

March 12, 2026

Dr. Jennifer Martin-Green  
 Superintendent  
 Southfield Public Schools  
 24661 Lahser Road  
 Southfield, MI 48075

Dear Dr. Martin-Green:

Thank you for selecting Plante & Moran, PLLC (“PM”) to assist you. We are sending this letter and the accompanying Professional Services Agreement, the terms of which are incorporated into this engagement letter, to confirm the nature, limitations, and terms of the services we will provide to Southfield Public Schools (“Client”).

**Scope of Services**

Our consulting services will consist of a comprehensive gap analysis between department-level administrative guidelines, department-level standard operating procedures (“SOPs”), and the Southfield Public Schools Board of Education Policies Manual (“Board policies”). The analysis will consist of:

1. Engaging key stakeholders via interviews to understand current practices.
2. Examining administrative guidelines, SOPs, and Board policy documents for each in-scope section outlined below.
3. Identifying non-compliance with Board policies, conflicting or redundant procedures, gaps in internal controls, and unclear responsibilities.
4. Performing minor to moderate updates to existing SOPs.

In-scope Board Policy Section	Section Owner(s)
1000 – Administration	Superintendent
2000 – Program	Deputy Superintendent
3000 – Professional Staff	Executive Director of HR
4000 – Support Staff	Executive Director of HR
5000 – Students	Chief of Staff
6000 – Finances	Chief Financial Officer
7000 – Property	Superintendent and Chief Operations Officer
8000 – Operations	Chief Operations Officer
9000 - Relations	Chief of Staff

Dr. Jennifer Martin-Green  
Southfield Public Schools  
March 12, 2026  
Page 2

**Deliverables**

1. Gap analysis memo outlining:
  - a. Summary of compliance gaps and conflicts.
  - b. Prioritized, actionable recommendations for alignment with Board policies.
2. Updates to SOPs where applicable.

**Fees and Timing**

We are available to begin work on April 6, 2026. We will begin with the Finance Department then continue with other departments as the department leaders complete their applicable administrative guidelines. Our target completion date for all consulting activities is July 31, 2026, and we will work closely with your team to ensure timelines remain achievable.

Our fee for this engagement, subject to the terms and conditions of the Agreement, will be based on the value of the services we provide. We estimate our fees in the table below.

Scope of services	Estimated hours	Not to exceed fee
Policy gap analysis	300	\$60,000

Thank you for the opportunity to serve you.

Very truly yours,

**Plante & Moran, PLLC**



Matthew Bohdan, CPA, CIA  
Engagement Partner

**We accept this engagement letter and the accompanying Professional Services Agreement (collectively, "Agreement"), which set forth the entire agreement between Client and Plante & Moran, PLLC with respect to the services specified in the "Scope of**