

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: December 12, 2017



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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 5, 2017

**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:** \_\_\_\_\_

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**Board Action:**    ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_

<b>Last Name</b>	<b>First Name</b>	<b>Phone #</b>	<b>Approved Subbing Location</b>	<b>Need Physical Screening</b>
Cadotte	Charlene	338-7021	Cook and Custodian	
Flamond	Tina	845-3937	Custodian	
Red Head	Ronald	470-0107 338-3089	Custodian	
Wagner	Brett	229-5322 450-0321	Custodian	
Walker Connelly	Madeline	928-499-7309	Cook, Clerical, and Extra-Curricular	
Wall	Joyce	338-7727 338-5421 594-1241	Clerical and Extra-Curricular	
Whitford	Katherine	338-2262	Teacher/Teacher Assistant for KW/Vina, BES, and Napi	