

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

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

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

**Subject: Hiring: PCA / Special Services**

**Description:** Jill Mattingly, SPED Director, and Tonia Tatsey, KW/Vina Principal would like to recommend the following individuals for hire for the 2017-2018 School Year:

- ✚ Malana Grant, Personal Care Attendant, Special Services/KW/Vina, L1/SP, \$12.62/hr.

**Financial Impact:** Per 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>Malana Grant</b>	
Department/Location <b>Special Services/KW Bergan/Vina Chattin</b>		Supervisor <b>Jill Mattingly/Tonia Tatsey</b>	
Type of Position <b>Classified</b>	Starting Date <b>09/14/2017</b>	Term <b>2017-2018 School Year</b>	

<b>Recruiting</b>	Date Posted: <b>08/02/2017</b>	Closing Date: <b>Open Until Filled</b>
Comments:		

<b>Applicants</b>				
No.	Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Grant, Malana		Yes	08/25/2017
	Grant, Miranda		Yes	08/25/2017

<b>Interview Committee</b>			
Name	Title	Name	Title
Jill Mattingly	SPED Director		
Tonia Tatsey	KW/Vina Principal		

**Recommendation:** Malana has previously worked in the school childcare and has done an outstanding job with the infants. She will be a great asset to the school climate at the KW/Vina Elementary and will bring her expertise into the classroom. Malana is very nurturing, compassionate, and gets down to the children's level.

<b>Pre-Employment Requirements</b>	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: \$34,380.00 (pro-rated from \$35,520.00)	Placement: <u>BA/0</u>	Contract Days: <u>187</u>
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Prepared by: Sherie Blue Date 08/24/2017 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_