

SANTA FE ISD SUBSTITUTE NEWSLETTER



MARCH
EDITION

REMINDERS

- IF YOU HAVE NOT ATTENDED THE MANDATORY CRASE TRAINING – NEXT DATE IS MARCH 6, 2024, FROM 8AM-12PM AT COWAN EDUCATION CENTER
- SPRING BREAK IS MARCH 11-15, 2024, THE DISTRICT WILL BE CLOSED.
- FORMS FOR THE 2024-2025 SCHOOL YEAR WILL BE EMAILED OUT ON APRIL 15, 2024 AND DUE MAY 24, 2024

HELLO
SPRING



Upcoming Events

In-District Elementary Events

March 4-8

- 3/4 Barnett K/1st Field Day
- 3/5 Barnett 2nd/3rd Field Day
- 3/6 Barnett 4th/5th Field Day
- 3/7 Barnett STEM Night 5:00-7:00
Kubacak Math & Literacy Night 5:00
- 3/8 Barnett 4th Grade Parent Breakfast 8:00

March 11-15 Spring Break

March 18-22

- 3/20 Kubacak K/1st Field Day
- 3/21 Kubacak 2nd/3rd Field Day
SFTXEF Gala "A Night with Champions" 5:30 @Galveston Island Convention Center
- 3/22 Kubacak 4th/5th Field Day
Kubacak 4th Grade Parent Breakfast
RJW House Rally

March 25-29

- 3/25 Kubacak 4th Grade Breakfast with Parents
- 3/28 Barnett K-2 Egg Hunts
Kubacak 2nd/5th Easter Feast and Pk-2 Egg Hunts
RJW ECSE/SOAR/PK, 2nd, and 5th Easter Feasts
- 3/29 STUDENT/STAFF Holiday

In-District Secondary Events

March 4-8

- 3/4 JH Girls Track HOST Prelims 4:30 @SFHS Stadium
Lady Indians Basketball Banquet 6:00 @Willowynn Barn
- 3/5 JH Boys Track HOST Prelims 4:30 @SFHS Stadium
Baseball HOST Bay Area Christian JV 4:30 V 7:00 @SFHS Baseball Field
Softball HOST Galveston JV 5:00 V 6:30 @SFHS Softball Field
Girls Soccer HOST Texas City JV 5:30 V 7:30 **SENIOR NIGHT**
- 3/6 Boys Freshman/JV Track Meet Indians HOST- times TBD
SFJH Rise Above Parent Meeting #3 5:30 @SFJH Library
- 3/7 Girls Freshman/JV Track Meet Indians HOST- times TBD
Baseball - Sophomores HOST Tournament 3/7-3/9
- 3/9 Boys Soccer HOST Manvel JV 10:00 V 12:00 @SFHS Stadium

March 11-15 Spring Break

- 3/12 Baseball Varsity HOST Ball High 1:00 @SFHS Baseball Field
Softball HOST Friendswood JV 5:00 Varsity 6:30 @SFHS Softball Field

March 18-22

- 3/18 Softball HOST HCYA JV 5:00 Varsity 6:30 @SFHS Softball Field **First Responder Night**
Men's Basketball Banquet 5:00-8:00 @HS Cafe
- 3/21 SFTXEF Gala "A Night with Champions" 5:30 @Galveston Island Convention Center
- 3/22 Baseball Varsity HOST Friendswood 7:00 @SFHS Baseball Field

March 25-29

- 3/26 Softball HOST Manvel JV 5:00 Varsity 6:30 **Teacher Appreciation Night** @SFHS
Softball Field
The Women of Lockerbie - UIL Theatre Performance 6:30 @SFHS Auditorium
- 3/28 Softball HOST La Porte JV 5:00 Varsity 6:30 @SFHS Softball Field
Baseball Varsity HOST Clear Creek 7:00 @SFHS Baseball Auditorium
- 3/29 STUDENT/STAFF Holiday





Information

Pay dates for Santa Fe ISD are on the 10th and 25th of each month. Please note that if these dates fall on a weekend or day where the district is closed you will receive your paycheck on that Friday or the last day before closure.

If you are a new substitute to the district, your first paycheck will be a paper check. Paper checks are turned into me and I will call you to come pick up.

Pay periods: Please look over the calendar below to see the dates that are covered in each pay period. Please note that you will not receive a paycheck until you work the dates in the pay period.

Level of Pay: We have 3 levels of pay at Santa Fe ISD. Please refer to the pay schedule below to see what your level of pay will be. Note that there is a difference in pay from a teacher to an aide position. If you need clarification on your current level, please feel free to reach out to me at tara.mata@sfisd.org.

2023-2024

10TH PAYROLL	PAYROLL DUE DATES ARE CRITICAL!!
25TH PAYROLL	

All Manual Trades, Substitutes, Police, Crossing Guards and Extra Duty follow the same Due To Payroll guidelines!

*Note-Payroll due dates are every Wednesday following week end, unless a holiday is observed and marked as a critical Monday due date

PAY PERIOD		<u>DUE TO PAYROLL</u>	<u>PAYDATE</u>
From	To		
7/30/2023	8/5/2023	8/9/2023	9/8/2023
8/6/2023	8/12/2023	8/16/2023	9/8/2023
8/13/2023	8/19/2023	8/23/2023	9/25/2023*
8/20/2023	8/26/2023	8/30/2023	9/25/2023*
8/27/2023	9/2/2023	9/6/2023	9/25/2023*
9/3/2023	9/9/2023	9/13/2023	10/10/2023
9/10/2023	9/16/2023	9/20/2023	10/10/2023
9/17/2023	9/23/2023	9/27/2023	10/25/2023
9/24/2023	9/30/2023	10/4/2023	10/25/2023
10/1/2023	10/7/2023	10/11/2023	11/9/2023
10/8/2023	10/14/2023	10/18/2023	11/9/2023
10/15/2023	10/21/2023	10/25/2023	11/17/2023
10/22/2023	10/28/2023	11/1/2023	11/17/2023
10/29/2023	11/4/2023	11/8/2023	12/8/2023
11/5/2023	11/11/2023	11/15/2023	12/8/2023
11/12/2023	11/18/2023	11/27/2023	12/19/2023
11/19/2023	11/25/2023	11/29/2023	12/19/2023
11/26/2023	12/2/2023	12/6/2023	1/10/2024
12/3/2023	12/9/2023	12/13/2023	1/10/2024
12/10/2023	12/16/2023	12/20/2023	1/25/2024*
12/17/2023	12/23/2023	1/4/2024	1/25/2024*
12/24/2023	12/30/2023	1/4/2024	1/25/2024*
12/31/2023	1/6/2024	1/10/2024	2/9/2024
1/7/2024	1/13/2024	1/17/2024	2/9/2024
1/14/2024	1/20/2024	1/24/2024	2/23/2024
1/21/2024	1/27/2024	1/31/2024	2/23/2024
1/28/2024	2/3/2024	2/7/2024	3/8/2024
2/4/2024	2/10/2024	2/14/2024	3/8/2024
2/11/2024	2/17/2024	2/21/2024	3/25/2024
2/18/2024	2/24/2024	2/28/2024	3/25/2024
2/25/2024	3/2/2024	3/6/2024	4/10/2024
3/3/2024	3/9/2024	3/18/2024	4/10/2024
3/10/2024	3/16/2024	3/20/2024	4/25/2024*
3/17/2024	3/23/2024	3/27/2024	4/25/2024*
3/24/2024	3/30/2024	4/3/2024	4/25/2024*
3/31/2024	4/6/2024	4/10/2024	5/10/2024
4/7/2024	4/13/2024	4/17/2024	5/10/2024
4/14/2024	4/20/2024	4/24/2024	5/24/2024
4/21/2024	4/27/2024	5/1/2024	5/24/2024
4/28/2024	5/4/2024	5/8/2024	6/10/2024
5/5/2024	5/11/2024	5/15/2024	6/10/2024
5/12/2024	5/18/2024	5/22/2024	6/25/2024
5/19/2024	5/25/2024	5/29/2024	6/25/2024
5/26/2024	6/1/2024	6/5/2024	7/10/2024
6/2/2024	6/8/2024	6/12/2024	7/10/2024
6/9/2024	6/15/2024	6/19/2024	7/25/2024
6/16/2024	6/22/2024	6/26/2024	7/25/2024
6/23/2024	6/29/2024	7/8/2024	8/9/2024
6/30/2024	7/6/2024	7/10/2024	8/9/2024
7/7/2024	7/13/2024	7/17/2024	8/23/2024*
7/14/2024	7/20/2024	7/24/2024	8/23/2024*
7/21/2024	7/27/2024	7/31/2024	8/23/2024*

SANTA FE ISD SUBSTITUTE PAY SCALE

<u>Substitute Level</u>	<u>Degree/Certified</u>	<u>Position</u>	<u>Daily Rate</u>
Starting Level	Non Degreed/Non Certified	Aide Long Term Aide	\$80.00 \$90.00
Starting Level	Non Degreed/Non Certified	Teacher Long Term Teacher	\$90.00 \$100.00
Starting Level	Degreed/Certified	Teacher Long Term Teacher	\$110.00 \$120.00
Level 1	Non Degreed/Non Certified	Aide Long Term Aide	\$90.00 \$100.00
Level 1	Non Degreed/Non Certified	Teacher Long Term Teacher	\$100.00 \$110.00
Level 1	Degreed/Certified	Teacher Long Term Teacher	\$120.00 \$130.00
Level 2	Non Degreed/Non Certified	Aide Long Term Aide	\$100.00 \$110.00
Level 2	Non Degreed/Non Certified	Teacher Long Term Teacher	\$110.00 \$120.00
Level 2	Degreed/Certified	Teacher Long Term Teacher	\$130.00 \$140.00
Health Clinic	Certified/Licensed	Nurse Aide Long Term Nurse Aide	\$90.00 \$100.00
Health Clinic	Certified/Licensed	Nurse RN Long Term Nurse RN	\$110.00 \$120.00
Professional	Certified/Licensed	Counselor Long Term Counselor	\$185.00 \$195.00
Professional	Certified/Licensed	Assistant Principal Long Term Assistant Principal	\$230.00 \$240.00
Professional	Certified/Licensed	Principal Long Term Principal	\$255.00 \$265.00

- Pay Days are on the 10th and 25th of each Month
- Long Term pay begins on the 11th consecutive day in the same position
- Degreed = Bachelors Degree
- Certified= Certified Teacher/Administrator
- Licensed = Licensed Professional (Nurse/Speech/Psychologist)



CHECK THIS OUT

Thank you to the following substitutes for working more than 15 days in the month of February!

Welcome the following New Substitutes to Santa Fe ISD!

Karley Steel
Jenni Hubbard
James Parsons
Kailynn Maples
Kristi McFarland
Brandi Weber
Theresa Martin

WELCOME
to



We would like to wish a Happy Birthday to our Substitutes who have a Birthday in March!

Dennis Franklin
Janis Garrett
Charmie Mantooth
Gina Garcia
John Perdomo
Melissa Higgins
Melinda Miner
Taylor Jewell
Morgan Parker
Jenni Hibbard



Thank
you!

From the desk of Tara Mata



We have begun preparing for the 2024-2025 school year. All substitutes will be sent a **Letter of Reasonable Assurance** via email on **April 15, 2024**. This letter **MUST** be signed and returned by **May 24, 2024**, acknowledging whether you will or will not return as a substitute for the 2024-2025 school year.

Level Increase Forms/Evaluation Forms will also be sent out on **April 15, 2024**, for those substitutes who are eligible to move to the next level of substitute pay. Please note that the Level Increase Forms and Evaluations (3 teacher/1 administrator) **MUST** be filled out and returned by **May 24, 2024**, to increase to the next level of pay for the 2024-2025 school year.

All forms will be sent via email to email address listed on AESOP accounts. I will also have paper copies available for pick up at the Cowan Education Center.

Thank you.

Tara Mata

SEE CHART BELOW FOR SANTA FE ISD SUBSTITUTE LEVEL INCREASE REQUIREMENTS.

Santa Fe ISD Substitute Level Increase Requirements

Level 0

Currently Level 0, and wanting to remain Active Sub at Level 0



- Sign and Return Letter of Assurance

Level 0

Currently Level 0, and wanting to increase to Level 1



- Sign and Return Letter of Assurance
- Work 30 days or more per school year
- 3 Positive Teacher Evaluations
- 1 Positive Administrator Evaluation

Level 1

Currently Level 1, and wanting to remain Active Sub at Level 1



- Sign and Return Letter of Assurance
- Work 30 days or more per school year

Level 1

Currently Level 1, and wanting to increase to Level 2



- Sign and Return Letter of Assurance
- Work 45 days or more per school year
- 3 Positive Teacher Evaluations
- 1 Positive Administrator Evaluation

Level 2

Currently Level 2, and wanting to remain Active Sub at Level 2



- Sign and Return Letter of Assurance
- Work 45 days or more per school year

**Substitute must meet annual requirements to maintain current level*