

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: December 16, 2025



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**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

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**Date:**        December 8, 2025

**To:**            Rebecca Rappold  
                    Superintendent of School

**From:**        Beverly Sinclair  
                    Human Resources Director

**Subject: Substitute Eligibility Roster 2025-2026**

**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 Pre-Hire Process**

**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):** 2025-2026 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	LaForge	Daniel	406-370-1715	Coaching, Extra-Curricular
2	LazyBoy	Jacey	406-249-3231	TA, Teacher, PCA, Child Care Aide
3	Smith	Kaleb	541-460-1379	Custodian, Security, Bus Driver, Bus Monitor
4	Hall	Darrell	406-370-2560	Bus Driver, Bus Monitor, Radio Operator
5	Mad Plume	Aarie	406-338-4164 / 406-885-6249	Custodian, Security, Bus Driver, Bus Monitor, Extra-Curricular, Radio Operator, Warehouse Supply Clerk
6	Bird Rattler	Shyla	406-617-6845	TA, Teacher, Child Care Aide, Custodian, Extra-Curricular
7	Jackson	Cody	406-845-2281	Bus Driver, Bus Monitor, Radio Operator
8	Higgins	Matthew	406-450-6734	Cook
9	Augare	Sandra	406-845-6715	Security
10	New Robe	Justin	406-402-0749	PCA
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