

September 20, 2017

Cheryl Phan  
Director of Fiscal Services  
Sylvan Union School District  
605 Sylvan Avenue  
Modesto, CA 95350

**Subject: Proposal – FY 2017-18 Mandated Cost Claiming Services**

Dear Director Phan:

We appreciate the opportunity to provide the Sylvan School District with this proposal to file all eligible Non-Mandate Block Grant Mandated Cost Claims due to the State during the 2017-18 fiscal year. We believe that MGT of America Consulting, LLC (MGT), offers the District solutions that will meet your specific objectives while providing the best overall value.

MGT Consulting Group is comprised of **MGT of America Consulting, LLC** and Strategos Public Affairs, LLC, both wholly owned subsidiaries of MGT of America, LLC. The merger between the two companies represents unparalleled expertise in public sector operations, management, public relations, marketing, and community engagement and facilitation.

Based on our relationship with the Sylvan School District, MGT understands the District's needs for the coming fiscal year and is prepared to offer the following scope of services and deliverables Mandated Cost Claiming Services:

1. Prepare and file all eligible ongoing and new Non-Mandate Block Grant Mandated Cost Claims due to the State during the FY 2017-18 fiscal year. Claims must exceed \$1,000 to be eligible to file with the State.
2. Provide information to the District about new claiming opportunities in a timely manner.
3. Provide liaison services between the District and the State Controller for all claims filed by the MGT that are contested by the State Controller either through desk review or field audit.
4. Assist with payment tracking and Mandate claim tracking and coordination.
5. Audit support of MGT claims, state budget tracking and mandate related best practices.

We have prepared a customized approach to again serve the District's state mandate cost claiming needs. The scope and contract pricing is \$3,000 annually which includes services to meet all of the District's expectations, and in addition, several services and deliverables that we believe will exceed your expectations and bring additional value to this project.

Please contact me at (916) 595-2646, ([bburgess@mgtamer.com](mailto:bburgess@mgtamer.com)) if you have any questions about this proposal. As a senior partner, I am authorized by our firm to commit MGT to the terms and conditions included in this letter. I hope we can be of assistance to the Sylvan School District. Thank you.

Sincerely,



J. Bradley Burgess, Executive Vice President, Financial Services  
MGT of America Consulting, LLC



## INTRODUCTION AND SERVICES PROVIDED

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The Sylvan School District is seeking the assistance from an exceptionally well qualified firm to prepare state mandated cost claims which fall outside of the Mandate Block Grant (MBG). MGT of America, LLC (MGT) is the clear leader in providing mandated cost services to California School Districts, and our MGT staff has more experience, expertise, and knowledge of the state mandated costs area than all other firms combined. MGT will prepare and file all new and ongoing mandated cost claims due which fall outside of the Mandate Block Grant during the 2017-18 fiscal for which eligible costs can be identified.

MGT of America, LLC has the most senior state mandate experts in Brad Burgess, and Patrick Dyer. Brad and Patrick have been continually involved in the mandate process and recognized statewide as the leading experts in the field for over a decade. These practice leaders will provide assistance on the Syvlan School District project to one of our very experienced senior consultants, **Ms. Jolene Tollenaar**, who has over 21 years of mandated cost consulting experience. In fact, Jolene Tollenaar has filed the Syvlan School District's claims many times over the last 21 years. In addition, she has worked with over 100 school districts and COE's in California, including agencies the size of Los Angeles Unified, Sylvan and Los Angeles County Office of Education to very small site districts with ADA less than 200.

MGT will perform and carry out in an exceptional and professional manner all necessary fiscal year services, including the following:

- ❖ Under the direction of the District's Mandate Coordinator develop an approach, plan, and schedule to timely complete all eligible Non-Mandate Block Grant Mandated Cost Claims due to the State during the FY 2017-18 fiscal year. Including but not limited FY 2016-17 California Assessment of Student Performance and Progress, FY 2016-17 Training for School Employee Mandated Reporters, FY 2015-16 and 2016-17 Cal Grant Grade Point Average and Graduation Certification Reporting. Coordinate the District's overall mandated cost claiming process. Throughout the year, with an emphasis during claiming periods, regularly communicate with the District's Mandate Coordinator about the status of claims in process, scheduling issues, and any other issues that may arise.
- ❖ Determine the best method to document costs for the new claims. We determine the best or most appropriate method based on the following criteria:
  - The program's test claim's statement of decision adopted by the Commission on State Mandates (CSM).
  - The CSM's subsequent staff analysis and approved parameters and guidelines.
  - The State Controller Office (SCO) claiming instructions.
  - How other districts around the state are complying with and interpreting the mandate.
  - The type of documentation that is available to support the mandated costs
- ❖ Gather all necessary documentation and information from the fiscal department and individual departments for each claim.

- ❖ Prepare draft claims and perform an internal quality assurance review of all claims before submitting to the District.
- ❖ Submit completed claims to the Mandate Coordinator for review and discuss any proposed changes with the appropriate Coordinator or other department staff.
- ❖ Make any modifications and provide claims to the Mandate Coordinator for signature.
- ❖ Submit all eligible new claims to the State Controller's Office (SCO). Provide the District with copies of all submitted claims and documentation from the SCO showing proof of timely claim filing.
- ❖ Provide ongoing assistance, audit support and liaison with the State Controller.

The remainder of this proposal describes our approach, detailed work plan, firm qualifications, costs and advantages of the MGT Cost Service team.

## **APPROACH, DETAILED WORK PLAN AND CALENDAR OF ACTIVITIES**

In this section, we describe our proposed detailed approach, work plan, and methodology for conducting the engagement. Of course, MGT will customize mandated cost claiming process to fit the needs of Sylvan School District's unique structure.

MGT is confident that all services described meet the District's desired scope of services. We also have additional services and deliverables that exceed those typically provided by other consulting firms which provide exceptional value to the District.

There are many steps need for a comprehensive mandated cost work plan. The key elements of our claiming approach include the following:

- ❖ Project Coordination and Communications
- ❖ Orientation & Training for District Staff
- ❖ Data Collection Processes
- ❖ Claim Preparation & Filing
- ❖ Ongoing Support, Audit Assistance & Liaison with State Officials

## **PROJECT COORDINATION, SCHEDULING AND COMMUNICATIONS**

MGT views the mandated cost process as a partnership between Sylvan School District and our firm. We will work closely with the Mandate Coordinator keeping them apprised of everything we are doing.

To ensure that the project progresses smoothly, it is imperative that an overall schedule and critical path time line for each set of claims is agreed to by all parties. At the inception of the project, we will work with the Mandate Coordinator to discuss the time line and adjust as needed.

We normally prefer to front-load the schedule as much as possible to provide the District with plenty of time to complete its mandate claims without running up against state deadlines. It is important for the District to have time to adequately review the claims and time to request MGT to make any changes followed by submitting the claims to the state. MGT will do everything possible to ensure there is no last minute crunch or signing-day scrambles.

Close and on-going communications are critical to a successful engagement. Some of the key aspects of the coordination role include:

- ❖ Provide the District with a list of all eligible claims, as well as claim summary sheets and data collection forms. All of these concise summaries and forms are available in a variety of electronic formats (Microsoft Word, Excel, and Adobe PDF) to make use and disbursement of claiming information as easy as possible.
- ❖ Work in concert with the District to coordinate the overall claiming process.
- ❖ Coax and encourage departments and sites to ensure that all data required to file eligible claims is gathered in a timely fashion. Our team works closely with your staff after the on-site interviews to answer any questions, provide assistance and to ensure all deadlines are met.
- ❖ Ensure that all eligible claims are filed on time, and provide the District with written documentation showing which claims were filed and which claims were not filed, and why.

## ORIENTATION AND TRAINING FOR DISTRICT STAFF

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We believe there is no cookie cutter approach to successful orientation and training. Some of Sylvan School District's personnel are undoubtedly savvy and experienced with mandated cost claiming, while others are likely to be new to the process. MGT will tailor its level of training to meet the needs of each individual. As we have previously stated, early communication is the most important aspect of this component. Some of the key aspects of our orientation and training include:

- ❖ Provide electronic notification on upcoming mandate claims as soon as the parameters and guidelines for these programs are approved. This will be done primarily via e-mail and will provide both the key personnel, as well as your Coordinator, the most complete view of upcoming mandated cost programs.
- ❖ Provide documentation tracking information for both program and fiscal staff. It is important that all affected departments understand the state's requirements and any specific issues related to the mandates and the mandate block grant from a programmatic and fiscal standpoint. In addition, we will provide a history and overview of the mandate program to any department staff that are new to the process.
- ❖ Assist the District to establish relevant, defensible source documentation standards for each claim. Our goal for each of the District's claims is to ensure that documentation exists to establish that the mandate was performed and personnel costs are adequately documented.

- ❖ Provide perspectives related to how other districts are interpreting and claiming each mandate to ensure nothing is missed. Provide guidance on the current acceptable range of costs being claimed by similar districts to ensure the District will be aware of any foreseeable exposures existing at the claiming stage.

## DATA COLLECTION PROCESSES

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Data documentation and collection is the key to reimbursement. The two components of data collection related to this engagement include: direct cost program data and supporting documentation.

### *DIRECT COST PROGRAM DATA COLLECTION*

- ❖ Develop a schedule and plan for mining the necessary data to ensure all relevant claim data is identified and claims are completed well before the claiming deadlines.
- ❖ Gather all required direct cost data.

### *SUPPORTING DOCUMENTATION COLLECTION*

- ❖ MGT will work with District to determine the documentation that must be submitted to the state as attachments to claims, and what documentation should be maintained in the District's files in case of the SCO inquiry or field audit. MGT will then collect only the documentation the SCO requires to be submitted.

## CLAIM PREPARATION AND FILING

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Once data has been received from the District, MGT will prepare all eligible claims on behalf of the District using required SCO claim forms.

### *DIRECT COSTS*

- ❖ Prepare all claims that apply to the District. Once again, our experience will ensure that no cost components are misinterpreted or omitted.
- ❖ Coordinate and prepare all multi-departmental claims. Simply gathering data for mandates that span different departments is not enough. The data must be cross-referenced and analyzed to ensure that each department is not capturing cost data for the same services and are not misclassifying certain activities, a very common occurrence.

### *FILING PROCEDURES*

MGT will provide the District with a clear, understandable process for receiving the completed claims and obtaining the necessary signatures. There will be no points of confusion as to where the completed claims should be mailed, or who is responsible for making sure the claims are received and filed with the SCO on time.

- ❖ MGT will perform one final quality control check to ensure that the District has signed two original coversheets in blue ink, all parts of the claim are included, and required documentation is attached.
- ❖ MGT will hand deliver all signed claims received from the District to the State Controller prior to the stated deadline. We will also provide the SCO with a declaration of service form, as well as claims receipts for their staff to sign and return.
- ❖ MGT submits hard copies of all claims to the SCO. However, many of our clients prefer to archive their mandated cost data electronically. MGT convert all claims into Adobe PDF documents. We believe archiving documents via PDF or other electronic formats results in many positive benefits. Retrieving information is very easy and quick forwarding to the District using email is an added bonus. Adobe PDF claims can be stored electronically with both MGT and the District. This process saves paper which is environmentally friendly, and also makes record keeping much simpler.

### *REMITTANCE TRACKING*

MGT will assist the District with all aspects of SCO remittance (payment information) tracking throughout the entire fiscal year. We will consistently:

- ❖ Provide copies of all claims receipts, declarations, and summary claiming reports to the District.
- ❖ Assist the District with tracking claim payments made by the state. Now that the state has resumed this function, MGT will assist the District with this sometimes confusing process.

### **ONGOING SUPPORT, AUDIT ASSISTANCE AND STATE LIAISON**

The claiming process is obviously the key aspect of this engagement, but the ongoing support services that MGT offers are important complimentary services to continuously upgrading the District's knowledge base, relations, and communications with the state and contract agencies, and anticipation of changes to the claiming process.

- ❖ MGT will assist the District with all aspects of remittance tracking throughout the fiscal year. We will provide to the District, copies of all claims receipts, declarations, and summary claiming reports.
- ❖ No one wants to see the SCO auditing their claims, but higher levels of scrutiny are a fact of life. Our team has extensive experience preparing school districts for field audits and assisting in their representation beyond the exit conference. In the past, MGT staff has assisted many California school districts in filing audit responses when agreement with the SCO audit findings is not resolved. MGT will offer assistance and response on any current or future field audits that may result from claims filed in the past.
- ❖ MGT will also provide liaison assistance with the SCO at the desk review level. The SCO may call requesting additional information, or duplicate documentation that may have been misplaced in their offices. Our firm will field these calls and fulfill all appropriate requests

without the need for District involvement. In addition, our staff has extensive experience preparing school districts for field audits and assisting in their representation beyond the exit conference. MGT will offer assistance and response on any current or future field audits that may result from claims filed in the past.

## MGT PROJECT TEAM

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While the qualifications and experience of a firm are important, perhaps more important are the knowledge and experience of the proposed project team. The proposed project team combines rich, deep knowledge and experience in preparing State mandated cost claims in California.

All personnel engaged in this project will work directly under Jolene Tollenaar, who has assisted the District in the past, is familiar with the key-players within the District's departments and serve as the Project Manager for this engagement.

### *PROJECT MANAGER*

#### **Jolene Tollenaar, Senior Consultant, MGT of America, LLC.**

**Introduction & Experience:** Ms. Jolene Tollenaar has been exclusively engaged in mandated cost claiming for 21 years and has provided full service project management for over 100 school districts and county offices of education in California, including as project manager for three years for Los Angeles Unified School District. Ms. Tollenaar managed a team of six consultants who provided mandated cost accounting services for Los Angeles Unified School District filing over \$75,000,000 fully supported claims for payment to the State of California.

In her role of project manager, Ms. Tollenaar's participation will ensure the Sylvan School District will be unconditionally satisfied with the services received from MGT's team of consultants. She will be actively engaged in all day to day activities, ensure all aspects of the engagement proceed smoothly, and that all deadlines are met early to allow added time for claim review and comment.

Ms. Tollenaar oversees the daily work of the project and ensures that project implementation occurs on schedule and in accordance with all project requirements. Ms. Tollenaar has direct responsibility for coordinating the collection of all applicable data from clients. In addition, he is responsible for the following:

- ❖ Development of the overall project plan
- ❖ Staff interviews
- ❖ Gathering all documentation
- ❖ Preparation of all claims

Ms. Tollenaar received a Bachelor of Science degree in Psychology from University of California Davis in 1997.

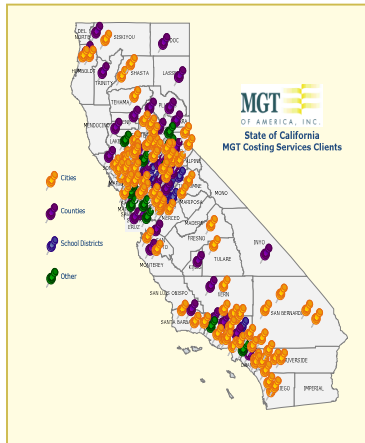


**Project Specific Role:** Ms. Tollenaar will be responsible for the data collection and claiming activities. She will participate in follow up activities with the District's staff and the day-to-day activities associated with this claiming engagement. Ms. Tollenaar will also assist District staff with scheduling for data gathering, follow up, claim preparation, and claim filing with the State Controller.

## MGT OF AMERICA, LLC. – ORGANIZATIONAL INFORMATION

MGT of America, LLC. (MGT) is a private corporation owned by the current and retired partners, principals, and consultants of the firm. The advantage of this ownership structure to our clients is that every member of the firm has a vested interest in the successful completion of every project, for every client. Additionally, this ownership structure creates a mindset that permeates through every MGT owner: we are continuously building a growing, yet stable firm based on trusting long-term relationships, both within our own firm and with all of our clients.

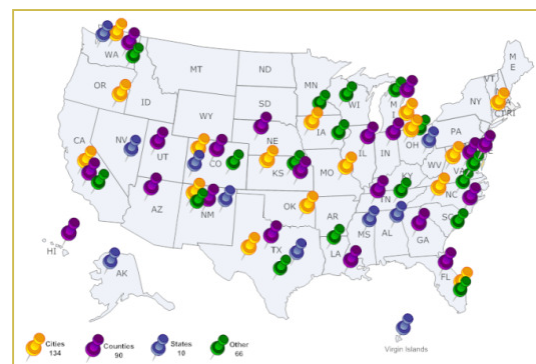
MGT began operations in 1974 as consultants to the public education sector. Over the years, we have expanded our capabilities to provide consulting services in three primary areas: education (K-12 and higher education), criminal justice, and financial analysis to state and local governments. We currently have 70+ professionals throughout the country. Our headquarters is in Tallahassee, Florida, with major regional offices in **Sacramento (CA)**, Denver (CO), Austin (TX), Bay City (MI), and Olympia, (WA). Our annual consulting revenue is approximately \$21 million firm wide.



The **Costing Services Division** has been in existence for 17 years. The map to the left illustrates that MGT's Costing Services practice is especially strong in California.

It was significantly augmented in 2007 with the acquisition of Public Resources Group, Ltd., whose consultants previously worked for MAXIMUS, and David M. Griffith & Associates (DMG).

The United States map to the right shows MGT's national scope and coverage of our primary costing services product lines. Our Costing Services Division concentrates on cost allocation plans, user fee studies, state mandate cost reimbursement claiming, jail rate analysis, indirect cost rate proposals, and appropriation limitation calculations.



## STATE MANDATED COST CLAIMING EXPERIENCE

MGT offers the Sylvan School District the best, most experienced consulting staff, as well as the highest level of service available. MGT currently provides state mandated cost-claiming services to nearly half of California counties, and 100 municipalities, special districts, and school districts in California. The following



## MANDATED COST CONSULTING SERVICES

is a list of our most senior mandated cost consultants and their years of experience in state mandated costs services:

In addition to the above, MGT has a team of other cost services consultants who can support the above if there is ever a need. Our staff has worked with over 100 of California school districts, including districts from the Los Angeles Unified to several districts similar or smaller in size to Sylvan School District. No other consulting firm can match MGT's staff qualifications in the mandate area.

MANDATED COST EXPERTS	YEARS OF EXPERIENCE	TITLE
Brad Burgess	22+	Executive Vice President
Jolene Tollenaar	21+	Senior Consultant
Patrick Dyer	15+	Senior Associate
Guy Burdick	15+	Senior Consultant
Cindy Sconce	15+	Senior Consultant
Diona LaChapelle	15+	Consultant

## PROPOSED COST

MGT will prepare and file all eligible Non-Mandate Block Grant Mandated Cost Claims due to the State during the 2017-18 fiscal year for a fixed fee of **\$3,000 (three thousand dollars)**.

### *Fixed Fee New & Non-Block Grant Claims*

FISCAL YEAR	PROPOSED FEE	PAYMENT TERMS
FY 2017-18 Prepare and file all eligible Non-Mandate Block Grant Mandated Cost Claims due to the State during the 2017-18 fiscal year.	<b>\$3,000</b> total fixed fee	Payable 50% September 1, 2017 and 50% January 1, 2018.

## ADVANTAGES OF MGT OF AMERICA CONSULTING LLC

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So what sets MGT of America Consulting LLC. apart from other consulting firms in the mandated cost claiming process? Based on our experience in this field, these are the aspects of our service that are reliably unique to MGT and staff:

- ❖ **Staff stability and long-term commitment:** There is no revolving door or corporate turmoil at MGT. While other firms continue to downsize and further marginalize their clients and the chance for successful engagements, our firm continues to add staff. MGT's formula for success may sound old fashioned, but it is proven...we hire the best people, assign them to a manageable load of clients, and set standards to ensure that each client's needs are met, and then exceeded. Long-term relationships built on trust are the basis for successful consulting, and we know that starts with assigning staff to our clients who will provide consistently great service over the course of years.
- ❖ **We are responsive and easy to contact:** Our consultants will respond to the District within 24 hours or less. If there is a need to a quicker response, the District can call any of the assigned project consultants to obtain an answer the same day.
- ❖ **Proactive consulting vs. claims processing:** The earlier the District's staff receives information about upcoming claims, the better prepared they will be to provide claiming data that is based on the correct documentation standards. We also train our clients each year on each claiming area, as well as any specific issues related to each claim. We have mandated cost claiming clients all over the state, which provides us with a state-wide perspective on processes and claim component eligibility that other firms do not have.

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## CONTRACT FOR SERVICES

**By and Between  
Sylvan School District  
and  
MGT of America Consulting, LLC**

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by Sylvan School District, hereinafter referred to as "Client", and MGT of America Consulting LLC, hereinafter referred to as "MGT".

Now, therefore, in consideration of the mutual promises contained herein, the parties agree as follows:

### I. SERVICES

MGT will provide those services as outlined in its proposal letter to Client specified in this agreement, attached hereto and incorporated herein as Exhibit "A". Specific scope of services are as follows:

- a) Prepare and file eligible Non-Mandate Block Grant Mandated Cost Claims due to the State during the FY 2017-18 fiscal year.
- b) Prepare and file eligible Non-Mandate Block Grant Mandated Cost Claims for all new, or first-time mandates, which have claiming instructions issued by the State Controller's office during the State's 2017-2018 fiscal year. Claims must exceed \$1,000 to be eligible to file with the State.
- c) Provide information to the Client about new claiming opportunities in a timely manner.
- d) Provide liaison services between the Client and the State Controller for all claims filed by the MGT that are contested by the State Controller either through desk review or field audit.
- e) Assist with payment tracking and Mandate claim tracking and coordination.

### II. TIMETABLE

#### a) Initial Term

The initial term of this agreement is one fiscal year. It is anticipated that all work for the agreement period will commence upon document execution by both parties and will be completed by June 30, 2018, at which time, the Client will be able to renew this agreement at the same terms for additional fiscal years.

#### b) Renewal Period

The terms of this agreement may be renewed for two additional fiscal years, at the Client's option. The additional term of services would be from July 1, 2018 to June 30th, 2019 as well as July 1, 2019 to June 30<sup>th</sup>, 2020. Any additional renewal periods would run for one year, each July 1 to the following June 30 (in item 1(b)). Pricing would be the same for Scope of Services items 1(a) through (f).

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### III. PAYMENT

In consideration for the services rendered by MGT pursuant to this agreement, Client agrees to pay MGT upon completion of the following:

MGT will complete and file all eligible Non-Mandate Block Grant Mandated Cost Claims that are due on February 15, 2018, as well as all new, or first-time claims for which claiming instructions are issued during the School District's 2017-2018 fiscal year for the following fee:

#### Single Fixed Fee

FISCAL YEAR	PROPOSED FEE	PAYMENT TERMS
2017-2018 Annual Claims & New Claims issued during 2017-2018	\$3,000 fixed fee	Payable 50% after on- 10/1/17 and on 1/1/18

This fee is all inclusive (no expenses will be charged to the District for this part of the engagement). There are no caps on number of claims, audit support, or site meetings/visits.

### IV. CLIENT RESPONSIBILITY

- a) Furnish Consultant with all available and necessary information, data, worksheets, and documentation necessary for Consultant to perform the services hereunder in a timely fashion. Consultant shall assume all data is accurate and, if supplied in a timely manner, will file the claims in a timely manner.
- b) Cooperate with Consultant in carrying out the work herein.
- c) Provide adequate staff for liaison with the Consultant for each affected department.
- d) Develop and maintain source documentation sufficient to support Mandated Cost claims that are filed with the State for a period of at least three (3) years after the last date of claim payment or filing.

### V. CONSULTANT LIABILITY

The Consultant will assume all data supplied by the Client is accurate and correct. Any subsequent disallowance of funds paid to the Client pursuant to the Mandate Claims filed under this agreement is the sole responsibility of the Client. In any event, the Consultant's total liability under this agreement shall not exceed the compensation received by the Consultant for work pursuant to this agreement.

### IV. MODIFICATION

The Client and MGT may, by mutual agreement, modify this Contract. Any modification must be in writing and must be signed by the Contractor's principal agent and the Client's designate.

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V. GENERAL TERMS AND CONDITIONS

No alteration or variation of this Contract and no understandings or agreements not incorporated herein, unless made in writing between the parties hereto, shall be binding.

The parties hereby agree that no person shall, on the grounds of race, color, creed national origin, religion, disability, or sex, be excluded from or denied participation in, or otherwise subjected to discrimination under any activity performed pursuant to this Contract.

VI. CANCELLATION

The Client and MGT shall have the right to terminate this Contract at any time before the date of completion: (a) by either party at any time for failure of the other party to comply with the terms and conditions of this Agreement; (b) by either party upon 10 days prior written notice to the other party; or (c) upon mutual written agreement of both parties. In the event of termination, MGT shall stop work immediately and shall be entitled to compensation for professional fees and expense reimbursement to the date of termination and for any work necessitated by that termination.

VII. CONTRACTOR EMPLOYEES

In performance of this Contract, MGT and any agent or employee of the MGT shall act in an independent capacity and not as an officer or employee or agent of the Client, nor shall any party be covered under the Client's personnel rules and regulations. The Client shall have no responsibility for deductions or contributions to Social Security, unemployment insurance, or any other benefits, nor shall income tax be withheld.

VIII. PROJECT MANAGEMENT

MGT's behalf and Jolene Tollenaar, Senior Consultant shall serve as main contact for the Client. Contact information for MGT as follows:

2251 Harvard Street, Suite 134  
Sacramento, CA 95815  
Phone 916-243-8913  
EMAIL: bburgess@mgtamer.com  
EMAIL: jolenetollenaar@gmail.com

IX. LEGAL REQUIREMENTS

It is agreed that for the duration of this agreement, MGT and Client will comply with all applicable laws and regulations of the State of California, State of Florida and the federal government, including but not limited to, the Equal Employment Opportunity Act, the Occupational Safety and Health Act and audit requirements.

X. METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS

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All notices, bills, and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills, and payments sent by mail shall be addressed as follows:

**TO DISTRICT:**

Cheryl Phan  
Director of Fiscal Services  
Sylvan Union School District  
605 Sylvan Avenue  
Modesto, CA 95350

**TO CONSULTANT:**

Mr. J. Bradley Burgess,  
Executive Vice President,  
MGT of America Consulting LLC  
2251 Harvard Street, Suite 134  
Sacramento, CA 95815

XI. SIGNATURES & APPROVAL

**SYVLAN SCHOOL DISTRICT**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:**

**Telephone**

**FEID:**

**Date:** \_\_\_\_\_, 20\_\_

**MGT of America Consulting  
LLC**

**Signature:** \_\_\_\_\_

**Name:** J. Bradley Burgess

**Title:** Executive Vice President

**Address:** 2251 Harvard Street, Suite 134  
Sacramento, CA 95815

**Telephone:** 916-595-2646

**FEID:** #81-0890071

**Date:** \_\_\_\_\_, 20\_\_