Browning Public Schools
Board Agenda Request
Meeting To Be Held: August 28, 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: August 22, 2024
To: **Corrina Guardipee Hall**   **From:** __**Beverly Sinclair**_____
Superintendent of School   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

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): 2024-2025 Substitute/Temporary List

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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Board Action: ☐ N/A (Info)   ☐ Approved   ☐ Denied   ☐ Tabled to: _____

#	Last Name	First Name	Phone #	Approved Subbing Location
1	MountainHorse	Maggie	406-885-8668	Child Care
2	RidesAtTheDoor	Misty	406-240-9433	Coaching
3	Tatsey-McKay	Yasmine	406-845-2791	Teacher, TA @ BullShoe, Vina, BES, Napi
4	Wells	Rachel	406-885-1635	All school's teacher & TA, extra-curricular
5	Racine	Jerry	406-845-5098	Coaching
6	Aimsback	Brandon	928-587-6291	Coaching
7	YellowOwl	Bernadette	406-229-0648	Teacher, TA @ BES, Secretarial
8	Hall	Kailey	406-845-5396	Teacher, TA @ BES, BHA, secretarial
9	Murray	Myles	406-845-2055	Teacher, TA @ Napi, BMS, BHS
10	Charges-Strong	Autumn	406-845-2055	Teacher, TA @ BMS, secretarial
11	Niccum	Sara	765-639-8880	Teacher, TA in all schools, cook, secretarial, extra-curricular
12	Ollinger	Jessica	406-868-6301	Teacher, TA @ Bull Shoe, secretarial
13	DuCharme	Dale	406-450-8165	Cook, custodian
14	Valandra	Jhett	406-850-4954	Teacher, TA @ BES, Napi, BMS, BHS
15	Vielle	Christopher	406-438-2175	Teacher, TA all schools except Babb
16	DayRider	Dawn	406-450-0998	Teacher, TA BullShoe, BES, Napi, BHS, BMS, BHA, custodian, security no night shifts
17	Tatsey-McKay	Shynell	406-260-3837	Teacher, TA BullShoe, BES, Napi, BMS, extra-curricular
18	Michael	Suzanne	406-450-3098	Teacher, TA BMS, BHS, extra-curricular
19	Gallagher-Horn	Myndi	406-845-5273	Extra-curricular
20	McCutcheon	Betty	406-450-5229	Teacher, TA BullShoe, BES, BHS, child care, secretarial

| 21 | Magee | Ann | 406-845-2476 | DLSB-Tutor |