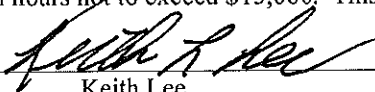


Business Manager/Treasurer Mentor Agreement

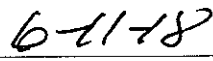
This agreement between the Wilder School District and Keith Lee contracts him to provide the following services to the Wilder School District:

1. Acts ethically and confidentially in all aspects of agreement.
2. Acts as advisor to the Superintendent and Board of Trustees on all questions relating to the business and financial affairs of the school district.
3. Prepares and analyzes financial information for annual fiscal year end audit.
4. Assists with reporting necessary information (certified/classified personnel data, IBEDS, funding, etc) for the State Department of Education.
5. Invests and monitors all district funds in banks as designated by the Board of Trustees and/or Superintendent in accordance with the provisions of the public depository laws.
6. Assists with the projection of budget revenues and expenditures, development of financial referenda and preparation of prospectus for bond sales with assistance from the Superintendent.
7. Coordinates and implements District budgets, providing applicable monthly reports to: Superintendent, Board of Trustees, School Principals and other supervisors.
8. Assists the superintendent with preparation for specifications on all purchases, which are to be submitted for bid and has specifications approved by appropriate person prior to publication.
9. Assists Superintendent, School Principals, and Supervisors in budgeting, monitoring monthly expenditures, and providing monthly detailed expenditures (Detail Ledger).
10. Monitors all purchase orders and verifies budget codes, which have been properly authorized by the signature of person in charge of budget area.
11. Assists with the issues checks for payment of all bills. The Board of Trustees shall approve all lists of payees, detailed description and the amounts of the checks authorized.
12. Maintains such payroll and accounting procedures as are necessary to prepare the reports on expenditures, revenues, and the financial affairs of the District as are required by law and the District Board of Trustees or Superintendent.
13. Works with District superintendent to maintain updated and appropriate accounting procedures, financial & proposed budget reports and the District policy and procedures.
14. Assists Superintendent in keeping records covering the financial history of school properties, together with appraisals of estimates of present value.
15. Assists Superintendent in keeping a record of all property insurance of the District according to the instructions of the Board in the name of and for the benefits of the School District and in such amounts as the Board may direct.
16. Files necessary documentation on insurance claims for the School District.
17. Assists the Superintendent in maintaining records of fixed assets of all buildings insurance and audit purposes.
18. Assists during negotiations gathering and assembling data relevant to wages, salaries and benefits, policy, and master agreement.
19. Monitors student activity accounts for each school and maintains financial information concerning their receipts and disbursements.
20. Monitors property tax collections and calculates property tax levies.
21. Attends monthly School Board meetings to answer any questions that may arise regarding financial responsibility.
22. Performs other tasks as assigned by the Superintendent.

In return of these services, the Wilder School District will pay Mr. Lee the amount of \$35.00 per hour, actual hours not to exceed \$15,000. This agreement begins July 1, 2018 through June 30, 2019.



Keith Lee
Business Manager/Treasurer



Date