



Executive Summary Finance Committee Meeting

DATE: May 21, 2020

TOPIC: Frontline Education Absence & Substitution Management School Year 2020-21 Renewal & Master Services Agreement for Frontline Education Subscriptions

PREPARED BY: Christopher Edman

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

The District uses Frontline Education's Absence & Substitution Management system to automate and manage staff absences and request substitutes when needed. Frontline Education's Absence & Substitution Management is available 24 hours a day, seven days a week online or via telephone to assist employees in reporting absences and to assist substitute teachers in viewing available jobs at Lincolnwood School District 74.

Frontline Education has asked for a Master Service Agreement to be signed along with contract renewal. This Agreement would cover both Frontline Education's Absence & Substitution Management subscription as well as the District's subscription for Frontline's Applitrack services. District Legal Counsel has reviewed the Master Service Agreement and found it acceptable. Counsel requested that several changes be made to the section pertaining to Indemnification as well as the removal of the section concerning District Ordering but Frontline Education declined all requests. Legal Counsel did not find this refusal to be a deal breaker as Frontline is a major service provider working for school districts across the country.

Fiscal Impact:

\$3,781.77

In 2019-20, the District paid Frontline Education \$3,606.84

Recommendation:

It is the Administrative recommendation that the Finance Committee concurs to recommend to the Board of Education to accept this Master Services Agreement for Frontline Education Subscriptions and to approve the Agreement from Frontline Education for Absence & Substitution Management in the amount of \$3,781.77 from July 1, 2020 to June 30, 2021.