



WEST NORTHFIELD SCHOOL DISTRICT 31

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AGENDA FOR THE REGULAR MEETING OF THE BOARD OF EDUCATION

August 3, 2020 - 8:00pm

Per SP2135 the District 31 Board Meeting will be held electronically and in-person in the District 31 Board Room, 3131 Techny, Northbrook, IL

Link for Public Viewing of the Board of Education Meeting Via YouTube

<https://youtu.be/YhDVG3taqEA>

[Public Comment Link](#)

8:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. CLOSED SESSION TO CONSIDER COLLECTIVE BARGAINING AND SCHOOL SAFETY MATTERS.

8:30 PM

- IV. ADDITIONS OR CHANGES TO THE AGENDA
- V. RECOGNITION OF AUDIENCE
 - A. Visitors Requesting to Address the Board - no requests
- VI. PRESENTATION
 - A. 2020-2021 Re-Entry Status Update - Dr. Erin K. Murphy, Superintendent
- VII. ACTION ITEMS
 - A. Approve contract with Kelly Educational
 1. [Memo](#)
 2. [Exhibit](#)
- VIII. ADJOURN MEETING

Respectfully submitted,

Dr. Erin K. Murphy
Superintendent of Schools



West Northfield School District 31
Office of the Assistant Superintendent – Finance & Operations

Regular Meeting – Monday, August 3, 2020

TO: Dr. Erin K. Murphy
FROM: Catherine M. Lauria
RE: Kelly Services – Contracting Substitutes

RECOMMENDATION

We are recommending the Board of Education for West Northfield School District 31 give their formal approval to contract substitute teacher services through Kelly Services.

BACKGROUND DATA

The District has considered the option to contract out for substitute teacher services for the last few years. The fill rate has not been sufficient to cover the number of absences for quite some time. Often times, teacher-certified assistants have been pulled from their regular responsibilities to fill these gaps.

The 2020-2021 year introduces another component to the substitute teacher shortage. Many of the district's substitute teachers are retired individuals and have chosen not to return. District 31 has taken different avenues to recruit and build a sub pool.

One of the avenues researched and considered worth pursuing was working with Kelly Services. There is a markup on the cost for substitutes of 34% for regular substitute teachers, (37% for special education substitutes) which includes the cost of TRS, Medicare, workers' compensation, unemployment tax, etc. Employment with Kelly Services also provides substitutes with additional benefit options such as health insurance.

At the July Board meeting, the Board of Education directed administrators to move forward with the process to contract with Kelly Services. The pricing information is attached, Exhibit A, which has been specifically tailored to meet the current needs of the district. The contract has been reviewed internally and through one of the District's attorneys. Both reviews provided suggested revisions to the documents. Those were submitted to Kelly Services and have and are undergoing a legal review of our recommended revisions. We would like approval to move forward with an acceptable version of the contract.

Attachment: Exhibit A

EXHIBIT A PRICING FOR KELLY EDUCATIONAL STAFFING

This Pricing Exhibit A is incorporated and made part of the Agreement for Educational Services between Kelly Services, Inc. and West Northfield School District 31, dated _____ The pricing in Exhibit A is confidential and proprietary to Kelly. Customer agrees not to disclose the contents of Pricing Exhibit A to persons or entities not party to this agreement without Kelly's written permission.

1. Types of Assignments; Pricing

The Assigned Employees will be assigned to the following positions and at the following rates:

Position	Pay Rate	Pay Type	Markup	Bill Rate
Substitute Teachers	\$ 115.00	Daily	1.340	\$154.10
Long Term Substitute Teachers	\$ 263.61	Daily	1.340	\$353.24
Retiree Substitute Teachers	\$ 115.00	Daily	1.340	\$154.10
Substitute Teacher Aides	\$ 17.69	Hourly	1.340	\$154.10
SPED Substitute Teachers	\$ 115.00	Daily	1.370	\$157.55
SPED Substitute Aides	\$ 17.69	Hourly	1.370	\$ 24.23

*** All Substitute Teachers are paid \$110 for the first 10 days of Substitute Teacher employment unless previously worked for the district.

A signed Job Description is required for each position listed.

2. Pricing for Hiring a Kelly Temporary Employee

If Customer hires an Assigned Employee before the Assigned Employee works 90 substitute days, Customer agrees to pay a placement fee upon hiring the Kelly Educational Staffing temporary employee to work in full- or part-time position of employment with the Customer. The placement fee is based on days worked. The fee schedule is set forth below.

1 – 60 days worked	15 % of annualized salary*
61 – 90 days worked	10 % of annualized salary
90+ days worked	\$1,000

*Annualized salary based on the daily bill rate would be calculated as follows:

Total school days in a school year multiplied by the daily bill rate = annualized salary

The annualized salary calculation using hourly rates is calculated as follows:

Total school days in a year multiplied by the hourly bill rate multiplied by the number of hours per workday = annualized salary

**West Northfield School District 31 will not be charged a conversion fee should they decide to rehire an employee who was previously recruited and employed by the district prior to the start of our partnership.*

3. Pricing for Hiring a Direct Hire Candidate

If the Customer hires a candidate referred to it by Kelly Educational Staffing for direct hire by Customer, the Customer agrees to pay a direct placement fee of 20% of the candidate's annualized salary.

KELLY SERVICES, INC.

West Northfield School District 31

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____