

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: December 13, 2016



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<b>Recognition:</b>	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
<b>Information:</b>	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
<b>Action:</b>	<input type="checkbox"/> Resignation	<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

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**Date:** December 6, 2016

**To:** **Board of Trustees**  
Superintendent of School

**From:** Jason Andreas  
Department Of Human Resources

**Subject: Substitute Eligibility Roster 2016-2017**

**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 sponsor two teacher workshops per year (August and January), 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. 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):** 2016-2017 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
Boggs	Joseph	338-7878/ 470-4426	Maintenance, warehouse supply, & bus driver (need endorsements on file)	
Edwards	Chris	338-3285/ 338-7907/ 845-5219	Custodian	
Guardipee	Leonard	406-338-7503	Teacher/TA at BHS & Alternative Schools	
Heavy Runner	Marlee	450-8660	Teacher/TA at KW/Vina, BES, Napi, Child Care, Clerical, & bus driver (need endorsements on file)	
Little Dog Jr.	Carl	338-5345	Custodian and extra-curricular	Maintenance, Cook
Makes Cold Weather	Arlin	338-4096	Custodian & Night Security Patrol	
McClure	John	338-7691	Teacher/TA at KW/Vina, BES, Napi, BMS, BHS, & Alternative Schools	
Monroe	Lissa	338-2915	Teacher/TA at KW/Vina, BES, Napi, BMS, BHS, Alternative Schools, & Clerical	Cook