

**Request to Place an Item on the Agenda**Name: Camille Dillingham

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Name of school children attend, if applicable: \_\_\_\_\_

Group represented: \_\_\_\_\_

Check if request was submitted to: ☐ Superintendent ☒ Board ChairpersonConferred with following administrators (names): Ed Oyler, Wayne Benningfield

Description of Issue: \_\_\_\_\_

See Attached memo.Specific Action Requested: Approve long term sub pay for Susie Pafford after working 20 continuous days in combined positions as recommended by Chief Academic Officer.Check if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

To: Mr. Ruddell Morrow  
Chairman of the Todd County Board of Education

From: Camille Dillingham, Chief Academic Officer

Date: November 8, 2017

Subject: Substitute Salary

I am requesting the Todd County Board of Education to consider compensating a certified substitute teacher, Susie Pafford, as written on the approved 2017-2018 salary schedule for a long-term substitute. Ms. Pafford taught in a 4<sup>th</sup> grade class room for 11 consecutive days. A substitute for a music position became open and I asked Ms. Pafford to make the change in teaching position because she is certified in Music. This position will be a long-term position and due to Title 1 requirements we are required to find a certified teacher for long term positions. If we cannot find a certified teacher for the position, then we must notify parents. Ms. Pafford graciously agreed to make the change. The Board policy states the "20 continuous days in the same teaching position will be paid the following rates beginning on the 21<sup>st</sup> day" (See attached salary schedule) I believe that fair compensation for Ms. Pafford would be the pay for long-term substitute pay from certified salary schedule based on years of experience after she has taught the 20 consecutive days combining the 4<sup>th</sup> grade and music position.

**Substitute Teachers****QUALIFICATIONS**

All substitute teachers shall meet criminal records check and medical examination requirements as specified in policies 03.11 and 03.111. In addition, substitutes serving in a position on a long-term/extended basis must meet all certification requirements established by the Education Professional Standards Board.

**SUBSTITUTE LIST**

The Superintendent or designee shall maintain a list of qualified substitute teachers. The Superintendent or designee shall engage substitutes from this list. Refusal of assignment as a substitute shall be documented, along with any reason provided.

**RETIRED TEACHERS**

Retired teachers may be reemployed as a part-time, temporary or substitute teacher in keeping with requirements of the Teacher's Retirement System.

**LENGTH OF DUTY**

Substitute teachers are subject to the same duties and responsibilities that apply to regular teachers. The substitute will continue to report for duty until relieved by the Superintendent's designee.

Substitute teachers shall follow daily lesson plans as outlined by the regular teacher and leave a written record of the work completed during their length of duty

**TRAINING**

Substitute teachers with emergency certification shall be required to attend an orientation/training program.

**SUBSTITUTE SALARY AND PAYMENT SCHEDULE**

Substitutes shall be paid on a per diem basis according to the salary schedule approved by the Board. The salary schedule may reflect adjustments for long-term/continuous assignment substitutes.

Payment shall be made on the next scheduled payday for substitutes.

**EMPLOYMENT NOTIFICATION**

Each year, substitute teachers on the District's substitute list shall be notified in writing by the last day of school if they have reasonable assurance of continued employment for the following school year.

Nonrenewal of substitute teachers on limited contracts shall be made in compliance with the requirements of KRS 161.750.

**REFERENCES:**

KRS 17.160; KRS 17.165; KRS 156.106; KRS 161.605; KRS 161.611  
016 KAR 002:030; 016 KAR 002:120; 102 KAR 001:030; 702 KAR 001:035; 702 KAR  
003:075  
OAG 69-296

**RELATED POLICIES:**

03.11, 03.111, 03.121

Adopted/Amended: 9/12/2011

Order #: 1058

Todd County Board of Education  
2017-2018 Substitute Salary Schedule

Rank I	Level A	Master's Degree + 30 Semester hours (holds Rank I teacher certification)	\$ 95.00
Rank II	Level B	Master's Degree (holds Rank II teacher certification)	\$ 92.00
Rank III	Level C	Bachelor's Degree (holds Rank III teacher certification)*	\$ 85.00
Rank 3B	Level D	Master's Degree (without certification)	\$ 77.00
Rank 3A	Level E	Bachelor's Degree (without certification)	\$ 74.50
Rank IV	Level F	96--128 Semester Hours	\$ 69.50
Rank V	Level G	64--95 Semester Hours	\$ 63.50
		Dual Credit Sub--Rank I Certification	\$ 100.00
		Dual Credit Sub--Bachelor's without Certification	\$ 80.00
		LONG TERM SUBSTITUTES: All substitutes exceeding 20 continuous days in the same teaching position will be paid the following rates beginning on the 21st day:	
	Level A	Regular Teacher Pay from Certified Salary Schedule based on years of experience	
	Level B	Regular Teacher Pay from Certified Salary Schedule based on years of experience	
	Level C	Regular Teacher Pay from Certified Salary Schedule based on years of experience	
	Level D	\$118/day	
	Level E	\$112.50/day	
	Level F	\$79/day	
	Level G	\$73/day	
		NOTE: Persons holding a Statement of Eligibility only (NOT full certification) will be paid at Level E.	