

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 14, 2025



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

Date: 01/07/24

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Gear-Up Student Coordinator-BHS 2024-2025

Description: Sandi Campbell is recommending the following hire:

✚ Kristy CalfRobe, Gear-Up Student Coordinator
 pending successful completion of pre-hire process

Financial Impact: \$30,145.00 (Prorated from \$60,000 @ 207 days x \$289.86 x 104 days)

Funding Source: 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: _____

Human Resources
Department

Browning Public Schools
Hiring Selection Report

Position Gear Up Coordinator		Applicant Recommended Kristy CalfRobe	
Department/Location BHS		Supervisor Sandi Campbell	
Type of Position Professional/Technical	Starting Date 1/16/25	Term Remaining 24-25 SY	

Recruiting. Date Posted: 7/1/24 Re-advertised: Closing Date:

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	CalfRobe, Kristy	11/14/24	YES	12/09/24
	Sydney St.Goddard	05/24/24	YES	12/09/24

Interview Committee	Title	Name	Title
Sandi Campbell	Principal		
Jennifer LaFromboise-Wagner	Assistant Superintendent		
Kari McKay	Assistant Principal		

Recommendation: Kristy has an understanding of Gear UP, and what it means for students. She has job skills that are needed to be an effective Gear-Up Student Achievement Specialist.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = O)
Drug test	12/16/24	Yes	Ok
State & Federal Criminal background check	12/20/24	Yes	Ok
Tribal Background check	12/17/24	Yes	Ok

Salary: **\$30,145.00** Placement: Contract Days: 104 days (prorated from 207 days)

Prepared by: Bev Sinclair Date 1/7/24 Approved by: _____ Date: _____