

Browning Public Schools
Board Agenda Request
 Meeting To Be Held: June 30, 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: 06/23/26

To: Rebecca Rappold
 Superintendent of Schools

From: Beverly Sinclair
Title: Director of Human Resources

Subject: Hiring: Food Service Director 2026-2027

Description: Rebecca Rappold is recommending the following individual for the position of Food Service Director for 2026-2027 – **pending successful completion of the pre-hire process:**

 Zita Ottersbach, Food Service Director

Financial Impact: L1/S1; \$65,000.00 (pro-rated to \$64,250.00 for late start); \$65,000 ÷ 260 days = \$250.00 per day x 257 days = \$64,250.00

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 Food Service Director		Applicant Recommended Zita Ottersbach	
Department/Location Food Services		Supervisor Rebecca Rappold	
Type of Position Prof/Tech	Starting Date <i>7/6/26 or upon completion of new-hire proc.</i>	Term 2026-2027 SY	

Recruiting. Date Posted: 4/30/26 Re-advertised: Closing Date:

Comments:

No.	Applicants Name (Alphabetical by Last Name)	Date Application Received	Minimum Requirements Met?	Date Interviewed
1	Ottersbach, Zita	05/27/26	YES	06/17/26

Interview Committee	Title	Name	Title
Dalaina Grant	Director		
Cinnamon Salway	Director		
Rebecca Rappold	Superintendent		
Robert Hall	Director		

Recommendation: Zita has food handling/management experience. She has previous experience with BPS' Food Service Program and is familiar with BPS' policies.

Pre-Employment Requirements	Date Initiated	Completed? (Y)es (N)o	Results Received (Negative = OK)
Drug Test	06/22/26	YES	OK
State & Federal Criminal background check	06/22/26	YES	PENDING
Tribal Background check	06/22/26	YES	PENDING

Salary: \$64,250.00 Placement: L1/S1 Contract Days: 257 Days

Prepared by: Bev Sinclair Date 06/23/26 Approved by: _____ Date: _____