



Project Proposal

For
Readington Township School District
 January 29, 2016

Project Scope

Facilitate the development of the 2016-2021 (school years) Strategic Plan for Readington Township School District.

Key Deliverables:

- Community Intake Session
- Capturing of input from Intake Session
- Creation of Survey for Readington Community
- Summarization and report out of survey results
- Strategic Planning Retreat
- Summarization of input from retreat
- Recap back to attendees from retreat
- Support for presentation to Board of Education

Itemization of Deliverables

Hours

- | | |
|---|----------|
| 1. Community Intake Session (2/29/16) | |
| a. Preparation of thoughts for consideration and format of intake session | 2 |
| b. Facilitation of session | 3 |
| c. Capturing notes from intake session and grouping into "key buckets" (by 3/4/16) | 2 |
| 2. Creation of Community Survey and review of drafts with Superintendent (by 3/18/16) | 3 |
| 3. Summarization and report out of survey results to BOE (by 4/29/16) | 6 |
| 4. Strategic Planning Retreat Facilitation including preparation (target dates- 6/2 & 3/2016 morning sessions from 9:00-1:00) | 10 |
| 5. Summarization of inputs from Strategic Planning Retreat and recap back to contributors (6/9/2016) | 3 |
| 6. Support for presentation to Board of Education (Jun-Jul-Aug 2016) | <u>3</u> |

Total Estimated Hours

32 hours



Based on an hourly rate of \$185.00, total project fee is:

\$5920.00

A payment of 50% of the total fee is requested upon commencement of the project, with the balance payable upon completion.

Approved and agreed to:



Mark A. Reynolds
Founder & CEO
Bowsprit, LLC

Dr. Barbara Sargent
Superintendent of Schools
Readington Township



PO Box 1400
Whitehouse Station, New Jersey
08889-1400
mark@bowsprit-llc.com
908.268.8877