

Browning Public Schools
Board Agenda Request
Meeting To Be Held: May 13, 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: 05/06/25

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Superintendent/School Board Administrative Assistant 2024-2025

Description: Rebecca Rappold is recommending the following hire:

🚩 Melanie HeavyRunner, Superintendent-School Board Administrative Assistant

Financial Impact: \$6,200.00 (prorated from \$52,000, \$200/day x 31 days)

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 Superintendent/Board Admin Assistant		Applicant Recommended Melanie HeavyRunner	
Department/Location Administration		Supervisor Rebecca Rappold	
Type of Position Prof/Tech	Starting Date 05/27/25	Term 260 Days	

Date Posted: 4/25/25	Re-advertised:	Closing Date:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Arcand, Charmaine	On File	Yes	4/30/25
	HeavyRunner, Melanie	04/28/25	Yes	4/30/25

Interview Committee	Title		Name	Title
Rebecca Rappold	Superintendent	<div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto;"></div>		
Jennifer Wagner	Assistant Superintendent			
Sandra Rivas	Director			

Recommendation: Melanie is a recent employee of the District. She has significant experience in BPS administrative assistant tasks, as she has 4 years' experience as the BHS Lead Secretary; as well as several years in other administrative roles. She is organized, communicates well, and has a strong attention to detail.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	12/01/20	Yes	OK
State & Federal Criminal background check	12/03/20	Yes	OK
Tribal Background check	12/08/20	Yes	OK

Salary: \$52,000	Placement: Prof/Tech	Contract Days: 260 Days
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Prepared by: Bev Sinclair Date 05/06/25 Approved by: _____ Date: _____