

Addendum B

Bylaws and Policies Development Service

1. Development

The Board Approved Edition of the Bylaws and Policies that is licensed to the District will be developed as follows:

Step 1: The Board shall designate a representative who will coordinate the District's involvement in the development process. The District shall notify NEOLA of this representative no later than four weeks from the effective date of the License Agreement. The District's representative shall confer with a NEOLA Associate no later than eight weeks from the effective date of the License Agreement.

During this initial consultation, the District's representative and the NEOLA Associate shall do the following:

- A. develop a timeline for the project in accordance with NEOLA's standard procedures for such timelines;
- B. identify the degree to which the Board will be involved in the sessions described in Step 3 below;
- C. identify any additional, key individuals who shall also participate in the sessions described in Step 3 below;
- D. develop a tentative schedule of the sessions that will be facilitated by the NEOLA Associate; and
- E. reduce the timeline and schedule to writing.

A NEOLA Associate will be available for up to twenty-four (24) hours of face-to-face consultation during the development process for the bylaws and policies at no additional cost to the District. If more than twenty-four (24) hours of face-to-face consultation are required to complete the development process for the bylaws and policies, then the District will be billed for the additional face-to-face consultation at the hourly rate for the additional consultation set forth in Addendum A.

The schedule will provide for the work to be accomplished in up to five (5) sessions. If more than five (5) sessions are needed, or requested, then the District will be billed for the Associate's travel time and expenses.

Also, included in the base price of the Bylaws and Policies Development Service is up to fifty (50) hours of processing time so that the modified

templates and any District-specific materials, as defined in Section VI – License, developed during the drafting process can be processed by NEOLA’s production staff. If more than fifty (50) hours are required to process the modified templates and District-specific materials, the District will be billed the hourly rate for processing set forth in Addendum A.

No later than this initial consultation, the District shall provide its current bylaws and policies in hard copy and, if possible, an electronic copy in Microsoft Word for Windows, IBM compatible.

Step 2: The NEOLA Associate will submit the timeline and schedule to NEOLA’s Stow Office for review (modification, if necessary) and approval. Upon notification from NEOLA that the timeline and schedule, or any modifications thereto, have been approved, the parties hereby agree that the approved timeline and schedule shall be incorporated herein as Appendix A, and the terms thereof shall operate as terms and conditions herein.

Step 3: In accordance with the approved timeline, the designated staff members shall meet with the NEOLA Associate for the scheduled sessions so that the choices provided in NEOLA’s templates can be made.

If the District decides to include some District-specific materials, as defined in Section VI – License, during this drafting, the NEOLA Associate will mark the material as “District Specific” and forward the same to NEOLA for processing into the new manuals.

The District will receive benefit of two Regular Updates as well as any Special Updates published during the period covered by those two updates, and these updated policies will be incorporated into the drafts as part of the base price of the Bylaws and Policy Development Service.

Step 4: The NEOLA Associate will ship the work product from Step 3 to NEOLA’s Coshocton office, and these materials will be processed as the First Draft of the District’s new Board Bylaws and Policies Manual. NEOLA shall provide six copies of the First Draft (one for each Board member and one for the Superintendent, or eight copies if the Board has seven members). Additional copies of the First Draft are available at the cost set forth in Addendum A.

Step 5: The appropriate District personnel shall review the First Draft. The District shall note any text that is to be added on the appropriate page in the First Draft and/or shall line out any text to be deleted. The District shall return the First Draft, in its entirety, no later than four months from the date the First Draft was received by the District, to NEOLA’s Coshocton office.

Step 6: Before processing, NEOLA will review this marked up copy of the First Draft and contact the District’s representative to discuss the desired changes, if necessary. After this review, NEOLA will prepare a Proof Draft of the District’s Board Bylaws and Policies Manual and return two copies to the District for final review. Additional copies of the Proof Draft are available at the cost set forth in Addendum A.

Step 7: The appropriate District personnel shall review the Proof Draft. If no additional revisions are needed, the Proof Draft should be formally adopted by the Board of Education.

However, if any additional revisions are deemed necessary, the District shall note in the same manner as in Step 5 and return these revisions to NEOLA's Coshocton office no later than four weeks from the date the Proof Draft was received by the District. The District need only return to NEOLA's Coshocton office the individual policies of the Proof Draft for which additional revisions are deemed necessary.

In the event revision must be made to the Proof Draft, NEOLA shall prepare revised copies of the individual policies and return them to the District. Upon receipt of the replacement policies that reflect these revisions, the revised Proof Draft should be formally adopted by the Board of Education.

Step 8: After Board adoption of the Proof Draft, the District shall return one copy to NEOLA together with the date of adoption by the Board of Education. NEOLA will then prepare the Board Adopted Edition of the Bylaws and Policies. Up to ten copies of the adopted manual are included in the base price. NEOLA will return these manuals to the District within four weeks of the date that the adopted copy is received in NEOLA's Coshocton office.

2. Payment Options

In consideration for the License to the Board Adopted Edition of the Bylaws and Policies, NEOLA's consultation, and other good and valuable consideration provided by NEOLA, the District shall pay NEOLA

(Note: Choose one of the following options.)

() Option #1

\$8,550.00, which is due and payable within thirty days of receipt of an invoice from NEOLA.

() Option #2

\$8,800.00 according to the following schedule:

- ☐ 20% (\$1,760.00) upon execution of this Agreement.
- ☐ 20% (\$1,760.00) three (3) months after execution of this Agreement.
- ☐ 20% (\$1,760.00) six (6) months after execution of this Agreement.
- ☐ 20% (\$1,760.00) nine (9) months after execution of this Agreement.
- ☐ 20% (\$1,760.00) twelve (12) months after execution of this Agreement.

(Note: End of options.)