

Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 26, 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: 08/19/25

To: Rebecca Rappold
 Superintendent of Schools

From: Bev Sinclair
Title: Director of Human Resources

Subject: Hiring: BMS Assistant Secretary

Description: John Salois is recommending the following hire. **Pending successful completion of the pre-hire process:**

🚩 Kimberly OldChief; BMS Assistant Secretary (L2/S0)

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 Kimberly OldChief	
Department/Location BMS		Supervisor John Salois	
Type of Position Classified	Starting Date 08/28/25	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, Michaeleah	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: Kimberly has an AA in computer information systems and prior work experience related to the position of assistant secretary.

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

Salary: \$19.50/\$20.12	Placement: L2/S0; L2/S1	Contract Days: 225
-------------------------	-------------------------	--------------------

Prepared by: Bev Sinclair Date 08/19/25 Approved by: _____ Date: _____