

# Henderson County Schools

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To: Lisa Baird, Jennifer Keach, Brad Staton, Sally Sugg and Tracey Williams

Date: September 13, 2016

Re: Request to utilize the service of KSBA in the District Facility Planning process

It would be our suggestion that we utilize KSBA's Local Planning Council (LPC) facilitator service during the time our District Facility Plan is in progress. The District Facility Planning process is a lengthy one that has numerous regulations to follow and steps to complete in order to gain the approval of KDE.

KSBA facilitators have many years of experience in the process and served our district well in the past when we have used them for this LPC process. Meeting specific requirements for KDE, assisting with the timelines needed to complete the project, working with the group to solve issues from an outside non bias approach, facilitate the forums and work with the architect and etc.

Our District Facilities Plan needs to be one that provides the best possible facilities for our students and staff. We believe that KSBA will provide a quality facilitator that will add to the effectiveness of the Henderson County LPC.

Cost:

The fee for this service will be finalized with KSBA but is listed as:

- 11 – 15 schools – \$7,000

In addition to this fee structure, normal travel expenses will be charged for the facilitator working up to 10 meetings in the district. If additional time is required beyond the 10 meetings, an hourly rate of \$100 plus expenses will apply.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Steve Steiner'.

Steve Steiner

Assistant Superintendent of Administration