



# Santa Barbara County Education Office

4400 Cathedral Oaks Rd, PO Box 6307, Santa Barbara, CA 93160-6307  
Telephone: (805) 964-4711 • FAX: (805) 964-4712 • sbceo.org

Susan C. Salcido, Superintendent of Schools

---

Dear SBCEO Substitute,

We hope that you and your family are well and adapting to all of the recent changes in our community.

We would like to take this time to update you on the status of office and program reopening. Our three main office campuses at Cathedral Oaks, Hope, and in Santa Maria are open to all office staff and closed to the public with the exception of planned appointments. All of our TK-12th grade and young adult classrooms have opened via distance learning, in accordance with the Governor's July 17 order for TK-12th grade public and private schools in counties on the state's watch list. Preschools are not covered by the Governor's order. Some preschools have chosen to reopen via distance learning while others have already or will reopen using hybrid or full in-person student instruction models.

SBCEO is working to develop unique strategies and plans for instructional and operational continuity following the guidance of state and local public health authorities and the California Department of Education. This impacts the way in which we are able to serve our students and the measures we take in serving them.

Your status as an active substitute is, as always, voluntary. We recognize that you may have individual circumstances that result in your decision to opt out of your role as a substitute for the time being. Please contact us if you would like to be removed from the substitute list at this time. If you choose to remain on the substitute list, you may be contacted regarding your ability and/or interest in supporting distance learning in addition to your willingness to continue to substitute on school campuses for the programs that are open to in-person instruction.

Please keep in mind that prior to accepting a substitute assignment you must have completed and submitted two forms previously sent to you through InformedK12: 1) the Wellness Check Affirmation, and 2) the Affirmation of Completed Requirements. In addition to your daily self-wellness check, at some school sites, you may also be asked to engage in an active wellness screening on site prior to entry. Please contact Wendy Garcia at [wgarcia@sbceo.org](mailto:wgarcia@sbceo.org) if you have not yet completed the required forms and would like a reminder email.

Consistent with state and local regulations, please put a face covering over your nose and mouth prior to exiting your car when you arrive at the location for any on-site assignments you have accepted. You will be given an overview of specific classroom or office guidelines prior to or upon your arrival.

Substitute opportunities in classifications such as clerical/office continue since our office staff are working on site. Please let us know if you would like to add clerical/office work to your substitute preferences.

Thank you for your patience, support, and commitment to our programs. Stay safe and healthy.

Sincerely,  
Mari Baptista  
Assistant Superintendent, Human Resources