



MEMO:

TO: Board of Education
FROM: Julie M. Morris, Superintendent
DATE: January 8, 2014
RE: Substitute Pay Rate Recommendation

Introduction

The Harlem School District has been experiencing a decrease in substitutes being available to cover teacher absences during the first semester of the 2013-2014 school year. Our substitute pool currently includes 240 registered substitute teachers. In total, during Semester 1 of 2012-2013, the District had 2,335 substitute positions open. Of those open positions, 32 were unfilled. During Semester 1 of 2013-2014, the District had 2,268 substitute positions. Of those open positions, 173 positions were unfilled. This represents a decrease in substitutes needed (2.9% decrease); however, in 2013-2014 it represents a 76.6% increase in unfilled positions.

Positions	Semester 1 (2012-2013)	Semester 1 (2013-2014)
TOTAL ABSENCES	2,335	2,268
Total Filled	2,303	2,131
Total Unfilled	32	137

Because of this high number of unfilled positions in Semester 1, there was a higher rate of District teachers who covered for their colleagues during these absences. The rate of compensation through the Collective Bargaining Agreement (Article VI(A)(8)), is paid at a rate of \$ 37.00 *per hour* for elementary substitutes and \$31.00 *per 47 minutes* for secondary substitutes. The frequency of teachers covering classes was much higher than anticipated during the first semester of this school year as a result of the District not being able to secure substitutes as needed. Even though teachers are compensated for their time, they are missing the opportunity for their planning period so to provide coverage for our classes. In addition, administrators have also been covering classes. Administrators do not receive additional compensation and this is pulling them from their regular duties.

As we completed a review of the reasons why our substitute pool seems to have decreased, we learned that Rockford School District 205 (RPS205) significantly raised their substitute rates for certified staff this school year. In comparison, the rates between RPS205 and Harlem School District (HSD) reflect that RPS205 is significantly higher except in the paraprofessional category. Additionally, RPS205 offers a “mobility incentive”. This incentive is payable to substitutes on a monthly basis if the substitute accepts jobs on all student attendance days and is willing to be reassigned as needed. This bonus is available during months of the school year which have a minimum of 15 student attendance days. Our study found that substitutes have verbalized that they enjoy working in the Harlem School District but the recent increase in rates in RPS 205 are such that they cannot turn down the opportunity to substitute for them. The Harlem School District has not increased substitute rates since 2007.



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Below is a comparison between the current HSD rates and RPS205 rates:

Substitute Positions	Current HSD with TRS	Current RPS205 with TRS
Full Day	75.00	115.00
Half Day	47.50	57.50
Full Day Retiree	90.00	135.00
Half day Retiree	62.50	67.50
\$200 Mobility Incentive	0	200.00

Another area of need regarding unfilled substitute positions includes securing coverage for paraprofessional absences. Our data reveals that the paraprofessional population for our high needs programs for students with special needs are either difficult to fill or are unfilled on a daily basis. When paraprofessional positions are unfilled in these high needs classrooms (Life Skills & Learning Lab), additional safety risks may result.

Recommendation

The following is the administrative recommendation in order to address the decrease in substitutes being available to work in the Harlem School District, effective February 1, 2014:

1. Increase the daily rate for substitutes and include the \$200 mobility incentive for our certified substitutes. The terms of HSD mobility incentive will match the RPS205 terms of incentive. Proposed Harlem School District rates include:

Positions	Current With TRS	PROPOSED With TRS
Full Day	75.00	90.00
Half Day	47.50	57.50
Full Day Retiree	90.00	105.00
Half Day Retiree	62.50	72.50
Long Term Substitute	100.00	110.00
Long Term Substitute Retiree	115.00	125.00
\$200 Mobility Incentive	0	200.00

* Note that per the HFT Collective Bargaining Agreement (Article XI(L)), retired Harlem employee substitute rate must be at least \$15 higher than the standard substitute rate.

2. Add two (four hour per day) certified substitutes who will float at the secondary level in order to address afternoon substitute needs. This need is due in part to our early release of students and coaches for athletic reasons. It is important to note that in addition to providing these two floating substitute positions, Dr. Browning has established and facilitates a committee to review the high usage of afternoon substitutes at the High School. This committee is comprised of the Athletic Director, High School Principals, Teachers and Coaches from both high school campuses, and the Director of Transportation. This committee is working on issues surrounding the early release of athletes and teachers.
3. Adding two floating paraprofessional positions who would be available to substitute in high needs classrooms across the District. These will be actual full-time positions with benefits. A job description will be developed and worked through with union leadership.

Financial Implications

<u>Substitute Rate Increase – Current vs. Proposed Rates</u>		Estimated #	Estimated
	Pay Rate	of Days Annually	Total Cost
Standard Substitute Rate - Current Full Day	\$ 75.00	4,772	\$ 357,900.00
Standard Substitute Rate - Proposed Full Day	\$ 90.00	4,772	\$ 429,480.00
Standard Substitute-Rate Cost Increase			\$ 71,580.00
Long-Term Substitute Rate - Current		1,556	\$ 161,960.00
Long-Term Substitute Rate - Proposed		1,556	\$ 177,520.00
Long-Term Substitute-Rate Cost Increase			\$ 15,560.00
Estimated Cost of \$200 Mobility Incentive			\$ 40,000.00
Substitute-Rate Total Cost Increase			\$ 127,140.00

<u>Floating Substitute - 2 Secondary Positions</u>			
	Pay Rate	Annual Hours	Cost
2 - 4 hour Certified Subs at the Secondary level	\$ 15.00	1,400	\$ 21,000.00
Estimated Cost of \$200 Mobility Incentive			\$ 3,600.00
Cost Increase			\$ 24,600.00
Teacher Stipend Savings	\$ 31.00	1,400	\$ (43,400.00)
Costs Savings			\$ (43,400.00)
Floating Substitute Total Cost Savings			\$ (18,800.00)

<u>Floating Para-educators – 2 FTE</u>			
	Pay Rate	Annual Hours	Costs
8 hour Para-educators x 2	\$ 9.10	2,896	\$ 26,354.00
Annual Benefit Estimate x 2			\$ 23,646.00
Floating Para-educators Total Cost Increase			\$ 50,000.00

Total Proposal Costs \$ 158,340.00