

LETTER OF AGREEMENT
STRATEGIC PLAN DEVELOPMENT

Purpose

The purpose of this Letter of Agreement (the “Agreement”) is to document the working arrangement between Hazard, Young, Attea and Associates (“HYA”), and Geneva CCSD 304 (“District”) to support their Strategic Planning process.

Section I: HYA Responsibilities

HYA shall provide the following services and deliverables

Phase I & II:

- On-site workshop session (not to exceed four hours) with Brian Harris and District leadership to review the continuous improvement cycle and finalize project plans and timelines.
- On-site School Board session facilitated by Brian Harris (not to exceed one-hour) at a regular or workshop meeting of the Board of Education. The board will have the opportunity to provide input to the decisions made at the workshop session.
- Provision of the Communication Toolkit.
- Facilitation of ten phone or virtual meeting individual interviews (School Board Members, Superintendent & cabinet) by Brian Harris or Rebecca Berger.
- Facilitation of fifteen focus groups to collect qualitative data on the current functioning of the District and desired future. Focus groups will be facilitated by Rebecca Berger and will consist of 12-15 stakeholders. Focus groups are one-hour each and are typically on-site but may be supplemented by virtual groups at the District’s request.
- HYA Associate review of District performance data and progress toward the current Strategic Plan. The District will provide all data.
- Electronic Community Survey with a report of findings. The HYA Strategic Planning Community Engagement Survey is a research-based instrument that has a specific analysis, scoring logic, and reporting framework that does not allow for modifications. *The Strategic Planning Community Survey* will be provided in English and Spanish. Other languages are available for \$415 per language; custom questions are subject to translation fee to Spanish.
- Complete analysis of all data collected during Phase I.
- Preparation of *Community Engagement Report*, including analysis of data collected during Phase II.
- Provision of all Phase II data to superintendent prior to distribution to the Strategic

Planning Committee.

- Virtual bi-weekly check in meetings with Superintendent & Brian Harris including agenda development & meeting notes.

Phase III:

- Facilitation by Brian Harris of one full day, on-site work session (six hours or less) to review all Phase I data with the Strategic Plan Committee and to develop the Needs Assessment.
- Facilitation by Brian Harris of two full-day, on-site work session (six hours or less for each day) with the Strategic Plan Committee to develop draft Strategic Plan components including Vision, Mission, Core Beliefs, Strategic Priorities, and Strategic Objectives.
- Provision of one on-site or virtual Board of Education update to review the draft plan language and to elicit board feedback.
- Refinement of the draft plan and development of the final plan language to reflect Board input.
- All meeting preparation and follow-up, including agendas and notes.
- Support for committee or Superintendent to present the final Strategic Plan language to School Board for approval.
- Virtual bi-weekly check in meetings with Superintendent & Sarah Brian Harris including agenda development & meeting notes.
- If desired, graphic design services are available at an additional cost.

Phase III:

- Facilitation of two full day on-site work sessions facilitated by one HYA Associate to develop implementation plans that include strategies, persons responsible, timelines, and Strategic Indicators.
- Delivery and use of the HYA Strategic Dashboard for one year.

Section II: Fees and Payment Schedule

In consideration for Services, the District will pay to Hazard, Young, Attea and Associates:

- A. Consulting Fee for facilitation of the strategic planning process in the amount of \$31,000. This fee is due in three installments:
 - 50% will be invoiced upon execution of the contract/agreement
 - 25% will be invoiced upon delivery of the community engagement report
 - 25% will be invoiced upon completion of the Strategic Plan final draft language.
- B. Additional on-site visits for Brian Harris beyond what is specified in each phase will be billed at \$2,500/day (e.g. additional focus group and additional working days with the Board.) Services can be billed in increments no smaller than half days.

Section III: Reimbursement Costs

- A. Printing and Postage; HYA is a green corporation whereby all documents related to the

strategic plan will be provided electronically. If the Board wishes to have hard copies, the District will be billed for expenses to cover the costs associated with printing, binding and shipping all materials.

- B. The District will reimburse Associate travel costs for Rebecca Berger (mileage) from Deerfield, IL.

Section IV: Additional Services

- A. If the District wishes to secure additional services beyond those described in this agreement or to design customized workshops and services, these services can be discussed and defined with the Associates and added to the contract as addendums.

Section V: Business Relationship

- A. The District and HYA agree that HYA does not have the status of employee, shall not be entitled to any employee fringe benefits, and shall function as an independent contractor.
- B. All notes from interviews and focus groups created by HYA consultants shall remain the property of HYA.
- C. The *Survey Report, Focus Group/Interview Data Report, and Strategic Plan* become the property of the District, although HYA retains the right to use these documents for presentation purposes only.

Section VIII: Term and Termination

This Agreement shall become effective on the date the Agreement is signed by District and will continue in effect until the Strategic Plan is completed and mutually terminated by both parties.

Hazard, Young, Attea & Associates

Geneva CUSD 304

 10/24/2023

Signature Date

Signature Date

Nanci Perez, Chief Operating Officer

Name Title

Name Title