

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 30, 2025



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: 09/23/25

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: SPED Personal Care Assistant-BES

Description: Jessica Racine is recommending the following individual for hire:

👤 Cara Guardipee Personal Care Assistant

Financial Impact: L1/S0, \$17.85 (L1/S1, \$18.46 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: _____

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

Browning Public Schools Hiring Selection Report

Position PCA		Applicant Recommended Cara Guardipee	
Department/Location BES		Supervisor Jessica Racine	
Type of Position Classified	Starting Date 10/2/25	Term 187 Days	

Recruiting. Date Posted: 04/02/25 Re-advertised: Closing Date:

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Guardipee Cara	05/28/25	Yes	09/04/25

Interview Committee	Title	Name	Title
Belinda Turley	Director		
Angela HeavyRunner	Asst. Principal		
Gina Dosch	School-Based Therapist		
Irene Augare	Director		

Recommendation: Cara has coached for BPS for the last several years. She is eager to learn the profession and has enough background knowledge to understand the role fairly well. She is relationship oriented.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	08/21/25	YES	OK
State & Federal Criminal background check	08/29/23	YES	OK
Tribal Background check	08/20/25	YES	OK

Salary: \$17.85/\$18.46 Placement: L1/S0; L1/S1 Contract Days: 187 Days

Prepared by: Bev Sinclair Date 09/23/25 Approved by: _____ Date: _____