

Browning Public Schools
Board Agenda Request
 Meeting To Be Held: May 31, 2023



Recognition:	<input type="checkbox"/> Students	<input type="checkbox"/> Staff	<input type="checkbox"/> Parents
Information:	<input type="checkbox"/> Building Report	<input type="checkbox"/> Old Business	<input type="checkbox"/> Superintendent's Report
Action:	<input type="checkbox"/> Resignations	<input type="checkbox"/> Hiring	<input type="checkbox"/> Contract Service Agreements
	<input type="checkbox"/> Travel Out-of-State	<input type="checkbox"/> Travel In State	<input checked="" type="checkbox"/> Approvals
	<input type="checkbox"/> Termination	<input type="checkbox"/> Legal Matters	<input type="checkbox"/> Other: _____
This action request pertains to		<input type="checkbox"/> Elementary (only)	<input checked="" type="checkbox"/> High School/District Wide

Date: May 18, 2023

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.

Pending Successful Background Checks

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/Temporary 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	Comes at Night Jr.	Clarence	406-505-0661	Custodian, Maintenance (Pending Pre-Hire)
2	Wagner	Brittney	406-845-3100	Clerical, Extra-Curricular (Pending Pre-Hire)
3	Lunak	Jerrica	406-303-9845	Clerical, Food Service, Warehouse Supply Clerk (Pending Pre-Hire)
4	Arcand	Charmaine	406-303-0020	Clerical, Extra-Curricular
5	DuCharme	Dale	406-450-8165	Assistant Cook, Maintenance, Security
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8				
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