

SCHOOL SERVICES PROPOSAL



LEWISTON-ALTURA PUBLIC SCHOOLS
ISD 857

bergankDV

EMPOWERING PEOPLE and CREATING A WOW EXPERIENCE FOR OUR CLIENTS.

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ATTACHMENTS THAT REQUIRE SIGNATURE:

PROFESSIONAL SERVICES AGREEMENT ATTACHMENT 1

LETTER OF TRANSMITTAL

Gwen Carman
Lewiston-Altura ISD 857
Sent via email

Dear Gwen,

On behalf of BerganKDV, I am pleased to submit this proposal providing your School with accounting and financial advisory services for fiscal years ending June 30, 2023 (including work starting April 1st, 2022). We appreciate the opportunity to propose on these services and your consideration of our firm. The attached provides some information about our firm, our team, the services we will provide to your School and the fees. In addition, we will need to you sign the attached Professional Services Agreement.

Here are a few benefits of working with BerganKDV:

- **School experience.** BerganKDV's dedicated School industry group provides accounting and financial advisory services to approximately 45 schools ranging in size from 50 to 2,200 students. We support our client schools with comprehensive accounting and financial advisory services including budgeting, financial management of state and federal grants, processing monthly accounting information including preparation of comprehensive interim financial statements and preparing accounting records for the annual financial audit.
- **In-depth knowledge of School accounting and tax regulations.** Our team stays abreast of the latest developments in Schools through ongoing third-party continuing education classes and extensive technical literature maintained in-house. Members of our team and firm are involved with MDE, MASBO, and other School supported organizations. We also keep you informed of upcoming regulations and the potential impact on your School, such as FASB's and GASB's new financial reporting rules.
- **Effective communication.** BerganKDV has set high internal standards for responding and communicating with our clients. Providing support exactly when and where you need it is the value our team brings. Your time is valuable; we will be clear and efficient in our communications, work to eliminate surprises and meet agreed-upon deadlines. We have a track record of performing client's requests based on their preferred timetable and delivering reports in advance of deadlines.
- **Innovative thinking and solutions driven.** When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do. We solve problems, whether it is technology, financial or operations related, we will find a way to help.

If there are any matters not adequately covered in this proposal, please feel free to contact us. We look forward to the opportunity to work with your school. We feel that we can provide a unique combination of accounting and financial advisory services to your school that will enhance the decision-making of your organization.

Upon signing the attached professional services agreement, both parties, BerganKDV and Lewiston-Altura ISD 857 agree to the terms outlined in this proposal for accounting and financial advisory services.

Sincerely,

Nick Taintor

Nick Taintor, CPA
Director of School Services
Farmington // 763.229.5854 // nick.taintor@bergankdv.com

FIRM PROFILE

We have an extensive background working with clients through a strategic approach; we don't just keep pace with the trends; we stay ahead of the curve. We explore new ways to innovate and operate more efficiently.

OUR STORY

The history of our firm began as far back as 1945, and since the beginning, BerganKDV has been rooted in community. Today we operate in multiple states, employ over 500 experts, and serve clients across the country. As we continue to grow, we acknowledge that we are not in the business to provide one-size-fits-all solutions. We invest the time to understand your specific needs and customize our services and solutions to meet them. Our playbook consists of business advisory, tax, audit, accounting, workforce management, technology, wealth management and turnaround management services. Sure, we offer a robust and competitive service portfolio and notable processes but what really makes us different?

OUR PEOPLE. When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do.

OFFICE LOCATIONS

Iowa Cedar Rapids, Coralville, Des Moines, and Waterloo // **Minnesota** Minneapolis, St. Cloud
Missouri Kansas City // **Nebraska** Omaha // **South Dakota** Rapid City

VISION AND VALUES

We are powered by people who do business the Midwest way delivering comprehensive business, financial and technology solutions. Our firm consists of highly talented individuals that put relationships before business deals and clients before profits. Our values drive our decisions.

CORE VALUES	<i>Curious</i>	ALWAYS LEARNING -- <i>To grow as individuals and as an organization.</i>
	AUTHENTIC	GENUINE IN OUR DECISIONS -- <i>To do what is right.</i>
	COMMITTED	LOYAL and TRUE -- <i>To build meaningful relationships.</i>
	PASSIONATE	PURPOSEFUL IN WHAT WE DO -- <i>To make a positive and lasting impact.</i>
	INNOVATIVE	FORWARD THINKING -- <i>To build brighter futures.</i>

FIRM PROFILE (CONTINUED)

COMMUNITY SUPPORT

At BerganKDV, we believe in giving back. We support the organizations our people and clients are actively involved with. On average, we support multiple events a week in our communities. BerganKDV's culture promotes community involvement by providing employees with paid volunteer time off.

In 2019, 2020 and again in 2021, BerganKDV used #GivingTuesday to provide seven nonprofit organizations, as voted on by our staff! [Learn more by visiting our website.](#)

DIVERSITY, EQUITY AND INCLUSION

BerganKDV follows Equal Employee Opportunities, Anti-Harassment, and Americans with Disabilities Act policies. BerganKDV has a dedicated DEI Council that meets every two weeks. Please [visit this link](#) to our website for additional information on the initiatives that are currently in place.

To ensure BerganKDV is hiring from a diverse pool of candidates, we utilize the following:

- Affirmative Action Plan
- Internally created and required annual implicit bias training which speaks to interviewing
- New manager training program which includes interviewer training that address this specifically
- Recruiting team ensures that we post our job ads in various places to try to gain a diverse candidate pool

BerganKDV is currently developing a DEI Perspective Sponsorship program that will be dedicated to support and retain people of color and/or women. Many of the BerganKDV team members serve on boards in the various communities we serve whose aim is to make a positive impact on communities of color, women, LGBTQ populations, individuals with disabilities, or rural communities. If you would like more details, please let us know.

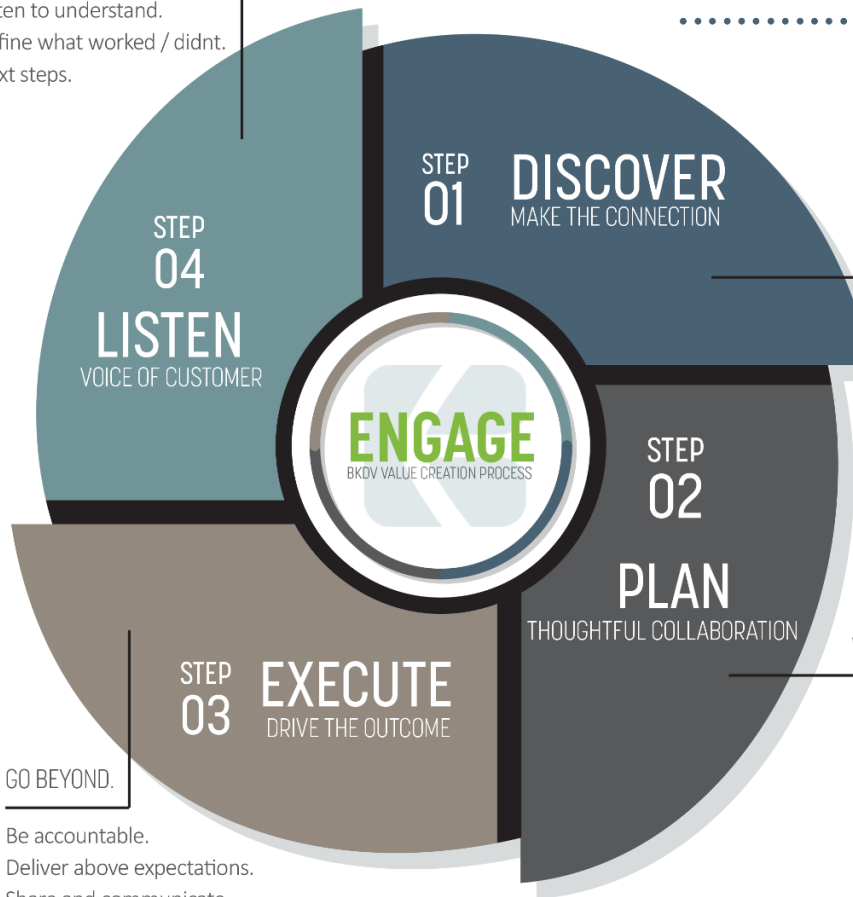
FIRM PROFILE (CONTINUED)

ENGAGE™ | OUR PROVEN VALUE CREATION PROCESS

We have aligned our team around our core values and are driven in our commitment to help clients and team members achieve their potential. We help clients reach their goals by utilizing our value creation process. Results of this process have led to more robust client relationships – deeper trust, enhanced communication and minimization of time for all. This process is a key component of our strategy in supporting and helping our clients further their organizations.

LEARN AND GROW.

Listen to understand.
Define what worked / didnt.
Next steps.



DELIVERING A WOW CLIENT EXPERIENCE

WE GO BEYOND SO YOU CAN **DO MORE**

That's you!

WHAT IS IMPORTANT TO THE CLIENT.

Be curious and ask helpful questions.
Ask to understand.
Discover priorities and opportunities.

WHAT CAN WE DO TO MAKE WHAT SEEMS IMPOSSIBLE, POSSIBLE.

Set expectations, goals and deliverables.
Utilize BKDV resources and network.
Share and communicate.

GO BEYOND.

Be accountable.
Deliver above expectations.
Share and communicate.

THE CLIENT EXPERIENCE

Your business is your passion. With every season, regardless of where you are in your journey, you deserve committed, customized, authentic support that is true to you and your business. **ENGAGE** is the 4-step value creation process developed to ensure consistency, comfort and delivery of your desired results.

DISCOVERY PROCESS

PLANNING SESSIONS

EXECUTION

LISTEN AND REVIEW

RESULTS



GRANT ADVISORY & ACCOUNTING/SERVS

- Review and monitor state and federal programs that require reimbursement through the MN Department of Education’s reimbursement reporting system (SERVS).
- Verify that the coding in the finance system matches SERVS.
- Process and maintain all necessary grant financial reports.
- Provide ongoing analysis on reasonability of grant expenditures to guarantee allowability.
- Assist with grant specific audits.
- Includes the following grants – Title, Covid Relief Funding (ESSER, GEER, other related grants)

BUDGETING

- Monitor the budget to verify the school is receiving all available funding to ensure they are maximizing their revenues.

AUDIT PREPARATION SERVICES

- Coordinate the audit process directly with your respective audit firm.
- Prepare all required audit files.
- Enter and review all year end accrual entries and ensure accurate financial reporting.
- Provide audit status reports to administration.
- Ensure all reports are submitted by mandated deadlines.

MEET OUR SCHOOL SERVICES LEADERSHIP TEAM

BerganKDV has a personalized team of professionals to meet your unique needs. Your BerganKDV team has extensive experience working with Schools. This translates into a greater ability to understand your unique organization. These individuals are instrumental in ensuring that our clients are receiving “WOW” service and having all their needs met.



NICK TAINTOR, CPA, DIRECTOR OF SCHOOL SERVICES

Nick helps direct the School Services group at BerganKDV. Prior to taking the Director role, Nick helped school clients with strategic budget development and oversight, cash flow analysis, monthly financial reviews, and board trainings. He is especially energized by helping schools strategize when discussing growth, expansion and replication as well as process improvement. Nick earned his bachelor's degree in accounting from Gustavus Adolphus College. He is the former treasurer of the Minnesota Intercollegiate Soccer Officials Association and is former College Soccer official. When Nick isn't in the office, he enjoys golfing, running, traveling with his family and supporting his kid's sports activities.



JENNY ABBS, OUTSOURCED CFO, SCHOOL SERVICES

Jenny focuses her attention on helping schools leverage funding source opportunities available to them and leads the internal team who specializes in grant financial management, Jenny's favorite part of her job is training others and helping break down complex topics in a way that all can understand. In her role, she works closely with school board members who may not have a financial background, so her passion for helping others enables everyone involved in the decision-making process to be on the same page. Jenny holds a bachelor's degree in business management from St. Cloud State University. Outside of work, Jenny is involved with Eagan Athletic Association.



JOLINE RAYMOND, ACCOUNTING SUPERVISOR, SCHOOL SERVICES

Joline is an experienced accounting supervisor with a demonstrated history of working in the educational accounting industry. Joline's specialty is accounts payable and payroll. She uses her expertise to lead and help her team with daily problem solving and is constantly looking for ways to improve processes and procedures to benefit clients and staff alike. She enjoys working side-by-side with her team to help clients take the worry out of their day-to-day office duties, whether it is accounts payable, payroll, grant management or budgeting which enables them to focus on the students they serve. Joline holds an associate degree in business administration from Rasmussen College and volunteers for Simley Wrestling and Cannon Falls Mat Rats Wrestling.

MEET OUR TEAM (CONTINUED)



MICHAEL E. DUSCHER, GOVERNMENT CONSULTING LEADER

Mike is responsible for growing the client base in the Government Market by building relationships with potential clients and working with them to help solve pain points they are experiencing in their business operations. Mike is involved with Northern Voices, a nationally recognized school for deaf and hearing of children and Crescent Cover Respite & Hospice Home for Kids.

CLIENT REFERENCES

We encourage you to speak with our clients and hear the benefit and value they realize as a result of working with BergankDV on a long-term basis.

Agamim Classical Academy
Miranda Morton, Executive Director
Edina, Minnesota
952.856.2531
mmorton@agamim.org

The Journey School
Michelle Cambrice, Executive Director
St. Paul, Minnesota
612.389.1579
mcambrice@thejourneyschool.org

PACT Charter School
Josh Nyquist, Executive Director of Building Operations
Ramsey, Minnesota
763.712.4200 x113
j.nyquist@pactcharter.org

FEES

The fees for the above-mentioned services are summarized as follows –

For the services related to grant advisory & accounting and budgeting our fees will be charged at a fixed rate of \$1,225 monthly for the period starting April 1, 2022 through June 30, 2023.

For the services related to audit preparation our fees will be charged not to exceed \$14,500, based on our standard billing rates that may vary based on staffing levels used within this service. A range of \$130-175 hourly rates are our standard billing rates for school services.

BILLING AND COLLECTION EXPECTATIONS

Our fees are invoiced on the 15th of the month for services in the current month. Invoices are delinquent if not paid within 30 days of date of invoice.



APPENDIX A

SERVICES & EXPECTATIONS RUBRIC

GRANT MANAGEMENT/SERVS

BerganKDV Expectations	Client Expectations
Assist school in developing budget for federal programs and review/monitor the federal programs on a regular basis.	Prepare budget narratives.
Assist school with submission of grant applications.	Provide approval to submit grant applications.
Ensure proper recording of revenues and expenditures and that expenditures are allowable.	Be available to meet periodically to review coding and accuracy of the accounting.
Request reimbursement on at least a quarterly basis.	Provide timely signatures and approval when required.
Assist with grant specific audits.	Manage grant specific audits (mainly from the program side).

BUDGETING

BerganKDV Expectations	Client Expectations
Assist in the review of budgeted revenues.	Be available to meet to review the budget.

AUDIT PREPARATION SERVICES

BerganKDV Expectations	Client Expectations
Enter, review, and analyze all accounts to ensure accurate financial accounting/reporting.	Provide support to our team when necessary.
Upload UFARS data to MDE and ensure all reports are submitted by mandated timelines.	
Communicate directly with school's auditors.	
Provide audit status to Administration on a regular basis.	

BerganKDV reserves the right to assess fees for excessive non-compliance of these expectations as listed.