



PSBA
**Human
Resource**
SERVICES

Proposal prepared for:

Warren County School District

Presented by the Pennsylvania School Boards Association



EMPOWERING

your school district and the professionals who lead it.



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Introducing the Pennsylvania School Boards Association as your Human Resource Services Provider

You have known and trusted **PSBA** as your association—dedicated to furthering the highest ideals of local lay leadership for the public schools of the Pennsylvania Commonwealth. Through 125 years of history in our supporting role, we have progressed and evolved our service areas, training and tools to continue meeting the needs of school boards and district administration.

Changing times and new demands on school leaders are what we are accustomed to addressing—we grow so that you can perform your job governing school districts effectively, and for the betterment of your community. We work hard to support you so you can focus on supporting your students.

Since its founding, **PSBA** has committed to supporting public education excellence in Pennsylvania. Our commitment to you is to provide the highest caliber of service possible and to conduct ourselves as partners, an extension of the district, contributing unfailing professionalism and keen insights.

In all areas of contribution to our school districts, we abide by our adopted PSBA Values:

- » **Honesty & Integrity**
 - » **Member Focus**
 - » **Working Together**
 - » **Innovation**
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Strategies for Addressing Compensation Issues

For more than 25 years, the Pennsylvania School Boards Association has been the industry leader in providing compensation services to school districts and intermediate units throughout Pennsylvania. With 125 years of history as the first school boards association in the nation, PSBA has depth of knowledge around every aspect of school district operations that cannot be compared or rivaled.

In choosing **PSBA** to provide compensation services, rest assured, you have joined with school districts throughout Pennsylvania who are committed to equitable employee compensation at the most affordable cost to the taxpayers. This proposal will give you a comprehensive overview of the elements of compensation services we are proud to offer.

Why choose PSBA?

Beyond the 125 years of knowledge and expertise in all that concerns school boards ...

- » We have the most comprehensive and reliable database in the commonwealth. We use historic, time-adjusted and current datasets to develop salary and hourly rate ranges.
- » We stay with you, remaining engaged beyond the conclusion of the study to provide compensation study updates.
- » **PSBA** stays abreast of changing trends and practices, maintaining relationships with professional compensation societies such as WorldatWork. This ensures that our compensation professionals continue to enhance their expertise, which ensures you're receiving the highest caliber of services.

Background

School districts and intermediate units are continually challenged with decisions concerning how to effectively spend administrative and/or support staff pay dollars, motivate employees through compensation, and meet other employee expectations. The **PSBA** Human Resource team can alleviate these concerns by assisting your organization in the development of a compensation plan for your school district. This service is available for both administrative and support staff employees.

PSBA has created a compensation program that addresses the compensation challenges identified by the district, and we have incorporated dependable compensation methodologies with current pay rate information from school districts.

PSBA welcomes the opportunity to partner with you on this significant initiative. Our promise to you is that we will bring the highest standards of professionalism and expertise to the compensation products and services we provide your district.

Compensation Studies and Effective School Governance

The final 'product' reflects the culmination of research conducted by **PSBA** in concert with your district. However, the study should never serve as prescriptive or sole source of consideration. All decisions related to the compensation of employees rest solely with the board of school directors, and the study should serve as one resource in making an informed and objective decision. The study does not carry the same 'weight' as a collective bargaining agreement, which is a binding legal document ratified by both parties. The results of the study need to be analyzed closely, while recognizing other critical factors facing your district. Those factors

often include the overall financial health of the district, the current tax effort in the community, the state of the economy, and other important district-wide investments including (but not limited to) technology upgrades, curriculum and professional development initiatives, and building/renovation projects. **PSBA** has always advocated for local control. We believe you know your district best. Therefore, it is our belief that the study should not serve as the district’s decision, but rather, it should serve as one source of information that informs and guides the board’s deliberations on compensation matters.

COMPENSATION ANALYSIS AND MARKET ASSESSMENT

Scope of the Work

PSBA will conduct an analysis of the internal equity and external competitiveness of the school districts’ current administrative support staff (approximately 10 positions / 10 employees) compensation practices. This service includes an analysis of the current compensation structure and an analysis of the competitive external market. An objective presentation including the findings of the study will be provided.

- » **Position Evaluation:** **PSBA** will evaluate position descriptions identified for an internal equity assessment utilizing a point factor method evaluation tool developed specifically to assess positions in public schools in the commonwealth. *Note: This is an evaluation of the duties and responsibilities of the position and is not an evaluation of the performance of an incumbent.*
- » **Market Analysis:** **PSBA** will review available salary surveys and current market data and will calculate salary ranges with the necessary minimum, midpoint and maximum.
- » **Compensation Study:** **PSBA** will perform a statistical analysis to determine the comparative relationship between district salaries and the market survey.
- » **Board Presentation:** **PSBA** will prepare a presentation of findings and appropriate interpretive analysis reflecting the comparisons. As part of the presentation, **PSBA** will discuss strategies to align the results of the study with the compensation philosophy of the district.

Expense to District

The cost to fulfill these compensation studies: \$2,750

The fee shall be divided into the following two billing stages:

Billing Stage	Percent of Total Cost	Amount
Selection	50%	\$1,375
Project Completion	50%	\$1,375

Additional Services & Expense

The fee set forth in this proposal is based on the number of positions and people involved in the process as represented to **PSBA**, as well as the labor time required to synthesize data, to consult on the program and to make final recommendations. Should the scope of work change significantly during the course of this study at the request of the Warren County School District **PSBA** reserves the right to assign adjusted fees to complete the additional work. This may include but is not limited to anything varying from the original request and agreed upon scope.

Communicating the Results

PSBA has always maintained that compensation studies are ‘proprietary’ and to be used exclusively by the school district who commissioned the study. A document considered proprietary limits the audiences who can see the contents. The compilation of compensation methodologies and the resulting study become proprietary because the compilation of work relates to the strategic business and educational interests of the district who commissioned the study.

Studies are conducted so districts can determine how to fairly compensate employees, develop strategies to recruit and retain staff members, and execute the operational goals of the district. Compensation studies containing information that confers some sort of economic benefit and/or strategic advantage to the holder could be erroneously duplicated by other districts for their use.

The study serves as pre-decisional information and should be considered with other sources of confidential information. Because districts are not required to divulge records produced or commissioned to established salaries of negotiations with bargaining unit employees, **PSBA** has always held that compensation studies should serve the same purpose – important information used by the district to establish salaries considering other issues informing the same decision.