

Browning Public Schools
Board Agenda Request
Meeting To Be Held: February 10, 2026



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: 02/04/26

To: Rebecca Rappold
Superintendent of Schools **From:** Beverly Sinclair
Title: Director of Human Resources

Subject: Hiring: BHS Head Secretary

Description: Sandi Campbell is recommending the following hire:

 Kiana McClure, BHS Head Secretary, L4/S0
Pending the successful completion of the pre-hire process

Financial Impact: L4/S0, \$22.80; (L4/S1, \$23.42; 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 Head Secretary	Applicant Recommended Kiana McClure	
Department/Location BHS	Supervisor Sandi Campbell	
Type of Position Classified	Starting Date Upon Successful Completion of pre-hire process	Term 260 Day

Recruiting. Date Posted: 12/31/25 Re-advertised: Closing Date:

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Bell, Mariah	01/08/26	Yes	01/23/26
	Birdrattler, Shainell	01/12/26	Yes	01/23/26
	McClure, Kiana	01/14/26	Yes	01/23/26
	RunningCrane, Elizabeth	01/13/26	Yes	01/23/26

Interview Committee	Title	Name	Title
Sandi Campbell	Principal		
Sherie Blue	Student Accounts		
Genevieve Goudy	Assistant Secretary		

Recommendation: Kiana has previously worked in the District so she is familiar with the staff and the culture of BPS. She will be a good fit for BHS.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	Scheduled	No	
State & Federal Criminal background check	Scheduled	No	
Tribal Background check	Scheduled	No	

Salary: \$22.80; \$23.42

Placement: L4/S0; L4/S1

Contract Days: 260 Day

Prepared by: Bev Sinclair Date 02/04/26 Approved by: _____ Date: _____