

Browning Public Schools
Board Agenda Request
Meeting To Be Held: Nov. 26, 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 (only) High School/District Wide

Date: 10/22/24

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Assistant Cook-BHS

Description: Dalaina Grant is recommending the following hire:

👤 Brooke RunningCrane, Assistant Cook

Financial Impact: L1/S0, \$16.85 (L1/S1, \$17.46 after 90-working-day probationary period)

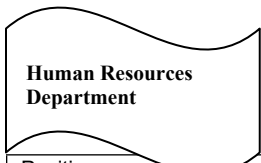
Funding Sources: Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

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 Assistant Cook | | Applicant Recommended Brooke RunningCrane | |
| Department/Location BHS | | Supervisor Dalaina Grant | |
| Type of Position Classified | Starting Date 11/14/24 | Term 24-25 School Year | |

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

Comments: _____

| No. | Applicants Name (Alphabetical by Last Name) | Date Application Received | Minimum Requirements Met? | Date Interviewed |
|-----|------------------------------------------------|---------------------------------|---------------------------------|------------------|
| | Kylve Farmer | 08/30/24 | Yes | 09/09/24 |
| | Marquel Morgan | 08/30/24 | Yes | 09/09/24 |
| | Taysia Andrews | 08/15/24 | Yes | 09/09/24 |
| | Brooke RunningCrane | 09/03/24 | Yes | 09/09/24 |

| Interview Committee | | Title | Name | Title |
|---------------------|--|-------------|------|-------|
| Dalaina Grant | | Director | | |
| Teri DeRoche | | Secretary | | |
| Heidi BullCalf | | Coordinator | | |

Recommendation: Brooke has previous experience in retail food handling.

| Pre-Employment Requirements | Date Initiated | Completed? (Y)es (N)o | Results Received (Negative = OK) |
|-------------------------------------------|----------------|--------------------------|-------------------------------------|
| Drug Test | 08/12/24 | Yes | Ok |
| State & Federal Criminal background check | 08/21/24 | Yes | Ok |
| Tribal Background check | 08/19/24 | Yes | Ok |

| | | |
|------------------------|--------------------------|----------------------------|
| Salary: \$16.87, L1/S0 | Placement: \$17.46 L1/S1 | Contract Days: School Year |
|------------------------|--------------------------|----------------------------|

Prepared by: Bev Sinclair Date 11/19/24 Approved by: _____ Date: _____