

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: BHS Attendance Clerk

Description: Sandi Campbell is recommending the following individual for the position of Attendance Clerk for the 2026-2027 SY.

- Sarah Gallagher-Horn, Attendance Clerk
 Pending successful completion of the pre-hire process

Financial Impact: L2/S1, \$21.12

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: _____

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

Browning Public Schools Hiring Selection Report

Position Attendance Clerk		Applicant Recommended Sarah Gallagher-Horn	
Department/Location BHS		Supervisor Sandi Campbell	
Type of Position Classified	Starting Date 8/17/26 (or Upon completion of Pre-Hire)	Term 2026-2027	

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
	Connelly, Shania	07/27/26	YES	08/03/26
	Gallagher-Horn, Sarah	07/22/26	YES	08/03/26
	Guardipee, Caelin	07/21/26	YES	08/03/26

Interview Committee	Title	Name	Title
Sandi Campbell	Principal		
Goudy, Genevieve	Head Secretary		
Cheryl Poitra	Assistant Principal		

Recommendation: Sarah has the ability to work with staff, students and community. She is a fast learner, and she has basic computer/tech skills to keep accurate attendance data.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	08/05/26	Yes	OK
State & Federal Criminal background check	08/05/26	Yes	PENDING
Tribal Background check	Scheduled	NO	PENDING

Salary: \$21.12	Placement: L2/S1	Contract Days: 187 day
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Prepared by: Bev Sinclair Date 08/05/26 Approved by: _____ Date: _____