

## Browning Public Schools **Board Agenda Request** Meeting To Be Held: October 27, 2021

Recogniti	on: Students	Staff	Parents
Informati	ion: 🗌 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: To:	September 23, 2021 <u>Corrina Guardipee Hall</u> Superintendent of School	From:	<u>John E. Salois</u> 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:					
<b>Board Action</b> :	N/A (Info)	Approved	Denied	Tabled to: _	

Last Name	First Name	Phone #	Approved Subbing Location
Paulson	Romona	406 229-1520	Teacher, Teacher Assistant, SPED TA, SPED Teacher, Personal Care Attendant, Child Care, Cook
HeavyRunner	Tristan	406 845-3895	Teacher Assistant, Childcare (No High School or Middle School)
Ground	Bertha Dawn	406 845-9293	Teacher, Teacher Assistant, ChildCare, PCA, Food Service
HeavyRunner	Carrie	406 845-4909	Teacher, Teacher Assistant
Boushie	Robert	406-338-5938	Custodian