July 8, 2014

Dear NNPS Substitute Teacher:

As you are enjoying your summer break, the Academic Services and Human Resources leadership teams are planning for the 2014-2015 school year. As a substitute teacher, you know firsthand the importance of continuity in the classroom. When a teacher is absent, you help ensure that teaching and learning continues. That is why we are pleased to share an exciting new opportunity with you.

Newport News Public Schools has partnered with Source4Teachers to manage the substitute program for the school division beginning with the upcoming school year. Source4Teachers is an educational staffing agency dedicated to matching qualified substitute professionals with schools to cover teacher absences.

This new partnership will offer NNPS substitute teachers several great new benefits above and beyond what NNPS can provide:

- Affordable healthcare and 401(k) savings plan for all substitutes who are eligible
- Financial incentives for working during high volume periods

As a NNPS substitute teacher, you have assurance that you will be provided similar substitute positions with Source4Teachers. As a member of the Source4Teachers team, you will receive the same rate of pay and you will remain on the same pay cycle. In addition, Source4Teachers will have a staff member and an office in NNPS to provide you with onsite assistance and support.

At our request, Source4Teachers will be contacting you within the next few days to offer you a position with their organization. Beginning this month, you will no longer be employed or paid by NNPS; in order to continue to work as a substitute teacher in NNPS, you must join the Source4Teachers team. They will provide you with details, dates and times for upcoming orientation meetings to meet with their staff and complete the transition; this information will also be posted on our website at http://www.nnschools.org/hr/subcenter/. You are under no obligation to join Source4Teachers, but you will not be able to continue as a substitute in NNPS until you do so.

We appreciate your hard work and dedication to our students and encourage you to continue that dedication as an employee of Source4Teachers. We will be working very closely with Source4Teachers to ensure a smooth transition for you.

Sincerely,

Frank Labrecque
Executive Director of Human Resources and Transportation