**TO**: Elizabethtown Board of Education

**FROM**: Cora Wood, Director of Personnel

**SUBJECT**: Recommendation to Change Substitute Teacher Salary Schedule

**DATE**: May 29, 2012

The change that I’m recommending to the Board of Education will impact only two or three substitute teachers and will provide a small increase in pay for them. However, this change does place the district in compliance with KRS 161.1211 (Classification of Teachers). This statute requires the district to categorize those substitute teachers with emergency certification who have attained more than 95 college credit hours as Rank IV substitute teachers, the same as those with emergency certification who hold completed college degrees.

This change may also impact some emergency certified substitute teachers who have recently completed 95 or more hours. They may have initiated work with transcripts noting slightly more than 64 college credit hours, but they may have continued their higher education since that time and have successfully increased the number of credit hours on their transcripts. If these employees can provide a new official transcript documenting successful completion of 95 or more hours, our office will adjust the documentation in their personnel folders and make the necessary adjustments to provide an increase in pay for them in 2012-2013. There may be as many as six substitute teachers that would fall into this category.

I am enclosing a copy of the most recent substitute salary schedule (May 2012) and the proposed schedule. You’ll notice the recommended change for those who have 95 or more credit hours – adding them to those with degree status and paying them $75 per day for their work as a substitute teacher in the district.