Browning Public Schools Board Agenda Request Meeting To Be Held: December 17, 2024



Recogniti	Recognition: Students Staff Parents					
Information: Duilding 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:	12/08/24					
To:	Rebecca Rappold	From:	Bev Sinclair			
	Superintendent of Schools	Title: I	Director of Human Resources			
Subject:	Hiring: Concessions Manage	r – BHS 2024-2025				
Descripti	on: Cinnamon Salway recomm	ends the following hire:				
4	Rachel Wells-Hoyt, Concessi	ons Manager				
Financial	I Impact: \$5,245.00 (stipend p	ro-rated from \$9,000 for	5.42 months for late start)			
Funding Sources: Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.						
Attachmo	ent(s): Hiring Selection Report					
Superintendent Action: Approved Denied Deferred Initial & date:						
Commen	Comments:					
Board Ac	ction: N/A (Info)	Approved Denie	d 🗌 Tabled:			

Human Resources Department Hiring Selection Report				
Position		Applicant Recommended		
Concessions Manager Rachel Wells-Hoyt			s-Hoyt	
Department/Location Supervisor				
BHS		Cinnamon Salway		
Type of Position	Starting Date		Term	
Extra-Curricular	12/19/24		24-25 School Year	

No.		cants Name	Date Application	Minimum Requirements	Date Interviewed]
Comments:						
Recruiting.	Date Posted:	Re-advertised:		Closing Date:		

(Alphabetical by Last Name)	Received	Met?		
Wells, Sissy	08/19/24	Yes	11/21/24	
Wells-Hoyt, Rachel	10//1/24	Yes	11/21/24	

Interview Committee	Title	Name		Title	
Cinnamon Salway	Director				
Lacey Salois	Home School Coord				
Heidi BullCalf	Coordinator				

Recommendation: Rachel has experience with Concessions; has been working as a sub.

Pre-Employment Require	ments	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test		08/21/24	Yes	Ok
State & Federal Criminal background check		08/28/24	Yes	Ok
Tribal Background check	-	09/09/24	Yes	Ok
Salary: \$5,245.00 Placement			Contract Day	ys: Sport Season 24-25
repared by: <u>Bev Sinclair</u>	Date <u>12/08/24</u>	Approved by:		Date: