

Agreement for Administrative Assistant Services

Lydia C. Herman, agrees to provide Bucyrus City Schools (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***

Coordination of Administrative Assistant duties as deemed necessary by the Client’s Superintendent and other individuals as needed at the Client’s request. The Designee may also fulfill the Client’s responsibilities with The Ohio Department Education as directed by the Client.

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

1. **Administrative Assistant Services**

- ***Compensation Structure***

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

1. Total Hourly Rate of \$25.00

The costs outlined are for a period of two years of service effective March 23, 2023 through March 23, 2025.

- ***Terms and Conditions***

1. Payments are due upon receipt of monthly timesheet/invoice, 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. Any official notice must be addressed and sent to the individuals listed below.

- Mrs. Lydia Tena Herman
527 Forest Hills
Bucyrus, Ohio 44820
(419)689-4070
- Mr. Robert A. Britton
Superintendent
Bucyrus City Schools
170 Plymouth Street
Bucyrus, OH 44820

Agreed to this 23rd day of March, 2023.

Lydia C. Herman

BY:

Bucyrus City Schools (the "Client")

BY:

Board of Education Meeting Date Approval: April 4, 2023.