

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: May 14, 2019



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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:**        May 7, 2019

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

**From:**        John E. Salois  
                    Human Resources Director

**Subject: Substitute Eligibility Roster 2018-2019**

**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 one (1) Substitute Teaching workshop six (6) times throughout the school year beginning September 13, 2018. Ms. Wilson 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, 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):** 2018-2019 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
1	Flammond	Charlotte	868-3296 338-5025	Teacher or Teacher Assistant at KW/Vina, BES, and Napi
2	Little Dog	Courtney	229-0294	Clerical
3	Morgan	Racquel	338-4894 250-0288	Teacher or Teacher Assistant at Child Care, KW/Vina, BES, Napi, BMS, BHS, WBHA, and Extra-Curricular Activities
4	Rattler	JoRae	338-7854 338-5025	Teacher or Teacher Assistant for BHS, WBHA, and Clerical
5	Sharp	Christine	338-3930	Teacher or Teacher Assistant at KW/Vina, BES, Napi, BMS, and Night Security Patrol