



1401 Wescott Circle
 Lexington, KY 40509
 ph: (703) 593-9353
 email: gorski@EquityLiteracy.org
 web: www.EquityLiteracy.org/

Scope of Work/Estimate

April 17, 2023

Summary of Services and Estimated Fees/Expenses

Services for winter, spring, and summer 2023	Cost	Notes
Policy analysis	\$7,000	Will include the following documents and policies: strategic plan, student handbook, employee handbook, draft racial equity policy, student uniform guidelines and overview, and Policies NP-601, 102, 401, 402, 413, 504, 506, 521, 522, and 609. We do policy analysis by using annotations directly within policy documents, so the school will receive the policy documents with those annotations (comments, suggestions). Includes a one-hour oral summary and debrief (separate from the final overall assessment debrief, listed below).
Data analysis – extracurriculars, advanced course-taking, and participation in capstone travel opportunities	3,000	Assumes data are already available or attainable without having to create new mechanisms to collect them.
Data analysis – hiring and retention	1,500	Assumes data are already available or attainable without having to create new mechanisms to collect them.
Up to 15 focus groups	18,000	Includes three full days of focus group, five 45-minute focus groups per day. Configuration of focus groups to be determined. Equity walk-through also included in this cost.
Three surveys: staff, students, families/community	18,000	Includes survey design (with school’s input) and data analysis.
90-minute oral report/debrief	No cost	This is in addition to the debrief specifically for the policy analysis.
Written report	6,000	Includes overall synthesis of results cutting across data sources, with sections of “things that are going well” when it comes to equity and inclusion and “areas needing attention” when it comes to equity and inclusion. Also included are summary tables for the quantitative data analyses elements and summary tables of statistically significant findings from the surveys. These sections will be followed by a series of recommendations based on the findings.

TOTAL	\$47,500
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Signed:



Paul C. Gorski, Director, Equity Literacy Institute