

Browning Public Schools  
**Board Agenda Request**  
 Meeting To Be Held: April 25, 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:**    April 17, 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 tapping 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
1	Comes At Night Sr.	Donald	338-7170 338-2758 845-9953	Extra-Curricular-SUMMERS ONLY	
2	Laplante	Edward V.	338-7134 845-4650	Warehouse Supply Clerk, Night Security Patrol, and Extra-Curricular Activities	