

BOARD AGENDA ITEM

May 13, 2014

SUBJECT:

Salary and Staffing Study RFP

BACKGROUND INFORMATION:

Competitive salaries and staffing levels are considered keys to attracting and retaining qualified staff. A request for proposals (RFP) was issued for a salary and staffing study in January 2014 that included a scope of:

- reviewing and comparing Aiken's classified, administrative, assistant principal, and deputy superintendent pay scales to other districts,
- reviewing and comparing Aiken's administrative staffing levels to other districts,
- recommending revisions to salary schedules, if necessary, and estimating costs of implementing recommendations,
- recommending revisions to administrative staffing levels, if necessary, and estimating costs of implementing recommendations, and
- recommending methodology for assigning service credit for placement of newly-hired employees on the appropriate salary schedule.

ADMINISTRATIVE CONSIDERATION:

Student-Centered Education Consulting Group, LLC ("SCECG", hereafter) and Evergreen Solutions, LLC submitted proposals by the March 14, 2014 deadline. Proposals were evaluated based on (1) background and professional qualifications, (2) responses from references, (3) cost, (4) plan for implementation, and (5) responsiveness and completeness, by a selection committee consisting of M.O. (Tray) Traxler III, Comptroller; Julie Forrester, Director of Business Services; Tomiko Smalls, Director of Human Resources; and Grady Belger, Manager of Financial Operations. The selection committee graded SCECG as highest among the two proposals.

SCECG's fees for the study are \$3 per student and would not exceed \$73,000. No funds have been allocated in the current budget or in the proposed 2014-15 budget to cover the cost of a study.

RECOMMENDATIONS:

1. Approve funding for a salary and staffing study.
2. Approve Student-Centered Education Consulting Group, LLC to conduct the study.

PREPARED BY:

M. O. Traxler III