

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 11, 2026



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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:**        08/05/26

**To:**           Rebecca Rappold  
                    Superintendent of Schools

**From:**       Beverly Sinclair  
**Title:**        HR Director

**Subject: Hiring: Assistant Cook-BMS**

**Description:** Zita Ottersbach is recommending the following hire for the Assistant Cook at BMS for the 2026-2027 SY.

- Cody Cruz, Assistant Cook-BMS  
**Pending successful completion of the pre-hire process**

**Financial Impact: L1/S1, \$19.46**

**Funding Source (Budget/grant, etc.):** 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<br><b>Assistant Cook</b>     |                                                               | Applicant Recommended<br><b>Cody Cruz</b>        |  |
| Department/Location<br><b>BMS</b>     |                                                               | Supervisor<br><b>John Salois/Zita Ottersbach</b> |  |
| Type of Position<br><b>Classified</b> | Starting Date<br><b>8/17/26 (Upon completion of Pre-Hire)</b> | Term<br><b>2026-2027 SY</b>                      |  |

**Recruiting.** Date Posted: 7/09/26 Re-advertised: Closing Date:

Comments:

| No. | Applicants Name<br>(Alphabetical by Last Name) | Date<br>Application<br>Received | Minimum<br>Requirements<br>Met? | Date Interviewed |
|-----|------------------------------------------------|---------------------------------|---------------------------------|------------------|
|     | Cruz, Cody                                     | 07/20/26                        | YES                             | 07/22/26         |
|     | RedHead, Danielle                              | 08/21/25                        | YES                             | 07/22/26         |
|     | RedHead, Tayshaun                              | 08/21/25                        | YES                             | 07/22/26         |
|     | Shell, Jessica                                 | 06/16/26                        | YES                             | 07/22/26         |

| Interview Committee | Title          | Name | Title |
|---------------------|----------------|------|-------|
| Zita Ottersbach     | Director       |      |       |
| Ashley Blackman     | Assistant Cook |      |       |
| Brandy Bremner      | Director       |      |       |
|                     |                |      |       |

**Recommendation:** Cody has some experience working in retail food service and is eager to work for BPS.

| Pre-Employment Requirements               | Date Initiated | Completed?<br>(Y)es (N)o | Results Received<br>(Negative = OK) |
|-------------------------------------------|----------------|--------------------------|-------------------------------------|
| Drug Test                                 | 07/23/26       | Yes                      | OK                                  |
| State & Federal Criminal background check | 07/23/26       | Yes                      | PENDING                             |
| Tribal Background check                   | 07/23/26       | Yes                      | PENDING                             |

Salary: \$19.46 Placement: L1/S1 Contract Days: 187 days

Prepared by: Bev Sinclair Date 08/05/26 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_