



Post Office Box 9032, Hickory, NC 28603

January 24, 2022

Dr. Catherine Gentry, Superintendent
Thomasville City Schools
400 Turner Street
Thomasville, NC 27360

Dear Dr. Gentry:

We are pleased to confirm our understanding the services we are to provide Thomasville City Schools (TCS). Our consulting services will be coordinated through the Superintendent throughout the term of the engagement.

Hurd, Isenhour, Lopes, LLC (HIL) will provide TCS Financial Leadership and Technical services for the district beginning January 2022 through April 2022 or until such time our services are no longer needed. The project will be managed by HIL Partner Kathy H. Isenhour.

Scope of Work

- Provide leadership and technical assistance to the finance staff during the absence of a Chief Finance Officer,
- Provide weekly on-site support to the finance staff in addition to email and virtual support,
- Assist the finance staff in updating and maintaining the current year budget, including budget amendments and reports to the board as needed,
- Provide technical assistance to district leadership in the development of the 2023 fiscal year budget local budget request, and
- Provide the Superintendent with a written report of recommendations for the district moving forward.

Management Responsibilities

In engaging with HIL, our understanding is that you will be responsible for management decisions and functions; for designating an individual with suitable skill, knowledge, or experience to oversee the consulting services and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

We request that you contact us in advance of your intent to print or reproduce any of our consulting work products, in whole or in part, and give us the opportunity to review such printed matter before its issuance. Regarding the electronic dissemination of our consulting work product, HIL is not responsible for the accuracy of information posted on your website.

Administration, Fees and Other Information

The documentation for this engagement is the property of Hurd, Isenhour, Lopes LLC and constitutes confidential information. However, we may be requested to make certain documentation available to Federal or State regulators pursuant to authority given to these regulators by law or regulation. If requested, access to such documentation will be provided under the supervision of HIL's personnel. Furthermore, upon request, we may provide copies of selected documentation to such Federal or State regulators. The regulatory authority may intend or decide to distribute the copies or information contained therein to others, including other government agencies.

Consulting Service Fees

HIL's fees for these services will be invoiced at \$2,500 for January and \$6,500 for months February-April plus mileage. Our fee will be inclusive of the amount of time required to review materials, or for advanced preparation that may be completed off-site to assist in the achievement of our consulting goals. Our billable time will also include any time required for HIL's presence as may be requested at any meetings or at the request of the Superintendent. All meetings and work will be coordinated with the Superintendent or designee for approval.

Our fee is based on anticipated cooperation of your personnel. If we encounter circumstances requiring significant time beyond what is anticipated, we will discuss the additional services with you before beginning any work. Our invoices for these fees will be rendered monthly as work progresses and are payable upon presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please contact me at hhurd@hilconsultants.com or call me at 919-698-5449. The HIL website at www.hilconsultants.com includes additional information about our services. If you agree with the terms of our engagement, please sign this agreement, and email a signed copy to kisenshour@hilconsultants.com. We look forward to assisting Thomasville City Schools.

Sincerely,

Hurd, Isenshour, Lopes, LLC



H. Hank Hurd, CEO

Acknowledged by:

Thomasville City Schools

Authorized Signature _____

Date _____