

# Agreement for Attendance Services

*Steve Helbert* agrees to provide Pioneer Career and Technology Center (the “Client”) with the services set forth herein (and as specified in the proposal and presentation), and the Client agrees to pay for such services on the following terms and conditions.

- ***Scope of Services***

Report on truant students as deemed necessary by the Client’s Administrative Team and other individuals as needed at the Client’s request. The Designee may also participate in the Client’s filing of truant students with Juvenile Court as directed by the Client.

The Firm will also continue to provide the following services for the Client.

1. **Attendance Services**, to include: (a) Notification to students and guardians of truancy along with explanation of the Clients policies and procedures pertaining to school age attendance; (b) Tracking truant students through DASL; (c) Verifying residence; (d) Representing Client in court; (e) Individual, monthly, and year to date reports to Client; (f) Other attendance services deemed necessary by client.
  - a. Firm personnel attendance at meeting and events as deemed necessary by the Firm and the Client

- ***Compensation Structure***

The Firm proposes the following compensation structure for Attendance Services outlined above.

1. Total Annual Costs for Client
  - a. \$6300 (\$700 per month) 5 hours per week @ \$35.00 per hour

The costs outlined are for nine (9) months (September 1, 2023, through May 31, 2024) of service; the Firm does not anticipate any other expenditure by the Client. Expenses such as liability insurance, meals, mileage, phone, and computer, as well as normal office-type expenses, are included within the costs, as the Firm believes that they are part of providing the Firm’s services. The Firm would expect to be reimbursed for payments made by

the Firm to third parties at the Client’s request or other unanticipated out of pocket expenses, BUT ONLY IF APPROVED BY THE CLIENT IN ADVANCE.

• **Terms and Conditions**

- 1. Monthly Costs are due upon receipt of monthly invoice from the Firm, Net 30
- 2. Monthly Costs continue immediately upon execution of this document.

This agreement shall continue in full force and effect until terminated by the parties. Either party may terminate this agreement upon 30 days’ written notice to the other. In the event of such termination, the Client agrees to pay any amounts due to the date of termination. If the Client has pre-paid, the Firm shall refund the unused portion of the amount paid. Any official notice must be addressed and sent to the individuals listed below.

- Mr. Steve Helbert  
949 North Henry Street  
Crestline, Ohio 44827  
(419)565-2125
- Mr. Greg Nickoli  
Superintendent  
Pioneer Career and Technology Center  
27 Ryan Road  
Shelby, Ohio 44875

Agreed to this day of May 2023.

\_\_\_\_\_ (the “Firm”)

BY: \_\_\_\_\_

Pioneer Career and Technology Center  
(the “Client”)

BY: \_\_\_\_\_

Board of Education Meeting Date Approval: // 2023.