

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: May 28, 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:** 05/21/25

**To:** Rebecca Rappold  
Superintendent of Schools

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

**Subject:** Hiring: BMS Softball Coach 2024-2025

**Description:** Kellen Hall is recommending the following hire:

🏆 Jeni HeavyRunner, BMS Softball Coach, Exp. 0

**Financial Impact:** \$600.00

**Funding Sources:** 126 50 720 3589 150

**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>Softball Coach</b>		Applicant Recommended <b>Jeni HeavyRunner</b>	
Department/Location <b>BMS</b>		Supervisor <b>Doug Blackman/Kellen Hall</b>	
Type of Position <b>Coaching</b>	Starting Date <b>04/14/25</b>	Term <b>Remaining 24-25 SY</b>	

**Recruiting.** Date Posted: 02/2025 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 1 applicant applied.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Jeni HeavyRunner			

Interview Committee	Title	Name	Title

**Recommendation:** Kellen Hall is recommending Jeni HeavyRunner for the position of Girls Softball Coach at BMS. Jeni was the second of only two applicants for three openings.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	04/07/25	Yes	Ok
State & Federal Criminal background check	04/07/25	Yes	Ok
Tribal Background check	04/07/25	Yes	Ok

Salary: \$600.00 Placement: Exp. 0 Contract Days: Season

Prepared by: Bev Sinclair Date 05/21/25 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_