QCSD School Reopening 2020–2021
Substitute Teacher Data with Recommendations

August 13, 2020

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Office of Human Resources
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.
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

## Current ESS/QCSD Substitute Pool
- **10 Building Based Substitutes (BBS)** - Exclusive to QCSD
- **90 Per Diem Substitutes** - not exclusive to QCSD

## Table: 2019–2020 Teacher Absence/Substitute Data

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

**19/20 FTE**

**351.45**
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 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.

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

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

* 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 x 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