



Toni Mertz  
28 East Meadow Lane  
Middleton, MA 01949  
Cell# 978-317-2135  
Email: t\_mertz@comcast.net

September 21, 2021

Mr. Thad King  
Superintendent of Schools  
Winchendon Public Schools  
109 Grove St  
Winchendon, MA 01475

Dear Mr. King,

I sincerely appreciate the opportunity to present this engagement letter to perform consulting services to Winchendon Public Schools. I will assist the Winchendon Public Schools in completing the end of year report for FY21. All work will be done remotely and the school district will assist in sending all requested reports electronically. The services include, but are not limited to the following:

- Prepare and complete Winchendon Public Schools end of year report for FY21

The fee for this service will be based on actual hours performed at an hourly rate of \$165. per hour. The hourly rate includes all out of pocket costs. The fee for this service will not exceed \$8,500.

Terms of the payment for services are net 30 days. Services may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If services are terminated for non-payment, the engagement will be deemed to have been completed.

Winchendon Public Schools may elect to terminate the services without cause. If Winchendon Public Schools elects to terminate the services, Winchendon Public Schools will be obligated to provide compensation for the services provided through the date of termination.

I appreciate the opportunity to be of service to the Winchendon Public Schools. If you have any questions, please let me know. If you agree to the terms of the engagement as described in this letter, please sign and return a copy.

Very Truly Yours,

*Toni Mertz*

Toni Mertz

Response:

This letter correctly sets forth the understanding of the Winchendon Public Schools. The undersigned has the ability to contractually bind the Winchendon Public Schools.

By: Q. Kinga

Title: Interim Superintendent

Date: 9/30/21