**MEMORANDUM**

**To:** Dr. Maria Brown, Chairperson

Karen Byrd

Jesse Parks

Julia Pile

Dr. Tiffany

**From:**  Matthew Rigg, SHRM-SCP, Director of Human Resources

**Date:** March 26, 2021

**RE:** Emergency Certified Substitute Teachers for the 2021-22 School Year

It is recommended the Boone County Board of Education approve the District’s ability to hire emergency certified substitute teachers for the 2021-2022 school year as presented.

The Kentucky Department of Education requires the District to obtain Board approval on an annual basis to utilize emergency certified substitute teachers by presenting the following statement for approval: “The Board of Education authorizes the Superintendent to employ teachers or substitute teachers with emergency or adjunct instructor certification when no qualified teachers have applied for vacant positions”.

The District follows the Education Professional Standards Board (EPSB) requirement when hiring emergency certified substitute teachers to possess a minimum of 64-college credits with a minimum GPA of 2.5. Of the District’s 499 substitute teachers, 338 are employed on an emergency certified basis. Continuing the ability to employ emergency certified substitutes is necessary as the supply of substitute teacher applicants holding a teaching certificate does not meet the demand of the District.

There are no costs incurred by the District if the use of emergency certified substitute teachers is approved.