

**ESTACADA SCHOOL DISTRICT
BOARD AGENDA
SUPPORTING DOCUMENT FOR ACTION ITEM**

Regular Meeting of August 13, 2025

ITEM: Approval of the extension of the Professional Services Contract with ESS West LLC for provision of certain substitute services.

PREPARED BY: Kelly Hayes

TYPE OF ITEM: **ACTION ITEM**

BACKGROUND INFORMATION: ESS West provides substitute services as available at the district set substitute rates. ESS charges these rates plus 26% to cover payroll costs, benefits and markup. If the district were to not use ESS and chose to directly employ substitutes, the cost above the daily rate would be around 30% in payroll costs. The district saves funds by utilizing a third party service for substitutes.

The School District would like to continue using ESS West LLC for Sub Services and recommends extending our contract with them for the 2025-26 fiscal year. School Board policy DJ, District Purchasing, requires School Board approval of all contracts that exceed \$150,000. Because this contract will exceed \$150,000, we are requesting the School Board for approval of the proposed contract with ESS West LLC.

RECOMMENDATION: To authorize spending over \$150,000 for professional services contract with ESS West LLC to provide substitutes for Teachers, Paraeducators, Cooks, and Custodians, for the 2025-26 school year.