

PROJECT ACCEPTANCE RECORD

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

From: Alycia Diggs-Chavis, Director, ALULA®

Date: May 30, 2024

Project Title: 2024–2025 Executive Coaching, 360 Feedback, and Leadership Skill Development for District Leaders

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 as a record of our shared understanding of this project’s scope and deliverables.

Project Scope	Deliverables	Consulting Fees
Executive Coaching for up to 20 Leaders	<ul style="list-style-type: none"> ▪ Initial Coaching Meeting: Meet with leader to establish a coaching agreement and goals; review background information, business documents, and historical performance data following the meeting ▪ ALULA’s Leadership Assessment and One-on-One Debrief: See below ▪ Education/One-on-One Coaching Discussions: Meet with leader once/twice per month to debrief feedback, discuss issues, problem-solve, and plan for future interactions. 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 <p>Includes all planning, preparation, data gathering, and follow-up work required for the activities above</p>	\$166,000
ALULA’s Leadership Assessment and One-on-One Debrief	<ul style="list-style-type: none"> ▪ Facilitate leader completion of ALULA’s Leadership Assessment, which provides a snapshot of the participant’s leadership skills based on feedback from the participant, the participant’s manager, direct reports, and peers ▪ Meet with leaders to debrief results, consolidate findings, and create coaching action plan <p>Fee assumes 32 survey participants receiving feedback reports</p>	\$44,450
Leadership Team Working Sessions	<ul style="list-style-type: none"> ▪ Facilitate four 4-hour Leadership Skill Building Working Sessions with the District Leadership Team 	\$24,000
Cabinet Working Sessions	<ul style="list-style-type: none"> ▪ Facilitate four 4-Hour Leadership Skill Building Working Sessions with Cabinet 	\$24,000
MTSS Team Sessions	<ul style="list-style-type: none"> ▪ Provide Consultative Coaching on leveraging assessment data and analysis 	\$12,000
ESTIMATED TOTAL (excludes travel, project support, and any additional materials production expenses, which are invoiced as incurred)		\$270,450 USD

Approval to Proceed

Consulting 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 March 2025.

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, 360 Feedback, and Leadership Skill Development Project.

Signature

Date

Superintendent, Mountain View Whisman School District
Title/Company

Please forward signed Project Acceptance Record to:
ALULA/Attn: Jessica Miller, Director of Finance
100 Corporate Drive
Morgantown, WV 26501
Fax: 304.599.7806
Email: Accounting@ALULA.clg.com