

Browning Public Schools
Board Agenda Request
 Meeting To Be Held: January 14, 2020



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: January 7, 2020

To: Corrina Guardipee Hall
 Superintendent of School

From: John E. Salois
 Human Resources Director

Subject: Substitute Eligibility Roster 2019-2020

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): 2019-2020 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
1	Cutfinger	Cherrish	845-6150	Teacher Assistant, Clerical, Extra-Curricular
2	Deswood	Dempsey	229-5684	Custodian, Security Patrol, Extra-Curricular, Maintenance, Cook
3	Ducharme	Dale	450-1951	Teacher, Teacher Assistant, Custodian, Security
4	Gray	Darlana	845-5521	Teacher, Teacher Assistant, Child Care, PCA, Custodian, Clerical, Extra-Curricular, Cook, Warehouse Supply Clerk
5	Jordan	Jennifer	845-4290	Teacher, Teacher Assistant, PCA, Cook, Warehouse Supply, Clerical, Extra-Curricular
6	Kicking Woman	Colleen	229-1654	Cook, Custodian, Security Patrol
7	Leach	Molly	845-3746	Teacher, Teacher Assistant, Child Care, PCA, Custodian, Security Patrol, Extra-Curricular, Maintenance, Clerical, Radio Operator, Cook, Warehouse Supply
8	Michel III	William	338-5169	Teacher Assistant
9	Nomee	Katherine	450-2852	Teacher, Teacher Assistant, Child Care, PCA, Clerical, Extra-Curricular
10	Williams	Ashley	450-1551	Teacher, Teacher Assistant