

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: May 10, 2022



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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:**        May 4, 2022  
**To:**            Corrina Guardipee Hall                      **From:**        John E. Salois  
                    Superintendent of School                      Human Resources Director

**Subject: Substitute Eligibility Roster 2021-2022**

**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, Substitute Workshop Facilitators will conduct Substitute Teaching workshops Ms. Wilson will facilitate future trainings/sub workshops to be used throughout the school year. Trainings will consist of preparing, presenting, recording, editing, and finalizing workshops 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, 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 Human Resources 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):** 2021-2022 Substitute/Temporary 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	Kennerly	Traylyn	406 450-6585	Extra-Curricular, Teacher, Teacher Assistant <b>PENDING SUCCESSFUL BACKGROUND CHECK</b>
2	Smith	Judy	406 450-0836	Radio Operator
3	Running Crane	Gabrielle	406 470-6034	Personal Care Attendant
4	Wellman	Terry	406 845-2091	Teacher, Teacher Assistant, Security Patrol, Extra-Curricular Activities
5	Vaile	Jordyn	406 274-4888	Teacher, Extra-Curricular Activities
6	Cummins	Anson	406 845-2963	Custodian <b>PENDING SUCCESSFUL BACKGROUND CHECK</b>
7	DayRider	Raymond	406 890-4918	Custodian, Security Patrol, Food Service <b>PENDING SUCCESSFUL BACKGROUND CHECK</b>