

BOARD AGENDA ITEM

August 23, 2011

SUBJECT:

Proposed Implementation of SmartFindExpress Substitute Calling System

BACKGROUND:

The five area offices previously managed the hiring process for substitute teachers within their areas. When substitute teachers were required, two areas provided a clerical employee to phone substitutes for all of the schools in their areas, and the other areas left it up to each individual school to phone substitutes.

To provide more efficient and consistent substitute services, the administration requested that Human Resources explore automated systems. Ms. Smalls researched various systems and surveyed other districts in South Carolina.

An RFP was requested from vendors of Web-based substitute calling systems to centralize that function and received three proposals. SmartFindExpress from eSchool Solutions was the lowest responsive bidder.

ADMINISTRATIVE CONSIDERATION:

SmartFindExpress is a Web-based substitute calling and absence reporting system. Teachers and substitutes may communicate with the system on the Internet or via phone. Utilizing this service will free up employee time for other duties.

RECOMMENDATION:

Utilize up to \$12,000 from existing Fund I Budget allocations to implement the SmartFindExpress Web-based substitute calling and absence reporting system for the 2011-12 school year.

PREPARED BY:

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