

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 14, 2025



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building 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: 01/07/25

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: Supper Program Supervisor 2024-2025

Description: Dalaina Grant is recommending the following hire:

✚ Alane CalfLooking, Supper Program Supervisor
pending the successful completion of the pre-hire process.

Financial Impact: \$15,893.00 (Prorated from \$30,000.00 @ 168 days x \$178.57 x 89 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: _____

**Human Resources
Department**

**Browning Public Schools
Hiring Selection Report**

Position Supper Program Supervisor		Applicant Recommended Alane CalfLooking	
Department/Location Food Services		Supervisor Dalaina Grant	
Type of Position Professional/Technical	Starting Date 01/16/25	Term 24-25 School Year	

Recruiting. Date Posted: Re-advertised: Closing Date:

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Camarillo-Chavez, Tawna	11/14/24	Yes	12/12/24
	LaRoque, Alyssa	11/14/24	Yes	12/06/24
	Harwood, Kimberly	12/02/24	Yes	12/06/24
	CalfLooking, Alane	11/05/24	Yes	12/06/24

Interview Committee	Title	Name	Title
Dalaina Grant	Director		
Bev Sinclair	Director		
Heidi BullCalf	Coordinator		

Recommendation: Alane has supervisory experience, and she has experience in retail food service.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	12/18/24	Yes	Ok
State & Federal Criminal background check	12/18/24	Yes	Pending
Tribal Background check	12/19/24	Yes	Ok

Salary: \$15,893.00 Placement: Contract Days: 89 (1/16/25 - 5/31/25)

Prepared by: Bev Sinclair Date 01/07/25 Approved by: _____ Date: _____