

CONTRACT FOR SERVICES

District Responsibilities

Good communication among the various parties involved in a study of this nature is essential; therefore; the School Board of Clay County, Florida is requested to provide the following:

1. Designate an employee to coordinate the various activities that will take place in the School Board of Clay County, including developing a calendar of activities for the study.
2. The Superintendent is requested to designate his existing Executive Leadership Team or another committee to provide oversight and input to the study.
3. Assist EMCS, Inc. in selecting up to six (6) comparable Florida School Districts.
4. Provide EMCS, Inc. with a listing of official job titles and copies of current job descriptions for the classifications included in the study.
5. Provide EMCS, Inc. with copies of current salary schedules and administrative procedures for all employee classifications.
6. The oversight committee will be asked to provide feedback on the proposed salary schedule(s) options alignment and rates, and administrative procedures.
7. Provide a matrix of the current salaries of all instructional personnel by degree and step.

PRODUCTS

EMCS Inc, Responsibilities

Educational Management Consultant Services, Inc. proposes to conduct a salary schedule analysis for instructional personnel.

1. Conduct a market analysis of six (6) peer districts.
2. Develop a five (5) year cost analysis for the current and proposed salary schedule.

3. Provide a draft of the proposed salary schedule(s) and administrative procedures for review and input by the Superintendent and Executive Leadership Team.
4. Provide a final report containing the description of the methodology used, graphs of both average and minimum-maximum salaries of the benchmark positions from the comparable district(s), recommended salary schedule(s), administrative procedures, and a disk(s) containing the salary schedule(s) and procedures.
5. Subject to the desire of the Superintendent EMCS, Inc. will provide two (2) bound copies and a camera-ready copy to the School Board of Clay County.
6. EMCS, Inc. will conduct a one (1) day workshop for the Board to present the study and a one (1) day workshop for management personnel to be designated by the Superintendent.
7. Conduct a relational analysis of other salary schedules that may be impacted by this study.

Costs

The total cost of the study will be \$9,500 and includes all services and materials described above. The above cost is based on up to five (5) consultant days on-site by the EMCS staff. Additional on-site days requested by the School Board of Clay County will be at a rate of \$750 per day per consultant, plus travel expenses at rates established by the School Board of Clay County.

Payment Schedule

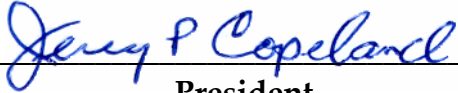
The total cost of the salary schedule analysis is \$9,500.00 due upon completion of the project.

Completion Schedule

Subject to scheduling meetings and interviews, EMCS, Inc. will complete the study within sixty (60) calendar days from the date of receipt of the notice from the School Board of Clay County to proceed.

PRESENTED BY:

Educational Management Consultant Services, Inc.



President

December 19, 2005

Date

APPROVED AND ACCEPTED BY:

School Board of Clay County, Florida

David Owens, Superintendent of Schools
School Board of Clay County, Florida

Date

Carol Vallencourt, Chairperson
School Board of Clay County, Florida

Date