

PROJECT ACCEPTANCE RECORD

To: Ayindé Rudolph, Ed.D., Superintendent, Mountain View Whisman School District

From: Alycia Diggs-Chavis, Principal, ALULA®

Date: May 17, 2023

Project Title: Executive Coaching for 12–15 Selected District Leaders, Q4 (360) Feedback Surveys for 30 Principals and Cabinet Members and Facilitation of five 4-Hour District Leadership Team Development Sessions

This Project Acceptance Record (PAR) is to cover our agreement for ALULA consulting time and support to you. The costs for these services are outlined below. Please review, sign, and return this agreement so we can have a record of our shared understanding of this project's scope and deliverables.

Project Scope	Deliverables	Consulting Fees
Executive Coaching for 12–15 Leaders	<ul style="list-style-type: none"> ▪ Initial Coaching Meeting: Meet with leader to begin developing a relationship and to establish a coaching agreement and goals for the coaching process; review background information, business documents, and historical performance data following the meeting ▪ ALULA's Q4 LeadershipSM Assessment: Provides a comprehensive snapshot of the participant's leadership skills based on information submitted by the participant and the participant's manager, direct reports, and peers; multiple dimensions are analyzed, with a specific focus on two dynamics: engagement and results ▪ One-on-One Q4 Leadership Feedback Debrief Session: Meeting with leader to debrief results, consolidate findings, and create coaching action plan ▪ Education/Coaching Sessions (ABS Principles): Educate on leadership tools and techniques selected, as necessary and appropriate, for individual's needs; principles of Applied Behavioral Science (ABS) are incorporated into the techniques taught and modeled ▪ One-on-One Coaching Discussions: Hold one-on-one discussions, once/twice per month, to debrief feedback interviews, discuss issues, problem-solve, plan for future interactions and business issues. Principles of Applied Behavioral Science (ABS) are incorporated into the techniques taught and modeled ▪ Direct Observation: Make on-site visits to observe leader in action and provide pinpointed in-the-moment feedback on leadership behaviors ▪ Sustainability Plan: Create a sustainability plan to maintain gains achieved through coaching ▪ Planning, preparation, data gathering, and follow-up work required for the above service ▪ Fees include 10 hours of direct coaching, survey, analysis, and preparation per leader 	<p>\$107,664– \$134,575</p>
ALULA's Q4 LeadershipSM Assessment	<p>ALULA's Q4 LeadershipSM Assessment and Debrief:</p> <ul style="list-style-type: none"> ▪ Facilitate leader completion of ALULA's Q4 Leadership Assessment, which provides a snapshot of the participant's leadership skills based on information submitted by the participant and the participant's manager, direct reports, and peers 	<p>\$37,500</p>

Project Scope	Deliverables	Consulting Fees
	<ul style="list-style-type: none"> ▪ Multiple dimensions are analyzed with a specific focus on two dynamics: engagement and results <ul style="list-style-type: none"> ▪ This assessment will show the extent to which the participant engages in the key leadership behaviors that drive business results and build a culture of high engagement ▪ Fees assume 32 survey participants receiving feedback reports 	
Leadership Team Working Sessions	<ul style="list-style-type: none"> ▪ Facilitate five 4-hour Leadership Skill Building Working Sessions with the District Leadership Team 	\$26,000
ESTIMATED TOTAL (excludes travel, project support, and any additional materials production expenses, which are invoiced as incurred)		\$171,164- \$198,075 USD

Approval to Proceed

Fees will be invoiced as follows:

- *ALULA will invoice in two fixed-fee installments. The first installment (50% of project cost shown above) will be invoiced upon initiation of our work and the second installment (50% of the project cost shown above) will be invoiced at the completion of 85% of the project.*

The budget and plan for the work described above is acceptable to me, and I authorize ALULA to carry out the work. I also agree to reimburse ALULA for travel. Domestic travel typically averages 15% and will be invoiced as incurred.

For the purposes of this Agreement, ALULA’s proprietary information consists of methodologies, concepts, knowhow, analytical frameworks, and analytical approaches (together, “Methodologies”) of ALULA that are reusable from project to project and client to client, in addition to patents, inventions, trade secrets, copyrighted and non-copyrighted materials, and trademarks and servicemarks, whether registered or not. Methodologies and proprietary information that are developed by ALULA prior to this Agreement and any improvements thereto made during the course of this Agreement belong solely to ALULA.

Use of ALULA’s proprietary information and Methodologies will be limited to participants of the Mountain View Whisman School District Executive Coaching-Q4 Survey Project.

Signature

Date

Title/Company

Please forward signed Project Acceptance Record to:
 ALULA/Attn: Tim Overcash, CFO
 100 Corporate Drive
 Morgantown, WV 26501
 Fax: 304.599.7808
 Email: Accounting@ALULA.clg.com