



To: Jodi Schott, Crosslake Community School

July 2, 2021

Fr: Kara Sime, Your HR Navigator

Re: Proposal for HR Services

Dear Jodi,

I am pleased to provide you with this proposal to provide a variety of possible HR Services.

Proposal

I understand your Human Resource consulting needs to include on-demand and as needed service for questions or issues that arise, along with general assistance in ensuring compliance with employment laws and regulations.

While I work with clients on a project, hourly or retainer basis, at this time, it does not appear you need a project with defined scope, but might want to consider utilizing HR services on an hourly (as needed) or retainer basis (a few set hours per week/month.) I have charter school and business clients working either way.

The benefit of the hourly model is a set rate that is billed monthly only as needed. The benefit of the retainer is that I ensure a set amount of time per week/month dedicated to you and your school needs. This often consists of regular weekly/monthly virtual or on-site time "office hours."

I have an office in St. Paul, Minnesota but also am regularly in the Crosslake area year-around and thus, happy to provide remote as well as on-site time when scheduled in advance. I truly am committed and passionate about education and meeting the needs of kids and I would love to be a practical, efficient and trusted partner to you moving forward.

Cost:

1. Hourly – as needed basis – at \$125/hour, billed monthly.

I charge in 15 minute increments so fractional work will not be billed in full-hours.

2. The option of paying on a retainer is available.

Paying on a retainer basis will ensure you can budget for fixed costs, and would provide you a discounted rate, billed monthly. Here are some examples:

- Retained for 5 hours per month for a short duration (less than 10 months) = \$1,062/mo (15% discounted rate)
- Retained for 5 hours per month for 12 months = \$937.50/mo (25% discounted rate)
- We could work out any number of hours that makes sense for you and your organization. If a given month requires more hours, I just bill for the additional hours at the retained rate in that month.



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One additional suggestion to meet the needs of Crosslake Community School may include doing an HR Audit. Conducting an HR Audit is a good practice for organizations on a periodic basis and through the audit process I will assist your organization to identify compliance activities that are strong and going well, as well as areas for improvement or optimization based on best practices. A comprehensive audit can assist organizations with risk mitigation, help to prioritize needs and identify process improvement opportunities. This allows you to choose what items need your time or additional investment, and when. Throughout our discussions and audit time I verbally provide suggestions, ideas or sample forms or documents, however I then provide an overall HR Roadmap report and prioritize items for your organization, allowing you to decide how and when to invest time and money. Please consider if this could be a useful option for planning and budgeting for future HR work. Cost for this project will typically be a project rate of \$2,500 and stays focused on employment, not school/educational requirements.

As you know, I also do contract HR work with Designs for Learning (DL). This means that I have experience and knowledge in working with charter schools and their boards for their HR needs. I also want you to know that DL offers stand-alone services to charter schools in the areas of HR, IT, ELL, SPED, etc. I do not sell for nor represent DL to you at this time. In the future, if you want to go the route of working with DL, they may be able to offer you a more competitive rate, with back-up support, and I may be able to provide you with continuity in service because of this relationship. Working with me does not preclude you from later working with Designs for Learning in the future. If you have received a proposal for services from them, there is no conflict of interest or competition issues.

Please let me know if you have any questions or other needs to discuss. I look forward to talking with you soon.

Sincerely,

Kara Sime

Your HR Navigator