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ATTORNEYS AT LAW

February 1, 2024

Dr. Shawn Greiner
West Lafayette Community School Corporation
1130 N. Salisbury St.
West Lafayette, IN 47906

Dear Dr. Greiner:

You have confirmed that West Lafayette Community Schools desires a policy review, administrative guidelines, and guidance on policy development/maintenance going forward.

CCHA would be pleased to assist West Lafayette Community Schools (WLCSC) with this project. This work begins with an initial discussion to determine the order and plan for policies to be addressed, then moves to policy revisions, and development of new administrative guidelines. All proposed policies will be submitted to school administration prior to the school board's consideration of each policy. By the end of the project, we will have completed a comprehensive review of all school board policies and administrative guidelines. The goals of this project will be to increase legal compliance while streamlining and making WLCSC's set of policies more efficient. We will then provide periodic (2-4 times annually, depending upon the level of legislative/regulatory/case law activity in a given year) updates to WLCSC through its administration on policies and procedures in need of attention.

Our plan contemplates the following breakdown of the project into stages:

- Stage 1: Policy revisions by CCHA given to administration and coordination regarding the same as policies are brought to the School Board.
- Stage 2: Following policy adoption by School Board, corresponding development of new guidelines based on policy revisions.
- Stage 3: Maintenance and periodic updates on legally-mandated and recommended policy changes.

As discussed, for Stages 1 and 2, the WLCSC will provide payment totaling \$16,000 (to be paid over two installments) and CCHA will deposit this amount in escrow and incrementally release it until the project is substantially completed. CCHA will consult with the school's designated representatives as needed during each phase to clarify questions and keep the project proceeding efficiently. Stage 3, which will involve smaller annual resource expenditures, will be billed at an hourly rate, and is anticipated to total \$1,000 - \$2,500/per year, depending largely on the level of legislation/regulation/case law in any given year.

If you have any questions about this, please let us know. Otherwise, should you choose to proceed with this project, please sign below and return to us at your earliest convenience.

Thank you!

Very truly yours,

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Jessica L. Billingsley

I HAVE READ THE FOREGOING AND AGREE TO THE TERMS AND CONDITIONS.

Dr. Shawn Greiner
Dr. Shawn Greiner, Superintendent