

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: March 13, 2018



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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:**        March 6, 2018

**To:**            Corrina Guardipee Hall  
                    Superintendent of School

**From:**        Emorie Davis Bird  
                    Human Resources Director

**Subject: Substitute Eligibility Roster 2017-2018**

**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, we will sponsor one teacher workshop per year (August) and utilize a taping of the sub workshop to generate more classroom subs. 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, TB test, 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 Personnel 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/departments/program/grant as applicable.

**Attachment(s):** 2017-2018 Substitute/Temporary List  
New to 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	Need Physical Screening
1	Blackman	Jarriel	845-9502 338-2258	Teacher or Teacher Assistant at KW/Vina, BES, Napi, BMS, BHS, and Alternative Education; additionally for Clerical and Extra-Curricular	
2	Bremner	Che	338-5888	Teacher or Teacher Assistant at KW/Vina, BES, Napi, and Child Care; additionally for Night Security Patrol and Extra-Curricular	
3	Iyua	Sarita	338-5888	Teacher or Teacher Assistant at KW/Vina, BES, Napi, BMS, BHS, Alternative Education and Child Care; additionally for Clerical and Extra-Curricular Clerical	
4	Little Dog	Courtney	338-2803 845-4083	Extra-Curricular	
5	Loring	Angel	470-1771	Teacher or Teacher Assistant at KW/Vina, BES, Napi, and Child Care; additionally for Clerical and Extra-Curricular	
6	Crossguns	Nicklo	338-2363	Clerical	
7	Pepion	Irene	338-3939 845-9225	Teacher or Teacher Assistant at KW/Vina, BES, Napi, and Child Care	
8	Still Smoking	Holden	450-4884 845-5051	Teacher or Teacher Assistant at BES, Napi, BMS, BHS, and Alternative Education; additionally or Cook and Custodian	