

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 10/11/22



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**Recognition:**    ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**    ☐ Building Report              ☐ Old Business              ☐ Superintendent's Report  
**Action:**        ☐ Resignations                      ☐ 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:**        September 26, 2022

**To:**            Corrina Guardipee-Hall  
                    Superintendent of Schools

**From:**        John Salois  
**Title:**        Director of Human Resources

**Subject: Substitute Eligibility Roster 2022-2023**

**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):** 2022-2023 Substitute

**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	Tatsey	Tina	406-845-6031	TA, Teacher
2	SureChief	Loren	406-518-1396	Maintenance, Custodian, Cook, warehouse Supply Clerk, Security Patrol Officer, Extra-Curricular
3	Wagner	Connie	406-590-2611	TA, Teacher, Child Care Aid, Clerical, Warehouse Supply Clerk, PCA, ExtraCurricular
4	Glaze	Jacob	406-338-3711	TA, Teacher
5	Baer	Madeline	406-889-2923	TA, Teacher, Child Care, PCA
6	Little Dog	Stacy	406-845-4251	Custodian, Security Patrol, ExtraCurricular
7	Murray	Molly	406-788-9944	TA, Teacher
8	McCutcheon	Betty Jo	406-450-5227	TA, Teacher, Child Care, Clerical, Food Service
9	Whitford	Betty	406-270-4452	TA, Teacher, Child Care
10	Thomas	Danikqua	406-301-3659	TA, Teacher