

Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 12, 2024



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 High School/District Wide

Date: 11/4/24

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Teacher Assistant – Browning Elementary

Description: Sheila Hall is recommending the following hire:

👤 MaKenna Scabby Robe, Teacher Assistant

Financial Impact: L2/S0, \$18.50 (L2/S1, \$19.12 after successful completion of 90-working-day probationary period)

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 Teacher Assistant	Applicant Recommended MaKenna Scabby Robe	
Department/Location Browning Elementary	Supervisor Sheila Hall	
Type of Position Classified	Starting Date 11/14/24	Term Remaining 24-25 SY

Recruiting. Date Posted: _____ Re-advertised: _____ Closing Date: _____

Comments: Per Board Policy #5120 Recruitment and Selection, Exemptions: the competitive process may be unnecessary in the following circumstance, B. Only one applicant is qualified and meets eligibility requirements and further recruiting is impractical.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Scabby Robe, MaKenna	10/09/24	Yes	10/11/24

Interview Committee	Title	Name	Title
Sheila Hall	Principal		
Raquel Little Plume	Assistant Principal		
Jennifer Wagner	Assistant Superintendent		

Recommendation: The candidate has some experience as a teacher’s assistant and has subbed as a teacher. She knows the importance of relationships, teamwork and knows school procedures.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Receive (Negative = OK)
Drug Test	01/10/24	YES	OK
State & Federal Criminal background check	01/22/24	YES	OK
Tribal Background check	01/25/24	YES	OK

Salary: \$18.50; \$19.12	Placement: Exp. L2/S0; L2/S1	Contract Days: 24-25 SY
--------------------------	------------------------------	-------------------------

Prepared by: Bev Sinclair Date 11/4/24 Approved by: _____ Date: _____