

DT: 10 October 2017

TO: Chris Reykdal, Washington State Superintendent of Public Instruction
Peter Maier, Vice Chair, Washington State Board of Education

FR: Gavin Payne
CEO, GPC Advisors, LLC

RE: Engagement of Services: Facilitation of SPI & SBE roles and responsibilities

You are seeking an independent third party to help facilitate a series of conversations between representatives of the State Board and State Superintendent's Offices. I would be honored to provide that service.

As I understand it, the goal is for the parties to arrive at a mutually agreed-upon set of actions within the next two months that would:

- provide clear and unambiguous delineation of roles and responsibilities between the partners on a going-forward basis;
- provide, as necessary, language commemorating and operationalizing that agreement, which might also form the basis of legislation codifying the new agreement.

I understand both of the parties are eager to engage in this facilitated decision-making process and each agrees to act in good faith to insure that negotiations are efficient, effective, and conducted with honor. Further, each party has identified the basic issues to be discussed and is prepared to begin work in earnest.

Customarily, the process I conduct is as follows:

- 1) Research & planning based on client-supplied background documentation;
- 2) Initial and follow-up interviews conducted by phone or via email;
- 3) One or more in-person negotiating sessions take place. In this case, I anticipate two;
- 4) Drafting of final agreements (if successful), and circulation of documents;
- 5) A final endorsement activity, either in person or by phone;
- 6) If legislation is called for, a follow-up session is required to delineate roles and rules of engagement in pursuing the bill. This can be conducted at the same time as the endorsement activity, or at a later date without the facilitator.

I estimate this activity will take approximately 4 days of my time, delineated as follows:

Research & planning:	0.5 day
Phone Interviews:	0.5 day
Sessions:	2.0 days (including travel)
Drafting final agreement:	1.0 day

My fee for services is \$2500 per day, plus regular and customary expenses, totaling \$10,000 for this engagement.

As always, if you have any questions or concerns, please be sure to contact me.
Thank you for this opportunity.