



Discussion Item

Date: November 4, 2024

Division: Human Resources

Subject: Substitute Staffing Update

Background Information:

- The Board of Trustees previously approved an agreement with ESS South Central on December 13, 2021, and subsequently, the Board of Trustees renewed the Substitute Staffing Services agreement for a six-month period on December 11, 2023 through June 30, 2024.
- A substitute staffing services firm helps support the District in some of the administrative duties related to substitute personnel including recruiting, screening, credentialing, hiring, training, placing and the day-to-day management of the workforce.
 - The contract/service presentation provides an update and discussion of the new terms to the Substitute Staffing Services agreement. The contract includes:
 - allows for the District to hire ESS substitute staff without any penalty after a negotiated period;
 - provides a financial reimbursement credit of \$12,000 a month if the fill rate score is less than 60% for campus-based substitute teacher positions;
 - reduction in ESS charged rates from the 2023-2024 contract year;
 - a reimbursement credit of \$4,600 is in place for every month that LISD/ESS sub office is not fully staffed with three full-time employees;
 - a 30-day termination notice for convenience
- Under our current contract with ESS South Central for the agreement term of July 1, 2024 through June 2025, the following terms were agreed upon:
 - Max fill rate for this school year is 65%, which will yield budgetary savings – anticipate expenditures to be approximately \$5.4M, equates to about 204 subs a day,
 - Reduction in ESS charged rates from the 2023-2024 contract year (\$1.28 to \$1.24);
 - Reimbursement credit of \$4,600 is in place for every month that LISD/ESS sub office is not fully staffed with three full-time employees;

Administrative Consideration:

- There is no administrative action needed at this time as we are no longer partnering with ESS South Central effective June 30, 2025. At that time, the substitute program will go back under the direction of the Human Resources Department within Lewisville Independent School District.