**Statement of Work & Agreement**

Emerald Education, Inc. (“Emerald Ed”) is a wholly women owned minority business dedicated to providing assistance and support to schools, districts, and state education agencies. Our services include, but are not limited to strategic planning, leadership training and coaching, implementation support for initiatives and curriculum, school turnaround consulting, high-quality mathematics instruction, and coaching for teachers and leaders. We embed research-based practices in our services and strive to focus all efforts on improving opportunities to learn for students in PK-18. We are pleased to enter into a service agreement with The Exploris School (“Exploris”). This agreement is effective the date of signing and ends June 30, 2019.

**Responsibilities:.** Emerald Ed will serve as the coordinating contractor and provide the facilitation of a Strategic Plan Review and Renewal Process.

* Contextual and Data Review will consist of **one day on-site** to meet with Exploris personnel and Board members, classroom visits.
* Co-develop Steering Committee for Strategic Plan and set agendas and timelines**, one day on-site.**
* Create, co-develop survey for stakeholder groups.
* Administer surveys for stakeholder groups and share results in presentation to Steering Committee.
* Steering Committee Meetings – **4 half days on-site organization and facilitation** of Steering Committee in coordination with Exploris Executive Director and/or Board.
* Stakeholder Engagement small focus groups, **2 half days on site**.
* Affinity mapping of data from surveys and focus groups (with designees determined by Executive Director and Steering Committee) to arrive at Strategic Goals, Strategies, and Action Steps for draft Strategic Plan,**2 half days on site.**
* Formalization of Strategic Plan and written plan delivered by March 15, 2019, but the goal will be end of January.

**Itemized Budget.**

|  |  |
| --- | --- |
| **On-site days (6 total)** | $13,500.00 |
| **Survey Development, administration, focus groups, and data review/presentation** |  $5,000.00 |
| **Final plan writing, editing & Delivery** |  $2,000.00 |
| **Project Management, Materials, Development, and Administrative Costs** |  $7,500.00 |
| **Total** | $28,000.00 |

**Agreement & Payment.** Exploris shall issue payment to Emerald Ed for services as outlined above for a total of **$28,000.00**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agrees as the representative for Exploris to the terms of this project as outlined in this agreement.

**Payment will be** (*check one*): \_\_\_\_\_\_ **Four equal installments** of $7,000 on October 15, 2018, November 15, December 10, 2018, and January 15, 2019

\_\_\_\_\_\_ **Two equal installments** of $14,000.00 on November 15, 2018 and January 15, 2018

***EMERALD ED and The Exploris School have executed this Agreement.***

**EMERALD ED:**



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Jennifer L. Curtis, Ed.D., President, Emerald Education, Inc. Date

**The Exploris School:**

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 Date