

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: October 26, 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:**        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	Wippert	Kimberly	406-338-5967	Teacher, Security Patrol, Clerical, Extra-Curricular
2	After Buffalo	Shylo	406-845-3735	Custodian, Radio Operator, Cook, Warehouse, Extra-Curricular (Pending Pre-Hire)
3	Butterfly	John	406-845-2848	Custodian, Security Patrol, Extra-Curricular (Pending Pre-Hire)
4	Higgins	Sarah	406-338-5397 480-217-3772	Teacher, TA, Child Care, Cook (Pending Pre-Hire)
5	Berthelson	Meghan	406-450-3452	Teacher (Pending Pre-Hire)
6	Hannon	Aubri	406-845-5467	Teacher, TA (Pending Pre-Hire)
7	Hannon	Shelby	406-845-2875	Teacher, TA (Pending Pre-Hire)
8	Morris	Helen	406-338-4630	TA, Clerical, Radio Operator, Cook, Warehouse Supply Clerk, Extra-Curricular (Pending Pre-Hire)
9	Coursey	Kaelyn	406-845-8800	Teacher, TA, Clerical, Extra-Curricular (Pending Pre-Hire)
10	Trombley	Tommi-Rae	406-845-9178	TA (Pending Pre-Hire)
11	Harwood	Heather	406-470-4551	Teacher, TA, Security Patrol, Extra-Curricular (Pending Pre-Hire)
12	Marceau	Penny	406-845-2361	Teacher, TA, Extra-Curricular
13	Vaile	Jordan	406-274-4888	Teacher, TA, Extra-Curricular
14	Edwards	Taylan	406-845-4508	Extra-Curricular
13	TallWhiteman	Jaysen	406-845-3166	TA, Extra-Curricular
14	Running Fisher	Ty	406-470-4638	Extra-Curricular