

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: June 2, 2025



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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:**      05/29/25

**To:**        Rebecca Rappold  
                 Superintendent of Schools

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

**Subject: Hiring: HR Administrative Assistant**

**Description:** Bev Sinclair is recommending the following hire:

👤 Charmaine Arcand, HR Administrative Assistant  
**Pending successful completion of the new hire process**

**Financial Impact:** L5/S0, \$23.39 (L5/S2, \$24.26 after successful completion of 90-working-day probationary period).

**Funding Sources:** 126/226-90-160-2316-115; 70/30 split

**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 <b>HR Administrative Assistant</b>		Applicant Recommended <b>Charmaine Arcand</b>	
Department/Location <b>HR</b>		Supervisor <b>Bev Sinclair</b>	
Type of Position <b>Classified</b>	Starting Date <b>06/03/25</b>	Term <b>260 days</b>	

<b>Recruiting.</b> Date Posted: 04/28/25    Re-advertised:    Closing Date:
Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Arcand, Charmaine	04/30/25	Yes	05/12/25
	Crossguns, Nicklo	05/12/25	Yes	05/12/25
	Roland, Teresa	05/12/25	Yes	05/12/25
	Salway, Jessie	05/12/25	Yes	05/12/25

Interview Committee	Title	Name	Title
Bev Sinclair	HR Director		
John Salois	Assistant Principal		
Robert Hall	BNAS Director		

<b>Recommendation:</b> Charmaine has previous administrative and HR experience. She previously worked in this same position and brings her prior experience that will allow her to immediately add value to the HR Department.
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Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	05/12/25	Yes	Ok
State & Federal Criminal background check	05/23/25	Yes	Pending
Tribal Background check	05/23/25	Yes	Pending

Salary: \$23.39 L5/S0	Placement: \$24.26 L5/S2	Contract Days: 260
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Prepared by: Bev Sinclair    Date 05/16/25    Approved by: \_\_\_\_\_ Date: \_\_\_\_\_