

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



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

Date: 08/05/26

To: Rebecca Rappold
 Superintendent of Schools

From: Beverly Sinclair
Title: HR Director

Subject: Hiring: Assistant Cook-Bullshoe Elementary

Description: Zita Ottersbach is recommending the following individual for the position of Assistant Cook at BES for the 2026-2027 SY:

- Jessica Shell, Assistant Cook-Bullshoe Elementary

Financial Impact: L1/S1, \$19.46

Funding Source (Budget/grant, etc.):

Attachment(s): Hiring Selection Report

Superintendent Action: ☐ Approved ☐ Denied ☐ Deferred Initial & date: _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled: _____

Browning Public Schools Hiring Selection Report

Position Assistant Cook		Applicant Recommended Jessica Shell	
Department/Location Bullshoe Elementary		Supervisor Jessica Racine/Zita Ottersbach	
Type of Position Classified	Starting Date 8/17/26	Term 2026-2027 SY	

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

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements 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: Jessica holds a certification in food handling, and though brief, she has previous experience working for BPS Food Service.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	02/02/26	Yes	OK
State & Federal Criminal background check	03/17/26	Yes	OK
Tribal Background check	01/26/26	Yes	OK

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

Prepared by: Bev Sinclair Date 08/05/26 Approved by: _____ Date: _____