

BROWNING PUBLIC SCHOOLS
BOARD AGENDA REQUEST
Meeting To Be Held: June 26, 2019



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: June 18, 2019

To: Corrina Guardipee Hall
 Superintendent of School

From: John E. Salois
 Human Resources Director

Subject: Substitute Eligibility Roster 2018-2019

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 one (1) Substitute Teaching workshop six (6) times throughout the school year beginning September 13, 2018. 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, 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.

#	Last Name	First Name	Phone #	Approved Subbing Location
1	Butterfly	Byron	845-9864	Maintenance and Custodian

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____