

Browning Public Schools  
**Board Agenda Request**  
 Meeting To Be Held: October 15, 2024



- 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:**        October 9, 2024

**To:**            Rebecca Rappold  
 Superintendent of School

**From:**        Beverly Sinclair  
 Human Resources Director

**Subject: Substitute Eligibility Roster 2024-2025**

**Description:** The substitute list is generated from our Personnel Management System and shows all eligible substitute teachers and temporary substitutes. To provide substitutes for our schools, Substitute Workshop Facilitators will conduct Substitute Teaching workshops Superintendent/Asst. Superintendent & Principals will facilitate future trainings/sub workshops to be used throughout the school year. Trainings will consist of preparing, presenting, recording, editing, and finalizing workshops Right to Know Workshops for Custodian and Food Service substitutes, Food Handlers Workshop for Food Service Workers and assistant in obtaining CDLs for Bus Drivers are also provided. Those who complete the training, paperwork, background check, drug & alcohol testing are added to the list. Some who sign up, however, choose not to substitute or find regular jobs. In order to maintain the list, the Human Resources Department has sent notices to all who were on the list requesting they return the notice if they wished to continue on our substitute list. The attached list indicates those that have returned the notice requesting to remain on the substitute list. We will be updating our list from time to time as new substitutes become eligible. Substitutes are paid according to the Temporary Compensation Plan. Adopted by the Board of Trustees.

***Pending Successful Background Checks***

#	Last Name	First Name	Phone #	Approved Subbing Location
1	Kennerly	Kassandra	406-845-5619	Food services, extra-curricular, secretary, warehouse
2	Maldonado	Paula	406-871-0302	Extra-Curricular, Teacher & TA @ BHS

**Funding Source (Budget/grant, etc.):** Salaries, benefits, and payroll costs to be charged against budgets for respective building/department/program/grant as applicable.

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_