

Browning Public Schools
Board Agenda Request
Meeting To Be Held: January 25, 2023



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignations	<input type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input checked="" type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other: _____
This action request pertains to		<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide

Date: January 19, 2023

To: Corrina Guardipee-Hall
Superintendent of Schools

From: John Salois
Title: Director of Human Resources

Subject: Substitute Eligibility Roster 2022-2023

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, The facilitator will provide 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.

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): 2022-2023 Substitute/Temporary List

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

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

#	Last Name	First Name	Phone #	Approved Subbing Location
1	Schildt	Bruce	406-338-7443	Cook
2	RunningCrane	Sarah Sue	406-885-0533	TA, Teacher, Child Care, PCA
3	Gallagher Horn	John	406-845-	Security, Custodian, Extra-Curricular (Pending Pre-hire process)
4	Day Rider	Dawn	406-845-9304	Custodian, Extra-Curricular (Pending Pre-hire process)
5	Goss	Steven	406-229-0645	TA, Teacher, Custodian, Security Patrol, Extra-Curricular, Maintenance, Cook (Pending Pre-hire process)
6	Burdeau	Finessa	406-501-3046	TA, Teacher, Child Care, PCA, Extra-Curricular, Clerical, Radio Operator, Warehouse Supply Clerk (Pending Pre-hire process)
7	Brown	Josephine	406-338-4587	TA, Teacher (Pending Pre-hire process)
8	Bear Medicine	Austin	406-845-6883	TA, Teacher, Custodian, Extra-Curricular (Pending Pre-hire process)
9	Tail Feathers	Trishalyn	406-300-2597	TA, Teacher, Child Care, PCA, Clerical (Pending Pre-hire process)
10	After Buffalo	Wilda	406-858-0719	TA, Teacher, Child Care, PCA (Pending Pre-hire process)
11	Melchor	LaShawna	480-440-5278	TA, Teacher, Child Care, Extra-Curricular (Pending Pre-hire process)
12	Shea	Ruth	406-873-2461	Teacher (Colony only)