

**MAJOR POLICY REVISION CONTRACT
BETWEEN
SOUTH CAROLINA SCHOOL BOARDS ASSOCIATION
AND
RICHLAND SCHOOL DISTRICT TWO**

This contract, made and entered into this 24th day of August 2016, by and between the South Carolina School Boards Association, hereinafter referred to as SCSBA, and Richland School District Two, hereinafter referred to as DISTRICT.

Whereas, DISTRICT desires SCSBA to provide a major policy review of its policy manual; and, whereas, DISTRICT and SCSBA believe that a written contract is necessary to specifically describe their relationship and to serve as the basis for effective communication between them:

Therefore, DISTRICT and SCSBA agree as follows:

1.0 Scope of Work

- A. SCSBA will review the current policy manual to determine which policies are current as well as which policies the board needs to implement.
- B. SCSBA will review the policies in light of federal and state laws and regulations that have been promulgated since the DISTRICT's last review.
- C. SCSBA will review other issues that have been regarded as "hot topics" for which the DISTRICT may choose to adopt a policy.
- D. The draft policy manual may include portions of existing policies, may be based on SCSBA's model policies, and/or may be policies that are a combination of the two.
- E. As DISTRICT considers, reviews and adopts each section, SCSBA will assist DISTRICT in making any revisions during the edit and format review process.
- F. DISTRICT may request a workshop for the board to review a selection of draft policies with a SCSBA consultant.
- G. DISTRICT will adopt the new policy manual, either all at once or section by section, and send the adopted policies back to SCSBA.
- H. Once SCSBA receives all policies as final, SCSBA will provide an electronic version of the final adopted policy manual via a CD. SCSBA will also update DISTRICT'S online manual.

2.0 Work Timeline

After the execution of this agreement, SCSBA will prepare and deliver the first sections of the draft policy manual to DISTRICT within three months. The remaining sections will continue to be delivered to DISTRICT approximately every 3 months within a year from delivery of the first sections. Sections will be delivered in the following groupings: A and B; C, D, E and F; G; I; J; and K and L. DISTRICT may request a different order, if desired.

3.0 Consultation

At the request of DISTRICT and after DISTRICT has studied a draft policy section, SCSBA will schedule a workshop with the board to review a draft policy section, or DISTRICT may review all sections without a SCSBA consultant.

DISTRICT may choose one face-to-face workshop for the board to review a policy section with a SCSBA consultant, or two Skype workshops. If the face-to-face option is preferred, then travel expenses will be billed to DISTRICT. Lodging receipts and mileage amounts will be provided to DISTRICT. A trial Skype appointment between a DISTRICT technician and a SCSBA technician should be scheduled in advance of the Skype workshops. The board may review all sections without a SCSBA consultant.

4.0 Billing

SCSBA will bill DISTRICT in three installments during the term of the revision process with the first payment billed at signing and the remainder billed according to the schedule below. SCSBA expects the final payment after the last draft policy section is delivered to DISTRICT, whether or not it is adopted.

Payment #1 - start of policy project	\$5,000
Payment #2 – after half of the project has been completed	\$5,000
Payment #3 - final payment after last draft section delivered	\$5,000
TOTAL:	\$15,000

5.0 Late Charges

If DISTRICT adopts and returns the final policy manual prior to 12 months after the last policy section is sent, then SCSBA will prepare and send the adopted policy manual to DISTRICT no more than one month after receiving the last adopted policy section.

If DISTRICT, however, sends the adopted policy manual to SCSBA 12 months after the last policy section is sent, then SCSBA will process the policies on a rotating basis with

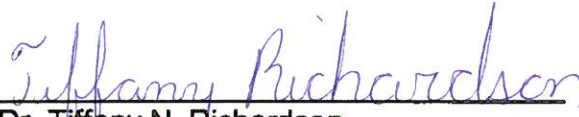
other policy projects and will bill DISTRICT a late charge for the work involved in re-updating the legalities of the policy manual at the following rates.

- 50% of the original contract price if the adopted policies are sent to SCSBA more than 12 months after the initial twelve-month period has expired.

6.0 Termination

If DISTRICT has not completed the revision process within 24 months after receiving the last section of drafts from SCSBA, the contract is deemed terminated.


APPROVED



Dr. Tiffany N. Richardson
General Counsel and
Director of Policy and Legal Services
South Carolina School Boards Association



Approval Date



District Superintendent



Approval Date