

CAPISTRANO UNIFIED SCHOOL DISTRICT
BOARD REPORT

To: Board of Trustees

From: Bob Presby, Associate Superintendent, Human Resource Services

Date: June 15, 2022

Board Item: Certificated Substitute Rate of Pay 2022-2023

HISTORY

HRS began its recruitment efforts in securing substitutes in early summer. The following actions were taken as early as June 2020:

- CUSD Substitute Website redesign
- Ed-Join posting beginning in July
- Internet/radio ads specifically to attract subs
- Email survey to gather input on taking in-person assignments (over 400 responded that they would work in person this year, once schools reopened)
- Paid summer training in August for 504 substitutes on Health and Safety Protocols and Canvas

BACKGROUND INFORMATION

Once school re-opened to in-person learning, the data reflected only 130-150 subs were taking daily jobs which left 40-50% of positions unfilled each day, 20% of them certificated. Based on this data, staff took the following actions to increase the number of available subs:

- Outreach efforts to local community colleges and universities to recruit subs
- New student teachers are sent an email when they start their assignments encouraging them to apply as substitutes
- Increased daily sub rate to \$175 through December 31, 2020
- Contracted with Strategic Kids to cover Extended Learning in order to release certificated subs back into the sub pool
- Surveyed subs to determine reasons for not accepting jobs (health and safety, children at home were top reasons)
- Email blasts outlining health and safety protocols
- Banners at all school sites and on District website
- Currently producing a new video to attract subs which will include testimonials from current subs and reflect health and safety protocols in place
- Made additional trainings available to subs
- Working with Aesop to specify which positions are online only in efforts to attract subs who will potentially cover online only classes
- We continue to process new substitutes each week

CURRENT CONSIDERATIONS

Currently, our daily fill rates are nearly 80%, and the number of unfilled certificated jobs is less than 10%. The table below describes the fill rate data for May, 2022:

Date	# of Unfilled Positions	Date	# of Unfilled Positions
5/2	16	5/16	6
5/3	4	5/17	5
5/4	3	5/18	2
5/5	18	5/19	7
5/6	18	5/20	14
5/9	14	5/23	7
5/10	4	5/24	8
5/11	2	5/25	10
5/12	13	5/26	9
5/13	22	5/27	21

FINANCIAL IMPLICATIONS

To continue the rate of pay for the 2022-2023 school year, only would be an increase of approximately \$850,000. This would include benefits and would be funded by the general fund.

# of Days	Rate of Pay
1-10	\$185
11-30	\$195
31 +	\$210

STAFF RECOMMENDATION

Based on the aforementioned data, the District is requesting a continuance of the current substitute rate of pay for the 2022-23 school year. This will allow the District to remain competitive in the current substitute marketplace, as well as allow the District to take a proactive approach to the hiring of substitutes over the summer months in preparation of the upcoming school year.

APPROVED BY: Bob Presby, Associate Superintendent, Human Resource Services