

# QCSD School Reopening 2020-2021

## Substitute Teacher Data with Recommendations

August 13, 2020

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# Challenge

- Schools across the nation have experienced a growing shortage of substitute teachers to fill classrooms due to teacher absences under normal operating conditions.
- With expected increased teacher absences due to COVID-19, the need for substitutes is expected to be much greater.
- ★ Ensure all in-person and virtual classes are staffed properly to the best of our ability to maintain continuity of education.
- ★ **Daily Decision Points** for when opening a school is no longer safe due to absences.

# Staff – Local School Community (FFCRA Qualifications)



Under the FFCRA ([Families First Coronavirus Response Act](#)), employees who are unable to work due to their home school district operating virtually or hybrid, may be entitled to up to 12 weeks of paid leave.

- Total # of QCSD teachers who have school aged dependents and live in a School District that qualifying them for leave is **195 teachers or 55%** :
  - Secondary: 44 Staff
  - Middle: 46 Staff
  - Elementary: 92 Staff
  - Other: 13 Staff

***NOTE - Going virtual would not change this liability as staff would likely conduct their virtual class from their classrooms***



# QCSD Staff Leave Summary Data

Staff that requested a leave - **Three (3)**

Staff that have inquired about leaves - **Twelve (12)**

Staff that have requested or inquired about accommodations before returning - **Fourteen (14)**

*Note - As of August 13, 2020*



# 2019-2020 Teacher Absence/Substitute Data

Average filled per diem VS. BBS

School Name	Total Subs Requested	Filled by BBS	Filled by Daily Subs	Unfilled	Total Number of Days	Average Subs Needed Per Day	Average Filled Per Day	Average Filled by Daily Subs Per Day	Average Filled by BBS Per Day	Average Unfilled Per Day	Absences Per Day Per FTE
6th Grade Center	317	92	173	52	119	2.66	2.23	1.45	0.77	0.44	0.76%
Quakertown Community High School	1070	363	534	173	119	8.99	7.54	4.49	3.05	1.45	2.56%
Neidig Elementary	262	31	132	99	119	2.20	1.37	1.11	0.26	0.83	0.63%
Pfaff Elementary	605	175	323	107	119	5.08	4.18	2.71	1.47	0.90	1.45%
Quakertown Elementary	194	52	79	63	119	1.63	1.10	0.66	0.44	0.53	0.46%
Richland Elementary	282	75	89	118	119	2.37	1.38	0.75	0.63	0.99	0.67%
Strayer Middle School	602	278	151	173	119	5.06	3.61	1.27	2.34	1.45	1.44%
The Academy at Quakertown	55	0	22	33	119	0.46	0.18	0.18	0.00	0.28	0.13%
Trumbauersville Elementary	275	58	131	86	119	2.31	1.59	1.10	0.49	0.72	0.66%
<b>District Totals</b>	<b>3662</b>	<b>1124</b>	<b>1634</b>	<b>904</b>	<b>119</b>	<b>30.77</b>		<b>13.73</b>	<b>9.45</b>	<b>7.60</b>	<b>8.76%</b>
19/20 FTE	351.45										

## Current ESS/QCSD Substitute Pool

- 10 Building Based Substitutes (BBS) - Exclusive to QCSD
- 90 Per Diem Substitutes - not exclusive to QCSD

# Flow Chart for Classroom Coverage



## Classroom Coverage Flowchart - when no Sub is available

- **Step 1:** ESS per diem substitute (we have 90 non-exclusive subs)
- **Step 2:** ESS building-based substitute (9 full time / 2 part time)
- **Step 3:** Utilize emergency certified Reg. Ed. Aides (potential of up to 11)
- **Step 4 Elementary:** QCSD Instructional Coach/Intervention Specialists (2 per Elementary School)
- **Step 4 Secondary:** Internal coverage by staff with a prep period
- **Step 5:** Internal coverage by QCSD Elementary Digital Lit, Library, Art, Music, H&PE, Spanish teacher (**potential of up to 19.5**)
- **Step 6:** Unable to staff - decision point to close grade or school

[Click here to view a visual infographic.](#)



# ESS Per Diem and Building Based Substitutes

- ESS currently had **90** active substitutes who work in Quakertown Community School District (not exclusively).
- We currently budget for a total of **9** full time and **2** part time Building Based Substitutes (BBS)
  - High School = 3
  - Strayer = 2
  - Sixth Grade Center = 1
  - Elementary Floaters = 3 Full Time, 2 Part Time



# When are absences entered?

- Most of our absences are entered with > 0-24 hours notice.

Hours Entered before Absence	Unfilled	Filled	Total	Fill Rate	# Filled by BBS	% Filled By BBS
More than 1 Month Notice	31	372	403	92%	32	8%
More than 1 Week Notice	101	429	530	81%	66	12%
Multiple Days Notice	147	567	714	79%	260	36%
24-48 Hours Notice	146	336	482	70%	141	29%
12-24 Hours Notice	250	464	714	65%	236	33%
0-12 Hours Notice	225	397	622	64%	326	52%
After Start of Absence	4	193	197	98%	63	32%
<b>Total</b>	<b>904</b>	<b>2758</b>	<b>3662</b>	<b>75%</b>	<b>1124</b>	<b>31%</b>

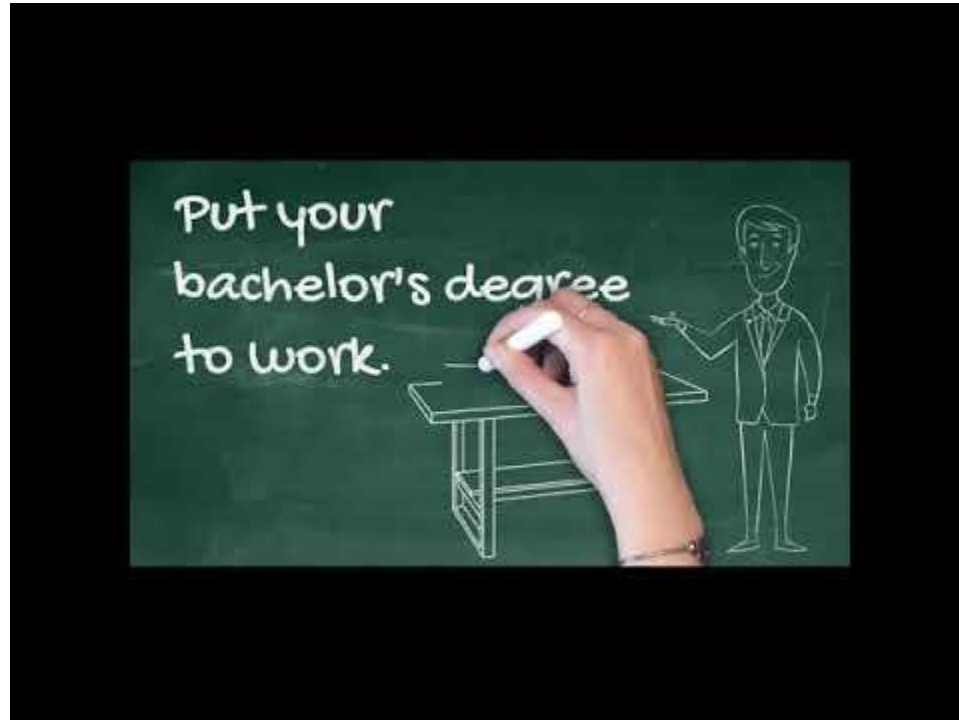


# Other Strategies / District Initiatives to Combat Sub Shortages



- Issue emergency teaching certificates to QCSD Regular Ed. Aides with Bachelor Degrees.
  - **11 Aides**
- Advertise: Community members with a conferred Bachelor Degree (or higher) can participate in ESS/Bucks County IU Guest Teacher Program and become emergency certified to be substitutes. See next slide for our promotional video.

# Guest Substitute Teacher Promotional Video



# QCSD Strategies & Decision Points



- We currently have a total of **10** Building Based Substitutes (BBS).
- **The addition of 8 BBS** would get us to a starting point of 100% filled based on 19/20 average absences.
- Additional absences that go unfilled will need to utilize other resources such as certified Regular Ed. Aides, Instructional Coaches, etc. to fill assignments.
- An absence rate of 17% of our teachers (29 unfilled) would be difficult to manage and at 20% would be the maximum allowable for the Continuity of Education (not safe to open).

19/20 FTE	Avg. Absence/day	% Absence/day	Total Teachers Present	Unfill/Day
<b>351</b>	31	9%	320	0*
	35	10%	316	4
	53	15%	298	22
	<b>60</b>	<b>17%</b>	<b>291</b>	<b>29</b>
	<b>70</b>	<b>20%</b>	<b>281</b>	<b>39</b>
	88	25%	263	57

← 8 additional BBS needed

Utilize steps 3 through 5 of Classroom Coverage Flowchart

\* The addition of 8 BBS would get us to 0 unfilled w/current average absences.



# Substitute Comparison Rates

QCSD pays our per diem substitutes an above average Bucks County rate.

- **QCSD Per Diem Substitute Rate = \$105**
- County Average Per Diem Substitute Rate = \$103
- Surrounding Area Average Per Diem Rate = \$109
  - (Pennridge, Souderton, Southern Lehigh, Upper Perk)

Notes:

- Long Term Per Diem make - \$140/day
- Building subs make - \$120/day
- Retired QCSD teachers make - \$115/day



# Cost Analysis – Building Based Additions

Building Based Sub Pay = \$120/day

Building Based Sub Bill Rate = \$159/day

Total cost per BBS per 185 school/PD days: \$29,415

Current total cost of 10 BBS (9 full time / 2 part time): \$294,150

Additional 8 Building Subs Costs -  $\$29,415 \times 8 =$  **\$235,320**

Note - District pays administrative fee to ESS but does not pay any PSERS rates (which works out roughly to the same cost either way).



# Nurse Substitutes

- QCSD hires and deploys substitute nurse in house. This is coordinated by our head nurse. They also coordinate coverages amongst themselves through Google Calendars.
- Our nurses prefer we hire RN substitutes over LPN. However, due to shortages we have expanded to LPN.
- Last year the administration recommended a rate change to help recruit sub nurses. The rate was changed from \$105/day or \$15/hr to a hourly rate of \$20/hr.
- We currently have 7 sub nurses on our call list/payroll. Recruitment is ongoing and includes posting on job boards and advertising in the local Penny Power.
- **Recommendation: Get a contract in place with a third party (Bayada, GHR, etc.) for when we can't fill internally. These rates can be as high as \$65/hour.**



# Recommendation/Board Considerations

- Recommend increasing our total Building Based Substitutes from 10 to 18.
- Emergency certify all of our available Regular Ed. Aides who have bachelor degrees.
  - Each emergency certification costs only \$5 (11 certifications would cost only \$55)
- Execute contract for substitute nurse support with on-demand
- Total Cost to QCSD: \$235,375
  - **Does not include nursing third party costs**