



CONSULTING SERVICES AGREEMENT

CONTRACT RATE: \$125.00/hour (plus mileage and lodging if necessary)
not to exceed \$10,000.00

CONSULTANT / FIRM NAME: Dr. Angela Bain/Angela Bain Consulting

SCHOOL /LOCATION /PROGRAM: Lexington Richland 5's District Office

PROPOSED DATES OF SERVICE: _____

DESCRIPTION OF SERVICES TO BE RENDERED:

1. Conduct a systems audit in the area of human resources to assess compliance with State and Federal laws and regulations, leadership and staffing planning.
2. Review the current organizational structure in cooperation with the superintendent to assess efficiency and effectiveness of staffing levels.
3. Write improvement plans for staff as necessary and as directed by the superintendent.
4. Conduct a systems audit in the area of finance, operations, student services and benefits to assess current contractual agreements and the necessity of those; to assess processes and procedures for efficient operations of the district.
5. Develop appropriate systems for managing and tracking FTE's in each school and district site if necessary.
6. Develop and implement any training and coaching for current staff if necessary.
7. Advice to superintendent in planning to include a monthly planning and organizational calendar.

CONSULTANT REPORTS TO: Dr. Akil E. Ross, Sr.

ACCOUNT NUMBER: _____

Angela H. Bain

8-28-21

CONSULTANT'S SIGNATURE / DATE

AEK

8/28/2021

SUPERINTENDENT / DATE

www.lexrich5.org

1020 Dutch Fork Road • Irmo, South Carolina 29063 • (803) 476-8000

"Pursuing Excellence for Tomorrow's Challenges"

PROJECT:

Conduct a systems audit in the area of human resources to assess compliance with State and Federal laws and regulations, leadership and staffing planning.

Review the current organizational structure in cooperation with the superintendent to assess efficiency and effectiveness of staffing levels.

Write improvement plans for staff as necessary and as directed by the superintendent.

Conduct a systems audit in the area of finance, operations, student services and benefits to assess current contractual agreements and the necessity of those; to assess processes and procedures for efficient operations of the district.

Develop appropriate systems for managing and tracking FTE's in each school and District site if necessary.

Develop and implement any training and coaching for current staff if necessary.

Advice to superintendent in planning to include a monthly planning and organizational calendar.

PREPARED FOR:

**Dr. Akil Ross, Superintendent
School District Five of Lexington and Richland Counties**

PREPARED BY:

**Dr. Angela H. Bain
Angela Bain Consulting**

Outsourcing these activities will allow the District's superintendent to focus on the primary goal of providing quality instruction to students.

COST SUMMARY

The following is an estimate and summary of the costs associated with Angela Bain Consulting offering the services of systems audits, development of new procedures, and materials for the alignment and efficiency of District operations and organization.

SCOPE OF WORK

This work will be conducted beginning with the approval of the contract.

The consultant is not an employee of the District and will not be supervised by District staff nor supervise any District staff. The consultant will serve as an Independent Contractor as defined by the Internal Revenue Service and will be issued a 1099 for all monies paid during the contract period. The consultant will not be eligible for any benefits provided to District employees.

The consultant will be paid at the hourly rate of \$125.00 per hour plus mileage and lodging if necessary. The District will reimburse consultant for mileage to and from the District and individual school sites at the current IRS approved rate of per mile. The consultant will submit mileage reimbursement to the District on a bi-monthly basis.

If the contract proposal is accepted, the consultant will be paid on a bi-monthly basis on the amount agreed upon in this contract agreement for each project

CONTRACT AND TERMS:

Contract begins upon execution.

BENEFITS

The superintendent relies on outsourcing to have more time to focus on primary organizational tasks.

The superintendent can count on complete confidentiality from the consultant.

Angela H. Bain, PhD, SPHR



July 5, 2021

Dr. Akil Ross, Superintendent
School District Five of Lexington and Richland Counties
1020 Dutch Fork Road
Irmo, SC 29063

Dear Dr. Ross,

Thank you for your time last week to discuss your district's needs. I know that your organization's systems and efficiency are high priority areas for you. I am pleased to propose a solution that will evaluate and develop systems for various areas, potential coaching and training of staff and working with you as superintendent with consultation activities.

As you know, I have worked with and developed district systems for several districts in South Carolina for over 20 years, so I believe I can be of professional service to you in the areas we discussed and to provide a guaranteed high level of confidentiality in the project.

Your cost summary is based upon your current needs and can be adjusted as we customize your services. I look forward to hearing from you about the following proposal.

Please contact me anytime you have questions or if you would like to change the scope of the project.

Sincerely,

Angela H. Bain
Angela Bain Consulting
