

Ross Haber Associates, Inc.

24 Garden Terrace
Milltown, NJ 08850



January 16, 2014

Mr. Michael S. Neves
Business Administrator/Board Secretary
Randolph Township Public Schools
25 School House Road
Randolph, NJ 07689

Re: Enrollment Study

Dear Mr. Neves:

Please accept this letter as a proposal for Ross Haber Associates to prepare a new enrollment projection study for the Randolph Township Schools. This study will provide the District with a five-year enrollment projection for the entire District and for each of the District's schools. The study will be based upon the enrollment history from the 2008-09 school year to the 2013-14 school year. In addition the study will also consider any changes in housing patterns including new construction and proposed construction for which there are approvals by the Planning and Zoning Board.

The District will provide the enrollment history. The District may provide the data from either NJ Smart or the fall report. We would also like it supplemented, if possible, with District enrollment reports as of the October 15th date. It is important for the accuracy of the projections that self-contained special needs students are not included in the grade level counts and this is not always clear in the State reports.

The last time we did a study for the District the fee was \$ 4,000. inclusive of expenses. We have not raised our prices so the fee will remain \$ 4,000.

You may also want to consider an additional option. We do a high level building utilization study in conjunction with our enrollment projection. In this process we review the floor plans for each building, examine the current number of sections in each grade, the average class sizes by grade, the location and room utilization of special education and other dedicated rooms, and program locations. We then tie the projections to the current facilities in order to determine how enrollment changes impact facilities.

In this process we visit the schools, speak with the principals, and provide each principal with a survey to see how the facility is currently being utilized.

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The fee for this option is \$ 1,500.

The time frame for the study (projections only) is no more than three weeks from the time we receive the data. If the utilization option is selected it would be no more than five weeks.

I look forward to hearing from you.

Yours truly,

A handwritten signature in cursive script that reads "Ross Haber".

Ross Haber