**SCHEDULE A**

**DUTIES, TERM AND COMPENSATION**

* DUTIES: The contractor will:
1. Assist in the development of operational manuals for the various disciplines within the business department including but not limited to Payables, Payroll and Accounting. These manuals will help to ensure continual operations and serve as a tool for training, development, and cross training.
2. Conduct weekly check in meetings and monthly planning meetings as a Business Administrator mentor. Drawing on the consultant’s experience to offer valuable insights, guidance, advice, and a fresh perspective to operational challenges.
3. Collaborate with the Business Department to establish best practices to improve the efficiency, accuracy, and timeliness for operations, asset management, reporting and cash flow management.
4. Assist in identifying personnel gaps and make recommendations for staff training, professional development, and professional associations.
5. Aid in developing the necessary strategies and identifying executables that supports the financial recovery plan and consequently the migration of the school district from a financially distressed district to a financially stable school district.
6. Provide historical support to meet auditor’s request. This will expedite the completion of audits that are currently in arrears.
7. Provide support to the Business Office staff to maintain proper internal controls, meet financial reporting timelines, and ensure audit compliance in all activities.
8. To proactively and routinely review internal controls to ensure that the Business Department controls are adequate and executed efficiently and effectively.
9. To review non-conflicting contracts with the Business Administrator and other stake holders and provide recommendation that support the goals of the financial recovery plan.
* TERM: This engagement shall commence upon execution of this Agreement and shall continue in full force and effect from **January 1, 2024,** or earlier in writing by either party and in accordance with this Agreement and terminate as more fully set forth in this agreement.
* Contractor is responsible for costs incurred in excess of the total cost of this Contract and the District is not responsible for such costs.
* COMPENSATION: As full compensation for the services rendered pursuant to this Agreement, the District shall compensate the Contractor as follows:
* **A period of ten (10) hours per week at the hourly rate of $100.00**

**not to exceed $50,000.00 annually.**

* Source of Funding: State and Local