

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 30, 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: 09/23/25

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: BMS Assistant Secretary

Description: Rebecca Rappold is recommending the following hire pending successful completion of the pre-hire process:

👤 Jessica Salois; BMS Assistant Secretary

Financial Impact: L2/S0, \$19.50/hr (L2/S1, \$20.12 after successful completion of 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: _____

Browning Public Schools Hiring Selection Report

Position Assistant Secretary		Applicant Recommended Jessica Salois	
Department/Location BMS		Supervisor John Salois	
Type of Position Classified	Starting Date Upon Suc Comp BkRnd Chk	Term 225 Days	

Recruiting. Date Posted 07/28/25 Re-advertised: Closing Date:

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	BirdRattler, Michael Leah	08/04/25	Yes	08/14/25
	Gopher, Geraldine	07/29/25	Yes	08/14/25
	OldChief, Kimberly	08/01/25	Yes	08/14/25
	Salois, Jessica	08/06/25	Yes	08/14/25
	Spotted Eagle, Courtney	07/29/25	Yes	08/14/25

Interview Committee		Title	Name	Title
Sheila Hall	Assistant Principal			
Irene Augare	PCOP Coord.			
Shaundel CalfBossRibs	Head Secretary			

Recommendation: Jessica has brief experience as an admin at BCC, and she has subbed several years at BPS; so is familiar with the District's processes. She also taught at Napi under an Emergency License for two years.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	09/23/25	YES	OK
State & Federal Criminal background check	09/23/25	YES	PENDING
Tribal Background check	09/23/25	YES	PENDING

Salary: \$19.50/\$20.12

Placement: L2/S0; L2/S1

Contract Days: 225

Prepared by: Bev Sinclair

Date 09/23/25

Approved by: _____

Date: _____