

BIBB COUNTY SCHOOL DISTRICT

Dr. Dan A. Sims, Superintendent

ACTION MEMORANDUM

TO: Bibb County School District Board of Education

FROM: Conduis Shuman, Executive Director of School Nutrition

SUBJECT: Qualified Temporary Staffing Services

Summary

The School Nutrition Department continues to experience severe staff shortages. During the 2022-2023 school year, School Nutrition was unable to fill 50% of the positions needed to operate nutrition services effectively. To maintain regulatory compliance as required by USDA (United States Department of Agriculture) and GaDOE (Georgia Department of Education), the Nutrition Department needs to utilize as-needed contracted personnel. Nutrition assistants and cashiers are temporarily required for short and long-term assignments to provide compliant student meal services.

The School Nutrition Department is seeking Board approval to issue a purchase order as needed for temporary staffing for FY24. This will be the first year of the four-year agreement for IFB 23-056 if approved.

Background

Bibb County School District released IFB 23-056 for School Nutrition Temporary Staffing. With the continued effort to recruit throughout the year, the district has been unsuccessful in filling all employee vacancies. The use of contract companies broadens the pool of potential service providers. Qualified Staffing has met the IFB 23-056 criteria and may be utilized to provide temporary staffing services.

Recommendation

It is recommended that the Bibb County Board of Education authorize the Superintendent to issue a Purchase Order to Qualified Staffing on an as-needed basis, not to exceed the total amount of \$150,000 to provide as-needed temporary staffing for the School Nutrition Department. The funds will be paid out of the School Nutrition funds.

Superintendent's Approval:

Superintendent's Signature	Approve/Disapprove
Dr. Dan A. Sims	Approved