



SIMPSON COUNTY BOARD OF EDUCATION

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TIM SCHLOSSER
SUPERINTENDENT



MEMO

To: Board of Education
From: Dr. Milli McIntosh, Director of Human Resources
Date: February 28, 2025
Topic: Approval of Emergency Certified Substitutes for 2025-26

The Kentucky Department of Education (KDE) requires approval of CA-4 Applications for Emergency Certified Substitute Teachers.

In order to properly complete this process, which requires inclusion of a current board order number for each applicant, we are hereby requesting that the board formally approve 75 slots for Emergency Certified Substitute Teachers for the 2025-26 school year.

Simpson County Schools has consistently used Emergency Certified Substitute Teachers since 1998. Emergency Certified Substitute Teachers are Substitutes who do not hold a Kentucky teaching certificate but rather meet the criteria set forth in statute to serve in a substitute capacity.