

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: September 27, 2023



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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:**    9/20/23

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

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

**Subject: Hiring: Personal Care Attendant-SPED**

**Description:** Rebecca Rappold is recommending the following hire:

🚩 Tomasa Rattler, Personal Care Attendant

**Financial Impact:** \$15.85/hour L1/S0 (L1/S1 \$16.46 after successful completion of 90-working day probationary period.

**Funding Source:**

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

Human Resources  
Department

Browning Public Schools  
Hiring Selection Report

Position PCA		Applicant Recommended Tomas Rattler	
Department/Location SPED		Supervisor Rebecca Rappold	
Type of Position Personal Care Attendant	Starting Date 9/28/23	Term 2023-24 School Year	

**Recruiting.** Date Posted: 9/6/22 Re-advertised: 2/2/23 Closing Date: Until filled

**Comments:**

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Tomasa Rattler	8/25/23	Yes	9/7/23
	Quinton Morgan	8/22/23	Yes	No Show

Interview Committee	Title	Name	Title
Rebecca Rappold	Director		
Tracey Coursey	SPED Secretary		
Monty Lucke	Teacher		

**Recommendation:** Tomasa has a background and training in CNA Work. She has supported the health needs of people of all ages. This would directly benefit her work as a PCA.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug test	8/29/23	Yes	OK
State & Federal Criminal background check	8/29/23	Yes	OK
Tribal Background check			pending

Salary: \$15.85; \$16.46 (L1/+1) Placement: L1/S0 Contract Days: 189

Prepared by: Bev Sinclair Date 8/15/23 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_