

Contracted Services in 2014-15:

1. MEETINGWISE (Meeting Planning Consultant)

Location: Manhattan Beach, CA

Type: Multi-year agreement

Principal: Tracy Newell, CMP

Services Rendered: Site research and contract negotiations for all major events of the Association. Provides limited on site assistance at events, these services can be increased by addendum to the contract. Includes ACBO spring and fall conferences.

2014-15 Cost: \$16,200 (includes \$1,500 addendum for Admin 101 on site service.)

Expiration: June 2016

2. SCHOOL SERVICES OF CALIFORNIA INC. (Legislative Consultants)

Location: Sacramento, CA

Type: Multi-year agreement

Principals: Sheila Vickers and Michelle McKay-Underwood

Services Rendered: Consulting on legislation and budget; advisory to the Board and CFLA; provides weekly updates and attends monthly meetings of CFLA and all meetings of the Board. Contract addendum signed in January included direct advocacy services on a month to month basis at an additional cost of \$1,500 per month over existing contract.

2014-15 Cost: \$36,540 plus direct expenses estimated at \$750

Expiration: June 2016; contract increases 3% per year starting in 2013.

3. BUCKLEY & ENDOW (Bookkeeping Services)

Location: Sacramento, CA

Type: Year to Year

Principals: Karen Takayama and Ren Endow
Services Rendered: Monthly reconciliation; bi-monthly payroll and quarterly payroll reports (941 Reports); annual financial report and 990/190 reporting. Includes ACBO services included in the existing MOU with ACBO, but does not include services of the Internal Controls Auditor which is a separate contract.

2014-15 Cost: \$13,200

Expiration: June 2015

4. JEFF BYRD GRAPHICS (Graphic Designer)

Location: Sacramento, CA

Type: Month to Month

Principal: Jeff Byrd

Services Rendered: Provides unique graphic design and layout for monthly newsletter; additional renderings at cost which are charged to project accounts.

Designs slides for web site; recruitment materials and ACBO projects which are all charged out separately and not a part of the contract.

2014-15 Cost: \$8,400 (based on \$175 per page cost/8 page newsletters/6 issues

Expiration: Rates reviewed annually

5. Sheena Du-Tran, CPA (Independent Contractor/Auditor)

Location: Orange County

Type: Project Based

Principal: Sheena Tran

Services Rendered: Annual internal controls auditor; currently affiliated with the Rancho Santiago CCD but working independently to provide an ongoing review of, and development of policies for the internal control of processes and compliance with accepted accounting processes for a non-profit association.

2014-15 Cost: \$4,500

Expiration: June 2015