

EEP - MOBC Management Services Agreement

Summary of Management Fee Costs		
Category of Services	Rate	Assumptions on Rate Calculation
Finance	47,000	CFO \$150. hour/75 hours and AP/GL work \$45. hour/800 hours
Human Resources	11,250	Human Resources \$75. hour/ 150 17k (2% of payroll is 40k for full blown PEO)
Operational Support/Strategic Planning	4,710	Strategic - \$50. hour/75 hours and Support -\$12. hour/80 hours
CEO Support and Strategic Planning	10,000	50 hours at \$200.
Development Admin/Grant Research and Support	6,000	Administration of donor base/board programs and grant research and support
<b>Total Management Fee</b>	<b>78,960</b>	

Objectives/Expectations on Services Performed		
	Description of Services	Key Expectations/G&O
Finance	Bookkeeping, accounting, payroll processing with ADP, accounts payable and receivable, financial reporting, strategic financial planning, CFO level consulting	Monthly financials by 15th of subsequent month (?), No invoice paid past due date (?), Set up recurring payments as appropriate, Once a month finance meeting (at least one week before board meeting dates on applicable months), Once a quarter (July/Aug also) audit of employee paychecks including benefits and retirement deductions (cross reference with MNPS invoices, include Lisa and Peter here), Issues resolved in a timely and satisfactory manner (especially any coding discrepancies or misalignment of budget to accounting software issues)
Human Resources	Talent/Recruitment, Benefit Management	1st line candidate review (including reviewing resumes, Personnel manual language support, Job description language support, Once a month meeting to review recruiting and retention results, participate in the quarterly deductions audit, Issues resolved in a timely and satisfactory manner
Operational Support and Strategic Planning	Provide resources to allow for school leader to focus on students and educational model.	Coordinate all building projects, facilitate moving furniture and big items in and out of storage unit, June/July hands on, real time building prep, once a month project check in after year starts, full building assessment (by Dec 2014 if feasible), continue positive relationship with MNPS around building issues. GOAL: building projects and maintenance performed in a cost effective and efficient manner a timely manner and continue positive relationships with MNPS to lay the foundation for the future, Issues resolved in a timely and satisfactory manner
CEO Support and Strategic Planning	Organizational leadership and school advocate	Continued community and political advocacy for reform movement in Nashville (including EEP), continued promotion of values of educational experience at Martha O'Bryan/East End Prep, long term lease/facilities acquiring discussion continuance, School Leader consult
Development Admin/Grant Research and Support	Administration of donor base/board programs and grant research and support	Development- Facilitate and maintain donor database and necessary communication (Founding 600, online store customers, in kind donors, one time cash donors, etc.), Coordination of fundraising events. Grant writing- Once a month meeting to check in on grant opportunities and current grant projects, spearhead and do the lionshare of the grant writing with EEP staff member is content source, GOAL: a total of 20k worth of grants each year, Issues resolved in a timely and satisfactory manner