

Browning Public Schools
Board Agenda Request
Meeting To Be Held: Dec. 3, 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: _____

Human Resources
Department

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 12/5/24	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: