

**EXECUTIVE SUMMARY  
FOR THE WEST ALLIS-WEST MILWAUKEE SCHOOL DISTRICT  
BOARD AGENDA**

**Topic:** Neola License Agreement for Administrative Guidelines Development Service

**Prepared by:** Dr. Tarrynce Robinson, Superintendent

**Date:** February 10, 2025 **Agenda Reference #** 12.2

**Recommended Action:**

<u>  X  </u>	<b>Discussion/Action</b>
<u>      </u>	<b>Presentation/Discussion</b>
<u>      </u>	<b>Information Only</b>
<u>      </u>	<b>Presentation/Action Next Meeting</b>

**Recommendation(s):**  
The Board of Education is asked to approve Neola License Agreement for Administrative Guidelines Development Service in the amount of \$11,130.00 due and payable upon execution of the Agreement.

**Purpose:**  
By signing the License Agreement with Neola, Inc. the District will retain the ability to utilize Neola’s templates via the web-based portal BoardDocs, which includes Board Bylaws and Policies, Administrative Guidelines and Forms, and Updates to the Board Bylaws and Policies and Administrative Guidelines and Forms.

**Attachments:**  
Neola License Agreement for Administrative Guidelines Development Service