

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: December 13, 2022



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|                                 |  |  |   |
|---------------------------------|--|--|---|
| <b>Recognition:</b>             | <input type="checkbox"/> Students            | <input type="checkbox"/> Staff             | <input type="checkbox"/> Parents                              |
| <b>Information:</b>             | <input type="checkbox"/> Building Report     | <input type="checkbox"/> Old Business      | <input type="checkbox"/> Superintendent's Report              |
| <b>Action:</b>                  | <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 |

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**Date:** December 8, 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.

**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/

**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  | Old Person | Linda      | 845-2038/338-2718 | TA, Teacher, Extra-Curricular (Pending Pre-Hire Process)                      |
| 2  | Homegun    | Patty      | 406-845-9482      | Clerical (Pending Pre-Hire Process)   |
| 3  | Powell     | Jenna      | 406-450-4125      | Extra-Curricular (Pending Pre-Hire Process)                                   |
| 4  | Mardsen    | Christy    | 406-261-0519      | TA, Teacher, Custodian, Clerical, Extra-Curricular (Pending Pre-Hire Process) |
| 5  | Farmer     | Kylle      | 406-250-8063      | Cook, Warehouse, Custodian, Extra-Curricular (Pending Pre-Hire Process)       |
| 6  | Guardipee  | Tamara     | 406-750-1352      | Clerical, Extra-Curricular  |
| 7  |            |            |                   |   |
| 8  |            |            |                   |   |
| 9  |            |            |                   |   |
| 10 |            |            |                   |   |
| 11 |            |            |                   |   |
|    |            |            |                   |   |