



EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

5440 Valley Circle Boulevard
Woodland Hills, California 91367
818.595.7500 TEL; 818.595.7501 FAX

www.ecrchs.net

BRAD WRIGHT
Board Chair

DAVID HUSSEY
Executive Director

Executive Summary Substitute Vendor Renewal 24-25

We primarily use Scoot for our substitute staffing needs. Scoot will continue to use the existing rates for the upcoming 24-25 school year. Scoot informed us that they will forgo the standard 3-5% Consumer Price Index (CPI) price adjustment for the following reasons:

- Ending of the Elementary and Secondary School Emergency Relief (ESSER) Fund
- Increasing school operating costs
- Budget uncertainty

Additionally, one of Scoot's major initiatives during the 23-24 school year was the launch of multiple micro-credential learning pathways, designed specifically for substitute teachers and paraprofessionals. Scoot is offering this paid training to all educators who are assigned to long-term positions and substitute bubbles. There is no additional cost to ECRCHS.

While The Education Team (TET) rates are slightly lower than Scoot for Teaching Assistants, 30-Day Substitutes, and CA Cred Teachers, we have encountered the following challenges with TET:

- TET is unable to fill day of or generally week of assignments
- TET cannot fill all requested assignments
- TET doesn't backfill when their subs call out

The rates for Teacher on Reserve (TOR) and Kelly Services are higher than Scoot.

After reviewing the information provided by Scoot, TET, TOR and Kelly Services, we should continue to utilize Scoot as our primary substitute vendor. We may reach out to TET if needed.

SUBSTITUTE VENDOR RATES COMPARISON 24-25

SCOOT (Daily)		
Long-Term (15+ days)		
Teaching Assistant	Teacher (ER 30-day sub permit or CA Cred)	Special Ed. (Cred)
\$329.00	\$362.00	\$452.00
Short-Term (Less than 15 days)		
Teaching Assistant	Teacher (ER 30-day sub permit or CA Cred)	Special Ed. (Cred)
\$299.00	\$329.00	\$411.00

THE EDUCATION TEAM (Hourly)				
Teaching Assistant	30-Day Sub Permit	Multi-Subject	Single-Subject	Special Ed. (Cred)
\$35.95	\$40.95	\$42.95	\$44.40	\$63.95

Long-term assignments over one week (5 days) in duration involving lesson planning or grading will incur a \$25 per day surcharge on each day commencing with day six. Prices include all payroll taxes, WC costs, benefits costs, liability insurance costs, including gen., prof., empl. Practices, and sexual misconduct liability), recruitment costs, and HR/Admin. Costs. No addl. Fees or taxes.

TEACHERS ON RESERVE (Hourly - 4 hours min)				
Day-to-Day (Less than 10 days)				
CA Cred Teacher	Non-Cred Teacher	Special Ed. (Non-Cred)	CA Cred. w/ Special Ed. Exp	Special Ed. (Cred)
\$60.54	\$54.32	\$56.01	\$67.23	\$83.68
Long-Term (10+ days)				
CA Cred Teacher	Non-Cred Teacher	Special Ed. (Non-Cred)	CA Cred. w/ Special Ed. Exp	Special Ed. (Cred)
\$64.54	\$58.32	\$60.01	\$71.23	\$87.68

KELLY SERVICES (Hourly)		
Substitute Teachers	Substitute Trachers (Long Term 11+ days)	Teacher Aides
\$48.78	\$58.52	\$29.03

Comment re Special Ed. Rates: Some of our other partnerships like to set rates based on education level and certification level. Additionally, SPED positions are set at different pay rates at times as well. Our agreements are based on the pay rates our school partner sets. We try to recommend increased rates if we are not competitive. We want to respect your budgets at all costs.



TERMS OF SERVICE ADDENDUM

The following terms of service and exhibits are incorporated and made part of the Agreement between Scoot and Customer for assignments scheduled on or after July 1, 2024. You will be regarded as having accepted into this addendum when any of the following occur:

- (a) by confirming acceptance of this Agreement in writing; or
- (b) by requesting us to supply Substitutes after receiving this document; or
- (c) by paying one of our invoices for the provision of Substitutes after receiving this document.

GENERAL CLAUSES

1. DEFINITIONS

ParaPro Staffing	ParaPro staffing is available to Customers that require bespoke paraprofessional staffing of five (5) or more paraprofessionals, priced at an hourly rate. ParaPros have been specifically recruited to fill paraprofessional vacancies and have access to Scoot’s paraprofessional customized training.
-------------------------	--

2. WORKERS’ COMPENSATION AND LIABILITY INSURANCE

Scoot will, at its own expense, provide and keep in full force and effect during the term of Agreement with Customer the following kinds and minimum amounts of insurance:

1.1 Workers’ Compensation

Workers’ compensation statutory coverage as required by the laws of the jurisdiction in which the services are performed and includes alternate employer endorsement;

1.2 Commercial General Liability

Commercial general liability insurance with a \$2,000,000 combined single limit per occurrence / \$4,000,000 aggregate and includes contractual liability and personal injury coverage;

1.3 Automobile Liability

Hired and non-owned auto liability insurance with a \$1,000,000 combined single limit per occurrence;

1.4 Umbrella Insurance

Umbrella policy of \$2,000,000 providing excess limits over the primary policies described above;

1.5 Abusive Acts Coverage

Abusive Acts liability insurance with a \$1,000,000 combined single limit per occurrence / \$1,000,000 aggregate.

Scoot will provide Customer with a certificate of this insurance coverage upon request.

**EXHIBIT A
FEES FOR SUBSTITUTES**

The pricing in Exhibit A is confidential and proprietary. Customer agrees not to disclose the contents of Exhibit A to persons or entities not party to this Agreement without Scoot’s written permission.

Substitutes will be assigned to the following positions and at the following rates:

School Bill Rate*	Half-day rate (4 hours or less)	Half-day long-term rate (4 hours or less)#	Short-term day rate (up to 8.5 hours/day)	Long-term day rate (up to 8.5 hours/day)#
Teaching Assistant & Paraprofessional	\$201	\$221	\$299	\$329
ParaPro Staffing	<i>Contact Scoot for bespoke hourly ParaPro staffing when requiring five or more paraprofessionals.</i>			
Teacher (emergency 30-day substitute permit or California credential)	\$221	\$243	\$329	\$362
TeachStart Fellow	N/A	N/A	\$362	\$362
Special Education Credential in SpEd role	\$276	\$303	\$411	\$452

* Because Scoot Substitutes are non-exempt hourly employees, additional charges over and above the standard School Bill Rate will apply in the event that a Substitute is called upon to work overtime meaning a shift longer than eight and a half (8.5) hours, including a thirty (30) minute meal break, in a workday or more than (40) hours, excluding meal breaks, in a work week for the same Customer. Overtime is charged at 1.5x the prorated hourly bill rate according to the above table (e.g., overtime for a Teaching Assistant is charged at $\$299/8.5 \times 1.5$ per hour). Substitutes are instructed by Scoot that they should seek the approval of a duly designated supervisor at the Customer site before incurring overtime but, of course, the need to ensure proper supervision of pupils may necessitate a Substitute staying over even if the designated supervisor is not immediately available. Consistent with professional best practices, Scoot Substitutes are directed to maintain supervision over assigned students until they are relieved by appropriate school personnel.

A Substitute will be considered in long-term status if the same substitute has been scheduled at a Customer school for an assignment that is for more than 15 consecutive work days or an assignment has extended beyond 15 consecutive work days (half-days and full-days are counted the same) in the same academic year.

TERMS FOR TEMP-TO-PERM

Customer understands and agrees that Scoot employees are assigned to Customer to render temporary services and, absent a written agreement stating otherwise, are not assigned to become employed directly by Customer. Customer acknowledges the considerable expense incurred by Scoot to advertise, recruit, evaluate, train, and place its employees. Customer agrees it will not, without prior written consent from Scoot, hire a Scoot employee, interfere with the employment relationship between Scoot and its employees, or directly or indirectly cause a Scoot employee to become employed by Customer or another temporary service provider.

If Customer, either directly or indirectly, solicits, offers employment, and/or hires a Scoot employee as an employee or consultant in any position, or utilizes the person’s services through another temporary or outsourcing service company, or any person or entity affiliated with Customer refers a Scoot employee to any other employer and the employee becomes employed by that employer: (i) at any time from the date such employee is introduced to or placed with Customer by Scoot until six (6) months thereafter or (ii) within six (6) months after termination of employee’s temporary assignment through Scoot with Customer, whichever is later, Customer agrees to pay Scoot a placement fee as outlined in Exhibit A.

FEES FOR TEMP-TO-PERM

Scout pricing for temp-to-perm placements is based upon the category of the Substitute, timing of hire, or number of days the Scout employee has worked at the hiring school during a single school year:

TEMP TO PERM FEES FOR TEACHING ASSISTANTS AND TEACHERS (NON TEACHSTART FELLOWS)	
Days worked in school year	Fee [^]
1 - 90 days worked	10% of AGS to a minimum of \$5,000
91 - 180 days worked	5% of AGS to a minimum of \$2,500
180+ days worked	\$1,000

[^]Fee is based upon the total, annualized gross salary (AGS), including any additional allowances or benefits that can be monetized listed on contract between Customer and Scout employee.

TEMP TO PERM FEES FOR TEACHSTART FELLOWS	
Hire date	Fee
September 1 to March 1	\$10,000
March 2 to May 31	\$5,250
June 1 to August 31	\$1,000

PAYMENT FOR SERVICES

Scout shall invoice Customer on a weekly basis which invoice is to be paid within thirty (30) days of receipt. The rate of charge is set forth in this Exhibit A. **If you have any issue with an invoice, you agree to raise it specifically before the due date and to timely pay that portion of the invoice which is not questioned. Any charge indicated on any invoice not challenged by you within 30 days of your receipt of said invoice shall be deemed presumptively valid.** Late charges will be imposed on any unpaid fees at the rate of eighteen (18%) per annum or the maximum amount allowable by applicable law, whichever is less.

COLLECTION COSTS

If we are required to use a collection agency or debt collector to collect money owed by Customer under the terms of this Agreement, Customer agrees to pay the reasonable costs of collection charged by such collection agency or debt collector and such costs may be added to the debt. These costs include but are not limited to any collection agency fees, reasonable attorneys' fees incurred by the collection agency, applicable interest or any other related cost (together, "Collection Costs").

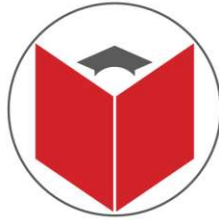
DISCOUNTS FOR SUBSTITUTE BUBBLES

A discount will be applied to any Substitute assigned to a Substitute Bubble with Customer. Discounts are calculated based on size of bubble committed to by Customer and length of commitment according to the below table:

		Number of Substitutes in bubble						
		1-10	11-20	21-30	31-50	51-75	76-99	100+
Bubble length (days)	1 month	0%	2%	3%	4%	5%	6%	7%
	3 months	3%	4%	5%	6%	7%	8%	9%
	School year	6%	7%	8%	9%	10%	11%	12%

The following terms apply to a Substitute Bubble:

1. If a Substitute Bubble is larger in size than originally committed to by Customer, the larger discount will be applied according to the above table.
2. If a Substitute Bubble is smaller in size than originally committed to by Customer due to Scoot being unable to source the requested number of Substitutes, the originally agreed discount will be applied.
3. Customer will have the option to renew a Substitute Bubble at the end of each commitment period.
 - a. Customer shall not have the option to decrease Substitute Bubble size or length other than at the time of a renewal.
 - b. Customer can choose to increase the size or extend the length of a Substitute Bubble at the start of each month and the larger discount will be applied to future invoices.
 - c. Substitute Bubbles may be canceled ahead of the notice period should an uncontrollable event force Customer to close its school(s) for a prolonged period (e.g., closure due to a pandemic or government order).
4. The Bubble Length is the length of commitment determined in calendar days. The Bubble Length also serves as the notice period for bubble cancellation.
 - a. All Substitute Bubbles must end on the last Friday of the month in which the renewal date falls.
 - b. Substitute Bubbles are active on any instructional school day, non-student days are not included.
5. Substitute Bubbles are considered long term assignments as they are at least 15 days in length.
6. Should a Substitute who was part of a Substitute Bubble move to a long-term position with Customer (defined as a single assignment scheduled for 15 days or more), the Customer will be given the choice of backfilling that Substitute to maintain Bubble size or decreasing the size of the Bubble however that may also decrease the Substitute Bubble discount applied to future invoices.
7. TeachStart Fellows cannot be included in a Substitute Bubble.



THE EDUCATION TEAM

Corporate Office: 3440 Wilshire Blvd, Suite 1111 • Los Angeles, CA • 90010
Orders: (855) 898-2929 • Inquiries: (213) 986-4718

Greater Los Angeles Price List

***** Effective July 1, 2023 *****

Employee Category	Minimum Qualifications	Hourly Rate
• After School Teacher	• 48 semester units in any courses OR • AA Degree in any subject	29.95
• Degree Only <small>*Teacher Assistant / Para Educator</small>	• Bachelor's Degree in any subject	35.95
• Degree & CBEST	• Bachelor's Degree or higher <i>and</i> • CBEST or CSET	38.95
• 30-Day Sub Permit	• Bachelor's Degree or higher <i>and</i> • 30-Day Substitute Teacher Permit	40.95
• Multi-Subject	• CTC issued Multiple Subject Credential	42.95
• Single-Subject Credential	• CTC issued Single Subject Credential	44.95
• Special Education Credential	• CTC issued Special Education Credential	63.95

Long-term assignments over one week in duration involving lesson planning or grading will incur a \$25 per day surcharge on each day commencing with day six.

NOTE: Prices include all payroll taxes, workers' compensation costs, benefits costs, liability insurance costs (including general, professional, employment practices and sexual misconduct liability), recruitment costs, and HR/administrative costs. There are no additional fees or taxes of any kind.



Substitute Teacher RATE SHEET

Substitute Rates for California

(Per Hour)
4-hour minimum per day

	Day-to-Day	Long-Term*
CA Credentialed Teacher <i>B.A./B.S. Degree or higher, CA Teaching Credential or Permit (30-Day, Multiple or Single Subject)</i>	\$60.54	\$64.54
Non Credentialed K-12 Teacher <i>B.A./B.S. Degree or higher, K-12th Self-Contained, Single Subject Classroom or specialist</i>	\$54.32	\$58.32
<u>SPECIAL EDUCATION</u>		
Non Credentialed Special Education Teacher <i>B.A./B.S. Degree or higher, Experience teaching Special Education students</i>	\$56.01	\$60.01
CA Credentialed Teacher w/Special Ed Experience <i>B.A./B.S. Degree or higher, CA Teaching Credential or Permit (30-Day, Multiple or Single Subject) Experience teaching Special Education students</i>	\$67.23	\$71.23
CA Special Education Credential <i>B.A./B.S. Degree or higher, CA Special Education Credential</i>	\$83.68	\$87.68
<u>PRESCHOOL</u>		
Preschool Teacher <i>Required Child Development Units</i>	\$42.29	\$46.29
Infant Toddler Teacher <i>Infant Toddler Units plus required Child Development Units</i>	\$43.35	\$47.35
Preschool Special Education Teacher <i>Required Child Development Units</i>	\$43.63	\$47.63
CTC Certificated Preschool Teacher <i>CA Children's Development Permit</i>	\$55.20	\$59.20
Preschool Teacher w/ Bachelor's Degree <i>Required Child Development Units & B.A./B.S</i>	\$55.20	\$59.20
Preschool Director <i>CTC certificated preschool site supervisor or program director</i>	\$66.79	\$70.79

*Long-term assignments are more than 10 continuous days covering for the same teacher/grade level/subject.

Rates effective July 1, 2024 Subject to change with notification

© 2024 Teachers On Reserve

Teachers On Reserve 800-457-1899 www.teachersonreserve.com

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	\$31.66	Hourly	1.540	\$ 48.76
Substitute Teachers (Long Term)	\$38.00	Hourly	1.540	\$ 58.52
Aides	\$18.85	Hourly	1.540	\$ 29.03

A signed Job Description is required for each position listed.