

PROPOSAL OF ROBERT F. STRAUSS & ASSOCIATES, MORRISTOWN, N.J.
TO BOARD OF EDUCATION OF THE TOWN OF NUTLEY, COUNTY OF ESSEX, N.J.

In accordance with my presentation to the Board, I am pleased to submit herewith our proposal to update and expand your Board Manual of Bylaws and Policies. Following is the complete procedure we follow in the preparation of Bylaws and Policies.

1. We will review the minutes of the Board for the past ten years plus all current public papers of the district. From this material we will select all matter that is policy or bears upon the formation of policy and codify it in the system we employ. We will provide six copies of our research findings to you.
2. We will then meet with a working committee of Board members and administrators to discuss your existing policy, and policies which you do not now have. From these discussions the following can evolve:
 - a. Your existing policy is satisfactory to you and to us (meets current state and federal requirements). Policy to be retained as is.
 - b. Your current policy should be revised to incorporate new state or federal requirements or improved practices as suggested by us. Policy retained but in revised form.
 - c. Your public papers show no evidence of a written policy in an area in which we feel policy is desirable. We suggest the possible forms such policy could take and prepare a new policy based on your desires.
3. Following the foregoing meetings which are generally held with up to six district representatives at any one time and take 15-20 hours to complete, we will draft a complete manual and send 15 copies for review by the Board, administration and attorney.
4. When you have had a chance to review the material we have prepared, we will be available to meet with the Board and other interested district groups upon request until all reviews have been completed. Following the completion of Board reviews, we will make any necessary changes upon which we agree and provide two proof copies to you for final review.
5. At the conclusion of final review and following adoption of the manual, we will provide 25 copies of the completed book in looseleaf post binders embossed with the name of the Board in colors of your choice.

The time which we estimate will be required for the conduct of this work and our proposed fee for each phase is as follows:

Phase I - Research of district records: One month	\$1000
Phase II - Interviews and preparation of draft: One month	2500
Phase III - Board review and delivery of complete manual proof copies: Time dependent upon Board availability - Two weeks required to prepare proof copies	1500
Phase IV - Printing, binding and delivery of final copies: One month	1000

Total Cost \$6000

9/26/77