

**Kimberly Stowell M.S., CCC-SLP a.k.a. Celebration Speech of Idaho**  
**MONTICELLO MONTESSORI PUBLIC CHARTER SCHOOL**  
**Speech Language Pathology Services**

This contract is between Monticello Montessori Public Charter School, 4707 S. Sweetwater Way, Ammon, Idaho 83406, and the Contractor, **Kimberly Stowell M.S., CCC-SLP a.k.a. Celebrations Speech of Idaho, 559 Masters Dr., Idaho Falls, ID 83401.**

Monticello Montessori Public Charter School is in need of Special Education Services for the purposes required by law. The Contractor represents that she and any other speech language pathologist which Celebration Speech of Idaho (the Contractor) supplies to Monticello Montessori Charter School (the School) under the terms of this contract is a duly qualified Speech and Language Pathologist holding Idaho licensure, and agrees to perform all services described in this contract to the satisfaction of the School District according to the terms of this contract.

**THE PARTIES THEREFORE AGREE TO THE FOLLOWING TERMS:**

1.     1.1     **Effective date:** September 1, 2017
- 1.2     **Expiration date:** August 31, 2018
- 1.3     **Termination:** This contract may be terminated by either party with or without cause upon 45 days written notice.
2.     **Contractor's Duties**

          The Contractor, will conduct agreed upon evaluation/assessment and provide the School with a signed, dated, written report of those evaluations/assessments performed. Also the Contractor will fill out the Medicaid Evaluation form, if applicable, and submit it to the School. If the Student is approved to receive services, the Contractor will provide agreed upon speech language therapy services and related reports on the student's progress toward his or her IEP goals prior to 11/30/17, 3/8/18, and 5/24/18.

          The Contractor may work with students in groups. Group size will be determined by the School. The Contractor will submit a weekly service detail record of speech language therapy for each student served to the Special Education Teacher on or before the 10<sup>th</sup> of each month for the previous month's service. The Contractor will also write appropriate IEP goals for the student who qualifies and if she or he achieves the goals, the Contractor will write updated goals or will notify the Special Education Teacher that the student no longer qualifies for this service. The Contractor will collaborate with the Special Education Teacher and will either attend IEP meetings or will submit written reports and recommendations related to IEP goals. If the Contractor performs an evaluation on a student who qualifies for Medicaid, the Contractor will complete necessary forms so that the School may seek reimbursement from Medicaid.
3.     **Time**

          The Contractor will complete evaluations within the allowed time limits specified in the Idaho Special Education guidelines.
4.     **Consideration and Payment**
  - 4.1     **Consideration.** The School will pay for all services performed by the Contractor under this contract as follows:

Generations Occupational Therapy PLLC  
PROFESSIONAL SERVICES CONTRACT

This contract is between Monticello Montessori Public Charter School (MMCS) 4707 S. Sweetwater Way, Ammon, Idaho 83406, and the contractor, **Generations Occupational Therapy PLLC, 694 Melrose Dr., Idaho Falls, ID 83401.**

MMCS is in need of special education services for the purposes required by law. The contractor represents that she is duly qualified and agrees to perform all services described in this contract to the satisfaction of the School District.

THE PARTIES THEREFORE AGREE TO THE FOLLOWING TERMS:

1.
  - 1.1 **Effective date:** August 29, 2017
  - 1.2 **Expiration date:** August 28, 2018
  - 1.3 **Termination:** This contract may be terminated by either party with or without cause upon 30 days written notice.
2. **Contractor's Duties**

The Contractor, who is not a school employee, will conduct agreed upon evaluation/assessment and provide MMCS with a report of those evaluations/assessments performed. Also the Contractor will fill out the Medicaid Evaluation form and submit it to the school. If the student is approved to receive services, the Contractor will provide agreed upon occupational therapy services and written progress reports on the student's progress towards his or her IEP goals prior to parent teacher conferences on 11/30/17, 3/8/18, and before 5/24/18.

The Contractor will provide MMCS with a weekly Service Detail Record of Occupational Therapy which is to be given to the Special Education Teacher on or before the 10<sup>th</sup> of each month for the previous month's service, or will submit Service Detail Records online daily/weekly, as directed. The contractor will also write appropriate IEP goals for the student and if he/she achieves the goals, the Contractor will write updated goals or will notify the Special Education Teacher that the student no longer qualifies for this service. The Contractor may subcontract with another qualified and registered occupational therapist or a licensed COTA which the Contractor will supervise in compliance with requirements and sign the service detail records for.
3. **Time**

The Contractor will provide occupational therapy weekly for the students requiring this service. Also the contractor will make every effort to complete evaluations within the allowed time limits specified in the Idaho Special Education guidelines.
4. **Consideration and Payment**
  - 4.1 **Consideration.** MMCS will pay for all services performed by the Contractor under this contract as follows:
    - (A) **Compensation:** The Contractor will be paid per Exhibit A fee schedule. The Contractor will not exceed the amount of the agreed upon fee and/or the agreed upon

## **Schedule A**

### **Contract between Monticello Montessori Public Charter School and Generations Occupational Therapy PLLC**

#### **Occupational Therapy services will be reimbursed at the following rate:**

\$63.72 per hour or \$15.93 per unit (15 minutes) of direct client contact, written progress reports, requested meeting attendance and approved screenings.

\$39.49 flat rate for evaluation and written report of evaluation

A COTA bills at the professional rate, and must have documented supervision from the professional OT in accordance with district and Medicaid oversight requirements.

Bruce Blake School Psychology Services  
PROFESSIONAL SERVICES CONTRACT

This contract is between Monticello Montessori Public Charter School, 4707 S. Sweetwater Way, Ammon, Idaho 83406, and the contractor, **Bruce Blake, 4381 Nathan Drive, Idaho Falls, Idaho 83404.**

Monticello Montessori Public Charter School is in need of special education services for the purposes required by law. The contractor represents that he is duly qualified and agrees to perform all services described in this contract to the satisfaction of the School District.

THE PARTIES THEREFORE AGREE TO THE FOLLOWING TERMS:

1.
  - 1.1 *Effective date:* August 26, 2017
  - 1.2 *Expiration date:* August 26, 2018
  - 1.3 *Termination:* This contract may be terminated by either party with or without cause upon 30 days written notice.
2. **Contractor's Duties**

The Contractor, who is not a school employee, will conduct agreed upon evaluations/assessments, provide Monticello Montessori with a dated, signed report of those evaluations/assessments performed, give consultation to the school regarding the best way to proceed to meet the student's needs and help the IEP team determine if the student qualifies for special education services. If the student is eligible for Medicaid, the contractor will complete an evaluation form and give it to the school so that the school can seek reimbursement from Medicaid. The Contractor will conduct the evaluations/assessments at the school.
3. **Time**

The Contractor will make every effort to complete evaluations within the allowed time limits specified in the Idaho Special Education guidelines.
4. **Consideration and Payment**
  - 4.1 *Consideration.* The school will pay for all services performed by the Contractor under this contract as follows:
    - (A) *Compensation:* The contractor will be paid per Exhibit A fee schedule. The Contractor will not exceed the amount per Exhibit A fee and the School will not be liable for any amount exceeding the fee.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Bruce Blake, Contractor

Signed \_\_\_\_\_

Date \_\_\_\_\_

Representative of Monticello Montessori

**Monticello Montessori Public Charter School**  
*Leading Public Montessori Education in Idaho*  
*Preferred School of Choice*

4707 S Sweetwater Way  
Ammon, Idaho 83406

Phone (208) 419-0742  
Fax: (208) 419-0765

**PROFESSIONAL SERVICES CONTRACT**  
**Counselor**

This contract is between Monticello Montessori Public Charter School (MMCS), 4707 S Sweetwater Way, Ammon, Idaho 83406, and the contractor, **A New Life Counseling, or John Oakley, D. Min., LCPC** (the contractor).

Monticello Montessori Public Charter School is in need of special education services for the purposes required by law. The contractor represents that the contractor is duly qualified and agrees to perform all services described in this contract to the satisfaction of the School District.

**THE PARTIES THEREFORE AGREE TO THE FOLLOWING TERMS:**

1.

1.1 ***Effective date:*** September 4, 2017

1.2 ***Expiration date:*** May 31, 2018

2. **Contractor's Duties**

The contractor will provide agreed upon counseling services and will work with the student's IEP team to help the student make progress towards his/her IEP goals.

2.1 The contractor will provide MMCS with accurate weekly Service Detail Records of the service rendered, which records are to be delivered to the Special Education Teacher on or before the 10<sup>th</sup> of each month.

2.2 The contractor may also service those students not on an IEP but in need of counseling services, as determined by MMCS.

2.3 The contractor is under the supervision of school administration and teachers while at the school and will follow the policies and procedures of the school while providing therapy.

2.1 The contractor will provide a written progress report on or before May 26, 2017 stating the student's progress towards his goals.

3. **Time**

The Contractor will deliver counseling therapy for the students while at the school. Contractor will use the school time-clock to log counseling hours at MMCS, since this is the school's positive time reporting mechanism.

4. **Consideration and Payment**

Counselor if needed. The meeting should be held at the earliest convenience of both parties with the intent to settle the matter quickly and satisfactorily. Services may be stopped by either party for any reason with one month's written notice, so that both parties may adequately provide for the concerned parties' responsibilities.

MMCS Administrator

Signed \_\_\_\_\_ Erica J. Kemery \_\_\_\_\_

Print Name \_\_\_\_\_ Erica Kemery, Ed.S. \_\_\_\_\_

Date \_\_\_\_\_ October 1, 2017 \_\_\_\_\_

Representative of Contractor

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

## STATE OF IDAHO

### CHARTER SCHOOL SUPPLEMENTAL CONTRACT FORM

THIS CONTRACT, Made this 19th day of October, year of 2017, by and between Monticello Montessori Charter School in Ammon, Idaho ("the School"), and John Oakley, D.Min., LCPC ("the Employee"),

WITNESSETH:

1. The School hereby contracts to hire the Employee to perform an extra duty assignment or extra days as provided in the job description as Counselor Mentor for a period of 8 months and/or \_\_\_\_\_ days beginning on the 20<sup>th</sup> day of October in the year of 2017, and extending to the 30th day of June, in the year of 2018, at the compensation rate or fixed amount of five hundred dollars (\$ 500.00) until this Contract has been fulfilled. Said compensation shall be paid in monthly installments on the 20th day of each month for the performance of the extra duty assignment, beginning in the month of November in the year of 2017, and ending in the month of June in the year of 2018.
2. The Employee will, at all times, faithfully perform all of the duties that may be required pursuant to the express and implicit terms hereof, to the reasonable satisfaction of the School. Such duties shall be rendered at School premises and such other place or places as the School shall in good faith require or as the interests, needs, business or opportunity of the School shall require.
3. The Terms of Employment of this Contract shall remain in effect for the period set forth above and concerns the extra duty described herein. This Contract is separate and apart from any certificated employee's regular duties and any Category 1, 2, 3, Renewable, or Retired Certified Personnel Contract.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, the duly adopted rules of the State Board of Education and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract. It is further understood that this Contract excludes any expectation of employment beyond the terms given herein, and the procedural requirements of Section 33-515A, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Employee has executed the same all on the date first above written.

Monticello Montessori Public CHARTER SCHOOL, Bonneville COUNTY, STATE OF IDAHO

\_\_\_\_\_  
EMPLOYEE By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK



**STATE OF IDAHO**  
**CHARTER SCHOOL SUPPLEMENTAL CONTRACT FORM**

THIS CONTRACT, Made this 19th day of October year of 2017, by and between  
Monticello Montessori Public Charter School in Ammon, Idaho ("the School"), and Emi Walker ("the Employee"),

WITNESSETH:

1. The School hereby contracts to hire the Employee to perform an extra duty assignment or extra days as provided in the job description as GATE Teacher for a period of 7 months and/or \_\_\_\_\_ days beginning on the 1<sup>st</sup> day of November, in the year of 2017, and extending to the 30th day of June, in the year of 2018, at the compensation rate or fixed amount of nine hundred fifty (\$ 950.00) until this Contract has been fulfilled. Said compensation shall be paid in monthly installments on the 20<sup>th</sup> day of each month for the performance of the extra duty assignment, beginning in the month of November in the year of 2017, and ending in the month of June in the year of 2018.
2. The Employee will, at all times, faithfully perform all of the duties that may be required pursuant to the express and implicit terms hereof, to the reasonable satisfaction of the School. Such duties shall be rendered at School premises and such other place or places as the School shall in good faith require or as the interests, needs, business or opportunity of the School shall require.
3. The Terms of Employment of this Contract shall remain in effect for the period set forth above and concerns the extra duty described herein. This Contract is separate and apart from any certificated employee's regular duties and any Category 1, 2, 3, Renewable, or Retired Certified Personnel Contract.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, the duly adopted rules of the State Board of Education and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract. It is further understood that this Contract excludes any expectation of employment beyond the terms given herein, and the procedural requirements of Section 33-515A, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Employee has executed the same all on the date first above written.

MONTICELLO MONTESSORI PUBLIC CHARTER SCHOOL, BONNEVILLE COUNTY, STATE OF IDAHO

\_\_\_\_\_  
EMPLOYEE By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

**STATE OF IDAHO**  
**CHARTER SCHOOL SUPPLEMENTAL CONTRACT FORM**

THIS CONTRACT, Made this sixteenth day of November year of 2017\_, by and between  
Monticello Montessori Public Charter School in Ammon, Idaho ("the School"), and Ralph Armstrong\_ ("the Employee"),

WITNESSETH:

1. The School hereby contracts to hire the Employee to perform an extra duty assignment or extra days as provided in the job description as Community Events Coordinator for a period of 7 months and/or \_\_\_\_\_ days beginning on the fifteenth\_\_\_\_day of November, in the year of 2017, and extending to the thirty first day of May, in the year of 2018\_, at the compensation rate or fixed amount of neie hundred dollars (\$900.00\_\_\_\_) until this Contract has been fulfilled. Said compensation shall be paid in monthly installments on the twentieth\_\_\_\_day of each month for the performance of the extra duty assignment, beginning in the month of November in the year of 2017\_, and ending in the month of June in the year of 2018.
2. The Employee will, at all times, faithfully perform all of the duties that may be required pursuant to the express and implicit terms hereof, to the reasonable satisfaction of the School. Such duties shall be rendered at School premises and such other place or places as the School shall in good faith require or as the interests, needs, business or opportunity of the School shall require.
3. The Terms of Employment of this Contract shall remain in effect for the period set forth above and concerns the extra duty described herein. This Contract is separate and apart from any certificated employee's regular duties and any Category 1, 2, 3, Renewable, or Retired Certified Personnel Contract.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, the duly adopted rules of the State Board of Education and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract. It is further understood that this Contract excludes any expectation of employment beyond the terms given herein, and the procedural requirements of Section 33-515A, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Employee has executed the same all on the date first above written.

Monticello Montessori Public CHARTER SCHOOL, Bonneville\_ COUNTY, STATE OF IDAHO

\_\_\_\_\_  
EMPLOYEE By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

**STATE OF IDAHO**  
**CHARTER SCHOOL SUPPLEMENTAL CONTRACT FORM**

THIS CONTRACT, Made this 19th day of October year of 2017, by and between  
Monticello Montessori Public Charter School in Ammon, Idaho ("the School"), and Rebecca Lance ("the Employee"),

WITNESSETH:

1. The School hereby contracts to hire the Employee to perform an extra duty assignment or extra days as provided in the job description as Title 1 Teacher for a period of 9 months and/or \_\_\_\_\_ days beginning on the 1<sup>st</sup> day of September, in the year of 2017, and extending to the 30th day of June, in the year of 2018, at the compensation rate or fixed amount of two thousand four hundred fifty (\$ 2,450) until this Contract has been fulfilled. Said compensation shall be paid in monthly installments on the 20<sup>th</sup> day of each month for the performance of the extra duty assignment, beginning in the month of November in the year of 2017, and ending in the month of June in the year of 2018.
2. The Employee will, at all times, faithfully perform all of the duties that may be required pursuant to the express and implicit terms hereof, to the reasonable satisfaction of the School. Such duties shall be rendered at School premises and such other place or places as the School shall in good faith require or as the interests, needs, business or opportunity of the School shall require.
3. The Terms of Employment of this Contract shall remain in effect for the period set forth above and concerns the extra duty described herein. This Contract is separate and apart from any certificated employee's regular duties and any Category 1, 2, 3, Renewable, or Retired Certified Personnel Contract.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, the duly adopted rules of the State Board of Education and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract. It is further understood that this Contract excludes any expectation of employment beyond the terms given herein, and the procedural requirements of Section 33-515A, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Employee has executed the same all on the date first above written.

MONTICELLO MONTESSORI PUBLIC CHARTER SCHOOL, BONNEVILLE COUNTY, STATE OF IDAHO

\_\_\_\_\_  
EMPLOYEE

By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

**STATE OF IDAHO**  
**CHARTER SCHOOL SUPPLEMENTAL CONTRACT FORM**

THIS CONTRACT, Made this 19th day of October year of 2017, by and between  
Monticello Montessori Public Charter School in Ammon, Idaho ("the School"), and Shauna Garner ("the Employee"),

WITNESSETH:

1. The School hereby contracts to hire the Employee to perform an extra duty assignment or extra days as provided in the job description as Teaching Assistant Trainer for a period of 9 months and/or \_\_\_\_\_ days beginning on the 1<sup>st</sup> day of September, in the year of 2017, and extending to the 30th day of June, in the year of 2018, at the compensation rate or fixed amount of nine hundred (\$ 900.00) until this Contract has been fulfilled. Said compensation shall be paid in monthly installments on the 20<sup>th</sup> day of each month for the performance of the extra duty assignment, beginning in the month of November in the year of 2017, and ending in the month of June in the year of 2018.
2. The Employee will, at all times, faithfully perform all of the duties that may be required pursuant to the express and implicit terms hereof, to the reasonable satisfaction of the School. Such duties shall be rendered at School premises and such other place or places as the School shall in good faith require or as the interests, needs, business or opportunity of the School shall require.
3. The Terms of Employment of this Contract shall remain in effect for the period set forth above and concerns the extra duty described herein. This Contract is separate and apart from any certificated employee's regular duties and any Category 1, 2, 3, Renewable, or Retired Certified Personnel Contract.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, the duly adopted rules of the State Board of Education and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract. It is further understood that this Contract excludes any expectation of employment beyond the terms given herein, and the procedural requirements of Section 33-515A, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Employee has executed the same all on the date first above written.

MONTICELLO MONTESSORI PUBLIC CHARTER SCHOOL, BONNEVILLE COUNTY, STATE OF IDAHO

\_\_\_\_\_  
EMPLOYEE By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

## STATE OF IDAHO

### CHARTER SCHOOL SUPPLEMENTAL CONTRACT FORM

THIS CONTRACT, Made this 17<sup>th</sup> day of Spetember, year 2017, by and between  
Monticello Montessori Charter School in Ammon, Idaho ("the School"), and Emi Walker ("the Employee"),

WITNESSETH:

1. The School hereby contracts to hire the Employee to perform an extra duty assignment or extra days as provided in the job description as Head Teacher and Marketing Coordinator for a period of 9 months and/or 180 days beginning on the 29<sup>th</sup> day of August, in the year of 2017, and extending to the 29<sup>th</sup> day of May, in the year of 2018, at the compensation rate or fixed amount of two thousand seventy five dollars (\$2075.00) until this Contract has been fulfilled. Said compensation shall be paid in monthly installments on the 20<sup>th</sup> day of each month for the performance of the extra duty assignment, beginning in the month of October in the year of 2017, and ending in the month of June in the year of 2018.
2. The Employee will, at all times, faithfully perform all of the duties that may be required pursuant to the express and implicit terms hereof, to the reasonable satisfaction of the School. Such duties shall be rendered at School premises and such other place or places as the School shall in good faith require or as the interests, needs, business or opportunity of the School shall require.
3. The Terms of Employment of this Contract shall remain in effect for the period set forth above and concerns the extra duty described herein. This Contract is separate and apart from any certificated employee's regular duties and any Category 1, 2, 3, Renewable, or Retired Certified Personnel Contract.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, the duly adopted rules of the State Board of Education and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract. It is further understood that this Contract excludes any expectation of employment beyond the terms given herein, and the procedural requirements of Section 33-515A, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Employee has executed the same all on the date first above written.

\_\_\_\_\_ CHARTER SCHOOL \_\_\_\_\_ COUNTY, STATE OF IDAHO

\_\_\_\_\_ By \_\_\_\_\_, CHAIRMAN  
EMPLOYEE BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

## STATE OF IDAHO

### CHARTER SCHOOL SUPPLEMENTAL CONTRACT FORM

THIS CONTRACT, Made this 17<sup>th</sup> day of September, year 2017, by and between  
Monticello Montessori Charter School in Ammon, Idaho ("the School"), and Caisa Call ("the Employee"),

WITNESSETH:

1. The School hereby contracts to hire the Employee to perform an extra duty assignment or extra days as provided in the job description as Head Teacher and Extra Mentee for period of 9 months and/or 180 days beginning on the 29<sup>th</sup> day of August, in the year of 2017, and extending to the 29<sup>th</sup> day of May, in the year of 2018, at the compensation rate or fixed amount of two thousand seventy five dollars (\$2075.00) until this Contract has been fulfilled. Said compensation shall be paid in monthly installments on the 20<sup>th</sup> day of each month for the performance of the extra duty assignment, beginning in the month of October in the year of 2017, and ending in the month of June in the year of 2018.
2. The Employee will, at all times, faithfully perform all of the duties that may be required pursuant to the express and implicit terms hereof, to the reasonable satisfaction of the School. Such duties shall be rendered at School premises and such other place or places as the School shall in good faith require or as the interests, needs, business or opportunity of the School shall require.
3. The Terms of Employment of this Contract shall remain in effect for the period set forth above and concerns the extra duty described herein. This Contract is separate and apart from any certificated employee's regular duties and any Category 1, 2, 3, Renewable, or Retired Certified Personnel Contract.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, the duly adopted rules of the State Board of Education and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract. It is further understood that this Contract excludes any expectation of employment beyond the terms given herein, and the procedural requirements of Section 33-515A, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Employee has executed the same all on the date first above written.

\_\_\_\_\_ CHARTER SCHOOL \_\_\_\_\_ COUNTY, STATE OF IDAHO

\_\_\_\_\_ By \_\_\_\_\_, CHAIRMAN  
EMPLOYEE BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

# STATE OF IDAHO

## CATEGORY 2 CHARTER SCHOOL CERTIFIED PERSONNEL CONTRACT

THIS CONTRACT, made this fifteenth day of June year of 2017, by and between Monticello Montessori Charter School in Ammon, Idaho ("the School"), and Ralph Armstrong ("the Certified Personnel").

WITNESSETH:

1. The School hereby employs the Certified Personnel pursuant to Idaho Code § 33-5206 for the duration of the 2017-2018 school year, consisting of a period of 180 days, and agrees to pay the Certified Personnel for said services a sum of Thirty five thousand five hundred Dollars (\$35,500) of which 1/12th shall be payable on the 20th day(s) of the months July year of 2017 to June year of 2018 inclusive, and such other monetary benefits as accorded to its certificated employees by the School.
2. Assignment(s): Elementary Teacher and such other duties as may be assigned by the School for which the Certified Personnel is properly certified and endorsed.
3. The Certified Personnel agrees to perform all assignments made by the School in accordance with the highest professional standards and to have and maintain the legal qualifications required for the assignment or to teach in the aforesaid grades or subjects during all times that performance is required hereunder.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, such duly adopted rules of the State Board of Education that apply to public charter schools, and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract.
5. A full year under this Contract will count towards renewable contract status, in accordance with Section 33-515, Idaho Code.
6. Any material false statement knowingly made in the written application for a position with the School shall constitute sufficient ground for voiding this Contract.
7. It is mutually understood and agreed by and between the parties that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, except as expressly stated in this agreement.
8. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of a Master Contract, if any, applicable for the same school year as this Contract, including, but not limited to, amendments or modifications made pursuant to Section 33-522, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Certified Personnel has executed the same all on the date first above written.

MONTICELLO MONTESSORI CHARTER SCHOOL, BONNEVILLE COUNTY, STATE OF IDAHO

\_\_\_\_\_  
CERTIFIED PERSONNEL By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

**STATE OF IDAHO**  
**RENEWABLE CHARTER SCHOOL CERTIFIED PERSONNEL CONTRACT**

THIS CONTRACT, made this 15th day of June year of 2017, by and between MONTICELLO MONTESSORI Charter School in Ammon, Idaho ("the School"), and Shauna Garner ("the Certified Personnel").

WITNESSETH:

1. The School hereby employs the Certified Personnel pursuant to Idaho Code § 33-5206 for the duration of the 2017-2018 school year consisting of a period of 180 days, and agrees to pay the Certified Personnel for said services a sum of Thirty seven thousand six hundred eleven Dollars (\$37,611) of which 1/12th shall be payable on the 20th day(s) of the months July year of 2017 to June year of 2018 inclusive, and such other monetary benefits as accorded to its certificated employees by the School.
2. Assignment(s): Elementary Teacher and such other duties as may be assigned by the School for which the Certified Personnel is properly certified and endorsed.
3. The Certified Personnel agrees to perform all assignments made by the School in accordance with the highest professional standards and to have and maintain the legal qualifications required for the assignment or to teach in the aforesaid grades or subjects during all times that performance is required hereunder.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, such duly adopted rules of the State Board of Education that apply to public charter schools, and the policies of the School which are, by reference, incorporated herein and made a part of this agreement the same as if fully set forth herein.
5. Any material false statement knowingly made in the written application for a position with the School shall constitute sufficient ground for voiding this Contract.
6. The School Board of Directors may terminate or reduce the full-time equivalency status of this contract upon conclusion of the school year stated in Section 1 of this contract, without owing any further compensation, in the event that the Board institutes a reduction in force pursuant to Section 33-522A, Idaho Code, resulting in the termination or reduction of the employment relationship between the School and the Certified Personnel.
7. It is mutually understood and agreed by and between the parties that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, except as expressly stated in this Contract.
8. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of a Master Contract, if any, applicable for the same school year as this Contract, including, but not limited to, amendments or modifications made pursuant to Section 33-522, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Certified Personnel has executed the same all on the date first above written.

MONTICELLO MONTESSORI CHARTER SCHOOL BONNEVILLE COUNTY(IES) STATE OF IDAHO

\_\_\_\_\_  
CERTIFIED PERSONNEL

By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK



**STATE OF IDAHO**  
**RENEWABLE CHARTER SCHOOL CERTIFIED PERSONNEL CONTRACT**

THIS CONTRACT, made this 15th day of June year of 2017, by and between MONTICELLO MONTESSORI Charter School in Ammon, Idaho ("the School"), and Caisa Call ("the Certified Personnel").

WITNESSETH:

1. The School hereby employs the Certified Personnel pursuant to Idaho Code § 33-5206 for the duration of the 2017-2018 school year consisting of a period of 180 days, and agrees to pay the Certified Personnel for said services a sum of forty thousand six hundred thirty Dollars (\$40,630) of which 1/12th shall be payable on the 20th day(s) of the months July year of 2017 to June year of 2018 inclusive, and such other monetary benefits as accorded to its certificated employees by the School.
2. Assignment(s): Elementary Teacher and such other duties as may be assigned by the School for which the Certified Personnel is properly certified and endorsed.
3. The Certified Personnel agrees to perform all assignments made by the School in accordance with the highest professional standards and to have and maintain the legal qualifications required for the assignment or to teach in the aforesaid grades or subjects during all times that performance is required hereunder.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, such duly adopted rules of the State Board of Education that apply to public charter schools, and the policies of the School which are, by reference, incorporated herein and made a part of this agreement the same as if fully set forth herein.
5. Any material false statement knowingly made in the written application for a position with the School shall constitute sufficient ground for voiding this Contract.
6. The School Board of Directors may terminate or reduce the full-time equivalency status of this contract upon conclusion of the school year stated in Section 1 of this contract, without owing any further compensation, in the event that the Board institutes a reduction in force pursuant to Section 33-522A, Idaho Code, resulting in the termination or reduction of the employment relationship between the School and the Certified Personnel.
7. It is mutually understood and agreed by and between the parties that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, except as expressly stated in this Contract.
8. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of a Master Contract, if any, applicable for the same school year as this Contract, including, but not limited to, amendments or modifications made pursuant to Section 33-522, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Certified Personnel has executed the same all on the date first above written.

MONTICELLO MONTESSORI CHARTER SCHOOL, BONNEVILLE COUNTY(IES) STATE OF IDAHO

\_\_\_\_\_  
CERTIFIED PERSONNEL

By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

# STATE OF IDAHO

## CATEGORY 2 CHARTER SCHOOL CERTIFIED PERSONNEL CONTRACT

THIS CONTRACT, made this fifteenth day of June year of 2017, by and between Monticello Montessori Charter School in Ammon, Idaho ("the School"), and Kim Jackson ("the Certified Personnel").

WITNESSETH:

1. The School hereby employs the Certified Personnel pursuant to Idaho Code § 33-5206 for the duration of the 2017-2018 school year, consisting of a period of 180 days, and agrees to pay the Certified Personnel for said services a sum of Thirty five thousand five hundred Dollars (\$35,500) of which 1/12th shall be payable on the 20th day(s) of the months July year of 2017 to June year of 2018 inclusive, and such other monetary benefits as accorded to its certificated employees by the School.
2. Assignment(s): Elementary Teacher and such other duties as may be assigned by the School for which the Certified Personnel is properly certified and endorsed.
3. The Certified Personnel agrees to perform all assignments made by the School in accordance with the highest professional standards and to have and maintain the legal qualifications required for the assignment or to teach in the aforesaid grades or subjects during all times that performance is required hereunder.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, such duly adopted rules of the State Board of Education that apply to public charter schools, and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract.
5. A full year under this Contract will count towards renewable contract status, in accordance with Section 33-515, Idaho Code.
6. Any material false statement knowingly made in the written application for a position with the School shall constitute sufficient ground for voiding this Contract.
7. It is mutually understood and agreed by and between the parties that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, except as expressly stated in this agreement.
8. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of a Master Contract, if any, applicable for the same school year as this Contract, including, but not limited to, amendments or modifications made pursuant to Section 33-522, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Certified Personnel has executed the same all on the date first above written.

MONTICELLO MONTESSORI CHARTER SCHOOL, BONNEVILLE COUNTY, STATE OF IDAHO

\_\_\_\_\_  
CERTIFIED PERSONNEL

By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

# STATE OF IDAHO

## CATEGORY 2 CHARTER SCHOOL CERTIFIED PERSONNEL CONTRACT

THIS CONTRACT, made this fifteenth day of June year of 2017, by and between Monticello Montessori Charter School in Ammon, Idaho ("the School"), and Brent Garner ("the Certified Personnel").

WITNESSETH:

1. The School hereby employs the Certified Personnel pursuant to Idaho Code § 33-5206 for the duration of the 2017-2018 school year, consisting of a period of 180 days, and agrees to pay the Certified Personnel for said services a sum of Forty two thousand eight hundred twenty five Dollars (\$42,825) of which 1/12th shall be payable on the 20th day(s) of the months July year of 2017 to June year of 2018 inclusive, and such other monetary benefits as accorded to its certificated employees by the School.
2. Assignment(s): Special Education Teacher and such other duties as may be assigned by the School for which the Certified Personnel is properly certified and endorsed.
3. The Certified Personnel agrees to perform all assignments made by the School in accordance with the highest professional standards and to have and maintain the legal qualifications required for the assignment or to teach in the aforesaid grades or subjects during all times that performance is required hereunder.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, such duly adopted rules of the State Board of Education that apply to public charter schools, and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract.
5. A full year under this Contract will count towards renewable contract status, in accordance with Section 33-515, Idaho Code.
6. Any material false statement knowingly made in the written application for a position with the School shall constitute sufficient ground for voiding this Contract.
7. It is mutually understood and agreed by and between the parties that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, except as expressly stated in this agreement.
8. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of a Master Contract, if any, applicable for the same school year as this Contract, including, but not limited to, amendments or modifications made pursuant to Section 33-522, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Certified Personnel has executed the same all on the date first above written.

MONTICELLO MONTESSORI CHARTER SCHOOL, BONNEVILLE COUNTY, STATE OF IDAHO

\_\_\_\_\_  
CERTIFIED PERSONNEL

By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

**STATE OF IDAHO**  
**RENEWABLE CHARTER SCHOOL CERTIFIED PERSONNEL CONTRACT**

THIS CONTRACT, made this 15th day of June year of 2017, by and between MONTICELLO MONTESSORI Charter School in Ammon, Idaho ("the School"), and Rebecca Lance ("the Certified Personnel").

WITNESSETH:

1. The School hereby employs the Certified Personnel pursuant to Idaho Code § 33-5206 for the duration of the 2017-2018 school year consisting of a period of 180 days, and agrees to pay the Certified Personnel for said services a sum of Thirty eight thousand nine hundred ninety nine Dollars (\$38,999) of which 1/12th shall be payable on the 20th day(s) of the months July year of 2017 to June year of 2018 inclusive, and such other monetary benefits as accorded to its certificated employees by the School.
2. Assignment(s): Elementary Teacher and such other duties as may be assigned by the School for which the Certified Personnel is properly certified and endorsed.
3. The Certified Personnel agrees to perform all assignments made by the School in accordance with the highest professional standards and to have and maintain the legal qualifications required for the assignment or to teach in the aforesaid grades or subjects during all times that performance is required hereunder.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, such duly adopted rules of the State Board of Education that apply to public charter schools, and the policies of the School which are, by reference, incorporated herein and made a part of this agreement the same as if fully set forth herein.
5. Any material false statement knowingly made in the written application for a position with the School shall constitute sufficient ground for voiding this Contract.
6. The School Board of Directors may terminate or reduce the full-time equivalency status of this contract upon conclusion of the school year stated in Section 1 of this contract, without owing any further compensation, in the event that the Board institutes a reduction in force pursuant to Section 33-522A, Idaho Code, resulting in the termination or reduction of the employment relationship between the School and the Certified Personnel.
7. It is mutually understood and agreed by and between the parties that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, except as expressly stated in this Contract.
8. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of a Master Contract, if any, applicable for the same school year as this Contract, including, but not limited to, amendments or modifications made pursuant to Section 33-522, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Certified Personnel has executed the same all on the date first above written.

MONTICELLO MONTESSORI CHARTER SCHOOL BONNEVILLE COUNTY(IES) STATE OF IDAHO

\_\_\_\_\_  
CERTIFIED PERSONNEL

By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

# STATE OF IDAHO

## CHARTER SCHOOL CERTIFIED PERSONNEL CONTRACT

THIS CONTRACT, made this 18th day of August year of 2017, by and between Monticello Montessori Charter School District in Ammon, Idaho ("the School"), and Lettie Stradley-Bass ("the Certified Personnel").

WITNESSETH:

1. The School hereby employs the Certified Personnel pursuant to Section 33-5206(4), Idaho Code, on a limited one school-year basis, solely for the duration of the 2017-2018 school year, ending on or about May 31, 2018, consisting of a period of 180 days and agrees to pay the Certified Personnel for said services a sum of Seven Thousand Dollars (\$7,000), of which 1/10th shall be payable on the 20th day(s) of the months September, year of 2017, to June, year of 2018, inclusive, and such other monetary benefits as accorded to its certificated employees by the School.
2. Assignment(s): Safety and antibullying instruction, and school counseling, and such other duties as may be assigned by the School for which the Certified Personnel is properly certified and endorsed.
3. The parties hereto agree that this is a one-year Contract entered into pursuant to Section 33- 514, Idaho Code, which is limited in duration to the school year set forth above, and that no property rights attach to this Contract beyond the term of this Contract. No further notice is required by the School to terminate the Contract at the conclusion of the school year, and such Contract will automatically terminate at the end of the school year.
4. The Certified Personnel agrees to perform all assignments made by the School in accordance with the highest professional standards and to have and maintain the legal qualifications required for certification and to teach in the aforesaid grades or subjects during all times that performance is required hereunder.
5. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, such duly adopted rules of the State Board of Education that apply to public charter schools, and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein.
6. Any material false statement knowingly made in the written application for a position with the School shall constitute sufficient ground for voiding this Contract.
7. It is mutually understood and agreed by and between the parties that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, except as expressly stated in this Contract.
8. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of a Master Contract, if any, applicable for the same school year as this Contract, including, but not limited to, amendments or modifications made pursuant to Section 33-522, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Certified Personnel has executed the same all on the date first above written.

Monticello Montessori CHARTER SCHOOL Bonneville COUNTY, STATE OF IDAHO

\_\_\_\_\_  
CERTIFIED PERSONNEL

By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

**STATE OF IDAHO**  
**RENEWABLE CHARTER SCHOOL CERTIFIED PERSONNEL CONTRACT**

THIS CONTRACT, made this 15th day of June year of 2017, by and between MONTICELLO MONTESSORI Charter School in Ammon, Idaho ("the School"), and Anthony Walker ("the Certified Personnel").

WITNESSETH:

1. The School hereby employs the Certified Personnel pursuant to Idaho Code § 33-5206 for the duration of the 2017-2018 school year consisting of a period of 180 days, and agrees to pay the Certified Personnel for said services a sum of Thirty eight thousand nine hundred ninety nine Dollars (\$38,999) of which 1/12th shall be payable on the 20th day(s) of the months July year of 2017 to June year of 2018 inclusive, and such other monetary benefits as accorded to its certificated employees by the School.
2. Assignment(s): Elementary Teacher and such other duties as may be assigned by the School for which the Certified Personnel is properly certified and endorsed.
3. The Certified Personnel agrees to perform all assignments made by the School in accordance with the highest professional standards and to have and maintain the legal qualifications required for the assignment or to teach in the aforesaid grades or subjects during all times that performance is required hereunder.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, such duly adopted rules of the State Board of Education that apply to public charter schools, and the policies of the School which are, by reference, incorporated herein and made a part of this agreement the same as if fully set forth herein.
5. Any material false statement knowingly made in the written application for a position with the School shall constitute sufficient ground for voiding this Contract.
6. The School Board of Directors may terminate or reduce the full-time equivalency status of this contract upon conclusion of the school year stated in Section 1 of this contract, without owing any further compensation, in the event that the Board institutes a reduction in force pursuant to Section 33-522A, Idaho Code, resulting in the termination or reduction of the employment relationship between the School and the Certified Personnel.
7. It is mutually understood and agreed by and between the parties that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, except as expressly stated in this Contract.
8. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of a Master Contract, if any, applicable for the same school year as this Contract, including, but not limited to, amendments or modifications made pursuant to Section 33-522, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Certified Personnel has executed the same all on the date first above written.

MONTICELLO MONTESSORI CHARTER SCHOOL BONNEVILLE COUNTY(IES) STATE OF IDAHO

\_\_\_\_\_  
CERTIFIED PERSONNEL

By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

# STATE OF IDAHO

## RENEWABLE CHARTER SCHOOL CERTIFIED PERSONNEL CONTRACT

THIS CONTRACT, made this 15th day of June year of 2017, by and between MONTICELLO MONTESSORI Charter School in Ammon, Idaho ("the School"), and Emi S. Walker ("the Certified Personnel").

WITNESSETH:

1. The School hereby employs the Certified Personnel pursuant to Idaho Code § 33-5206 for the duration of the 2017-2018 school year consisting of a period of 180 days, and agrees to pay the Certified Personnel for said services a sum of Forty one thousand ninety nine Dollars (\$41,099) of which 1/12th shall be payable on the 20th day(s) of the months July year of 2017 to June year of 2018 inclusive, and such other monetary benefits as accorded to its certificated employees by the School.
2. Assignment(s): Elementary Teacher and such other duties as may be assigned by the School for which the Certified Personnel is properly certified and endorsed.
3. The Certified Personnel agrees to perform all assignments made by the School in accordance with the highest professional standards and to have and maintain the legal qualifications required for the assignment or to teach in the aforesaid grades or subjects during all times that performance is required hereunder.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, such duly adopted rules of the State Board of Education that apply to public charter schools, and the policies of the School which are, by reference, incorporated herein and made a part of this agreement the same as if fully set forth herein.
5. Any material false statement knowingly made in the written application for a position with the School shall constitute sufficient ground for voiding this Contract.
6. The School Board of Directors may terminate or reduce the full-time equivalency status of this contract upon conclusion of the school year stated in Section 1 of this contract, without owing any further compensation, in the event that the Board institutes a reduction in force pursuant to Section 33-522A, Idaho Code, resulting in the termination or reduction of the employment relationship between the School and the Certified Personnel.
7. It is mutually understood and agreed by and between the parties that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, except as expressly stated in this Contract.
8. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of a Master Contract, if any, applicable for the same school year as this Contract, including, but not limited to, amendments or modifications made pursuant to Section 33-522, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Certified Personnel has executed the same all on the date first above written.

MONTICELLO MONTESSORI CHARTER SCHOOL BONNEVILLE COUNTY(IES) STATE OF IDAHO

\_\_\_\_\_  
CERTIFIED PERSONNEL

By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK

**STATE OF IDAHO**  
**RENEWABLE CHARTER SCHOOL CERTIFIED PERSONNEL CONTRACT**

THIS CONTRACT, made this 15th day of June year of 2017 by and between MONTICELLO MONTESSORI Charter School in Ammon, Idaho ("the School"), and Devon Whipple ("the Certified Personnel").

WITNESSETH:

1. The School hereby employs the Certified Personnel pursuant to Idaho Code § 33-5206 for the duration of the 2017-2018 school year consisting of a period of 180 days, and agrees to pay the Certified Personnel for said services a sum of Thirty eight thousand nine hundred ninety nine Dollars (\$38,999) of which 1/12th shall be payable on the 20th day(s) of the months July year of 2017 to June year of 2018 inclusive, and such other monetary benefits as accorded to its certificated employees by the School.
2. Assignment(s): Elementary Teacher and such other duties as may be assigned by the School for which the Certified Personnel is properly certified and endorsed.
3. The Certified Personnel agrees to perform all assignments made by the School in accordance with the highest professional standards and to have and maintain the legal qualifications required for the assignment or to teach in the aforesaid grades or subjects during all times that performance is required hereunder.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, such duly adopted rules of the State Board of Education that apply to public charter schools, and the policies of the School which are, by reference, incorporated herein and made a part of this agreement the same as if fully set forth herein.
5. Any material false statement knowingly made in the written application for a position with the School shall constitute sufficient ground for voiding this Contract.
6. The School Board of Directors may terminate or reduce the full-time equivalency status of this contract upon conclusion of the school year stated in Section 1 of this contract, without owing any further compensation, in the event that the Board institutes a reduction in force pursuant to Section 33-522A, Idaho Code, resulting in the termination or reduction of the employment relationship between the School and the Certified Personnel.
7. It is mutually understood and agreed by and between the parties that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, except as expressly stated in this Contract.
8. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of a Master Contract, if any, applicable for the same school year as this Contract, including, but not limited to, amendments or modifications made pursuant to Section 33-522, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Certified Personnel has executed the same all on the date first above written.

MONTICELLO MONTESSORI CHARTER SCHOOL, BONNEVILLE COUNTY(IES) STATE OF IDAHO

\_\_\_\_\_  
CERTIFIED PERSONNEL

By \_\_\_\_\_, CHAIRMAN  
BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
ADMINISTRATOR OR CLERK



**STATE OF IDAHO**  
**STANDARD CHARTER ADMINISTRATOR CONTRACT**

THIS CONTRACT, made this 18th day of May year of 2017, by and between Monticello Montessori Charter School, Ammon, Idaho ("the School"), and Erica Kemery ("the Administrator").

WITNESSETH:

1. That the School hereby employs said Administrator to perform the duties of Administrator so designated by the School and to perform such other duties as specified by the School at any time during the term hereof, provided that the Administrator is properly certified and endorsed to perform said duties for a period of one year (           months or days per year), beginning in the month and day of July 1, year of 2017, through the month and day of June 30, year of 2018, at a base salary of eighty two thousand one hundred dollars (\$82,100) per year, plus any additional annual increments, and such other monetary benefits accorded by the School to employees under contract for this position which may be described in a separate addendum. Said salary shall be paid in equal monthly installments in the amount of \$6841.67 on the 20th day(s) of each month beginning in July, year of 2017, to June, year of 2018, inclusive.
2. In consideration of the promises and agreement of the School hereinbefore recited, the Administrator agrees to assume the duties above recited at Monticello Montessori Charter School District NO. 474, Idaho on July 1, in the year 2017, and to faithfully perform and discharge the same to the best of his/her ability and as directed by the School and to comply with the applicable laws of the State of Idaho and duly adopted rules of the State Board of Education, and such regulations, directives and policies as the Board of Directors may legally prescribe which are, by reference, incorporated in and made a part of this agreement the same as if set forth herein.
3. The School shall review this Contract during the 2017-2018 year of performance hereunder to consider employing the Administrator beyond the last year designated in this contract. If the School elects to employ the Administrator beyond the last year designated in this Contract, it shall offer the Administrator a new Contract that reflects the new terms of employment, unless one of the parties notifies the other party by the sooner of the date this Contract expires or the July 1<sup>st</sup> following the last school year of employment under this Contract, of the intent to discontinue employment.
4. It is hereby mutually stipulated and agreed by and between the parties hereto that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, otherwise than is herein expressly stated, and that no property rights attach to this Contract beyond the term of this Contract.
5. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of any negotiated agreement between the parties as long as those terms do not conflict with the terms of this Contract.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Administrator has executed the same all on the date first above written.

Monticello Montessori CHARTER SCHOOL Bonneville COUNTY, STATE OF IDAHO

ADMINISTRATOR

By \_\_\_\_\_, CHAIRMAN

BOARD OF DIRECTORS

Attest: \_\_\_\_\_  
CLERK

# STATE OF IDAHO

## STANDARD CHARTER ADMINISTRATOR CONTRACT

THIS CONTRACT, made this 18th day of May year of 2017, by and between Monticello Montessori Charter School, Ammon, Idaho ("the School"), and Erica Kemery ("the Administrator").

WITNESSETH:

1. That the School hereby employs said Administrator to perform the duties of Administrator so designated by the School and to perform such other duties as specified by the School at any time during the term hereof, provided that the Administrator is properly certified and endorsed to perform said duties for a period of one year (           months or days per year), beginning in the month and day of July 1, year of 2017, through the month and day of June 30, year of 2018, at a base salary of eighty two thousand one hundred dollars (\$ 82,100) per year, plus any additional annual increments, and such other monetary benefits accorded by the School to employees under contract for this position which may be described in a separate addendum. Said salary shall be paid in equal monthly installments in the amount of \$ 6841.67 on the 20th day(s) of each month beginning in July, year of 2017, to June, year of 2018, inclusive.
2. In consideration of the promises and agreement of the School hereinbefore recited, the Administrator agrees to assume the duties above recited at Monticello Montessori Charter School District NO. 474, Idaho on July 1, in the year 2017, and to faithfully perform and discharge the same to the best of his/her ability and as directed by the School and to comply with the applicable laws of the State of Idaho and duly adopted rules of the State Board of Education, and such regulations, directives and policies as the Board of Directors may legally prescribe which are, by reference, incorporated in and made a part of this agreement the same as if set forth herein.
3. The School shall review this Contract during the 2017-2018 year of performance hereunder to consider employing the Administrator beyond the last year designated in this contract. If the School elects to employ the Administrator beyond the last year designated in this Contract, it shall offer the Administrator a new Contract that reflects the new terms of employment, unless one of the parties notifies the other party by the sooner of the date this Contract expires or the July 1<sup>st</sup> following the last school year of employment under this Contract, of the intent to discontinue employment.
4. It is hereby mutually stipulated and agreed by and between the parties hereto that nothing herein contained shall operate or be construed as a waiver of any of the rights, powers, privileges, or duties of either party hereto, by and under the laws of the State of Idaho, otherwise than is herein expressly stated, and that no property rights attach to this Contract beyond the term of this Contract.
5. The terms of this Contract shall be subject to amendment and adjustment to conform to the terms of any negotiated agreement between the parties as long as those terms do not conflict with the terms of this Contract.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Administrator has executed the same all on the date first above written.

Monticello Montessori CHARTER SCHOOL Bonneville COUNTY, STATE OF IDAHO

Erica Kemery By Paul O. Stan CHAIRMAN  
ADMINISTRATOR BOARD OF DIRECTORS

Attest: Kevin Parker  
CLERK

**STATE OF IDAHO**  
**CHARTER SCHOOL SUPPLEMENTAL CONTRACT FORM**

THIS CONTRACT, Made this 17th day of May year of 2017, by and between Monticello Montessori Charter School in Ammon, Idaho ("the School"), and Rebecca Lance ("the Employee"),

**WITNESSETH:**

1. The School hereby contracts to hire the Employee to perform an extra duty assignment as provided in the job description as Summer Community Coordinator for a period of 2 months and/or \_\_\_\_\_ days, beginning on the first \_\_\_\_\_ day of June, in the year of 2017, and extending to the fifteenth \_\_\_\_\_ day of August, in the year of 2017, at the compensation rate or fixed amount of six hundred dollars (\$ 600.00) until this Contract has been fulfilled. Said compensation shall be paid in monthly installments on the twentieth day of each month for the performance of the extra duty assignment, beginning in the month of June in the year of 2017, and ending in the month of August in the year of 2017.
2. The Employee will, at all times, faithfully perform all of the duties that may be required pursuant to the express and implicit terms hereof, to the reasonable satisfaction of the School. Such duties shall be rendered at School premises and such other place or places as the School shall in good faith require or as the interests, needs, business or opportunity of the School shall require.
3. The Terms of Employment of this Contract shall remain in effect for the period set forth above and concerns the extra duty described herein. This Contract is separate and apart from any certificated employee's regular duties and any other Teacher Contract Form.
4. It is understood and agreed between the parties that this Contract is subject to the applicable laws of the State of Idaho, the duly adopted rules of the State Board of Education and the policies of the School which are, by reference, incorporated herein and made a part of this Contract the same as if fully set forth herein, and that no property rights attach to this Contract beyond the term of this Contract. It is further understood that this Contract excludes any expectation of employment beyond the terms given herein, and the procedural requirements of Section 33-515A, Idaho Code.

IN WITNESS WHEREOF the School has caused this Contract to be executed in its name by its proper officials and the Employee has executed the same all on the date first above written.

Monticello Montessori CHARTER SCHOOL Bonneville COUNTY, STATE OF IDAHO  
Rebecca Lance By [Signature], CHAIRMAN  
EMPLOYEE BOARD OF DIRECTORS

Attest: [Signature]  
ADMINISTRATOR OR CLERK

Audits  
Taxes  
Special Services



11501 Highway 95  
Payette, Idaho 83661  
www.qcpas.com  
info@qcpas.com  
P: 208-642-1417  
F: 208-642-1582

January 15, 2018

Monticello Montessori Public Charter School  
4707 S. Sweetwater Way  
Ammon, ID 83406

RE: **FY18, FY19, & FY20 Independent Audits**

We are pleased to confirm our understanding of the services we are to provide Monticello Montessori Public Charter School (the School) for the years ended June 30, 2018, 2019, and 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the School as of and for the years ended June 30, 2018, 2019, and 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), to supplement the School's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, and historical context. As part of our engagement, we will apply certain limited procedures to the School's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. As in prior years, management's discussion & analysis (MD&A) will be excluded. If supplementary information other than RSI accompanies the basic financial statements, we will subject it to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements. Provisions described in this engagement letter relating to a Single Audit, the Uniform Guidance, or the schedule of expenditures of federal awards only apply when the School is subject to a Single Audit.

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of the accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of the School. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the single audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

## **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

## **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and

detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

## **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the School's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the addressee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the School's major programs. The purpose of these procedures will be to express an opinion on the School's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

## **Other Services**

We will also assist with preparing the financial statements, schedule of expenditures of federal awards, and related notes of the School in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on the information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

## Management Responsibilities

Management is responsible for (a) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (b) following laws and regulations; (c) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (d) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the School involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud, affecting the School received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified

including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan and make them ready for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with

preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### Engagement Administration, Prices, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form (when applicable) that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the School; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Quest CPAs PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Legislative Services Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Quest CPAs PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by Legislative Services Office. If we are aware that a federal awarding agency, pass-through entity, or addressee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audits in May and to issue our reports no later than September 30th. Kurt R. Folke or Daniel T. Coleman will be the engagement partner and will be responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

We agree that our prices for these services will not exceed:

Service	Description	FY18	FY19	FY20
Financial Audit	Financial audit required by Idaho Code	\$5,650	\$5,900	\$6,150
Form 990 Prep	Preparation of Form 990 which is required by IRS to maintain tax-exempt status	\$750	\$800	\$850
Additional Services	Additional services - only if needed/requested - see Appendix A			

Our invoices will be rendered each month as work progresses and are payable on presentation. The above prices are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new price estimate before we incur the additional costs.

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 let us know. If you agree with the terms of our engagement as described in this letter, please sign one copy and return it to us.

Very truly yours,

**Quest CPAs PLLC**

RESPONSE:

This letter correctly sets forth the understanding of the School.

Management signature: 

Title: Administrative

Date: 2/15/17

Governance signature\*: \_\_\_\_\_

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

Date: \_\_\_\_\_

*\*If the governing body has delegated this responsibility to management, the governance signature is not required.*

## APPENDIX A – ADDITIONAL SERVICES

The following additional services are available as needed. Please contact us if you think your School will be needing assistance with any of them.

Service	Description	FY18	FY19	FY20
Single Audit	Additional compliance audit needed if the School spends over \$750K in federal funds	\$1,500	\$1,575	\$1,650
Bond, loan, capital lease <u>issuances</u> , <u>refinances</u> , or <u>refundings</u> and related accounting, financial reporting, and auditing (AFRA). Price is only charged during the initial year of the bond, loan, and capital lease issuance/refinance/refunding.				
AFRA for new bond, loan, & capital lease <u>issuances</u>	For new bond, loan, and capital lease <u>issuances</u> , providing assistance with proper accounting (i.e. preparing appropriate journal entries, using correct funds), financial reporting (i.e. note disclosures, amortization tables, and changes in LT debt tables), and auditing.	\$750	\$800	\$850
AFRA for bond & loan <u>refinances</u>	For bond, loan, and capital lease <u>refinances</u> , providing assistance with proper accounting (i.e. preparing appropriate journal entries), financial reporting (i.e. note disclosures, amortization tables, and changes in LT debt tables), and auditing.	\$750	\$800	\$850
AFRA for bond <u>advance refundings</u> - (these are the most common and complex refundings)	For bond <u>advance refundings</u> , providing assistance with proper accounting (i.e. preparing appropriate journal entries), financial reporting (i.e. note disclosures, amortization tables, and changes in LT debt tables), and auditing.	\$1,500	\$1,550	\$1,600
AFRA for bond <u>current refundings</u> - (these are the less common and simpler refundings)	For bond <u>current refundings</u> , providing assistance with proper accounting (i.e. preparing appropriate journal entries), financial reporting (i.e. note disclosures, amortization tables, and changes in LT debt tables), and auditing.	\$750	\$800	\$850

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## APPENDIX A – ADDITIONAL SERVICES

The following additional services are available as needed. Please contact us if you think your School will be needing assistance with any of them.

Service	Description	FY18	FY19	FY20
AFRA for GASB 75 OPEB (only if school implements this GASB)	For GASB 75 OPEB, providing assistance with proper accounting (i.e. preparing appropriate journal entries), financial reporting (i.e. note disclosures and RSL), and auditing.	\$1,500	\$1,550	\$1,600

The following additional services, if needed, are billed at our standard hourly rate of \$150 / hour. *Note: Email/phone questions from clients are still very welcome and free of charge.*

Assistance with preparing year-end accrual entries to ensure books are recorded in accordance with generally accepted accounting principles and therefore are ready to audit. <i>Note: Minor adjustments (up to 5) are provided free of charge and instructions on how to prepare accrual adjustments (so business managers can do this themselves) is provided free of charge.</i>	Billed at standard hourly rates	Billed at standard hourly rates	Billed at standard hourly rates
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Written responses for technical inquiries regarding GASBs or consent disclosures for bond issuances to third parties (i.e. S&P, bond underwriters)	Written responses for technical inquiries regarding GASBs (i.e. 68/75) to third parties (S&P) or consent disclosures for bond issuances for third parties (underwriters) all require documentation and procedures on part of the auditor. <i>Note: Email and phone questions from clients are still very welcome and free of charge.</i>	Billed at standard hourly rates	Billed at standard hourly rates	Billed at standard hourly rates
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Other school finance services	We provide a variety of other school finance related services including accounting and financial training (board, business manager, school), agreed-upon procedures (for detailed matters outside the scope of the regular audits), networking / mentoring, etc. - some services are charged and some are not - depending on the service and time expended.	Billed at standard hourly rates	Billed at standard hourly rates	Billed at standard hourly rates
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