

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 12, 2025



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**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

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**Date:**      08/06/25

**To:**        Rebecca Rappold  
                 Superintendent of Schools

**From:**     Bev Sinclair  
**Title:**      Director of Human Resources

**Subject: Hiring: Assistant Cook-Bullshoe Elementary**

**Description:** Dalaina Grant is recommending the following hire pending successful completion of pre-hire process:

 Kimberly Franks; Assistant Cook, Bullshoe Elementary

**Financial Impact:** \$17.85, L1/S0 (\$18.46, L1/S1 – after successful completion of 90-working-day probationary period)

**Funding Sources:** Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

**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: \_\_\_\_\_

## Browning Public Schools Hiring Selection Report

Position <b>Assistant Cook</b>		Applicant Recommended <b>Kimberly Franks</b>	
Department/Location <b>Bullshoe Elementary</b>		Supervisor <b>Racquel LittlePlume/Dalaina Grant</b>	
Type of Position <b>Classified</b>	Starting Date <b>08/25/25</b>	Term <b>2025-2026 SY</b>	

<b>Recruiting.</b>	Date Posted: 07/15/25	Re-advertised:	Closing Date:
Comments:			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Franks, Kimberly	07/25/25	Yes	07/31/25
	NewRobe, Justin	06/16/25	Yes	07/31/25
	StillSmoking, Brent	On File	Yes	07/31/25

Interview Committee		Title		Name	Title
Dalaina Grant		Food Service Director			
Sandra Rivas		Finance Director			
Teri DeRoche		Secretary			

**Recommendation:** Kimberly has great references, and she is grateful for the opportunity to work for BPS.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	08/04/25	Yes	OK
State & Federal Criminal background check	08/04/25	No	Pending
Tribal Background check	08/05/25	No	Pending

Salary: \$17.85/\$18.46	Placement: L1/S0; L1/S1	Contract Days: 187 Days
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Prepared by: Bev Sinclair      Date 08/05/25      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_