

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 12, 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: 08/06/25

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Assistant Principal BHS, 2025-2026

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

🚩 Cheryl Poitra, Assistant Principal – Browning High School

Financial Impact: \$97,590.00; Lane 1/Step 1 – amount will be prorated to reflect the date Cheryl begins her employment.

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 Principal		Applicant Recommended Cheryl Poitra	
Department/Location BHS		Supervisor Rebecca Rappold/Sandi Campbell	
Type of Position Administrative/Prof-Tech	Starting Date 08/12/25	Term 210 Days (Pro-Rated)	

Recruiting.	Date Posted: 4/27/25	Re-advertised: 6/4/25	Closing Date:
Comments:			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Poitra, Cheryl	07/30/25/25	Yes	08/05/25

Interview Committee	Title	Name	Title
Sandi Campbell	Principal		
Jennifer Wagner	Assistant Superintendent		
Kari McKay	Assistant Principal		

Recommendation: Cheryl has experience teaching in native communities and has spent 11 years as an administrator in native communities. She has a great understanding of MTSS and attendance initiatives that were brought to the school districts during her time as an administrator.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	Scheduling	NO	
State & Federal Criminal background check	Scheduling	NO	
Tribal Background check	Scheduling	NO	

Salary: \$97,590.00 (prorated) Placement: BHS Asst. Princ: L1/S1 Contract Days: 210 Days (prorated for late start)

Prepared by: Bev Sinclair Date 08/06/25 Approved by: _____ Date: _____