



MARBLE FALLS

Independent School District

Meeting Date:

Meeting Type:

LOVE & INSPIRE

Marble Falls ISD has an unyielding commitment to love every child and inspire them to achieve their fullest potential.

Statement of Work: Leadership Coaching for Highland Lakes Elementary Assistant Principal, Marble Falls ISD.

This Statement of Work dated June 20, 2025 is provided by E3 Alliance for acceptance by Marble Falls ISD to provide contracted services related to Leadership Coaching that support success for all students.

Fee Summary and Payment Schedule

Leadership Coaching for the Highland Lakes Elementary Assistant Principal for the 2025-2026 School Year will be provided for Marble Falls ISD for a price of \$8,000 to be invoiced upon commencement of project and paid within 30 days of completion of all deliverables. Should any work or deliverables be substantively changed from the outline of this document, the project budget will be reviewed by both parties before proceeding. E3 Alliance requests payments be made electronically. E3 Alliance's W-9 and electronic payment information will be included with invoice upon commencement of the project.

E3 Alliance Responsibilities and Deliverables

E3 Alliance will be responsible for the professional development process, delivery of training, facilitation of school teams, and timely delivery of all content and deliverables (materials) to be provided following the plan below:

Leadership Coaching
4 ½ day in-person coaching visits
8 virtual 1-hour coaching sessions
Total Cost: \$8,000

District/Campus Responsibilities

- Identify a primary Point of Contact (POC) at the district to work through for all logistics and planning/technology.
- Identify a Financial POC at the district to work through for all invoicing and payment.
- Finalize schedule of workshops and schedules with E3 Alliance.
- Identify participants to attend the workshop and provide a list with emails to E3 Alliance.
- If applicable, provide a district location/facility for workshops with A/V capabilities, table supply boxes and table seating for all workshop participants. To maximize the amount of training time, provide beverages and a simple lunch in or near the training room so participants can stay on-site the full day of the workshop. Alternatively, staff can be released for off-site lunch, but the training day schedule will have to be adjusted accordingly and training time will be lost.
- Provide CE credit to participating school and district personnel.
- In follow up meetings with schools throughout the school year, monitor and support action plans developed at the workshops in order to support a focused campus improvement process.
- Complete post-workshop surveys.

Protection of Sensitive Data

E3 Alliance acknowledges and agrees that if confidential information is so identified and disclosed by the district, E3 shall hold all such confidential information in the strictest confidence as a fiduciary and shall not sell, transfer, publish, disclose, display or otherwise make available to any third person such confidential information or any portion thereof without the express written consent of the district. Each party shall use their best efforts to protect the confidentiality of all such information consistent with the manner in which they protect their most confidential business information.

E3 Alliance further agrees to abide by all requirements of the Family educational rights and Privacy Act (FERPA; specifically, protections under Federal Law 20 USC, Section 1232g and implementing federal regulations found in 34 CFR, part 99 and State Law J). Under such regulations, E3 will maintain confidentiality of applicable data, whether or not it is marked as such, and will not permit access of such data to a person not authorized, and will report any known instances of missing data or data that has been inappropriately shared. District will ensure that all FERPA-protected data to be provided by the district to E3 Alliance will be provided in a secure format per E3 instructions.

Other Terms and Conditions

1. E3 Alliance has commercial general liability, automobile liability, and umbrella liability insurance coverage.
2. E3 Alliance annually screens and performs background checks on employees and contractors that operate on school campuses and may come into contact with students.
3. All reports and work products related to the project and related processes, statistical methods and inventions, including all Intellectual Property Rights therein, remain owned by E3 Alliance. E3 hereby assigns to the District full rights to use delivered work products associated with this project for use in supporting student performance

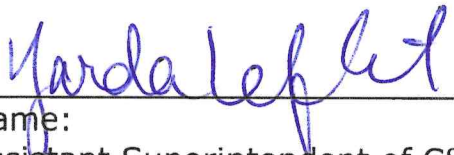
improvement.

4. Cancellation and Rescheduling Policy: The Client acknowledges and understands that timely cancellations and rescheduling of services are crucial for efficient planning and resource allocation by the Service Provider. Therefore, the following policies apply:

- Cancellation: If a Client cancels a scheduled service within 48 hours of the planned date and time of that service, the Client must pay the Service Provider the full cost of the canceled service. If both parties are available, the service may be rescheduled at equivalent additional cost.
- Rescheduling: If the client needs to reschedule a planned service, they must do so at least 48 hours ahead of the date and time of the planned service with a written notice. A mutually available reschedule date will be determined at no additional cost. However, the Client is allowed no more than two reschedules less than two weeks of planned delivery. If more than two planned service dates during the period of this contract, and within two weeks of scheduled service delivery, must be rescheduled by the Client, the Client will be charged.

Acceptance of this Statement of Work:

By:

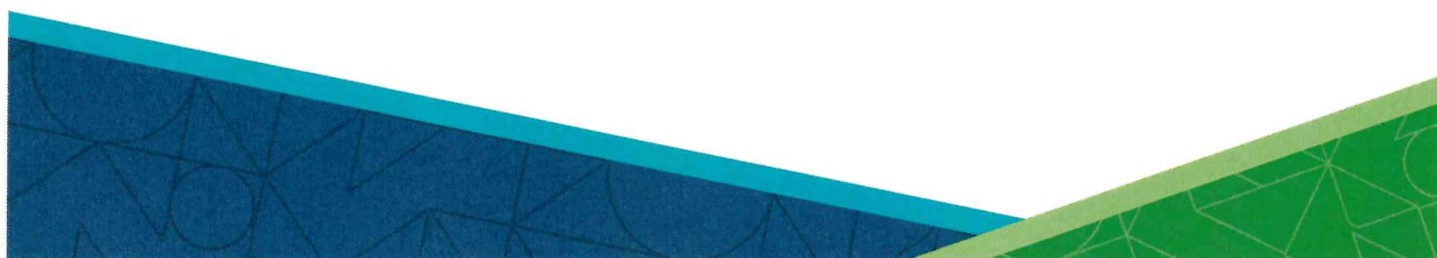


Name:
Assistant Superintendent of C&I
Marble Falls ISD

By:



Richard Tagle
President and Executive Director
E3 Alliance



Statement of Work: Contracted Services for the LASO Cycle 3 Instructional Leadership Grant, **Year One** for Highland Lakes Elementary, Marble Falls Elementary, and Marble Falls Middle School, Marble Falls ISD.

This Statement of Work dated June 20, 2025 is provided by E3 Alliance for acceptance by Marble Falls ISD to provide contracted services related to the LASO Cycle 3 Instructional Leadership grant from the Texas Education Agency that support success for all students.

The Instructional Leadership Pathway will provide training, implementation support, and one-on-one coaching to campus and district leaders to build their own capacity and that of the educators they manage.

Fee Summary and Payment Schedule

LASO Cycle 3 Instructional Leadership Program support beginning July 2025 will be provided for Highland Lakes Elementary, Marble Falls Elementary, and Marble Falls Middle School, Marble Falls ISD staff for a price of \$69,000 to be invoiced following the payment schedule below and paid within 30 days of receiving invoices. Should any work or deliverables be substantively changed from the outline of this document, the project budget will be reviewed by both parties before proceeding. E3 Alliance requests payments be made electronically. E3 Alliance's W-9 and electronic payment information will be included with invoice upon commencement of the project.

- ★ *This is a two-year grant. Year One, the Instructional Leadership Grant, spans from July 2025 to 9/30/2026, followed by Year Two, the continuation grant, from 10/1/2026 to 9/30/2027. LEAs will first receive the Year One grant and then in May 2026, Engagement Criteria will be assessed, and based on meeting those criteria, *Year Two continuation grants will be awarded. At that time, LEAs must submit a budget and sign assurances for the Year Two grant) Second SOW will be developed and sent after Year Two continuation is awarded.*

**LASO Instructional Leadership Program
Contracted Services
Payment Schedule**

Invoice Date	Amount
September 2025	\$17, 250
November 2025	\$17, 250
February 2026	\$17, 250
April 2026	\$17, 250

E3 Alliance Responsibilities and Deliverables

E3 Alliance will be responsible for the professional development process, delivery of training, facilitation of school teams, and timely delivery of all content and deliverables (materials) to be provided following the plan below:

E3 Alliance will support the implementation of best practices in instructional leadership, including professional learning for teachers, coaches, school leaders/campus administrators, and district leaders on schoolwide culture routines, materials internalization and alignment, observation and feedback and data driven instruction.

Technical assistance for the Instructional Leadership Program includes, but is not limited to:

- Support in developing district-level instructional leadership expectations for campus leaders and campus-level implementation action plans
- Coaching for school leaders/campus administrators
- Learning walks with school leaders/campus administrators to understand fidelity of implementation of instructional leadership practices and progress toward implementation goals
- Facilitation of professional development for teachers and coaches on effective

instructional leadership practices

- Facilitation of implementation supports for district and school leaders, teachers and coaches (e.g., additional professional learning, unit and lesson internalization, lesson rehearsal, student work analysis, observation and feedback)
- Observations to support teacher and leader implementation

District/Campus Responsibilities

- Identify a primary Point of Contact (POC) at the district to work through for all logistics and planning/technology.
- Identify a Financial POC at the district to work through for all invoicing and payment. Finalize schedule of workshops and schedules with E3 Alliance.
- Identify participants to attend the workshop and provide a list with emails to E3 Alliance.
- If applicable, provide a district location/facility for workshops with A/V capabilities, table supply boxes and table seating for all workshop participants. To maximize the amount of training time, provide beverages and a simple lunch in or near the training room so participants can stay on-site the full day of the workshop. Alternatively, staff can be released for off-site lunch, but the training day schedule will have to be adjusted accordingly and training time will be lost.
- Provide CE credit to participating school and district personnel.
- In follow up meetings with schools throughout the school year, monitor and support action plans developed at the workshops in order to support a focused campus improvement process.
- Complete post-workshop surveys.

Protection of Sensitive Data

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strictest confidence as a fiduciary and shall not sell, transfer, publish, disclose, display or otherwise make available to any third person such confidential information or any portion thereof without the express written consent of the district. Each party shall use their best efforts to protect the confidentiality of all such information consistent with the manner in which they protect their most confidential business information.

E3 Alliance further agrees to abide by all requirements of the Family educational rights and Privacy Act (FERPA; specifically, protections under Federal Law 20 USC, Section 1232g and implementing federal regulations found in 34 CFR, part 99 and State Law J). Under such regulations, E3 will maintain confidentiality of applicable data, whether or not it is marked as such, and will not permit access of such data to a person not authorized, and will report any known instances of missing data or data that has been inappropriately shared. District will ensure that all FERPA-protected data to be provided by the district to E3 Alliance will be provided in a secure format per E3 instructions.

Parties shall maintain data breach response plans outlining organizational policies and procedures for addressing a potential breach. Response plans shall require prompt response for minimizing the risk of any further data loss and any negative consequences of the breach, including potential harm to affected individuals. A data breach is any instance in which there is an unauthorized release or access of personally identifiable information or other information not suitable for public release. This definition applies regardless of whether parties stores and manages the data directly or through a contractor, such as a cloud service provider. Upon discovering a confirmed security incident or breach, parties will notify each other within 24 business hours, communicating relevant and known information about the security incident or breach.

As part of this agreement, we will provide the School District with a Data Sharing Agreement (DSA) to ensure the secure and responsible use of student and school

data. The DSA will outline the terms of data access, usage, confidentiality, and compliance with applicable regulations. The district will be required to review and sign the agreement.

Other Terms and Conditions

1. E3 Alliance has commercial general liability, automobile liability, and umbrella liability insurance coverage.
2. E3 Alliance annually screens and performs background checks on employees and contractors that operate on school campuses and may come into contact with students.
3. All reports and work products related to the project and related processes, statistical methods and inventions, including all Intellectual Property Rights therein, remain owned by E3 Alliance. E3 hereby assigns to the District full rights to use delivered work products associated with this project for use in supporting student performance improvement.
4. Cancellation and Rescheduling Policy: The Client acknowledges and understands that timely cancellations and rescheduling of services are crucial for efficient planning and resource allocation by the Service Provider.

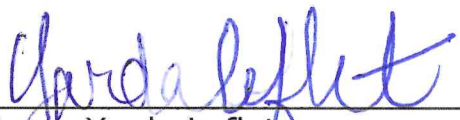
Therefore, the following policies apply:

- Cancellation: If a Client cancels a scheduled service within 48 hours of the planned date and time of that service, the Client must pay the Service Provider the full cost of the canceled service. If both parties are available, the service may be rescheduled at equivalent additional cost.
- Rescheduling: Should the client need to reschedule a scheduled service, they must notify us in writing at least 48 hours prior to the appointment. We will work together to find a new mutually agreeable date at no extra charge. However, The client is permitted up to two reschedules within two weeks of the original

service date without incurring additional fees. If more than two reschedules are requested for any service dates during the contract period, additional charges may apply.

Acceptance of this Statement of Work:

By:



Name: Yarda Leflet
Assistant Superintendent of C&I
Marble Falls ISD

By:



Richard Tagle
President and Executive Director
E3 Alliance