

Executive Summary: Substitute Planning

District staff is in the process of planning to handle the administration of substitutes within the Human Resources Office. Additional time and planning are necessary, and administrative time will be shifted from realignment of staff to this program.

Actions to Date:

- 2009-10 and 2010-11 professional and support absences were reviewed.
- Cost saving substitute practices for 2010-11 school year were implemented.
- Professional substitute pay rates across region were reviewed.
- Budget development for the 2011-12 school year was completed.
- Meetings with school administration regarding a revised program development were held.

Planning & Information:

- Teacher absences for conferences & meetings will be decreased for the 2011-12 school year.
- Floating substitutes will be monitored closely and decreased for the 2011-12 school year (Principals will be required to seek Director approval).
- Administration is in the process of reviewing the need to rejoin the IU Consortium (May not be necessary).
- Prior to the district taking over the substitute program, the contract with Kelly Services needs to be terminated. 30 days notice is necessary per the agreed upon contract.
- Human Resources personnel will begin the process of recruiting substitutes will begin once the contract is terminated with Kelly Services.
- At this time, it has been determined that teachers will call building principals to report absences. Principals will communicate those absences to the Human Resources office to fill vacancies. Support staff absences will be called into the building principals and principals will fill those vacancies. Specific procedures and details will be worked out throughout the next month.
- Substitute rates for the 2010-11 school year

	Rates Paid to Substitutes	District Payment to Kelly
Regular Substitutes	\$85.70	\$118.27
Retired Teacher Substitutes	\$95.70	\$147.83
Substitutes assigned to one classroom for 15 consecutive days	\$228.58	\$282.90

Recommendation:

- Administration proposes that day to day teacher substitute rates be adjusted to \$85 / day for all regular substitutes and retired teacher substitutes. This is a change from the 2010-11 school year and translates into a district cost of approximately \$100 / day (including PSERS contributions).
- Administration proposes that substitutes assigned to one classroom for 15 consecutive days be paid \$100 / day. This is a change from the 2010-11 school year and translates into a district cost of approximately \$120.
- Directors will work with building administrators to develop create ways of combining classes to save on substitute costs.
- Administration proposes one substitute rate for all support staff functions instead of varied rates.
- Administration proposes that support substitutes be utilized for multiple functions, as needed, during one day – cafeteria, custodial, aide, and secretarial.

Recommended Motion:

That the Warren County School District Board of School Directors terminates the contract with Kelly Services.