



# Benton Harbor Area Schools

Quality Learning For Every Student Every Day

## MEMORANDUM

**To:** Scott Johnson, Chief Financial Officer  
**From:** Don Weatherspoon, Consent Agreement Consultant  
**Date:** April 29, 2016  
**Subject:** Approval of Proposed Stipend for Administrative Assistant to Benton Harbor Area Schools Consent Agreement Consultant

In accordance to Section 8(i) of the Consent Agreement between Benton Harbor Area Schools (BHAS) and the Michigan Department of Treasury dated September 23, 2014, I hereby utilize the defined authority of the Consent Agreement Consultant to approve payment from BHAS for the following stipend for Susan L. Parent to conduct her duties on behalf of BHAS as administrative assistant:

- Administrative Assistant Stipend – to be paid at an annual (twelve month) stipend amount of \$10,000
- Equipment/Supplies/Technology – annual (twelve month) amount of \$2,500 shall be paid from BHAS to Pontiac School District (PSD) within 45 days after presentment of invoice from PSD. Treasury shall reimburse BHAS for this cost within 45 days after presentment.
- Contract will equate to \$12,500/annually, plus any incremental increase in payroll taxes on the \$10,000 stipend, including: FICA, ORS, Workers Compensation, Unemployment, UAAL; and the Michigan Department of Treasury shall reimburse BHAS for all of these costs within 45 days of presentment

Agreement begins on February 22, 2016 and terminates at the end of Dr. Weatherspoon's contract, June 30, 2018.

### APPROVED

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Donald B. Weatherspoon  
Consent Agreement Consultant

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

N.A. Khouri  
for State Treasurer