



February 18, 2019

Mr. Ed Brzinski  
Superintendent  
Waterford Graded School District  
819 W. main Street  
Waterford, WI 53185

Ed,

Thank you for this opportunity to allow Howick Associates to present this statement of work for services toward the creation of new boundaries for the elementary schools within the Waterford School District.

### **Business Issue, Howick Associates Services and Responsibilities**

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The Waterford School District (WSD) wishes to engage Drew Howick for the purpose of planning and facilitation services with an Elementary Boundary Advisory Committee (“EBAC” as a placeholder). This committee will be established to develop a recommendation for the Board of Education regarding the elementary school boundaries for the 2021-22 school year and beyond. A representative group of elementary school parents, pre-school parents, teachers and/or district administrators will meet during the first half of the 2019-20 school year to develop a recommendation.

### **Project Plan and Assumptions**

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The following services and responsibilities will be provided:

- Preparation for all meetings, which will occur through email, phone and/or in-person discussions with District’s designated project lead and others as appropriate.
- Facilitation of each EBAC meeting. My recommendation is that each meeting lasts 2.5 hours.
- The committee will likely commence their work in August or September of 2019 and provide a recommendation to the board in December of 2019 or early 2020.
- Debrief of each meeting and the creation of the agenda for the following session.

With regards to the time required by me to prepare, facilitate and debrief each meeting, you can expect that will range from six to eight hours each. This assumes the following:

- Each meeting runs for 2.5 hours
- WSD will make all logistical arrangements including AV needs, room set-up, refreshments, etc.
- WSD will be responsible for all communications with participants and other designated external parties
- WSD will provide all background, research and technical information that the committee needs throughout the process. This information includes but is not limited to statistics about current and projected enrollment, projected growth of housing units and neighborhoods and the anticipated impact on individual schools, current and projected transportation routing and time, etc.
- A “working agenda” for each meeting will be co-created between myself and the designated project lead at WSD (Google docs work well for this—see the attached link for an example agenda, which is the first meeting of a boundary advisory committee at Verona Area School District):  
[https://docs.google.com/document/d/1OvYPfjqdkUyh9W7JX\\_UG25zsR8hnyrPLiH\\_DFoTv0zc/edit](https://docs.google.com/document/d/1OvYPfjqdkUyh9W7JX_UG25zsR8hnyrPLiH_DFoTv0zc/edit)
- A summary of each meeting will be provided by WSD.



### Engagement Fees and Expenses

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1. Howick Associates will bill on an hourly basis at the rate of \$195/hr. It is estimated that the total time for each meeting will be between six and eight hours which includes preparation, facilitation and debrief. Changes in scope or deliverables may alter the estimates provided. In the event the required work will exceed the written estimates, I will discuss this with you and secure permission to proceed.
2. Any additional work not discussed above for additional hourly services provided by the consultant will be billed at \$195.
3. Travel time will be billed at \$50/hr. It is estimated that a round-trip from Madison to Waterford is three hours.
4. Mileage expenses for consultant travel to collaborate on design and development and/or deliver facilitation will be recorded and billed to the client at the IRS acceptable rate. (Currently \$.535 per mile). Weather permitting, no other travel expenses are anticipated.
5. Invoices will be submitted monthly for the work provided in the previous month.

Ed, I appreciate the opportunity to be of service to you. Please indicate your agreement to these arrangements by signing and returning to Howick Associates the enclosed copy of this agreement before the commencement of the project.

Very truly yours,

By: \_\_\_\_\_

Drew Howick  
Howick Associates

Acknowledged and Accepted by the Waterford School District

By (signature): \_\_\_\_\_

Date: \_\_\_\_\_