

Browning Public Schools
Board Agenda Request
 Meeting To Be Held: September 29, 2016



- 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: September 21, 2016

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 Training
Blackman	Crystal	338-5513/ 529-6396	teacher/TA at KW/Vina, Browning Elementary, Napi, Child Care, & BMS	Cook, Custodian
Boushie	Robert Joseph	338-5938	security patrol officer (need driver's license on file)	Custodian
Denny	Jason	845-5432	Maintenance, Bus Driver (needs endorsements), & Custodian	
Fenner	Rachel	845-8258	teacher/TA at KW/Vina, Browning Elementary, Napi, Child Care, and Clerical	
McClintock	Gretchen	229-5571	teacher/TA at all schools, cook, custodian	
Nomee	Katherine	229-0802	teacher/TA at KW/Vina, Browning Elementary, Napi, BMS, and Extra-Curricular	
Radasa	Kim	Unlisted	teacher/TA at Browning Elementary & Security Patrol Officer	Custodian
Walker	Kim	765-352-1588	Cook and Custodian	
Whitford	Betty	338-3373	Clerical	Cook

