

November 5, 2013

Dr. Sophia Jones-Redmond, Director of Special Services
Harvey School District 152
16001 S. Lincoln Avenue
Harvey, Illinois 60426

Re: Administrative Procedures Project

Dear Dr. Jones-Redmond:

Thank you for your interest in our Administrative Procedures Project service.

Enclosed are two copies of the contract for the development of an Administrative Procedures Manual. Please have the contracts signed and return both copies to me at the Lombard office, along with a district check in an amount equal to fifty percent of the total contract amount. I will obtain the signature of our Deputy Executive Director and will return a completed contract for your file.

Please note that the last page of the contract is titled "Exhibit A." Please complete "Exhibit A" with the name and contact information for the person in your district who is authorized to provide direction for this project and who we may call with questions. In addition, please list the members of your administrative team who will comprise the committee assigned to work with the policy consultant.

Please contact me at 630/629-3776 ext. 1214 or email bzumpf@iasb.com with any questions. We look forward to working with you and your staff.

Sincerely,



Brian Zumpf
Policy Consultant

cc: Janet M. Rogers, Board President (letter only)

enclosures: Agreement for the Development of an Administrative
Procedures Manual (2)

PLEASE REPLY TO:

□ 2921 Baker Drive
Springfield, Illinois
62703-5929
217/528-9688
Fax: 217/528-2831

□ One Imperial Place
1 East 22nd Street
Suite 20
Lombard, Illinois
60148-6120
630/629-3776
Fax: 630/629-3940

OFFICERS

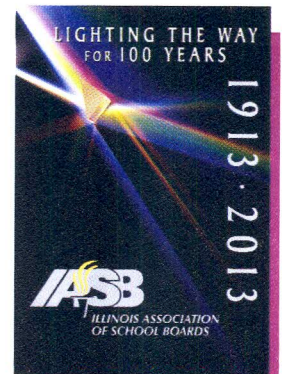
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President

Karen Fisher
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Immediate Past President

Dale Hansen
Treasurer

Roger L. Eddy
Executive Director



**AGREEMENT FOR THE DEVELOPMENT OF AN
ADMINISTRATIVE PROCEDURES MANUAL**

This Agreement is entered into by and between the **Illinois Association of School Boards, a Not-for-Profit Corporation (IASB)** and **Harvey School District 152 (District)** for the development of an administrative procedures manual. In consideration of the mutual promises contained herein, and other good and valuable consideration, the **IASB** and **Harvey School District 152 (District)** agree as follows:

The IASB agrees to provide the District with the services of a policy consultant who will develop with the District an administrative procedures manual to implement the District board policy manual. The policy consultant will, to the extent he or she deems necessary:

- Develop and provide to the District a draft administrative procedures manual based upon IASB sample procedures and exhibits as found in the IASB Policy Reference manual and customized according to the requirements of the District's policy manual, current district practice and the District's needs and desires.
- Meet with the District committee in the district administrative offices up to two times to review and edit the draft administrative procedures manual. Additional meetings may be requested by the District at \$325 per meeting.
- Provide the District with one print copy of a draft and one print copy of a final administrative procedures manual.
- Provide one CD with a copy of the final administrative procedures manual in Word for Windows.

The District agrees that it will:

- Provide a contact person and a committee of administrative staff members to work with the policy consultant in the development and editing of the administrative procedures manual.
- Provide a copy of the District's current policy manual.
- Furnish administrative assistance and information to the policy consultant during the administrative procedures manual development and editing as requested and in a timely manner.
- Indemnify, defend, and hold harmless IASB, its Board of Directors, employees, agents and attorneys against any claims, causes of action, damages, costs and expenses of every kind and description, including attorney fees, whether in tort or in contract, caused by any administrative procedures, contract, advice, or other consulting services rendered pursuant to this Agreement.

The District further agrees to pay to IASB the sum of **\$5,580** according to the following schedule:

50% due upon return of this Agreement	\$2,790
40% due upon receipt of the draft manual	\$2,232
10% due upon completion of the final manual	\$558

The persons signing the Agreement warrant that they have authority to bind each party to the Agreement.

In witness whereof, the parties hereto have executed this Agreement as of the date below.

Harvey School District 152

**Illinois Association of School Boards
A Not-for-Profit Corporation**

By: _____

By: _____

Name: _____

Benjamin S. Schwarm,
Deputy Executive Director

Title: _____

Date: _____

EXHIBIT A

District Contact:

Name: _____

Title: _____

Email address: _____

Phone: _____

Administrative Team Committee Members:

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

Name: _____

Title: _____

If additional space is needed, please use reverse side or add a second page.