

Browning Public Schools
Board Agenda Request
 Meeting To Be Held: October 26, 2016



- 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: October 18, 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: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Last Name	First Name	Phone #	Approved Subbing Location
Davis	Natalie	845-5637/338-4822	Certified Teacher
Baker	Ellen	338-7886	Bus Driver
Every Talks About	Billy	338-4563	Maintenance, Cook, Custodian, Warehouse Supply Clerk, Extra-Curricular, Security Patrol Officer
Laplante	Deneille	404-0025	Teacher/TA at All Schools, Warehouse Supply, Extra-Curricular, Security Patrol Officer, Clerical
Makes Cold Weather	Jack	845-8039	Bus Driver (needs endorsements) & Extra-Curricular Activities
Marceau	Penny	338-2614/845-3075	Teacher/TA at KW/Vina, BES, Napi, Extra-Curricular Activities, and Clerical
Upham	Glenna	899-8969	Teacher/TA at KW/Vina, BES, Napi, BMS, BHS, Extra-Curricular Activities, Clerical
Warden	Lakota	899-8969	Teacher/TA at KW/Vina, BES, Napi, BMS, BHS, Extra-Curricular Activities, Maintenance, and Custodian