



## Bullitt County Public Schools

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TO: Jesse Bacon *[Signature]*  
FROM: Becky Sexton *[Signature]*  
DATE: October 8, 2018  
RE: Facilitator for District Facility Plan (DFP)

We are in preparation to begin our District Facility Planning Process for the plan due June, 2019. Consistent with 702 KAR 1:1001 School District are required to develop through a Local Planning Committee (LPC) a Facility Plan every four (4) years. The use of a facilitator is authorized the regulations formulated by the Kentucky Department of Education (KDE).

At this time, we request that the Board approve the facilitator services offered by KSBA. In the past we have had much success with these services and a smooth planning process.

Let me know should you require additional information.

Attachments:

- Proposal for Local Planning Committee Facilitator Services



## PROPOSAL FOR LOCAL PLANNING COMMITTEE FACILITATOR SERVICES

Date: \_\_\_\_\_10/10/2018\_\_\_\_\_

### Bullitt County Board of Education

**Kentucky School Boards Association ("KSBA")** hereby submits this Proposal in accordance with 702 KAR 1:001. School districts are required by this administrative regulation to develop, through a Local Planning Committee ("LPC"), a local facility plan once every four (4) years. The use of a facilitator is authorized by the regulations formulated by the Kentucky Department of Education ("KDE").

The purpose of this Proposal is to set forth the **services offered** by KSBA in serving as a facilitator for the LPC in developing the required plan and the **cost** for such services. The facilitator does not write the district facility plan; all decisions related to the plan are made by the LPC and local board of education.

**Services offered:** In consideration for payment of the fees set forth below, KSBA as Facilitator shall:

- \* Guide the LPC in focusing on the planning process
- \* Assist in developing a timeline
- \* Provide order and direction in following the district facility plan developmental process as defined by regulation and KDE.
- \* Secure research information or materials requested by the LPC or required by regulation
- \* Provide direction and options to resolve stalemates
- \* Remain unbiased

- \* Assist the chairman and vice-chairman in developing LPC agendas
- \* Help in planning and/or moderating the LPC's public forums
- \* Assist in presentation of LPC reports and the final district facility plan to the local board of education
- \* Assist with compliance requirements for legal advertisements
- \* Maintain contact with KDE's Division of Facilities Management to resolve procedural questions and assist with submission of district facility plan for KDE review, formatting and feedback.

**Fee Schedule:** The facilitator services are offered at the following rates. Expenses are based upon KDE's publication "Master Educational Facility Plan Guidelines" with adjustments to reflect increases in expense costs (i.e., mileage, meals) as appropriate.

**Facilitator Services:**

Fee is \$15,000 plus mileage at state rate for round trip travel from Dry Ridge Ky. KSBA will work diligently with all parties to attempt to meet state deadlines. However, with many agencies involved in the tedious process, projected timelines may not be accomplished.

**Thank you very much for your interest in the LPC Facilitator Service.** If you have any questions or concerns, please contact Don Martin at 1-859-991-4932 or [don.martin@ksba.org](mailto:don.martin@ksba.org)

This action was approved by the \_\_\_\_\_ Board of Education on \_\_\_\_\_  
with board action item number \_\_\_\_\_.

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Chair of the Board of Education	Date	KSBA Facilitator	Date
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