

SUBS IN A PANDEMIC

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Work Group Members

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Background

During the typical school year, there are anywhere from 130+ certificated absences per month (this would include full-day, ½-day, and even absences as short as 15 minutes).

During the months of the pandemic closure last spring, we had anywhere from 10-30 certificated absences (most of these were for short periods of time) and did not require the use of a substitute.

Our Process

As a group we individually brainstormed "big ideas" to think through as it relates to our substitute coverage. Once we identified these "big ideas" (Technology Needs, Sub Training, Sub Safety Training, Communicating Sub Plans, Process for Procuring Subs, and Classified Subs), we then talked through each topic to identify what is needed.

We then identified next steps and the Department/Group who would be best suited to complete each step.

A Recommendation

Hire 2 Long Term Subs as soon as possible. Given the number of teachers who will take some form of known leave during the year (2 in September, 1 in October, 3 in November, 1 in December) we could use these Long Term Subs at the start of the year to help them get familiarized with all the learning platforms, to act as day-to-day subs when/where needed, and to overlap for a week with the Teacher they will replace. Once these 2 Long Term Subs are in their overlapping period, we would hire an additional Long Term Sub for the same purposes and to prepare for the next known leave in October. We would continually repeat this cycle through December or curtail it if it is not proving worthwhile.

Communication Circles:

- Cabinet - 8/26/20
- Leadership - 8/26/20 and 8/31/20
- SBTA Union Leadership - 9/2/20
- Certificated Employees - 9/4/20
- SBASP Union Leadership -

TECHNOLOGY NEEDS

Short Term/Daily Sub Brainstorm	Long Term Sub Brainstorm
<ul style="list-style-type: none"> • Loaner laptops on each site. Laptops need all apps, software, etc. • Subs report directly to site • Subs need log in credentials. @SBSD account needed?. <ul style="list-style-type: none"> • Google classroom, zoom, seesaw • Generic @SBSD account that site secretary has to give to day-to-day subs? • Can site CRT's/STREAM/Computer in tbe a morning resource to help get the sub going? 	<ul style="list-style-type: none"> • Procure tech through Tech Dept. like usual - log in, equipment, etc. • Sub report to site daily • Can site CRT's be a morning resource to help get the sub going?
Short Term/Daily Sub Next Steps	Long Term Sub Next Steps
<p>Tech Team:</p> <ul style="list-style-type: none"> • Need laptops for subs at each school site • Log-in Credentials / A generic @SBSD account for site secretary to give to daily sub? <p>Principals / Supervisors:</p> <ul style="list-style-type: none"> • Inform Teachers when calling in absence to have sub report to school site. • Work with CRTs, STREAM, Computer tech to be a morning resource to get subs going <p>Human Resources and Instructional Services:</p> <ul style="list-style-type: none"> • Identify and train a sub pool • Possibly assign log-in credentials 	<p>Provide 5+ days overlap of Long Term Sub and out-going teacher.</p> <p>Procure tech, log-in, etc. as in past.</p>

SUB TRAINING

Short Term/Daily Sub Brainstorm	Long Term Sub Brainstorm

<ul style="list-style-type: none"> • Train subs on 8/13-8/14 • Would need tech for the day • Would need log in credentials • Pull the subs that we utilized distance learning in the spring • Rely on CRT/STREAM/Computer/ELD Teachers (others w/o a classroom of kids) can help train /support in the morning. • Perhaps train 10-15 new subs each month to broaden our base of trained subs <ul style="list-style-type: none"> • Who conducts/leads the training • Leading Edge Flex series or other webinars (from last spring) we can get to our subs 	<ul style="list-style-type: none"> • Overlap days w/ the Teacher they replace • Or a day/two training w/ us in August 13-14
Short Term/Daily Sub Next Steps	Long Term Sub Next Steps
Principals / Supervisors: <ul style="list-style-type: none"> • Coordinate sub support with CRT or others to help get subs up and running in the morning if need be. Human Resources and Instructional Services: <ul style="list-style-type: none"> • Identify and train new subs each month. • Perhaps send through Leading Edge? • Continue to work the Consortium on sub training. 	Human Resources: <ul style="list-style-type: none"> • Provide 3-4 days overlap of Long Term Sub and outgoing teacher. • Procure tech, log-in, etc. as in past. • Possible Leading Edge training? • Encourage interviewees to join consortium.

SUB SAFETY TRAINING / SYMPTOM SCREENING

Short Term/Daily Sub Brainstorm	Long Term Sub Brainstorm
<ul style="list-style-type: none"> • Embed this as part of their training. • Do it as part of the morning check in • Some sort of sign-in / verification it was completed. 	<ul style="list-style-type: none"> • School Secretary/Clerk walk the sub through this on the first morning. Completed via filemaker pro thereafter. • Some sort of sign-in / verification it was completed on day 1.
Short Term/Daily Sub Next Steps	Long Term Sub Next Steps
Human Resources: <ul style="list-style-type: none"> • Send employee video training to all Long Term Subs to complete prior to first day of Long Term Assignment. • Provide video to Sub Consortium to use as training tool for daily subs. Principals / Supervisors: <ul style="list-style-type: none"> • Subs complete Daily Symptom Screening with Office Staff upon arrival to campus. 	Human Resources: <ul style="list-style-type: none"> • Send employee video training to all Long Term Subs to complete prior to first day of Long Term Assignment. • Complete Laserfiche acknowledgement form. Principals / Supervisors: <ul style="list-style-type: none"> • Subs complete Daily Symptom Screening with Office Staff upon arrival to campus on day 1. • Use Laserfiche Daily Symptom Checker for each day thereafter.

COMMUNICATING SUB PLANS TO THE SUBS

Short Term/Daily Sub Brainstorm	Long Term Sub Brainstorm
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<ul style="list-style-type: none"> Teachers make and submit "emergency sub plans" at start of year. Sample emergency sub plans from Roderick and Katie. All tech details need to be included in sub plans - log-ins, passwords, etc. Sub plans uploaded to Frontline <ul style="list-style-type: none"> Training modules from J. Thomas from Consortium to cover this 	<ul style="list-style-type: none"> T and LTS will be in communication
Short Term/Daily Sub Next Steps	Long Term Sub Next Steps
Principals / Supervisors: <ul style="list-style-type: none"> Teachers should make "emergency sub plans" for the start of the year and share these w/ the Office Staff / Principal. Teachers continue to make daily sub plans as needed for any absence. <ul style="list-style-type: none"> Plans should be uploaded to Frontline <p>Tech Team:</p> <ul style="list-style-type: none"> How will subs have log-in credentials to access Zoom, Seesaw, etc.? 	Human Resources: <ul style="list-style-type: none"> Facilitate overlap days.

PROCESS FOR PROCURING SUBS

Short Term/Daily Sub Brainstorm	Long Term Sub Brainstorm
<ul style="list-style-type: none"> Teachers need to submit to Frontline ASAP; don't wait until the morning of if at all possible. Even if sub plans will come later. Sub reporting times up to 30 minutes earlier than normal to help w/ tech, symptom checker, etc. <ul style="list-style-type: none"> Reporting times specific to each site/grade level with staggered start and end times How get a sub mid-day? <ul style="list-style-type: none"> CRT, someone w/ a credential covers the class 	<ul style="list-style-type: none"> Same as before
Short Term/Daily Sub Next Steps	Long Term Sub Next Steps
Principals / Supervisors: <ul style="list-style-type: none"> Teachers should submit absence to Frontline as early as practically possible. Adjust sub reporting times to 15-30 minutes earlier to help with tech, symptom checker, etc. Ensure teachers adjust sub reporting times in the event of staggered start and end time. 	Human Resources: <ul style="list-style-type: none"> Employee communicate need to be out Long Term through HR with as much advance notice as practically possible. Work with Principals to find worthy candidate.

SUBS FOR CDC / CLASSIFIED FROM CONSORTIUM

Short Term/Daily Sub Brainstorm	Long Term Sub Brainstorm
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<ul style="list-style-type: none"> • Is there a classified pool we can pull from? • If not can we pull from certificated pool? • No training needs, tech • Symptom Screener completed w/ supervisor each day. Some way to verify completed 	
<p>Short Term/Daily Sub Next Steps</p>	<p>Long Term Sub Next Steps</p>
<p>Principals / Supervisors:</p> <ul style="list-style-type: none"> • Procure classified subs through the consortium/HR. • Symptom screener completed w Office Staff / Supervisor each day. 	