



Term Sheet: Business Operations/Finance Consulting Scope MCA

- 1) Review all financial documents prior to submittal to district.
- 2) Examine reporting package to include P&L, balance sheet, cash flow statements prior to each board meeting and make recommendations as needed.
- 3) Work as the liaison between the landlord and attorneys on issues related to rent, bond refinance, etc.
- 4) Attend all board meetings and provide meaningful input as needed.
- 5) Work on special projects and assignments such as earmark fund allocations.. etc.
- 6) Provide guidance on budgets, forecasts, and make recommendations for adjustments as needed. Expense controls, enrollment targets, etc.
- 7) Work as the liaison between MCA and Collier School District and help improve the relationship.
- 8) Support all audits and give guidance and input as needed.
- 9) Review all contracts and ensure terms are viable for school.
- 10) Provide HR guidance and support.
- 11) Be available for other business needs as required.

Terms:

- 1) **Monthly retainer \$5,500**
- 2) **Net 30 payment terms**
- 3) **60 day notice of termination**

John D'Amico

John D'Amico 9/09/2020

Authorized Signature:

_____ Date: