

Accounting/Payroll/Personnel and Custodial Services
2021-2022 Memorandum of Agreement

Parties

This agreement is made between Joint School District No. 2 dba West Ada School District, hereinafter called the District, and Meridian Technical Charter High School and Meridian Medical Arts Charter High School.

Services

The District agrees to provide an employee, jointly selected by the charter schools, who will perform all accounting, payroll, and personnel services for Meridian Technical Charter High School and Meridian Medical Arts Charter High School during the 2021-2022 school year. This designated employee will perform accounting services and duties that are in direct service to both Charter Schools. This designated employee's responsibilities are solely to both Charter Schools. The list of services is not comprehensive and said employee will perform other duties as assigned by Charter School principals. The Charter Schools agree to follow all District policies and procedures in relation to accounting except where noted in Charter School Board Policy.

The District agrees to provide an employee who will perform all custodial services for Meridian Technical Charter High School and Meridian Medical Arts Charter High School during the 2021-2022 school year. This designated employee will perform custodial services and duties that are in direct service to both Charter Schools equally. This designated employee's responsibilities are solely to both Charter Schools. The list of services is not comprehensive and said employee will perform other duties as assigned by Charter School principals.

While the District employs the above-mentioned individuals, Meridian Medical Charter Arts High School and Meridian Technical Charter High School are expressly responsible for the actions, accuracy, and completeness of each individual.

Accounting Services

- Process checks
- Deposit and record funds
- Prepare reimbursement and billing
 - Enter/approve new vendors
- Process credit card bills and receipts
- Complete journal entries
 - Reconcile accounts and monthly bank statements
 - Prepare monthly financial statements
 - Enter budget as defined by principal and board of trustees
- Amend budget as requested by principal
- Approve budget adjustments
- Create additional funds and objects as needed
- Contract for, oversee, and prepare for the audit
- Prepare yearly reporting, including:
 - IFARMS
 - 990
 - Professional Technical C7 and 10R reports
 - Transportation reports
- Fixed asset accounting
- Enter purchase orders; process receiving in absence of charter secretary
- Provide training or assistance to charter school personnel on new systems and reports
- Maintain Associated Student Body (ASB) funds which includes but is not limited to:
 - Record all transactions
 - Reconcile accounts
 - Prepare monthly and as requested reports on accounts
 - Prepare and file ID State sales tax report
 - Process credit bills and receipts
 - Deposit funds
- Assist principal in developing financial procedures for new and current policies
- Attend board meetings and school functions as needed

Payroll Services

- All payroll files will be kept at the District including payroll documentation
- All personnel files, application, contract, evaluations and transcripts will be kept at each charter school
- Designated employee will provide monthly substitute reports, monthly payroll prelist reports, and quarterly payroll reports
- Designated employee will enter all payroll and personnel changes and corrections, print all checks, file all tax reports, keep W2 records, complete benefit package and complete fingerprinting
- Each charter school will contract with the District for substitute teachers
- Each charter school will reimburse the District for cost of substitute teachers

Personnel Services

- Job openings will be posted on the website of each charter school
- All charter school applicants must complete a specific charter application
- Charters will not have access to District personnel files
- Charters will maintain files of transcripts on applicants and employees
- Designated employee will print contracts for each charter school staff as directed by each charter school Board of Trustees

Custodial Services

- Clean both buildings
- Perform minor maintenance
- Mow grass/maintain landscape around buildings
- Order supplies and consumables through the District

Compensation

Meridian Technical Charter High School and Meridian Medical Arts Charter High School will pay the District in equal shares the salary and benefit cost of the designated employees.

The District is also eligible to charge each Charter an Authorizer Fee. The Authorizer fee will be no greater than what is allowed in Idaho Statue 33-5208. The District has the right to charge up to the amount in 33-5208 however is not required to charge such an amount and may choose at its discretion to waive charging such a fee.

West Ada School District

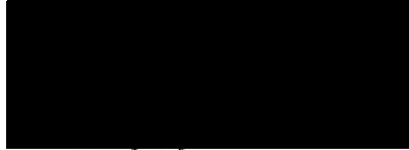
Meridian Technical Charter High School
3800 North Locust Grove Road
Meridian, Idaho 83646



Signature



Date

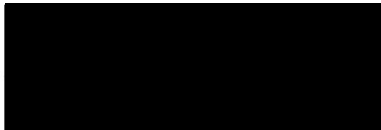


Signature



Date

Meridian Medical Arts Charter High School
1789 East Heritage Park Lane
Meridian, ID 83646



Signature



Date