

Browning Public Schools
Board Agenda Request
Meeting To Be Held: September 15, 2026



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: 09/10/26

To: Rebecca Rappold
 Superintendent of Schools

From: Beverly Sinclair
Title: HR Director

Subject: Hiring: Assistant Cook, Supper Program

Description: Zita Ottersbach is recommending the following individual for hire:

- Penny Marceau, Assistant Cook, Supper Program
 Pending successful completion of the pre-hire process

Financial Impact: L1/S1, \$19.46

Funding Source (Budget/grant, etc.): 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 Cook		Applicant Recommended Penny Marceau	
Department/Location Supper Program		Supervisor Zita Ottersbach	
Type of Position Classified	Starting Date 9/18/26 (Or upon completion of Pre-Hire)	Term 2026-2027 SY	

Recruiting.	Date Posted: 7/09/26	Re-advertised:	Closing Date:
Comments:			

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
	Kipling, Brihleigh	08/10/26	YES	08/31/26
	LittleLeaf, Tyson	08/12/26	YES	08/31/26
	Marceau, Penny	07/23/26	YES	08/31/26

Interview Committee	Title	Name	Title
Zita Ottersbach	Director		
Kylie Farmer	Head Cook		
Brandy Bremner	Director		

Recommendation: Penny has previous experience in food service operations. She was the strongest candidate for the position.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	09/15/26	No	PENDING
State & Federal Criminal background check	09/04/26	Yes	PENDING
Tribal Background check	09/04/26	Yes	OK

Salary: \$19.46	Placement: L1/S1	Contract Days: 9/1/26 – 05/28/27
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Prepared by: Bev Sinclair Date 09/10/26 Approved by: _____ Date: _____