

Browning Public Schools
Board Agenda Request
Meeting To Be Held: April 11, 2017



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: April 5, 2017

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 | Need Physical Screening |
|---|----------------------|-----------------------|----------------------|--|--|
| 1 | England | Robin | 336-2280 470-6924 | Teacher/T.A. at all BPS, Clerical, and Extra-Curricular | |
| 2 | Wall | Mary Jo | 885-0911 | Teacher/T.A. at Child Care, Napi, BMS, BHS, Alternative Ed., Cook, Custodian, Maintenance, Warehouse Supply, Security Patrol, Clerical, and Extra-Curricular | |