Director of Human Resources

Subject: Jill Mattingly, Special Education Director, recommends hiring the following individual for the 2017-2018 school year:

Description:

✚ Jaycee Marceau, Personal Care Attendant, KW Vina, (L1/SP), \$14,044.80 pro-rated

Financial Impact: \$13.20/hr x 1512 hrs (\$23,550.91 annual) per Classified Labor Agreement (\$12.62 per hour 6 month probation)

Attachment(s): Hiring Selection Report

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 Jaycee Marceau	
Department/Location Special Education/KW/Vina		Supervisor Jill Mattingly/Tonia Tatsey	
Type of Position Classified	Starting Date 11/6/2017	Term 2017-2018 School Year	

Recruiting Date Posted: N/A Closing Date: N/A

Comments: Emergency Hire. No interview needed per district policy #5120:
Selection Process, section C. 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				

Interview Committee	Title	Name	Title
N/A			

Recommendation: JC has been subbing for our school district in special education classes. She has a calm personality and has also proven that she is reliable, follows directions, and can work independently. I feel that she will be an asset to the Special Education department.

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: L1/SP Contract Days: 189

Prepared by: Sherie Blue Date 11/3/2017 Approved by: _____ Date: _____