

AZUSA UNIFIED SCHOOL DISTRICT  
Human Resources

**PRELIMINARY CONSULTANT AGREEMENT**

This is a preliminary agreement between the Azusa Unified School District and

<b>Consultant's Name: Daniel Menyon</b>			
<b>Consultant's Title: Independent</b>			
<input type="checkbox"/>	New Employment of this Consultant	<input type="checkbox"/>	Repeat of Previous Employment of this Consultant
<b>Date(s) of Service/Workshop: 05/01/2022- 06/30/2022</b>			
<b>Title of Service/Workshop: Financial Consultant</b>			
<b>What service will be provided?</b> 1. Reviewing and Approving Purchase Requisitions, Accounts Payable Warrants, and Helios Workflows			
2. Management of the District's Restricted grant and entitlement programs such as Title I and various COVID funds			
3. Assistance/Support with the LACOE required implementation of the BEST Financial System from PeopleSoft.			
<b>How will this service improve District/student outcomes?</b>			
These services will ensure that all Fiscal Services operations are operating effectively and in compliance with the many State, Federal, and Local regulations.			
<b>How will we know when the consultant's objective/s are met?</b>			
1. Timely 2021-2022 Second Interim and 2022-2023 Adopted Budget submissions 2. Accurate and timely State and Federal financial reporting 3. Day-to-day operations remain efficient			
<b>FEES:</b>			
Personnel:	\$90 per hour – Not to exceed \$28,000.	Materials:	N/A
Travel:	N/A	Meals:	N/A
<b>Charged to (list the budget account):</b>			
LCFF Base:		LCFF Supplemental/Concentration:	
Other: 01.0-00000.0-00000-72000-5810-6370000			

I understand that this is a tentative agreement subject to approval of the Azusa Unified School District Board of Education.

*Daniel Menyon*

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Consultant's Agreement

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Administrator's Approval

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Approved by Assistant Superintendent, HR

AZUSA UNIFIED SCHOOL DISTRICT  
Human Resources

Approval Date

Approval Date

*District Use Only:*

Board Date:	Resolution Number:
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