Client # 50339/S651

P.O.# _____

AGREEMENT FOR SPECIAL SERVICES
Consulting Services

This is an Agreement between the **JEFFERSON SCHOOL DISTRICT**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA INC.** hereinafter referred to as "Consultant," entered into as of October 28, 2019.

RECITALS

WHEREAS, the Client needs assistance regarding a Total Compensation Study; and

WHEREAS, the Consultant is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. The Consultant agrees to assist the Client with a Total Compensation Study of the job classifications listed in Attachment A.

2. The Client agrees to pay the Consultant the amount of $34,800, plus expenses, upon receipt of billing from Consultant.

   a. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials.

   b. If additional meetings or presentations are required that are not described in our proposal, a charge of $310 per hour, per consultant will be billed in addition to actual and reasonable expenses.

3. This Agreement shall be for the period commencing October 28, 2019, and terminating March 31, 2020. It may be terminated at any time prior to March 31, 2020, by either party on thirty days' written notice. In case of cancellation, the Client shall be liable for any costs accrued to date of cancellation.

School Services California

4. It is expressly understood and agreed to by both parties that the Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

BY: Dena Whittington DATE: 11-1-19
Dena Whittington
Chief Business Official
Jefferson School District

BY: DATE: 11/4/19
Sheila G. Vickers
Vice President
School Services of California Inc.

School Services of California INC.
An Employee-Owned Company

1121 L Street
Suite 1060
Sacramento
California 95814
TEL: 916 . 446 . 7517
FAX: 916 . 446 . 2011
www.sscal.com

October 28, 2019

Ms. Dena Whittington, CFE
Chief Business Official
Jefferson School District
1219 Whispering Wind Drive
Tracy, CA 95377

Dear Ms. Whittington:

School Services of California Inc. (SSC) is pleased to respond to Jefferson School District's (District) request for a proposal for a Total Compensation Study. Our staff is qualified to provide an expert, impartial analysis of the total compensation (salaries and benefits) for certificated and classified management, certificated and classified nonmanagement, and confidential job classifications (see Attachment A) in the District as compared to other school districts with similar characteristics (see Attachment B).

Total Compensation Study

Issues to be considered during the Total Compensation Study will include:

- Identification of a list of school districts either in the geographical area or with similar characteristics for comparing job classifications and compensation (see Attachment B)
- Identification and analysis of the job descriptions and salary levels offered for each certificated and classified management, certificated and classified nonmanagement, and confidential job classification selected by the District (see Attachment A) for 2019-20
- Identification of certificated teacher total compensation at three benchmark career levels—BA+30, Step 1; BA+60, Step 10; and maximum scheduled salary—for the District and the comparative districts
- Identification of total compensation for certificated and classified management and confidential job classifications at the maximum scheduled salary, excluding longevity—for the District and the comparative districts
- Determination of how each job classification compares to that of the other districts in terms of duties and salary levels

Step 2: Salary Study

We will gather the necessary information for the Total Compensation Study from the comparative districts chosen in conjunction with the District and will perform the necessary analysis to create a comparative report for the District's use. The job classifications included in this part of the study will be the certificated and classified management, certificated and classified nonmanagement, and confidential job classifications listed in Attachment A.

Step 3: Comparison of District Total Compensation to Other Districts

We will review the data collected in Steps 1 and 2 for analysis and make observations about the District's current salary and benefit schedules when compared to school districts with similar characteristics (see Attachment B). We will answer the following questions:

- How do the essential duties of these job classifications in the District compare with those of the comparative districts?
- How do the salary levels offered for these job classifications compare to those of other districts examined?
- Do any of the comparative districts pay the employee's contribution to the retirement system, and if so, how much?
- What are the other benefits provided that increase total compensation?
- What is the District's comparative ranking of the total compensation offered as compared to other districts in the comparative group for each of the job classifications in the study?

We will discuss the preliminary study results with the Chief Business Official, and/or other staff as designated.

Step 4: Consultant's Report

Our report is expected to be organized in the following manner:

- Study Objectives and Methodologies: Detailed discussion of the study objectives in relation to key job description and compensation issues identified. This section will also include an overview of our methodology in conducting the study.
- Assessment and Comparative Rankings of Total Compensation: For each of the job classifications in Attachment A, a table will be provided listing the similar job classifications

collective bargaining expertise to the SSC team. Danyel holds a Bachelor's degree in Psychology with a minor in Women's Studies from Humboldt University. She also received her Master's degree in Human Resource Management from National University. For more than eighteen years, Danyel has served school districts in California and most recently served as the Senior Director of Human Resources in the Woodland Joint Unified School District.

Debbie Fry, Director, Management Consulting Services, provides support to school districts, charter schools, county offices, and community college districts in school finance and budgeting, collective bargaining, employer-employee relations, human resources, special education, and general consulting. Debbie brings a wealth of experience in the area of school finance, employment, personnel management, and special education. Debbie completed the Fiscal Crisis & Management Assistance Team (FCMAT) CBO Mentor Program, earned her Chief Business Official (CBO) certification from the California Association of School Business Officials (CASBO), and is a certified Administrator of School Finance and Operations from Association of School Business Officials (ASBO) International. She has served in increasingly responsible fiscal positions in California school districts for more than twenty years and most recently served as the CBO and Director of Human Resources at the Metropolitan Education District. Debbie graduated from Ashford University with a Master's degree in Business Administration.

Brianna García, Director, Management Consulting Services, has worked with school districts to strengthen their organizations by conducting organizational reviews, comparative analyses of school district resources and staffing, facilities reviews, and charter petition reviews. She has provided guidance to school districts as they work through the Local Control and Accountability Plan process and also has extensive experience related to planning and development of public school facilities, including charter schools and Proposition 39. She has more than a decade of professional experience in public K–12 education, worked as Facilities Development Manager for the Los Angeles Unified School District, and completed the University of Southern California Rossier School of Education School Business Management Program earning designation as a certified Chief Business Official. Brianna graduated from the University of Southern California with a Bachelor of Architecture, a Master of Planning, and a Master of Real Estate Development.

John Gray, CIA, President, contributes tremendous practical experience to the management consulting team and serves SSC's clients by conducting fiscal health analyses, providing collective bargaining assistance, performing multiyear financial projections, performing school district efficiency studies, conducting internal control reviews, conducting district office organization reviews, and directing executive search services. Prior to joining SSC, John served as the Director of Fiscal Services for the Fresno Unified School District. Prior to joining Fresno Unified, he served as Audit Supervisor for the Ticor Title Insurance Company and Auditing Officer for Union Bank. He has also performed consulting work for the Fiscal Crisis & Management Assistance Team

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