

## Proposal for Services

**Client:**

William S. Hart Union High School District

**Contact:**

Vicki Engbrecht, Superintendent  
(661) 259-0033 ext. 201  
vengbrecht@hartdistrict.org

**Project Description:**

The purpose of this assignment is to temporarily perform the duties of the Chief Financial Officer.

**Primary Function:**

Direct the operation and administration of the Business Services Department to include:

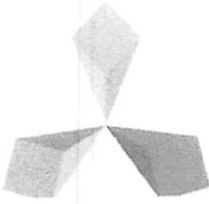
- Accounting
- Accounts Payable
- Payroll
- Purchasing
- Warehouse
- Risk Management

Additional responsibilities may include:

- Prepare fiscal reports and recommendations to the Superintendent, Board of Trustees, and other members of the management team
- Review contracts and agreements
- Prepare board agenda items
- Attend Board meetings

**Schedule:**

Tentatively scheduled to be on-site 3 days per week. Professional work day is 6 hours. Number of on-site days and hours to be adjusted as necessary to meet the needs of the District. Off-site work may occur if necessary to meet deadlines. All days and expenses will be coordinated with the Superintendent.



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**Estimated Project Duration:**

- June 5, 2017 through September 30, 2017 60 days

**Estimated Project Cost:**

- 60 days at \$750 per day \$45,000
- Mileage and incidental expenses 2,500
- Total Estimated Project Cost \$47,500

**Terms:**

Client will be invoiced semi-monthly, the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the 31<sup>st</sup>. Payment is due within 10 days of receipt of invoice.

**Termination:**

Services may be terminated without cause in writing by either party with 3 days' notice.

**Proposal Acceptance:**

Vicki Engbrecht  
Vicki Engbrecht  
Superintendent

Cathy A. Shepard  
Cathy A. Shepard  
Consultant

May 25, 2017  
Date

May 24, 2017  
Date