Kentucky School Plant Management Association

PROPOSAL FOR LOCAL PLANNING COMMITTEE
FACILITATOR SERVICES

Date: September 24, 2026

Allen County Board of Education

Kentucky School Plant Management Association ("KSPMA") 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 KSPMA 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 of payment of the fees set forth below, KSPMA 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 of mileage at state rate.

Facilitator Services:

⇒ 4 – 10 schools - $4,500

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 $200 plus expenses will apply.

Thank you very much for your interest in the LPC Facilitator Service. If you have any questions or concerns, please contact David Lyons at 606-567-5175 or david@kspma.org

Facilitator – Tim Eaton 606 875-5241 or tim.eaton@ksba.org

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

Districts are required to pay one half of the total fee upon execution of the contract.
Remit payment to KSPMA, P.O. Box 189, Stanton, Ky 40380.

Chair of the Board of Education Date KSPMA Facilitator Date

School District Name: Allen County
Mailing Address: 570 W. Oliver Street, Scottsville, Ky 42164 Phone Number: (270) 618-3181
Point of Contact: Kelly Grizzle
Point of Contact Phone Number: 270 622-1286
Email: kelly.grizzle@allen.kyschools.us

Purchase Order: _____ Amount:_____

==========***DO NOT WRITE BELOW THIS LINE***==========

Date Received: _____ Date Invoiced:_____
Agreement #: _____ Date Closed:_____