Board Submission Form Bloomfield School District

Meeting Date: 7/13/2021

Item Title: Special Services Bookkeeper Contract Days

Action Requested By: Emily Foose Presented By: Emily Foose

Action Requested: Approval to adjust Special Services Bookkeeper up to a 249 Day Contract

Item Summary: To attract applicants for the Special Services Bookkeeper position, a request is being made to extend a contract from 210 days up to 249 days

Brief History (if applicable): Applicants share that they would rather have the opportunity to work more days of the year. Therefore, they are declining job offers to work for another company. Extending the contract from a 210 day up to a 249 day contract will make the administration building-based bookkeeper position desirable to more applicants.

Answer the following:

Request: Approval to adjust Special Services Bookkeeper up to a 249 Day Contract

Benefit or Impact to the District: Attract applicants to the Bookkeeper vacancy

Reason for Request: See history above

Cost: approx. $7,000/yr What Budget: Medicaid - 25153

Mandate: _____ Yes x No

Budget OR Grant: Budget: _____ Grant: x

Summary By/Title: Approval to adjust Special Services Bookkeeper up to a 249 Day Contract

Attachments:

Route for Staff Review:		Reviewed By:	Comments:
_____	Not Applicable	_____	_____
_____	Finance	_____	_____
_____	Purchasing	_____	_____
_____	Human Resources	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____