



This Letter Purchase Order (LPO) for Services is issued pursuant to Agreement No. DESF 061463-SBCC between Clay County School Board (Buyer) and DES of Florida, LLC (Seller). Buyer hereby authorizes Seller's contractor to perform the following described Services:

1. **Scope of Work:** Interim Assistant Superintendent for Business Affairs
As described but not limited to; Attachment "A"

2. **Seller Contact:** Roy F DeCastro
DES of Florida LLC
PO Box 13935
Tallahassee, Florida 32317-3935
Phone: 850-893-1315
Fax: 850-894-1313

3. **Buyer Contact:** Mrs. Nancy Racine
900 Walnut Street
Green Cove Springs, Florida, 32177
Phone: 904-529-2604

4. **LPO Term:** November 01, 2014 – October 31, 2015. This LPO may be terminated by Buyer upon forty-five (45) days written notice to the Seller and provided, however, that such termination by Buyer shall not become effective until any/all work and transfer of knowledge specified in subject LPOs in effect at the time of said termination notice either has been completed by Seller or terminated by Buyer.

5. **LPO Cost:** Total cost, excluding expenses, shall not exceed \$139,275.40. Invoices will be billed monthly in the amount of \$11,606.29. Without exception, the fees listed in this LPO shall be in effect throughout the term of this LPO. Vacation, sick/personal and Holidays are to follow Buyers policy. Any vacation, sick/personal days accrued but not used shall be paid out at a rate of 50% of their value upon termination of contract. Any and all expenses, including travel, must be pre-approved by the Superintendent or their designee and will be reasonable, verifiable, and documented.

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PRIVATE/PROPRIETARY/LOCK  
CONTAINS PRIVATE AND/OR PROPRIETARY INFORMATION. MAY NOT BE USED OR DISCLOSED OUTSIDE Clay County School Board  
EXCEPT PURSUANT TO A WRITTEN AGREEMENT. MUST BE STORED IN LOCKED FILES WHEN NOT IN USE.

6. **Invoicing:** Invoices detailing the fees and expenses, including a reference to the LPO number, shall be submitted to the Buyer Contact listed in Item 3 of this LPO.

7. **Deliverables:** Deliverables shall be those items described in Item 1 of this LPO and will be further defined on an on-going basis throughout the term of this LPO and due as requested by the Buyer Contact listed in this LPO.

**DES OF FLORIDA, LLC**

By:   
(Authorized Signature)

Name: Roy F. DeCastro 09/04/2014  
Date

Title: Managing Partner

**CLAY COUNTY SCHOOL BOARD**

By: \_\_\_\_\_  
(Authorized Signature)

Name: Carol Studdard \_\_\_\_\_  
Date

Title: Chairman of the Board

By: \_\_\_\_\_  
(Authorized Signature)

Name: Charles VanZant \_\_\_\_\_  
Date

Title: Superintendent



# Attachment "A"

## DES of Florida, LLC

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### **Position:**

Interim Assistant Superintendent for Business Affairs

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### **Job Description:**

The Interim Assistant Superintendent for Business Affairs directly reports to the Superintendent of Schools. This person serves in a line-staff relationship with the Deputy Superintendent and staff relationship with the other Assistant Superintendents.

### **Responsibilities and duties of this position include:**

1. Supervise and evaluate the areas of Purchasing, Warehousing, Financial Records, Payroll, Accounts Payable, Property Control, Accounting, Auditing, Risk Management, Insurance and School Food Service.
2. Provide leadership and coordination for all aspects of work in the Division and at all levels for the budgeting process.
3. Supervise the reporting of all financial data to meet requirements set by local, state and federal agencies.
4. Work with auditors for district level and/or school auditing of financial records.
5. Establish procedures and guidelines for operations of Internal Accounts.
6. Plan and conduct an investment/loan schedule for the school system's funds
7. Establish a positive public relations program with all aspects of the community as related to the financial management of the school system.



**Required Qualifications:**

1. Master's Degree from accredited college or university in Accounting, Business Administration, or Finance. ACPA certification may be substituted for Master's Degree.
2. Minimum of five (5) years successful administrative experience with responsibilities related to the financial/business operations of a school district or comparable government experience with operating budgets in excess of \$150million annually.
3. Skill in human relations and supervision of personnel.
4. Experience in preparing or reviewing GASB compliant annual financial statements.
5. Experience in preparing or reviewing school district budgets according to DOE and TRIM requirements.
6. Knowledge of the following: Florida Education Finance Program, Florida Statutes, State Board of Education Regulations, and Financial and Program Cost Accounting and Reporting for Florida Schools