

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 26, 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: 08/19/25

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: BHS Special Olympics Coach 2025-2026

Description: Kellen Hall recommends the following hire for the 2025-2026 Sports Season:

🏆 Melanie HeavyRunner, BHS Special Olympics Coach (Exp. 0)
Pending Successful Completion of pre-hiring process

Financial Impact: \$3,096.00

Funding Source: (Budget/Grant, etc): 226.60.720.3590.150

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 Special Olympics Coach		Applicant Recommended Melanie HeavyRunner	
Department/Location Special Olympics Program		Supervisor Kellen Hall	
Type of Position Coach	Starting Date 8/21/25	Term 2025-2026 Season	

Recruiting. Date Posted: 7/14/25 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
	Melanie HeavyRunner	8/7/2025	Yes	N/A

Interview Committee	Title	Name	Title

Recommendation: Melanie is an alumni of Browning Public Schools and understands the needs of our special Olympic athletes. She has a history of working with the program for years and will be a great asset to have in this position as she provides opportunities for our student athletes.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	5/9/2025	Yes	OK
State & Federal Criminal background check	12/3/2020	Yes	OK
Tribal Background check	12/8/2020	Yes	OK

Salary: \$3,096.00 Placement: Exp. 0 Contract Days: 2025-2026 Season

Prepared by: Beverly Sinclair Date 08/19/25 Approved by: _____ Date: _____