



Office Depot is “Committed to Learning.” We understand that many factors impact learning within schools and that school leaders are continuously faced with making difficult resource decisions. Accomplishing the job of educating students at the highest levels with fewer dollars, reduced staffing, and decreased overall capacity is a way of life for superintendents, other district and school administrators, and boards of education.

Educators must navigate a complex system of local, state, and federal resource allocation and accountability. This “business” side of schools is one for which most **administrators** and **boards can use assistance**. Therefore, in our efforts to better serve our **partnering districts**, we have partnered with **School Efficiency Consultants (SEC)** to help districts take care of the business of education while accomplishing equity in learning.

Getting the job done with maximum efficiency is what our partnership with School Efficiency Consultants is all about. Working with SEC, we can help schools apply business efficiencies to school operations to gain more resources for learning.

Our team of educators and **MBAs/CPAs** work together to **ensure schools** and **districts achieve efficiencies** that can be used to benefit students. Schools are benefiting from millions of dollars that SEC has saved through efficiency studies and reviews. These reviews are putting money where it is most needed—in the classroom to benefit students!

SEC provides **services** ranging from **salary** and **staff studies** to **organizational efficiency studies** for **operations, finance, human resources, transportation, and child nutrition**. Other **services** include **reviewing the financial well-being of school districts**. These engagements are particularly helpful to superintendents to quickly find out where the district is financially, in short and long-term. The pricing for these engagements varies according to scope of work and estimated time to complete the engagement.

Financial Wellness Services

With **SEC’s Fiscal Wellness Check-Up**, veteran school, finance, and operations officials study how financial and human resources are used in your district. We present recommendations for more efficient use of these resources. What sets **SEC** apart is that we also have the ability to help **implement** these **recommendations** using the “**best of the best**” in that area.

Financial Wellness Support includes evaluating:

- Fiscal health of school district, including audit and fund balance analyses, sustainability of enterprise funds (child nutrition, etc.), and grant compliance
- Effectiveness of human resource allocations/staffing, professional contract analysis, staff allocations and formulas, and outsourcing potential
- Efficiency of operational resources (Central office, transportation, maintenance, child nutrition, and other areas)
- Overall resource management of federal, state, and local fund usage; risk management and other insurance programs; e-rate and technology systems; construction and Capital outlay

Finance Training

In addition to reviewing the fiscal health of school districts, SEC offers training to ensure that finance personnel, school leaders, boards of education, and other officials understand the complex system that makes up a state's school finance arena.

Finance Officer Services

SEC provides on-site support for finance officers and staff. In addition, we can evaluate the efficiency of your finance operation, assist with maximizing technology for finance operations, independently review your budget, and more. If your district has a finance issue, it is highly likely that we can help.

Human Resource Services

The largest share of a school district's budget is tied up in personnel costs. Is your district getting maximum use out of every dollar spent on staffing? For most districts, the honest answer is that they have no way of knowing. At SEC, we help local districts examine positions and resource allocations to ensure that hiring and finance laws are being followed and that every dollar spent on personnel is used as effectively as possible.

Transportation Services Review

Fuel costs, parts expenses, and increasing pressure to operate at the highest safety levels while being cost effective have school district transportation departments on the alert for any areas where they can use resources more wisely. SEC offers transportation services reviews to provide an independent analysis of transportation operations and budgets. SEC meets with school and district officials, studies bus records, and analyzes operations to ensure transportation departments are operating in a productive, effective, and economical manner.

Child Nutrition Services

In most school districts, the Child Nutrition Program is one of the largest federally-funded programs. With the right actions, these programs can be profitable. SEC can review the operations of your child nutrition area and examine position allotments by school and food inventories to ensure that every dollar is spent wisely. Our finance experts also offer mentoring support for child nutrition and finance leaders to ensure that programs are financially solvent.

Salary Studies

Human Resources offices in school districts are often overburdened and understaffed resulting in too little attention paid to the employee salary compensation structures. There are national firms that conduct salary studies for public entities but they seldom have the school HR experience of SEC's partners and consultants. SEC conducts studies of certified and classified employee compensation completed by veteran education administrators who understand the challenges districts face. Participating districts receive an individual analysis and specific recommendations for improving inequities and enhancing their salary structure.

We may begin working with your district to achieve efficiencies that will impact student learning, growth, and achievement. We want to tailor this experience to meet the needs of your district through consultation, engagement, and recommendations. Our goal is to help you find efficiencies, achieve equity, and improve learning.

Contact us:

Dr. Kenneth L. Bowen

National Lead Education Consultant for Finance & Leadership | Office Depot, Inc.
910-280-4409 | kenneth.bowen@officedepot.com

Andrea Turner

Lead Consultant | Growth Strategy | Office Depot, Inc.
561-438-0851 | andrea.turner@officedepot.com

www.odc2l.com