



September 18, 2025

PROPOSAL FOR OSBA SERVICES

Dear Corbett School District Board of Directors:

I am pleased to present a proposal for strategic planning/prioritization services for the Corbett School District.

SCOPE OF WORK

Generally, the following work is facilitated in the strategic planning process:

- Review of the district's mission, vision, and progress on current strategic plan
- Modeling a "portrait of a graduate"
- Drafting strategic priorities
- Community engagement to solicit feedback on draft strategic priorities (administered through a survey)
- Presentation of community survey feedback, revision of draft strategic priorities, focused direction to the superintendent to write the action plan accompanying the strategic priorities
- Adoption of final strategic plan (after presentation of the plan by the superintendent)
- Development of monitoring plan to track progress on goals

TIMELINE

The following minimum number of meetings are needed for the strategic planning project:

- Meeting one: Review the district's current strategic plan and develop "portrait of a graduate"
- Meeting two: draft strategic priorities and determine audience for community engagement
- Meeting three: Presentation of community survey feedback, revise strategic priorities, present to the superintendent to write the plan
- Meeting four: Adopt strategic plan, develop monitoring plan

If all steps in the process are desired, the process could take 5-7 months. The longest part of the process is writing the plan itself, which is done by the administration and staff, not the board.

If fewer steps are desired (i.e. a review of the current plan and developing a "portrait of a graduate" and drafting strategic priorities (two total meetings)) this could take as little as two months.

COST IS CALCULATED IN THE FOLLOWING WAY:

- Professional staff: \$200/hr
- Travel costs: (*Mileage, travel time*)

TOTAL COST FOR PROFESSIONAL SERVICES IS ESTIMATED:

Estimate for full process as described above: \$5,000 (*25 hours professional staff time—travel costs not included*).

Estimate for partial process as described above: \$1,600 (*8 hours professional staff time—travel costs not included*).

Costs not to exceed \$5,500 (professional staff time—not including travel costs) without prior approval of the Corbett School Board.

Additional deliverables, meetings, and/or a scope of work different than this proposal will be billed at \$200/hr.



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Sincerely,

Kristen Miles

Kristen Miles, Ed.D
Director of Board Development