

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: August 9, 2022



---

**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

---

**Date:**        August 2, 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:** \_\_\_\_\_

---

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

	<b>Last Name</b>	<b>First Name</b>	<b>Phone #</b>	<b>Approved Subbing Location</b>
1	Begay	Damita	406 460-0884	Teacher, Teacher Assistant, Warehouse Supply Clerk, Cook, Clerical, Extra-Curricular
2	DayRider	Raymond	406 890-4918	Maintenance, Custodian, Cook, Security Patrol Officer
3	Chief Calf	Justin	406 845-3891	Teacher, Teacher Assistant, Security Patrol Officer, Extra-Curricular
4	Tatsey-Ehlers	Callia	406 229-0871	Teacher, Teacher Assistant
5	Begay	Christina	406 845-2615	Teacher, Teacher Assistant