Head Start / Early Head Start Substitute List

Current as of 9/29/2023. Please discard any old copies and use only the most recent list.

***Subs (and staff) who are not currently certified in First Aid/CPR CANNOT be left alone with children.**
Those who have not completed the CACFP training CANNOT be involved with food prep or distribution.
A checkmark below indicates that the training is current.

Before calling subs, consider "regular" staff first. Not all staff work 40 hours per week (floats) and those that don't may be available to fill in when needed.

**Need someone for an hour or so at the beginning or end of the day?* - Reach out to a part time staffer at your location.

**Is the sub needed for a Friday or a day that part day has cancelled?* - Try the part day HS staff, drivers or monitors (at any site).

Name	Phone	Position			County				*CACFP	*First Aid/ CPR	Notes
		HS	EHS	Cook	DM	L-N	L-S	Hen			
Bree Ruffcorn	(319) 520-1359	X	X				**X**		☒	☒	**South Lee Co. Only**
Cassie Kelso	(319) 759-8719	X	X				**X**		☒	☒	**South Lee Co. Only**
Cindy Martin	(319) 795-7077	X	X			**X**				☒	**North Lee Co. Only (Except Wednesday Afternoons)**
Hannah Stice	(319) 520-6932	X	X				**X**		☒		**South Lee Co. Only**
Paula Hitchcock	(319) 795-9604	X	X				**X**		☒	☒	**South Lee Co. Only (Afternoons only)**
Sheleigh Hull	(319) 558-7916	X	X		**X**	X		X	☒		**ALL but South Lee (Depends on other job schedule)**
		Total			0	0	0	0			

The red X indicates the sub's closest work site. The sub is also willing to work at locations with a black X.

sdm 1/2/24