



## Substitute Teaching Position September 24, 2023

---

At present time we do not have any substitutes contracted with the school and we are reliant on staff or parents to cover when a staff member is out. This model has been challenging, and operations administration believes there is a need to hire substitutes externally.

On September 20<sup>th</sup> at 12:08pm, Kate Bertelli, Secretary of the Bay Grove Montessori School Board of Directors, e-mailed all members of the Board of Directors a synopsis of the problem and presented two motions:

*Motion One: I move to create a substitute position and allow for hiring and utilization of substitutes as needed to maintain operation.*

*Motion Two: I move to accept the substitute job description and application as written, and allow the Head of School to advertise them accordingly.*

Motion 1:

Second: Leslie 9/20/23 5:07pm

Discussion:

In the event that an assistant teacher is out, there is no cost associated with having a sub for the day since the assistants are paid hourly. In the event a lead teacher is out, there would be a cost to the school since leads are salaried. (Note: both lead teacher contracts do not have a sick day/bank policy in place. We likely need to create an addendum that allows for such at some point in the near future).

President called for an e-vote.

All votes received by 9/21/23.

Motion passes (in favor = 4; opposed = 0; abstain = 0)

## Motion 2

Second: Leslie 9/20/23 5:07pm

Discussion: Board members amended the original job description.

Subsidiary motion: Kate 9/22/23 *I move to accept the substitute job description and application as amended, and allow the Head of School to advertise them accordingly.*

Second: Seth 9/22/23 10:38am

President called for e-vote.

All votes received by 9/24/23 8:31pm.

Motion passes (in favor = 4; opposed = 0; abstain = 0)