

Browning Public Schools
Board Agenda Request
Meeting To Be Held: November 25, 2025



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: 11/20/25

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: BHS Winter Concessions Manager 2025-2026

Description: Kellen Hall recommends the following hire for the Winter Sports Season:

👤 Sissy Wells, BHS Concessions Manager (Exp. 0)

Financial Impact: \$1,520.00 plus payroll taxes & fringe

Funding Source: (Budget/Grant, etc): 226.60.720.3500.120

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 Concessions Manager		Applicant Recommended Sissy Wells	
Department/Location BHS Concessions		Supervisor Kellen Hall	
Type of Position Manager	Starting Date 12/8/25	Term Winter Sports Season 12/8/25 – 3/4/26	

Recruiting. Date Posted: 11/10/25 Re-advertised: Closing Date: Until Filled

Comments: Per Board Policy #5120, the competitive process may be unnecessary in the following circumstance:
B. only one applicant is qualified and meets eligibility requirements and further recruitment is impractical. There is only candidate who has applied.

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Sissy Wells	11/05/25	Yes	N/A

Interview Committee	Title	Name	Title

Recommendation: Sissy has subbed for the District for the past several years, and she is excited for this opportunity.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	08/04/25	Yes	OK
State & Federal Criminal background check	08/30/23	Yes	OK
Tribal Background check	07/08/25	Yes	OK

Salary: \$1,520.00 Placement: Exp. 0 Contract Days: Winter Sports Season

Prepared by: Beverly Sinclair Date 08/20/25 Approved by: _____ Date: _____