

Browning Public Schools  
**Board Agenda Request**  
 Meeting To Be Held: December 17, 2018



- 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:**        December 10, 2018

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

**From:**        Sherie Blue  
 Interim 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, Substitute Workshop Facilitators will conduct one (1) Substitute Teaching workshop six (6) times throughout the school year beginning September 13, 2018. 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, 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:** \_\_\_\_\_

**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

#	Last Name	First Name	Phone #	Approved Subbing Location
1	Hall	Kailey	845-5396	Teacher or Teacher Assistant at Child Care, KW/Vina, BES, Clerical, and Extra-Curricular Activities
2	Calf Looking	Patricia	845-5909	Teacher or Teacher Assistant at Child Care, KW/Vina, BES, Napi, BMS, BHS, WBHA, Clerical, and Extra-Curricular Activities
3	Gallagher Horn	John	845-8366 260-7963	Maintenance, Cook, Custodian, and Extra-Curricular Activities