

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: September 5, 2018



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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:** September 4, 2018

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

**From:** Emorie Davis Bird  
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, 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):** 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	Calf Robe	Wilbur	338-5727	Teacher or Teacher Assistant at KW Vina, BES, and Napi
2	Dusty Bull	Arlene	338-5472	Teacher or Teacher Assistant at KW Vina, BES, Napi, WBHA, and Clerical
3	Gallagher Horn	Myndi	845-4526	Teacher or Teacher Assistant at Child Care, KW Vina, BES, Napi, BMS, BHS, WBHA, Clerical, and Extra-Curricular
4	Guardipee	Tara	338-3870	Teacher or Teacher Assistant at BES, BHS, WBHA, Clerical, and Extra-Curricular
5	Loring	Angel	564-7582	Teacher or Teacher Assistant at Child Care, KW Vina, BES, Napi, Clerical, and Extra-Curricular
6	Racine	Brandi	450-1110	Teacher or Teacher Assistant at KW Vina, BES, Napi, BMS, BHS, and Clerical
7	Salois	Lacey	450-6292	Teacher or Teacher Assistant at Child Care, KW Vina, BES, Napi, BMS, BHS, WBHA, and Extra-Curricular
8	Tall Whiteman	Kevin	229-5203	Secucity Patrol Officer, Custodian, Warehouse Supply Clerk, and Extra-Curricular
9	Walker-Connelly	Madeline	407-4389	Teacher or Teacher Assistant at Child Care, KW Vina, BES, Napi, BMS, BHS, WBHA, and Clerical
10	Whitcomb	Terine	470-1265	Teacher or Teacher Assistant at KW Vina, BES, Napi, BMS, and Clerical