

Thomas Hehir and Associates LLC

137 Pembroke Street, #3
Boston, MA 02118

August 12, 2015

Dr. Holly Wade
Chief Student Services Officer
Palo Alto Unified School District
25 Churchill Avenue
Palo Alto, California 94306

Re: Review of Special Education in Palo Alto Unified School District

Dear Dr. Wade:

Attached is a proposal with budget for conducting a review of special education in the Palo Alto Unified School District.

We, Dr. Tom Hehir, Principal Investigator and Monica Ng, Research Assistant, propose to conduct work in the Palo Alto Unified School District in two phases. For Phase 1, we will spend 4 days in the district (October 6 – 9, 2015) to meet with principals, teachers, students, and parents to learn more about education for students with disabilities in your district. During that time we will visit schools and have the opportunity to meet formally and informally with stakeholders in large and small groups. We anticipate that you will take the lead on scheduling our time while we are in the district and share a copy of that schedule with us no later than September 28, 2015.

During Phase 1 we will also meet with district leaders and staff to refine the research questions for the full review, determine what data is available and still remains to be collected and compiled, and present a formal proposal for the contents of the full review. The budget and proposal for Phase 2 of the review will come in a separate document after October 9, 2015.

Please don't hesitate to contact Monica Ng at 510-282-3273 if you have questions about this proposal or budget.

We thank you for the opportunity to work with you and we look forward to spending more time learning together.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Hehir', written over a light blue horizontal line.

Dr. Tom Hehir

Proposed Budget for Phase 1 of PAUSD Review of Special Education

Labor

Name	Activity	Hourly Rate	Total Hours	Total Cost
Dr. Tom Hehir	Preparation for visit	\$375	10	\$3,750
	Site visit (inclusive of travel time)	\$375	40	\$15,000
Monica Ng	Preparation for visit	\$200	10	\$2,000
	Site visit (inclusive of travel time)	\$200	40	\$8,000
Total Labor Costs				\$28,750

Expenses (estimated, actual costs will be reflected on invoices)

Name	Description	Total Cost
Dr. Tom Hehir	Roundtrip airfare, BOS-SFO	\$450
	5 nights hotel (Creekside Inn ~\$275 per night)	\$1,375
Monica Ng	Roundtrip airfare, NYC-SFO	\$450
	5 nights hotel (Creekside Inn ~\$275 per night)	\$1,375
	Rental car (1 week @\$375 + \$50 gas)	\$425
	Miscellaneous (parking, tolls)	\$75
Total Estimated Expenses		\$4,150
Budget TOTAL		\$32,900