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## SCOPE OF ENGAGEMENT

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The following is a detailed work plan outlining our understanding of the scope of the project and the methodology for complying with those requirements:

- 1) The management oversight consultant will meet with the CSRC to devise a specific plan of action for regular program monitoring. In addition, the consultant will work with the Committee's representative from the City of Milwaukee Comptroller's Office to ensure that a proper monitoring plan is in place for each school.
- 2) The consultant will prepare a schedule of site visits to be performed at each charter school during the school year. The school will be given at least one week notice prior to the meeting.
- 3) The consultant will visit each school a minimum of 1 time. During those visits, the consultant will meet with the school's administrative staff to determine whether the school is maintaining an effective financial management system.
- 4) For new schools in the first year of operations, the consultant will perform at least 2 site visits to perform walkthrough tests of financial controls to ensure an effective financial management system exists.
- 5) The consultant will obtain and review monthly and quarterly financial reports as outlined in each school's charter contract with the CSRC.
- 6) In addition, the consultant will perform additional tests to determine compliance with any other specific contractual provisions that relate to the school's management obligations.
- 7) The consultant will also receive and review in detail the school's annual financial audit and letter to management for any findings noted by the auditor.
- 8) In the event that significant problems exist at a specific school, the consultant will immediately contact the CRSC with the concerns identified, and will, if necessary, meet with the CSRC to develop a course of action.
- 9) If serious problems exist at a given school, the consultant will expand the review process if necessary and perform additional site visits.
- 10) After the end of each school's fiscal year, and following the receipt of all audit reports from the schools the consultant will prepare a detailed report on the results of the monitoring as well as the financial results and financial position of each school. Also, a scorecard grading each school on a scale of 0-100 based on criteria agreed to by the Committee will be prepared. These reports will be submitted to the CSRC and presented at a Committee meeting.
- 11) During the year, the consultant will be available to attend CRSC and/or Common Council meetings if requested.