

Browning Public Schools
Board Agenda Request
 Meeting To Be Held: January 9, 2018



- 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: January 4, 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/department/program/grant as applicable.

Attachment(s): 2017-2018 Substitute/Temporary List
 New to 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	Need Physical Screening
Carlson	Helen Dayle	770-0819	Cook	
Flammond	Charlotte	338-3424	Teacher or Teacher Assistant for KW/Vina, BES, and Napi-(Part-Time Employee-Cannot exceed 29 hrs./week.)	
Fleury	Wilma	338-5576	Teacher or Teacher Assistant for KW/Vina, BES, Napi, BMS, BHS, and Alternative Education	
Hannon	Michele	406-732-5592 459-5632	Clerical/Secretarial	
Johnson	Zoe	450-8293	Teacher or Teacher Assistant for KW/Vina, BES, Napi, and Babb Elementary	
Ladd	Dellyssa	845-5336	Teacher or Teacher Assistant for Child Care, KW/Vina, BES, Napi, BMS, Cook, Custodian, and Extra-Curricular	
MadPlume	Nado	845-8495	Teacher or Teacher Assistant for Child Care, KW/Vina, BES, and Napi	
No Runner	Laura	338-7435 845-4210 338-5563	Teacher or Teacher Assistant for Child Care, KW/Vina, BES, Napi, BMS, BHS, Alternative Education, and Extra-Curricular	