



**Waxahachie Independent School District**  
**411 North Gibson Street**  
**Waxahachie, TX 75165**  
**972-923-4631**  
**www.wisd.org**

**Called Meeting | AGENDA**  
**Monday, April 29, 2024**  
**4:30 PM**

A Called Meeting of the Board of Trustees of Waxahachie Independent School District will be held Monday, April 29, 2024, beginning at 4:30 PM in the WISD Teaching, Learning, & Innovation Building, 51 Northgate Dr, Waxahachie, TX 75165.

The subjects to be discussed or considered or acted upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. CALL TO ORDER
  - A. Announcement in the Board room by presiding officer that a quorum is present, that the meeting has been duly called, and that notice of the meeting has been duly posted for time and manner required by law.
- II. CLOSED SESSION. Section 551.001 et seq. (if necessary)
  - A. Deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, including discussing complaints, hiring, resignation, termination, proposal for non renewal, proposal for termination, evaluation, promotion or demotion of personnel. Gov't Code 551.074
  - B. Deliberating the purchase, exchange, lease or value of real property. Gov't Code 551.072
  - C. Deliberation regarding security devices, personnel deployment, or security audits. Gov't Code 551.076.
  - D. Pursuant to sections 551.071 and 551.074, Texas Government Code, discussions regarding report concerning Superintendent and consultation with Board's counsel regarding legal and procedural matters related to same.
  - E. Consulting privately with the board's attorney concerning contemplated litigation. Gov't Code 551.071.
  - F. Discussion regarding the duties and responsibilities of School Board members. Gov't Code 551.074.
- III. RECONVENE TO OPEN SESSION
  - A. Open Forum: Hearing of individuals or committees.
- IV. CONSENT AGENDA
  - A. Consideration with possible approval of the Barnes & Noble Summer Bridge backpacks for the summer of 2024. 3
  - B. Consideration with possible action to approve the termination of an employee on a probationary contract, as discussed in closed session, effective at the end of the school year. 21
- V. ACTION ITEMS.
  - A. Consideration with possible approval of the hiring of the Simpson Elementary Principal.
  - B. Consideration with possible approval of the hiring of the Wedgeworth Elementary Principal. 22
  - C. Consideration with possible approval of the hiring of the Director of Student Services. 24
  - D. Consideration with possible action to approve district instructional resources for the 2024-2025 school year and beyond. 26
  - E. Consideration with possible action to approve a contract with EdElements. 28

## VI. ADJOURN

If, during the course of the meeting, a discussion of any item on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting. [See BEC(LEGAL)]

Regular meetings of the Waxahachie ISD Board of Trustees begin at 5 p.m. To respect the time of those being recognized, recognitions will not begin before 6 p.m., and agenda items may be taken out of order to accommodate recognitions. Those being recognized are asked to arrive by 6 p.m.

\*Audience participation is limited to the time allotted for those individuals who submit a Public Comment Card indicating the agenda or non-agenda topic they wish to address. At all other times during Board Meetings, the audience shall not enter into discussion or debate on matters being considered by the Board, unless requested by the presiding officer. Speaker presentation time will be set by the Board President at the Board dais. No action may be taken regarding the information received by the Board.

\*\*In accordance with state law, public comment may not be used to voice a complaint involving the naming of specific individuals, including but not limited to the names of district employees or students, even if the matter is listed on the agenda. Additionally, no information that may be reasonably linked to an individual person may be spoken about during public comment. All complaints may be directed through the appropriate administrative channels before being presented to the Board:

Students/Parents – Board Policy FNG(LOCAL);  
Employee – Board Policy DGBA(LOCAL); or,  
Community Member – Board Policy GF(LOCAL).

This agenda (one or more pages) is part of a document entitled NOTICE OF MEETING in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. The Waxahachie ISD Administration Building, Board Room, 411 North Gibson Street, Waxahachie, Texas, 75165 is wheelchair accessible. A curb slope entry is available at the rear entrance.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** April 29, 2024      **Presented By:** Christi Kubin

**Subject:** Barnes and Noble PO      **Related Page(s)** \_\_\_\_\_

**Consent  
Agenda Item**

**EXECUTIVE SUMMARY:**

Dr. Hollingsworth will be informing the Trustees of the purchase of the purchase order request for Barnes & Noble Summer Bridge Essential Backpacks for Kinder through 6<sup>th</sup> grade students at Title I campuses. The backpacks will include two fiction and two non-fiction books, a Parent Summer Activity guide, and math flashcards. A list of books included in the backpacks has been given to Mr. Auvenshine for the Library Book committee to review. Additionally, the book entitled '7 Highly Effective Habits of Teens' by Stephen Covey will be purchased for all 7<sup>th</sup> and 8<sup>th</sup> grade students. Title I funds will be used to fund this purchase.

		<b>BOARD PRIORITY GOALS</b>
X	<b>Priority #1</b>	<b>Student Growth</b>
	<b>Priority #2</b>	<b>Honor and Support Staff</b>
	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

The Board approve a PO for the Barnes & Noble Summer Bridge backpacks for the summer of 2024.



**Waxahachie Independent School District**  
**Quote Comparison Form**

In accordance with Board policy CH (LOCAL), all purchases over \$5,000 are required to record at least three quotes received before a purchase order is issued. The use of this form is recommended, though not required, for all purchases below \$5,000. All quotes for purchases over \$5,000 should be remitted to the business office for recordkeeping.

Name of Person securing quotes: Christi Kubin  
Department: TLI  
Budget Allocated for Purchase: \$150,000.00  
Item(s) being quoted: summer reading materials(take-home)

Vendor #1: Company Name: Barnes and Noble  
Representative: Casey Dickey  
Vendor Approved via: Region X  
Amount Quoted: \$148,282.12

Vendor #2: Company Name: Scholastic  
Representative: online order  
Vendor Approved via: Region 19  
Amount Quoted: \$117,993.70

Vendor #3: Company Name: Teacher Created Materials  
Representative: Ramino Cantu  
Vendor Approved via: Region 19  
Amount Quoted: \$238,525.92

Based on the quotes received, I believe it is the most advantageous to Waxahachie ISD to use  
(vendor) Barnes and Noble for the procurement of (item) summer reading material.

Cl  
Campus Principal / Department Head / Administrator

3-27-24  
Date

Business Office Approval \_\_\_\_\_

\_\_\_\_\_ Date

Explanation: Barnes and Noble is the preferred vendor because the backpacks come with a parent guide, flash cards and four books. B&N will also ship to individual campuses and the readers come in Spanish for Dual Credit students. Scholastic books don't come in a backpack. Most TCM sets are on backorder.

Barnes & Noble Quote 1636528

CRM2305@bn.com <CRM2305@bn.com>

Tue 3/26/2024 6:37 PM

To:Christi Kubin <ckubin@wisd.org>

You don't often get email from crm2305@bn.com. [Learn why this is important](#)

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**Barnes & Noble  
Booksellers**

Store 2305

Hillside Village 305 West FM 1382 Suite 520 Cedar Hill, TX 75104

**Quote # 1636528**

**Store Number:** 2305  
**Prepared For:** Waxahachie ISD  
 Christi Kubin  
**School/Company:**  
**Store Contact:** Casey Dickey  
**Contact Phone:** (516) 316-8903  
**Store Fax No.:** (972) 291-0746  
**Preparation Date:** 03/26/2024  
**Order Due Date:** 04/26/2024

**Shipping Address:**  
  
**Customer Phone:** (972) 923-4727  
**Customer Email:** ckubin@wisd.org

Product	Title	Author	Publisher	Format	Discount Allowed	Destination	Quantity	List Price	% Off	Quoted Price	Extended Price
9781483869391	SUMMER BRIDGE ESSENTIALS BACKPACK 2-3B	Rourke Educational Media	Rourke Educational Media	TP		Ship-to-Store	520	39.95	25.0%	29.96	15579.20
9781483871776	SUMMER BRIDGE ESSENTIALS BACKPACK GR 3-4	Rourke Educational Media	Rourke Educational Media	TP		Ship-to-Store	549	39.95	25.0%	29.96	16448.04
9781483869407	SUMMER BRIDGE ESSENTIALS BACKPACK GR 4-5	Rourke Educational Media	Rourke Educational Media	TP		Ship-to-Store	541	39.95	25.0%	29.96	16208.36
9781483869414	SUMMER BRIDGE ESSENTIALS BACKPACK GR 5-6	Rourke Educational Media	Rourke Educational Media	TP		Ship-to-Store	539	39.95	25.0%	29.96	16148.44
9781731653796	SUMMER BRIDGE ESSENTIALS BACKPACK GR 6-7	Rourke Educational Media	Rourke Educational Media	TP		Ship-to-Store	839	39.95	25.0%	29.96	25136.44
9781483869377	SUMMER BRIDGE ESSENTIALS BACKPACK: GR 1-2	Rourke Educational Media	Rourke Educational Media	TP		Ship-to-Store	532	39.95	25.0%	29.96	15938.72
9781483871332	SUMMER BRIDGE ESSENTIALS BACKPACK: K-1	Rourke Educational Media	Rourke Educational Media	TP		Ship-to-Store	463	39.95	25.0%	29.96	13871.48
9781731653604	Summer Bridge Essentials Spanish Backpack 1-2	Rourke Educational Media	Rourke Educational Media	TP		Ship-to-Store	88	39.95	25.0%	29.96	2636.48
9781731653611	Summer Bridge Essentials Spanish Backpack 2-3	Rourke Educational Media	Rourke Educational Media	TP		Ship-to-Store	88	39.95	25.0%	29.96	2636.48
9781731653598	Summer Bridge Essentials Spanish Backpack K-1	Rourke Educational Media	Rourke Educational Media	6 TP		Ship-to-Store	88	39.95	25.0%	29.96	2636.48

**By placing this order, I acknowledge and understand that all items are non-returnable.**

<b>Subtotal:</b>	\$127240.10
<b>Shipping:</b>	\$0.00
<b>Sales Tax:</b>	\$0.00
<b>Total:</b>	\$127240.10

**Message from Store:** updated

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Please direct any questions to Casey Dickey at (516) 316-8903 or CRM2305@bn.com.

Price valid through 04/25/2024. Delivery date depends upon date of order. Additional fees may apply.

Quantities subject to availability at time of order.

Please make checks payable to "Barnes & Noble" and present your Tax Exempt certificate at payment.

If charging to an Institutional Account. Please present your Institutional Account Card and Tax Exempt certificate at payment. OR provide a Purchase Order indicating your Account Number and Tax Exempt information.

Barnes & Noble Quote 1636564

CRM2305@bn.com <CRM2305@bn.com>

Tue 3/26/2024 5:52 PM

To:Christi Kubin <ckubin@wisd.org>

Cc:CRM2305@bn.com <CRM2305@bn.com>

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**Barnes & Noble  
Booksellers**

Store 2305

Hillside Village 305 West FM 1382 Suite 520 Cedar Hill, TX 75104

**Quote # 1636564**

**Store Number:** 2305  
**Prepared For:** Waxahachie ISD  
Christi Kubin  
**School/Company:**  
**Store Contact:** Casey Dickey  
**Contact Phone:** (516) 316-8903  
**Store Fax No.:** (972) 291-0746  
**Preparation Date:** 03/26/2024  
**Order Due Date:** 04/29/2024

**Shipping Address:**  
  
51 Northgate Dr  
Waxahachie, TX 75165  
  
**Customer Phone:** (972) 923-4727  
**Customer Email:** ckubin@wisd.org

Product	Title	Author	Publisher	Discount Format	Allowed Destination	Quantity	List Price	% Off	Quoted Price	Extended Price
9781476764665	7 Habits of Highly Effective Teens	Sean Covey	Simon & Schuster	TP	Ship-to-Customer	1800	17.99	35.0%	11.69	21042.00

**By placing this order, I acknowledge and understand that all items are non-returnable.**

<b>Subtotal:</b>	\$21042.00
<b>Shipping:</b>	\$0.00
<b>Sales Tax:</b>	\$0.00
<b>Total:</b>	\$21042.00

Please direct any questions to Casey Dickey at (516) 316-8903 or CRM2305@bn.com.

Price valid through 04/25/2024. Delivery date depends upon date of order. Additional fees may apply.

Quantities subject to availability at time of order.

Please make checks payable to "Barnes & Noble" and present your Tax Exempt certificate at payment.

If charging to an Institutional Account. Please present your Institutional Account Card and Tax Exempt certificate at payment. OR provide a Purchase Order indicating your Account Number and Tax Exempt information.

SUNOIAS INC

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Grab and Go Pack Theme 1: Favorite Books Grade 1 Spanish (<https://shop.scholastic.com/teachers-ecommerce/teacher/books/grab-and-go-pack-theme--favorite-books-grade--spanish-9781338752786.html>)

Item # : NTS716984  
TAKE HOME COLLECTION  
LIST PRICE: ~~\$49.95~~  
YOUR PRICE: \$29.95  
TOTAL: \$2,635.60  
[Move to Wishlist](#)



Grab and Go Pack Theme 1: Favorite Books Grade 2 Spanish (<https://shop.scholastic.com/teachers-ecommerce/teacher/books/grab-and-go-pack-theme--favorite-books-grade--spanish-9781338752793.html>)

Item # : NTS716985  
TAKE HOME COLLECTION  
LIST PRICE: ~~\$49.95~~  
YOUR PRICE: \$29.95  
TOTAL: \$2,635.60  
[Move to Wishlist](#)



My Books Summer Spanish Grade K Fiction 5-Book Pack (<https://shop.scholastic.com/teachers-ecommerce/teacher/books/my-books-summer-spanish-grade-k-fiction--book-pack-9781338170092.html>)

Item # N15817009  
TAKE HOME COLLECTION  
LIST PRICE: ~~\$42.64~~  
YOUR PRICE: \$29.95  
TOTAL: \$2,635.60  
[Move to Wishlist](#)



- 839 +

My Books Summer Grade 6 Fiction/Nonfiction 6-Book Pack (<https://shop.scholastic.com/teachers-ecommerce/teacher/books/my-books-summer-grade--fictionnonfiction--book-pack-9781338184839.html>)

Item # N15818483  
TAKE HOME COLLECTION  
LIST PRICE: ~~\$64.64~~  
YOUR PRICE: \$34.95  
TOTAL: \$29,323.05  
[Move to Wishlist](#)



- 539 +

My Books Summer Grade 5 Fiction 5-Book Pack (<https://shop.scholastic.com/teachers-ecommerce/teacher/books/my-books-summer-grade--fiction--book-pack-9781338169607.html>)

Item # NTS816960

TAKE HOME COLLECTION

LIST PRICE: ~~\$47.64~~

YOUR PRICE: \$29.95

TOTAL \$16,143.05

[Move to Wishlist](#)



- 541 +

My Books Summer Grade 4 Nonfiction 5-Book Pack (<https://shop.scholastic.com/teachers-ecommerce/teacher/books-summer-grade--nonfiction--book-pack-9781338169584.html>)

Item # NTS816958

TAKE HOME COLLECTION

LIST PRICE: ~~\$48.54~~

YOUR PRICE: \$29.95

TOTAL \$16,202.95

[Move to Wishlist](#)



- 549 +

My Books Summer Grade 3 STEM 5-Book Pack (<https://shop.scholastic.com/teachers-ecommerce/teacher/books/my-books-summer-grade--stem--book-pack-9780545570435.html>)

Item # NT5557043

TAKE HOME COLLECTION

LIST PRICE: ~~\$43.60~~

YOUR PRICE: \$29.95

TOTAL: \$16,442.55

[Move to Wishlist](#)



- 520 +

My Books Summer Grade 2 Health and Wellness 5-Book Pack (<https://shop.scholastic.com/teachers-ecommerce/teacher/books/my-books-summer-grade--health-and-wellness--book-pack-9780545570428.html>)

Item # NT5557042

TAKE HOME COLLECTION

LIST PRICE: ~~\$41.64~~

YOUR PRICE: \$29.95

TOTAL: \$15,574.00

[Move to Wishlist](#)



- 532 +

My Books Summer Grade 1 Fiction 5-Book Pack (<https://shop.scholastic.com/teachers-ecommerce/teacher/books/my-books-summer-grade--fiction--book-pack-9781338169454.html>)

Item # NTS816945  
TAKE HOME COLLECTION  
LIST PRICE: ~~\$52.64~~  
YOUR PRICE: \$29.95  
TOTAL: \$15,933.40  
[Move to Wishlist](#)



- 463 +

My Books Summer Grade K School Readiness Pack 5-Book Pack (<https://shop.scholastic.com/teachers-ecommerce/teacher/books/my-books-summer-grade-k-school-readiness-pack--book-pack-9780545569682.html>)

Item # NTS556968  
TAKE HOME COLLECTION  
LIST PRICE: ~~\$49.60~~  
YOUR PRICE: \$29.95  
TOTAL: \$13,866.85  
[Move to Wishlist](#)

Select your FREE Gift. You qualify for a class set of 25 student magazines. Please select 1 magazine collection from the choices listed below.

Qty:  Storyworks 1 (Grade 1)

Qty:  Storyworks 2 (Grade 2)

Qty:  Storyworks 3 (Grade 3)

Qty:  Storyworks (Grades 4-5)

Total 121,572.00  
 Discount - 25,224.29  
 Shipping 11,825.34  


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 ← CONTINUE SHOPPING **\$ 117,993.70**

Order Total

\$117.99

Promo Applied: 20% off My Books Summer Take-Home Book Packs (offer excludes Classroom Sets).

Enter your Promo Code

APPL

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Recommended For You



My Books Summer Grade 4 Fiction 5-Book Pack

GRADE 4 • TAKE HOME COLLECTION  
\$29.95 ~~53.50~~ 44% off



My Books Summer Grade 3 Fiction 5-Book Pack

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\$29.95 ~~50.50~~ 38% off



My Books Summer Grade 6 Fiction 5-Book Pack

GRADE 6 • TAKE HOME COLLECTION  
\$29.95 ~~51.66~~ 42% off



My Books Summer Grade 3 STEM - Classroom Set

GRADE 3 • TAKE HOME COLLECTION  
\$795.00 ~~912.45~~ 36% off



My Books Summer Grade 2 Fiction 5-Book Pack

GRADE 2 • TAKE HOME COLLECTION  
\$29.95 ~~46.54~~ 34% off



My Books Summer Grade 1 Health and Wellness 5-Book Pack

GRADE 1 • TAKE HOME COLLECTION  
\$29.95 ~~54.50~~ 45% off

[/teachers-ecommerce/teacher/books/my-books-summer-grade-4-fiction-5-book-pack-9781338169577.html](#)

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[/teachers-ecommerce/teacher/books/my-books-summer-grade-3-fiction-5-book-pack-9781338169546.html](#)

ADD TO CART

[/teachers-ecommerce/teacher/books/my-books-summer-grade-6-fiction-5-book-pack-9781338169638.html](#)

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[/teachers-ecommerce/teacher/books/my-books-summer-grade-3-stem-classroom-set-9780545623315.html](#)

ADD TO CART

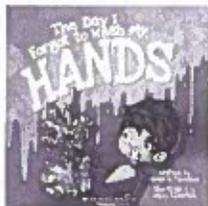
[/teachers-ecommerce/teacher/books/my-books-summer-grade-2-fiction-5-book-pack-9781338169515.html](#)

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[/teachers-ecommerce/teacher/books/my-books-summer-grade-1-health-and-wellness-5-book-pack-9780545570411.html](#)

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Best Sellers



I Forgot: The Day I Forgot to Wash My Hands

GRADES PRE-K - K • PAPERBACK BOOK  
\$3.71 ~~54.95~~ 25% off



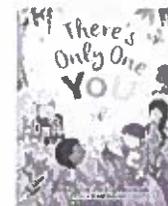
Kindergarten, Here I Come!

GRADES PRE-K - K • PAPERBACK BOOK  
\$2.99 ~~53.99~~ 25% off



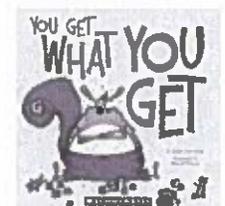
Dog Man: The Scarlet Shedder: A Graphic Novel (Dog Man #12)

GRADE 2 AND UP • HARDCOVER BOOK  
\$11.24 ~~94.99~~ 25% off



There's Only One You

GRADES PRE-K - 2 • PAPERBACK BOOK  
\$3.71 ~~54.95~~ 25% off



You Get What You Get

GRADES PRE-K - 1 • PAPERBACK BOOK  
\$3.71 ~~54.95~~ 25% off



Rainbow Fish Blue Whale

GRADES PRE-K - 2 • PAPERBACK BOOK  
\$3.00 ~~54.00~~ 45% off

[/teachers-ecommerce/teacher/books/i-forgot-the-day-i-forgot-to-wash-my-hands-9781338284140.html](#)

ADD TO CART

[/teachers-ecommerce/teacher/books/kindergarten-here-i-come-9780545549066.html](#)

ADD TO CART

[/teachers-ecommerce/teacher/books/dog-man-the-scarlet-shedder-a-graphic-novel-dog-man-12-from-the-creator-of-captain-jack-9781338169638.html](#)

ADD TO CART

[/teachers-ecommerce/teacher/books/theres-only-one-you-9781338602494.html](#)

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[/teachers-ecommerce/teacher/books/rainbow-fish-blue-whale-9781338295837.html](#)

ADD TO CART

Rewards Program

\$0.00

Available TCM Cost

APPLY TO CART

Your Cart

10

Items in Cart

VIEW CART

Orders

0

Your recent orders

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0

Items in Wishlist

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### Let's Learn! Backpack: Kindergarten (Backordered)

This take-home backpack includes a student practice book with activities from literacy and science to art and even physical education! The bilingual parent instructions and fun readers will help to make students comfortable in any learning environment.

Item: 126045



\$69.99

463

\$32405.37



### Let's Learn! Backpack: Grade 1 (Backordered)

This take-home backpack includes a student practice book with activities from literacy and science to art and even physical education! The bilingual parent instructions and fun readers will help to make students comfortable in any learning environment.

Item: 126046



\$69.99

532

\$37234.68



### Let's Learn! Backpack: Grade 2 (Backordered)

This take-home backpack includes a student practice book with activities from literacy and science to art and even physical education! The bilingual parent instructions and fun readers will help to make students comfortable in any learning environment.

Item: 126047



\$69.99

520

\$36394.80



### Let's Learn! Backpack: Grade 3 (Backordered)

This take-home backpack includes a student practice book with activities from literacy and science to art and even physical education! The bilingual parent instructions and fun readers will help to make students comfortable in any learning environment.

Item: 126048



\$69.99

549

\$38424.51

### Let's Learn! Backpack: Grade 4 (Backordered)

This take-home backpack includes a student practice book with activities from literacy and science to art and even physical education! The bilingual parent instructions and fun readers will help to make students comfortable in any learning environment.

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**Let's Learn! Backpack: Grade 5 (Backordered)**

This take-home backpack includes a student practice book with activities from literacy and science to art and even physical education! The bilingual parent instructions and fun readers will help to make students comfortable in any learning environment.

Item 126050

\$69.99

539

\$37724.61

**(Aprendamos! Mochila: Kinder (Backordered)**

Designed for Spanish-speaking students and their parents, this take-home backpack includes a flexible student practice book, bilingual parent instructions, and fun readers that will help to make students comfortable in any learning environment.

Item 126058

\$69.99

88

\$6159.12

**(Aprendamos! Mochila: Grado 1 (Backordered)**

Designed for Spanish-speaking students and their parents, this take-home backpack includes a flexible student practice book, bilingual parent instructions, and fun readers that will help to make students comfortable in any learning environment.

Item 126059

\$69.99

88

\$6159.12

**(Aprendamos mas! Mochila: Grado 2 (Backordered)**

Made for Spanish-speaking families, this take-home backpack includes a flexible student practice book with 10 weeks of literacy and math unit reinforcing projects. The backpack also has bilingual parent instructions and fun readers for extra practice!

Item 127161

\$69.99

88

\$6159.12

**Summary****Privacy Policy and Cookies**

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 **Backordered pricing**

Item(s) Subtotal	\$238525.92
Total before tax	\$238525.92
Sales tax	\$0.00
Grand Total	\$238525.92

Promo Code

OK

[Remove All Promo Codes](#)

[CHECKOUT NOW](#)

 **Order Shortcut**

Enter item number to add it to your cart

Item Number

OK

At Teacher Created Materials, we want to ensure that all aspects of your shopping experience are positive! Please feel free to contact us at your convenience using one of the methods listed below.

800-858-7339

Within US

Outside the U.S : 714-891-2273

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ESSA Title Programs Use of Funds Justification Form
2023-2024

Today's date: 3/27/2024 Date of event (if applicable): NA
Requested item(s): summer readers for at-risk students grade K-8
Proposed amount: \$148,282.12 Vendor Name: Barnes and Noble
Approved vendor list: Region X
Proposed Funding Source: (Check one) [X] Title I [ ] Title II [ ] Title III [ ] Title IV

How is the requested expenditure reasonable and necessary to carry out the intent and purpose of the Title program?

This expenditure is reasonable and necessary to ensure fidelity of the district adopted curriculum meets the needs of the at-risk students while supporting student reading growth in a variety of ways.

Indicate the section of the Campus Improvement Plan OR District Improvement Plan that describes the need for the expenditure requested.

Campus Improvement Plan Priority # Performance Objective: # Strategy: #
District Improvement Plan Priority #: 1 Performance Objective: # 1 Strategy: # 2

How will the requested expenditure be evaluated to measure the positive impact on student achievement?

Student satisfaction survey data
Parent satisfaction survey data
Number of students participating

Answer the following questions:

Is the activity/service required by state or local law? [ ] Yes [X] No
Did the district provide this activity/services in the prior year? [ ] Yes [X] No
Did the district previously use non-federal funds to provide the activity/service? [ ] Yes [X] No
Is the activity/service provided with federal funds to some recipients and with state/local funds to other recipients? [ ] Yes [X] No

How will the requested expenditure supplement the entire educational program on the campus?

This expenditure provides supplementary materials for at-risk students and gives greater access to the engaging reading curriculum.

If using Title IV funds, what program intent does the expenditure address? Check one:

[ ] Well-rounded education [ ] Safe & Healthy Schools [ ] Improve technology and student digital literacy

If requesting travel expenses and/or registration, you must complete the following section:

1. What is the purpose of the activity?
2. Who benefits from the expenditure?
3. How does your participation in this activity enhance your campus/district educational program?

4. Was the expense planned? [ ] Yes [ ] No Overnight? [ ] Yes [ ] No Out of State? [ ] Yes [ ] No

Requested by: Christi Kubin Date: 3/27/24
Signature of Campus/Department Administrator: Date: 3-27-24
Signature of Federal Programs Director: Date: 3-27-24

Submit this form to ckubin@wisd.org along with 20 our completed dummy purchase order form.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** April 29, 2024      **Presented By:** Theresa Burkhalter

**Subject:** Termination      **Related Page(s)** 1

**Action  
Agenda Item**

**EXECUTIVE SUMMARY:**

Consideration and possible action to approve the termination of an employee on a probationary contract, as discussed in closed session, effective at the end of the school year.

**ATTACHMENTS:**

Memorandum

		BOARD PRIORITY GOALS
X	Priority #1	Student Growth
X	Priority #2	Honor and Support Staff
X	Priority #3	Community and Stakeholder Relationships
	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approval of the recommended termination at the conclusion of the probationary contract, in furtherance of the best interests of the district.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** April 29, 2024 **Presented By:** Theresa Burkhalter

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**Subject:** New Hire **Related Page(s)** 1

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**Action  
Agenda Item**

**EXECUTIVE SUMMARY:**

The Human Resources Department is seeking the approval of the Wedgeworth Elementary Principal.

**ATTACHMENTS:**

Memorandum

		BOARD PRIORITY GOALS
X	Priority #1	Student Growth
X	Priority #2	Honor and Support Staff
X	Priority #3	Community and Stakeholder Relationships
	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve the Wedgeworth Elementary Principal as presented in closed session.



**Memorandum**

To: Dr. Jerry Hollingsworth, Superintendent  
From: Theresa Burkhalter, Director of Human Resources  
Date: April 26, 2024  
Subject: New Hire: Principal of Wedgeworth Elementary

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**Wedgeworth Elementary Principal**

**Dr. Julianne Denton**

Dr. Denton comes to us from Oklahoma City Public Schools. She has 10 years of experience in education (based on estimated years of service). She holds a bachelor's degree from the University of Oklahoma, a master's degree from the University of Central Oklahoma, and a doctoral degree from Abilene Christian University.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** April 29, 2024      **Presented By:** Theresa Burkhalter

**Subject:** New Hire      **Related Page(s)** 1



**EXECUTIVE SUMMARY:**

The Human Resources Department is seeking the approval of the Director of Student Services.

**ATTACHMENTS:**

Memorandum

		BOARD PRIORITY GOALS
X	Priority #1	Student Growth
X	Priority #2	Honor and Support Staff
X	Priority #3	Community and Stakeholder Relationships
	Priority #4	Financial Integrity

**RECOMMENDATION:**

Approve the Director of Student Services as presented in closed session.



**Memorandum**

To: Dr. Jerry Hollingsworth, Superintendent  
From: Theresa Burkhalter, Director of Human Resources  
Date: April 26, 2024  
Subject: New Hire: Director of Student Services

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**Director of Student Services**

**Reginald Rhines**

Mr. Rhines comes to us from Kennedale ISD where he currently serves as Student Support Coordinator. He has 9 years of administrative experience and 12 years as a teacher and counselor. He holds bachelor's degrees from the University of Arkansas at Pine Bluff, Pine Bluff, AR, and Philander Smith College, Little Rock AR. He holds master's degrees from the University of Arkansas at Little Rock, Little Rock, AR, and the University of North Texas, Denton, TX.

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** April 29, 2024      **Presented By:** Dustin Binnicker

**Subject:** Elementary Teacher Resources for 2024-2025      **Related Page(s)** 1 Attachment



**EXECUTIVE SUMMARY:**

Dustin Binnicker will deliver a presentation on Instructional Resources for the academic year 2024-2025. The presentation will also cover the Strong Foundations Planning and Support grant, which aims to assist the district in effectively implementing instructional materials and providing high-quality professional development for educators, coaches, and leaders to ensure successful implementation.

**ATTACHMENTS:**

WISD Instructional Resources Plan

BOARD PRIORITY GOALS		
X	<b>Priority #1</b>	<b>Student Growth</b>
X	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends the board approve the plan as presented.

# Waxahachie Independent School District

*Excellence in Education*

*Dr. Jerry Hollingsworth-Superintendent*

*jhollingsworth@wisd.org*

411 North Gibson St., Waxahachie, Texas 75165

Phone: (972) 923-4631 Fax: (972) 923-4759

'OUR VISION IS TO BE A DISTRICT WHERE INNOVATION THRIVES AND GROWTH IS LIMITLESS'



## Waxahachie ISD Instructional Resources Plan

### For 2024-2025 and Beyond

Texas has been implementing new laws and funding sources tied to districts implementing High-Quality Instructional Materials (HQIM) over the last several years, citing improved rigor, consistency across classrooms, alignment of coursework to state standards, and saving teachers time as their reasons for implementing HQIM.

In moving to HQIM, including Amplify Texas and Eureka, Waxahachie ISD is being proactive and adaptive in using these resources to support our students and teachers. In addition to a thorough state review of these materials, our WISD TLI team has also reviewed each unit to ensure alignment with the standards of our community.

#### Elementary Resources and Support

While we understand that any shift in instructional approach is challenging initially, our goal is to ensure students are receiving engaging, on-grade-level instruction, and that we are easing the burden of planning and sourcing instructional resources for our classroom teachers. A shift to HQIM does not mean the removal of the art of teaching from the classroom; on the contrary, we believe these resources allow teachers to confidently use these materials as core content, and enhance with their own enrichment and differentiation strategies based on their expertise.

We will provide robust training and the following specific supports for the rollout of these new materials including, but not limited to:

- For Amplify Texas and Eureka math, lesson-by-lesson slideshows that are easily editable and made to accompany daily lesson plans
- Refined District Unit Learning Plans
- Direct support from TLI coaches and coordinators
- Additional coaching and support for classroom teachers and campus administrators from district partner Ed Elements
- Benchmark Phonics will remain an integral resource for Tier 2 and Tier 3 interventions and our Special Education settings

#### Secondary Resources and Support

On our secondary campuses, we will continue to use our current, district-adopted resources on a daily and consistent basis. As they have done this year, our TLI department will continue to support campuses through District Unit Learning Plans and through ongoing collaboration with teachers.

These resources will continue to include: McGraw-Hill and Big Ideas for math, Savvas and McGraw-Hill for ELAR, Active Classroom for social studies, as well as our newly-adopted science materials

**Waxahachie Independent School District  
BOARD OF TRUSTEES**

**Date:** April 29, 2024      **Presented By:** Dustin Binnicker

**Subject:** Contract with Ed Elements      **Related Page(s)** Ed Elements Proposal



**EXECUTIVE SUMMARY:**

Consideration with possible action to approve Ed Elements as the approved provider for the Strong Foundations Planning and Implementation grant and sign the contract for services in an amount not to exceed \$1,702,082, utilizing funds from the Strong Foundations Planning and Implementation grants according to the grant program guidelines as set forth by TEA:

- 50% of grant funds to contract with a single provider from the LASO Cycle II state approved vendor list to provide HQPL,
- 20% of grant funds for additional support from the approved provider and/or salaries or partial salaries for instructional coaches or other positions directly supporting implementation of the instructional materials.

**ATTACHMENTS:**

Ed Elements Implementation and Support Plan

BOARD PRIORITY GOALS		
X	<b>Priority #1</b>	<b>Student Growth</b>
X	<b>Priority #2</b>	<b>Honor and Support Staff</b>
X	<b>Priority #3</b>	<b>Community and Stakeholder Relationships</b>
X	<b>Priority #4</b>	<b>Financial Integrity</b>

**RECOMMENDATION:**

Administration recommends the board approve the contract as presented.

# Education Elements, Inc.

## A Scholarus Learning Company

17177 N. Laurel Park Drive, Suite 233 Livonia, MI 48152

### Project Leads:

Corey Ryan <a href="mailto:corey@scholarus.com">corey@scholarus.com</a> (330) 257-9759	Crystal Xu <a href="mailto:crystal@scholarus.com">crystal@scholarus.com</a> (770) 367-1531
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# Waxahachie ISD

## Strong Foundations Planning & Implementation for Amplify and Eureka

April 25, 2024

### Table of Contents

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## Cover Letter

Thank you for the opportunity to respond to the solicitation for services to support Waxahachie ISD. We are confident we have the experience, knowledge, and capability to serve as your consultants and partners in the Strong Foundation Implementation and Planning grant for Amplify and Eureka.

In 2010, Anthony Kim founded Education Elements because he believed learning could be personalized for every student. He wanted to help schools rethink the structure of schooling and the way technology could strengthen instruction and streamline operations. Since then, Education Elements has worked with more than 1,700 schools, 350 districts, and charter networks. Through this work, we have supported more than 1.5 million students across 38 states. As such, we have a greater breadth and depth of experience than any other school design consulting firm.

As our list of partners has grown, so has the challenges we support and the diversity of solutions we collectively find together. We have grown from supporting districts with blended learning to helping them design, implement, and support innovative personalized learning models. We now work with state agencies and districts to solve their most pressing challenges -- including teacher retention, curriculum adoption, strategic planning, and developing leaders.

Our consulting team has deep and broad expertise and a willingness to move fluidly between the roles of expert, guide, and facilitator. Our approach is collaborative – we honor the goals, priorities, and vision of every leader with whom we work – and help them hone, articulate, and make those visions a reality.

We recognize each district's unique needs and work with each client's leadership to develop visions and strategic plans in the context of their goals and community.

We have created an approach to supporting the Strong Foundations grant designed to meet your district's needs. We have built our team's knowledge, skills, and capacity through the TEA RBIS and product advisor training for Amplify and Eureka. In addition, we are hiring additional subject matter experts to support districts led by a team of partners dedicated to serving Texas school districts.

We sincerely thank you for the opportunity to describe further how we can support the Waxahachie ISD.

Please contact either Crystal Xu, [crystal@scholarus.com](mailto:crystal@scholarus.com), or Corey Ryan, [corey@scholarus.com](mailto:corey@scholarus.com) if you have any questions specific to our response or approach to this work.

We look forward to the opportunity to serve you.

**Corey Ryan, Partner + Crystal Xu, Partner**

## Our Understanding

- Waxahachie ISD is a district South of Dallas, Texas, serving over 10,000 students in 17 schools (9 elementary schools).
- For the 2024-25 school year, WISD has the Strong Foundations Planning grant for RLA and the Strong Foundation Implementation grants for RLA + Math.
- During the 2023-24 school year, WISD worked with Ed Direction for the Strong Foundations Planning grant for Math.
- WISD has been piloting Amplify at 4 elementary schools during the 2023-24 school year. Those schools have seen growth in student outcomes.
- WISD values having a partner who brings Texas experience can deliver services on-site, and leads wholesale change management.
- For teachers, WISD wants to balance its implementation of the HQIM to scaffold support, incorporate teacher voice, embed support into PLC time, and incorporate teacher voice into the plan.
- The district also has complementary initiatives, such as teacher mentors, instructional leadership development, etc., that could fit into this project plan.
- Education Elements offers the ability to customize and scale support to align and enhance other initiatives.
- Education Elements has extensive experience managing multiple TEA grants.

## Company Overview

At Education Elements, we believe that schools grow when people grow. Our mission is to shape a more equitable and just future by changing how organizations design for each student's potential.

Founded in 2010, Education Elements is a trusted advisor that helps education leaders solve their biggest challenges. Our entire team is focused on education and the systems, leadership, and processes that support teaching and learning. We are a passionate, mission-driven team of former educators -- teachers, coaches, principals, district administrators, data experts -- all committed to improving student outcomes. Our team leads with equity and leverages deep expertise, design thinking, expert facilitation, a spirit of collaboration, and our extensive toolkit of resources and technology to deliver sustainable results.

Our service areas include:

- **HQIM Planning & Implementation**, supporting Texas school districts in designing instructional frameworks for math and literacy focused on tangible actions to empower classroom teachers, instructional coaches, curriculum leaders, and campus administrators. We provide coaching, lesson design, training, lesson internalization, co-teaching, classroom observations, progress monitoring, and project planning. Education Elements is an approved provider for the Strong Foundations Planning and Implementation grants.
- **Instructional Design & Implementation**, including personalized and blended learning and school transformation and improvement. We help districts identify their biggest instructional challenges and create a student-centered approach to solving them. We provide coaching, support, and facilitated experiences to create meaningful change in instructional practice.

- **Organizational Strategy**, including strategic planning and curriculum strategy. We help districts identify root causes, engage their communities, establish priorities, sort through options, and align on practical approaches.
- **Leadership Strategy**, including individual and team leadership coaching. We help district leaders build knowledge and habits to implement lasting change in their districts. We take a systems approach to leadership development, leveraging individual and team learning to inspire innovative leadership and help new leaders emerge.
- **Surveys & Analytics**, including student, staff, and family surveys. We help districts develop new systems and mindsets around data, elevate student voice and agency through evidence-based data collection, monitor and improve instructional effectiveness, and measure progress toward district strategic plans and school improvement goals.

At Education Elements, we partner with districts and schools to design equitable learning environments that meet the needs of every student. We believe that schools grow when people grow. Our theory of change is that by developing educators and other adults, we can equip them with the skills and knowledge needed to transform our schools to create equitable student experiences. We see equity as a choice that individuals and collective communities make to put students’ unique needs first.

## Qualifications + Experience

### What Our Partners Say About Us

We have a track record of success working with district and school teams to develop and implement plans to meet student needs. We have worked with over 400+ districts, 5,700 schools, and multiple state and regional agencies. **We consistently receive positive reviews of our professional services; 100% of our clients say we are trusted partners; 96% say our support is effective; and 90% of our business comes from repeat clients.**

*“The Education Elements Strong Foundations team works in partnership with our district team to ensure that this work is customized to meet the needs and enhance the strengths of our district. We could not lead this work without our EE technical assistance. The Education Elements team serves as a truly responsive partner in developing our framework for success.”*

- **Holly Hughes, Asst Superintendent of Elementary Education**  
**Clear Creek Independent School District**

*“I know you all are a national company and work with 100s of districts, but every single time we connect with your team, you make us feel like we are the most important priority and the only district you work with.”*  
*District Superintendent, New York*

*“You know you have been successful when administrators thank you for two days of PD in February. The structure and delivery were exactly what the teams needed to improve their capacity to do this work.”*  
*District Superintendent, Kansas*

*“We have partnered with Ed Elements for 7 years and they are always innovative, supportive, and the utmost professionals.”*  
*District Leader*

*“In my 28 years of working in education, this has been the most meaningful work I’ve been a part of.”*  
*School Leader, Georgia*

"Education Elements was not here to push an agenda, they were solely looking at our needs, providing amazing resources for us, to build the capacity of our staff, and to push us forward." *School Leader, Connecticut*

"Education Elements' honesty and their ability to help us map out a plan was really what we needed. They were able to really challenge us to think outside the box and move further." *District Leader, Wisconsin*

"The team at Education Elements is as vested in our District's success as our internal teams are. On a consistent basis, they are dialed into research in order to bring the most relevant and responsive services to the collaborative work we do." *District Leader*

"Thank you for bringing in Education Elements! I was hesitant at first but they are absolutely phenomenal and have made me a better leader and have helped our school vision and execution tremendously." *Educator, Pennsylvania*

"Education Elements has a team of some of the most dynamic, personable, and accommodating professionals around. They have helped our large school district implement personalized learning, navigate a global pandemic, and improve hiring and retention practices. Simply put, they are the best." *District Leader*

"Education Elements has been a tremendous partner and support for our district for many years. They have always been responsive to our changing needs, helping us to incorporate practical structures and strategies for our schools and departments." *District Leader*

## What You Can Expect

We approach each partnership with the mindset that while we can share what has worked elsewhere, we must seek to understand each district and school's current culture and context. We honor the goals, priorities, and vision of every leader we work with and help them hone, articulate, and make those visions a reality. In all of the work we do, every project we support involves a customized approach to **strategy, facilitation, and capacity building**.

### Strategy + Change Management

Education Elements is a responsive organization. We are committed to adjusting our support based on client needs. Our organizational culture thrives on feedback and a spirit of revision and iteration. We will model this with you by sharing draft materials ahead of time and making shifts based on feedback. Additionally, we will:

- Develop an aligned approach to solve your targeted problem.
- Provide methodology and frameworks to support the work and diagnose areas of focus.
- Understand and assess the alignment of your initiatives.
- Share guidance on communication and messaging techniques.

### Facilitation + Execution

Education Elements has years of experience designing and facilitating high-quality and engaging professional learning on various topics in both an in-person and virtual setting. We have built a strong reputation for the quality of our professional learning and have delivered tens of thousands of customized sessions to more than 400 districts nationwide. Specifically, we:

- Model best practices for facilitation both in-person and virtually.
- Design learning experiences for leaders, staff, teams, and community members.
- Create structures for planning, implementing, and monitoring.

- Establish reflection cycles throughout the project.

## Coaching + Capacity Building

Education Elements builds district capacity to sustain the work. We focus on developing the expertise of leaders to manage and sustain change; specifically, we:

- Improve efficiencies of teams.
- Build skills to maintain strategy in between touchpoints and over time.
- Shift culture of teams.
- Share and celebrate successes.

## The Art of Implementing Well Framework

### The Art of Implementing Well

#### Framework

**Strategy:** a responsive plan designed to achieve a specific goal. It involves making decisions about the direction, scope, and allocation of resources to accomplish desired outcomes.

**Systems:** a set of interconnected components and processes that work together to operationalize the strategic goals.



<b>Strategy</b>	 Vision Alignment	 Implementation Roadmap	 Communication Plan
 Teaming	 Success Metrics + Monitoring	 Resource Prioritization	 Fidelity Expectations
<b>Systems</b>	 Professional Learning	 Materials and Resources	 Coaching Support
 Collaborative Learning	 Incentives and Recognition	 Feedback Systems	 Differentiated Support

## Outcomes

The project to support Waxahachie ISD in the planning and implementation of HQIM for Amplify and Eureka focuses on a multi-stream stakeholder-based adaptive approach centered around:

- building the capacity of instructional leaders (district leaders, principals, instructional coaches, etc.);
- ensuring strong engagement communication and alignment of practice with regional leaders;
- providing timely and content-specific support through differentiated professional learning and school-based support; and
- creating a clear multi-year implementation plan for Waxahachie.

Based on that, there will be seven key workstreams. The streams of work include the following:

- Professional Learning
- District Planning, Strategy, and Implementation
- Differentiated In-Person School Support
- Capacity Building for Instructional Leaders (Principals, Instructional Coaches, District Leaders, Mentor Teachers)
- Community Engagement and Communication
- Custom Material and Impact Support

Professional Learning	Deliverables	
<p>Utilize existing district professional learning days through intentional design and turnkey capacity building to ensure timely, relevant, and research-based professional learning experiences for teachers and leaders. The professional learning sessions seek to clarify expectations, build knowledge and skills aligned with implementation, and model the mindsets around change needed for sustainable impact.</p>	<p><i>Example of potential <b>effectiveness</b> metrics</i></p> <ul style="list-style-type: none"> <li>85% strongly agree and agree the professional learning provided is relevant to continuous improvement in my classroom/ school</li> <li>85% strongly agree that professional learning clarifies expectations around implementation.</li> </ul>	<ul style="list-style-type: none"> <li>Sign-in sheet for each session</li> <li>Exit survey for each session</li> <li>Session Deck + Turnkey Deck</li> <li>Facilitator Notes</li> <li>Quarterly Implementation Survey</li> </ul>

District Strategy and Implementation	Deliverables	
<p>Utilizing “The Art of Implementation Framework,” the district team will be provided project and change management support to ensure strong, multi-year responsive planning for implementation aligned to defining clear strategy and maximizing systems.</p>	<p><i>Examples of potential <b>fidelity</b> metrics</i></p> <ul style="list-style-type: none"> <li>Establish clear expectations defining implementation fidelity for year 1 at Waxahachie ISD for both Eureka and Amplify.</li> <li>Establish measurement and attainable metrics for year 1 implementation through the lens of fidelity, effectiveness, and impact.</li> </ul>	<ul style="list-style-type: none"> <li>Sign-in sheet for each session.</li> <li>Exit survey for each session</li> <li>Session Deck</li> <li>Current State Analysis</li> <li>Instructional Framework- ELAR</li> <li>Multi-year Implementation Plan</li> <li>Action Plan (4)</li> <li>Internalization Protocols</li> <li>Student Goal-Setting Protocols</li> <li>Data from Learning Walks (s)</li> <li>Pacing Guide for all K-5 for Eureka and Amplify</li> </ul>

Capacity Building: Instructional Leaders	Deliverables	
<p>Through turnkey and coaching models, the instructional leaders such as coaches, district leaders, and school leaders will have multiple learning series aligned with the curriculum internalization, RBIS, PLCs, change management, and coaching cycle practice labs to ensure leaders are provided timely, relevant, and research-based learning focused on practice.</p>	<p><i>Examples of potential <b>effectiveness</b> metrics</i></p> <ul style="list-style-type: none"> <li>100% of leaders are clear on how to plan, prepare, and facilitate a lesson internalization in PLC for Amplify</li> <li>90% of leaders consistently and publicly celebrate the weekly small wins around classroom implementation.</li> <li>100% of instructional coaches are identifying the highest leverage actionable next steps in coaching cycles.</li> </ul>	<ul style="list-style-type: none"> <li>Pacing guide for Amplify and Eureka grades K-5</li> <li>Internalization Protocols</li> <li>Coaching Cycle Guidance</li> <li>Session Slides</li> <li>Sign-in sheet for each session</li> <li>Exit survey for each session</li> </ul>

Differentiated School-Based Support		Deliverables
<p>The idea of these support days is to provide some autonomy to building leaders to identify and match support to implementation goals. This will drive the ownership and capacity of leaders to lead the HQIM implementation at the building level. Principals and their leadership team can work together to design the support they want to provide teachers based on building context. This learning model ensures must-dos are completed across all buildings and may-do's are given flexibility and autonomy.</p>	<p><i>Example of potential <b>effectiveness</b> metrics</i></p> <ul style="list-style-type: none"> <li>• 100% of leaders are clear on how to diagnose needs and match support accordingly.</li> <li>• 90% of classrooms have teachers using HQIM materials consistently.</li> <li>• 100% of teachers find the support effective in improving their execution of Eureka or Amplify.</li> </ul>	<ul style="list-style-type: none"> <li>• Session Slides</li> <li>• Sign-in sheet for each session</li> <li>• Exit survey for each session</li> </ul>

Communication and Community Engagement		Deliverables
<p>Undergoing the vast amount of instructional change happening in WISD requires extensive planning around communication. Our support will ensure there are consistent communication engagement, clear and relevant community, and artifacts that are compelling and tells the story of implementation at Waxahachie ISD.</p>	<p><i>Examples of potential <b>effectiveness</b> metrics</i></p> <ul style="list-style-type: none"> <li>• 90% of parents and community members find the communication on the implementation clear and relevant.</li> <li>• 90% of teachers report that the implementation support of Eureka and Amplify is responsive to their needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Communications Plan</li> <li>• Messaging document</li> <li>• Web Page Design or Intranet (Google Site)</li> <li>• Professional Explainer video 2-5 minutes for Math</li> <li>• Professional Explainer video 2-5 minutes for ELAR</li> <li>• Teacher Pulse Survey (monthly Survey for teachers implementing the curriculum)</li> <li>• Community engagement summaries</li> </ul>

Custom Material and Impact Support		Deliverables
<p>Education Elements will create custom materials for the district, school, and instructional leaders to support and monitor the implementation progress. This will include pacing guides to match the district calendar, curriculum materials, and STAAR-aligned benchmarks for ELAR grades 3-5.</p>	<p><i>Examples of potential <b>effectiveness</b> metrics</i></p> <ul style="list-style-type: none"> <li>• 90% completion rate on the quarterly survey</li> </ul>	<ul style="list-style-type: none"> <li>• Amplify Pacing Guides</li> <li>• Pacing Guide Design Calls</li> <li>• Quarterly Implementation Survey and Dashboard</li> <li>• Custom Assessments</li> </ul>

## Project Governance & Teaming

Role	Accountabilities	Guidance
<p><b>Project Team</b></p> <p><i>RACI: Responsible</i></p>	<ul style="list-style-type: none"> <li>Responsible for day-to-day project management, including overseeing planning, logistics, and communication in partnership with the Education Elements team, as well as elevating decisions.</li> <li>Provide overall governance to the project &amp; join project calls, on-site and virtual sessions</li> </ul>	<p><b>3-5 Leaders</b></p> <p>10-12 hours per month</p>
<p><b>District Steering Team</b></p> <p><i>RACI: Accountable &amp; Consulted</i></p>	<ul style="list-style-type: none"> <li>Provide overall oversight of the project and support communication with key stakeholder groups.</li> <li>Make key decisions about the project regarding content, strategy, and communication.</li> <li>Elevate the needs of Project Leads and provide input and guidance about the project around key decisions</li> <li>Inform strategy and design of experiences based on role within the district</li> <li>Join district strategy sessions with the option to join on-site and virtual sessions</li> </ul>	<p><b>10-15 Leaders</b></p>
<p><b>Curriculum Steering Team</b></p> <p><i>RACI: Consulted &amp; Informed</i></p>	<ul style="list-style-type: none"> <li>District leaders, school leaders, K-5 teachers, students</li> <li>Join the overview session to learn about new instructional materials</li> <li>Provide feedback around experience and perspectives</li> <li>Act as influencers to support buy-in and adoption of the framework throughout the district</li> </ul>	<p><b>20-30 Leaders</b> <i>(curriculum directors, district and school leaders, teachers, coaches, community members)</i></p>
<p><b>Community Engagement &amp; Communication Steering Team</b></p> <p><i>RACI: Consulted &amp; Informed</i></p>	<ul style="list-style-type: none"> <li>District leaders, school leaders, K-5 teachers, students, parents, and community members</li> <li><i>Crafts and provides feedback on the communication plan around the implementation.</i></li> <li><i>Share stories and represent their stakeholder group</i></li> </ul>	<p><b>10-12 Leaders</b></p>

# Proposal

## Detailed Approach

The following table outlines our proposed activities and deliverables to provide comprehensive support.

Professional Learning Outcomes			
Utilize existing district professional learning days through intentional design and turnkey capacity building to ensure timely, relevant, and research-based professional learning experiences for teachers and leaders. The professional learning sessions seek to clarify expectations, build knowledge and skills aligned with implementation, and model the mindsets around change needed for sustainable impact.			
Touchpoints	Objectives	Month	Time
<b>Turnkey Training Instructional Coaches: Intro to Amplify &amp; Eureka</b>	Education Elements builds the capacity of instructional coaches and instructional leaders to deliver the curriculum introduction sessions to support year 1 implementation of Eureka and Amplify.	May	1 Day Onsite
<b>Introduction to Eureka SY 24-25</b>	Education Elements and Waxahachie ISD ICs deliver introduction sessions to support year 1 implementation of Eureka. It will include an introduction to parts of the Eureka Module and Lesson and have teachers engage in a module internalization and lesson internalization	May 28	1 Day Onsite
<b>Introduction to Amplify SY 24-25</b>	Education Elements and Waxahachie ISD ICs deliver introduction sessions to support year 1 implementation of Amplify. It will include an introduction to parts of the Amplify Unit and Lesson and have teachers engage in unit internalization and lesson internalization.	May 24	1 Day Onsite
<b>Turnkey Training Instructional Coaches: Internalization Protocol</b>	Education Elements builds the capacity of instructional coaches and instructional leaders to deliver the lesson and unit internalization training for Amplify.	July	1 Day Onsite
<b>Internalization for Eureka: Lesson &amp; Unit</b>	Education Elements and Waxahachie ISD ICs deliver the lesson and unit internalization training for Eureka.	Aug 7	1 Day Onsite
<b>Internalization for Amplify: Lesson &amp; Unit</b>	Education Elements and Waxahachie ISD ICs deliver the lesson and unit internalization training for Amplify and Eureka.	Aug 8	1 Day Onsite
<b>Turnkey Training Instructional Coaches: Integrating RBIS within Eureka and Amplify</b>	Education Elements builds the capacity of instructional coaches and instructional leaders to deliver the winter professional learning session focused on RBIS within Eureka and Amplify. The targeted topic will be based on implementation data from fall.	Dec/ Jan	1 Day Onsite

<b>Integrating RBIS within Eureka and Amplify</b>	Education Elements and Waxahachie ISD ICs deliver the winter professional learning session on RBIS within Eureka and Amplify. The targeted topic will be based on implementation data from the fall.	Jan 7	1 Day Onsite
<b>Turnkey Training Instructional Coaches:</b> Preparing for Year 2+ Coaching Lab	Education Elements builds the capacity of instructional coaches and instructional leaders to deliver the preparation for year 2 professional learning sessions focused on RBIS within Eureka and Amplify. The targeted topic will be based on implementation data from spring walkthroughs.	Summer 2025	1 Day Onsite
<b>Preparing for Eureka:</b> Year 2	Education Elements and Waxahachie ISD ICs deliver the preparing year 2 professional learning session focused on RBIS within Eureka. The targeted topic will be based on implementation data from spring walkthroughs.	Summer 2025	1 Day Onsite
<b>Preparing for Amplify:</b> Year 2	Education Elements and Waxahachie ISD ICs deliver the preparing year 2 professional learning session focused on RBIS within Amplify. The targeted topic will be based on implementation data from spring walkthroughs.	Summer 2025	1 Day Onsite
<b>3D Two Hour Training Support</b>			
<b>Instructional Coaches:</b> Turnkey Training + Coaching Lab	Education Elements builds the capacity of instructional coaches and instructional leaders to deliver the two-hour professional learning session focused on RBIS within Eureka and Amplify. The targeted topic will be based on implementation data and needs.  <b>Possible topics:</b> lesson internalization, conceptual development, standards unpacking, RBIS strategies, pacing, etc.	Sep <i>Friday</i>	1 Day Onsite
<b>3D Training</b>	Education Elements and Waxahachie ISD ICs deliver a two-hour professional learning session focused on RBIS within Eureka and Amplify in a differentiated and small group setting.	Sep 16	Half Day Onsite
<b>Instructional Coaches:</b> Turnkey Training + Coaching Lab	Education Elements builds the capacity of instructional coaches and instructional leaders to deliver a two-hour professional learning session focused on RBIS within Eureka and Amplify. The targeted topic will be based on implementation data and needs.  <b>Possible topics:</b> lesson internalization, conceptual development, standards unpacking, RBIS strategies, pacing, etc.	Oct <i>Friday</i>	1 Day Onsite
<b>3D Training</b>	Education Elements and Waxahachie ISD ICs deliver a two-hour professional learning session focused on RBIS within Eureka and Amplify in a differentiated and small group setting.	Oct 21	Half Day Onsite
<b>Instructional Coaches:</b> Turnkey Training + Coaching Lab	Education Elements builds the capacity of instructional coaches and instructional leaders to deliver a two-hour professional learning session focused on RBIS within Eureka and Amplify. The targeted topic will be based on implementation data and needs.  <b>Possible topics:</b> lesson internalization, conceptual development, standards unpacking, RBIS strategies, pacing, etc.	Nov <i>Friday</i>	1 Day Onsite

<b>3D Training</b>	Education Elements and Waxahachie ISD ICs deliver a two-hour professional learning session focused on RBIS within Eureka and Amplify in a differentiated and small group setting.	Nov 15	Half Day Onsite
<b>Instructional Coaches:</b> Turnkey Training + Coaching Lab	Education Elements builds the capacity of instructional coaches and instructional leaders to deliver a two-hour professional learning session focused on RBIS within Eureka and Amplify. The targeted topic will be based on implementation data and needs.  <b>Possible topics:</b> lesson internalization, conceptual development, standards unpacking, RBIS strategies, pacing, etc.	Feb <i>Friday</i>	1 Day Onsite
<b>3D Training</b>	Education Elements and Waxahachie ISD ICs deliver a two-hour professional learning session focused on RBIS within Eureka and Amplify in a differentiated and small group setting.	Feb 14	Half Day Onsite
<b>Instructional Coaches:</b> Turnkey Training + Coaching Lab	Education Elements builds the capacity of instructional coaches and instructional leaders to deliver a two-hour professional learning session focused on RBIS within Eureka and Amplify. The targeted topic will be based on implementation data and needs.  <b>Possible topics:</b> lesson internalization, conceptual development, standards unpacking, RBIS strategies, pacing, etc.	Mar <i>Friday</i>	1 Day Onsite
<b>3D Training</b>	Education Elements and Waxahachie ISD ICs deliver a two-hour professional learning session focused on RBIS within Eureka and Amplify in a differentiated and small group setting.	Mar 17	Half Day Onsite
<b>Instructional Coaches:</b> Turnkey Training + Coaching Lab	Education Elements builds the capacity of instructional coaches and instructional leaders to deliver a two-hour professional learning session focused on RBIS within Eureka and Amplify. The targeted topic will be based on implementation data and needs.  <b>Possible topics:</b> lesson internalization, conceptual development, standards unpacking, RBIS strategies, pacing, etc.	May <i>Friday</i>	1 Day Onsite
<b>3D Training</b>	Education Elements and Waxahachie ISD ICs deliver a two-hour professional learning session focused on RBIS within Eureka and Amplify in a differentiated and small group setting.	May 27	Half Day Onsite

## District Planning, Strategy, and Implementation

Utilizing the Art of Implementation Framework, Education Elements will support the district team with project and change management to ensure a solid, multi-year responsive implementation plan aligned with defining clear strategy and maximizing systems.

Touchpoints	Objectives	Month	Time
<b>Biweekly Project Check-in Calls</b>	<b>Education Elements</b> will support the project team through 60-minute biweekly support calls for the duration of this project. The project leads, and EE will work together to define the focus for these calls.	Jul 24- Jul 25	30 X 60 mins calls
<b>Project Kick-Off Call</b>	<b>Education Elements</b> will facilitate a kick-off call to clarify roles, accountabilities, and timelines and align on project goals.	July	90 mins call

<b>District Steering Team:</b> Kick Off Call	<b>Education Elements</b> will facilitate a virtual steering team kick-off session for the district steering team and share the project roadmap, collect feedback, and collect relevant artifacts.	July	90 mins call
<b>Curriculum Steering Team:</b> Kick Off Call	<b>Education Elements</b> will facilitate a virtual steering team kick-off session for the curriculum steering team and share the project roadmap, collect feedback, and collect relevant artifacts.	July	90 mins call
<b>Curriculum Steering Team:</b> Strategy and Feedback	<b>Education Elements</b> will facilitate two in-person curriculum steering team strategy sessions to share implementation status, updated information, and early design products, collect feedback, and shape communication messages.	~July ~Jan	2 X 1 Day Onsite
<b>Curriculum Steering Team:</b> Implementation Meetings	<b>Education Elements</b> will facilitate a two 90-minute virtual curriculum steering team implementation update meeting to share implementation status, collect feedback, and shape communication messages.	TBD	2X 90 mins call
<b>Quarterly</b> Principal Implementation Updates	<b>Education Elements</b> will facilitate four half-day in-person meetings within the Waxahachie ISD principal meeting schedule around implementation updates, sharing and collecting data, and providing support in identifying support and gathering feedback.	TBD	4 X Half Day Onsite
<b>Fall</b> Learning Walks	<b>Education Elements</b> will facilitate ten 2 hour school visits to facilitate learning across schools and capture implementation data on the implementation status.	Fall	10 X 2-hour visits
<b>Spring</b> Learning Walks	<b>Education Elements</b> will facilitate ten 2 hour school visits to facilitate learning across schools and capture implementation data on the implementation status.	Spring	10 X 2-hour visits
<b>Design I:</b> Instructional Vision- ELAR	<b>Education Elements</b> will facilitate an in-person strategy and design session around crafting an ELAR instructional vision that aligns and is cohesive with the math instructional vision.	~July	1 Day Onsite
<b>Design II:</b> Internalization Protocol	<b>Education Elements</b> will facilitate an in-person design session to update and create lesson and unit internalization protocol that fits the vision and needs of Waxahachie ISD PLCs for Eureka and Amplify.	~July	1 Day Onsite
<b>Design III:</b> Coaching Cycle	<b>Education Elements</b> will facilitate an in-person design session to update a coaching cycle that fits the vision and needs of Waxahachie ISD for Eureka and Amplify across the implementation. Teams will utilize the current structures to craft a common language and approach.	~July/ Aug	1 Day Onsite
<b>Design IV:</b> Student Ownership and Goal Setting	<b>Education Elements</b> will facilitate an in-person design session around crafting a common approach to student ownership and goal setting across the classroom. The strategy session will allow the identification of support and tools needed, as well as potential pilots.	~Fall	1 Day Onsite
<b>Strategy I:</b> Multiple Year Implementation +Action Plan I	<b>Education Elements</b> will facilitate an in-person strategy session around multiple-year implementation for Eureka and Amplify utilizing The Art of Implementation.	~July	1 Day Onsite
<b>Strategy II:</b> Implementation Planning + Action Plan II	<b>Education Elements</b> will facilitate an in-person strategy session to monitor and update the implementation approach and craft a short-cycle action plan for Eureka and Amplify utilizing The Art of Implementation.	~October	1 Day Onsite

<b>Strategy III:</b> Implementation Monitoring + Action Planning III	<b>Education Elements</b> will facilitate an in-person strategy session to monitor and update the implementation approach and craft a short-cycle action plan for Eureka and Amplify utilizing The Art of Implementation.	~January 25	1 Day Onsite
<b>Strategy IV:</b> Year 2 Planning + Action Planning IV	<b>Education Elements</b> will facilitate an in-person strategy session to monitor and update the implementation approach and craft a short-cycle action plan for Eureka and Amplify utilizing The Art of Implementation.	~May '25	1 Day Onsite

## Capacity Building

Utilizing the Art of Implementation Framework, Education Elements will build the capacity of instructional leaders to support the implementation of Amplify, Eureka, and Carnegie Math through building curriculum knowledge, RBIS, and instructional pedagogy for multi-year implementation.

Touchpoints	Objectives	Month	Time
<b>Monthly Instructional Coach Support Calls</b>	<b>Education Elements</b> will facilitate 10 monthly support calls for the group of instructional coaches as a coaching and problem-of-practice forum. This space will allow for sharing of success, elevate needs, and create alignment in support.	TBD Fridays	10 X 60 min calls
<b>ELA &amp; Math RBIS Learning Series</b>	<b>Education Elements</b> will facilitate four days of professional learning for Waxahachie instructional coaches and leaders, focusing on math and ELA research-based instructional practices that will lead to access to complex text and productive struggle. All learning sessions will be anchored with the lens towards change management and leading change in others.	TBD Fridays	4 X 1 Day Onsite
<b>PLC Facilitation Learning Session</b>	<b>Education Elements</b> will facilitate one day of professional learning for Waxahachie instructional coaches and leaders, focusing on facilitating PLCs through the lens of Amplify and Eureka. After this session, facilitation will be applied to coaching calls and on-site support via modeling and co-planning. All learning sessions will be anchored with the lens towards change management and leading change in others,	TBD Fridays	1 Day Onsite
<b>Eureka &amp; Amplify Pacing and Internalization Learning Series</b>	<b>Education Elements</b> will facilitate four days of professional learning for Waxahachie instructional coaches and leaders, focusing on facilitating internalization meetings through PLCs or one-on-one coaching. These learning sessions will help leaders think through pacing and support teachers in making productive modifications around pacing within a lesson and unit. All learning sessions will be anchored with the lens towards change management and leading change in others,	TBD Fridays	4 X 1 Day Onsite

<b>Summer Principal Curriculum Retreat</b>	<b>Education Elements</b> will facilitate a one-day principal curriculum retreat to build the principal's knowledge and confidence around Eureka and Amplify in 1) curriculum components, 2) unit and module internalization, and 3) lesson internalization.	July	1 Day Onsite
<b>Principal Classroom Implementation Walks</b>	<b>Education Elements</b> will walk classrooms alongside principals and assistant principals of the 10 elementary schools within Waxahachie ISD to support building leader lenses through implementation, identifying coaching next steps for teachers and monitoring the fidelity and effectiveness of implementation.  In partnership with the Assistant Supt of Elementary, there will be 30 half days of support distributed across the 10 elementary campuses with a focus on the fall.	~ Fall	15 X 1 Day Onsite
<b>Dual Language &amp; Amplify Strategy</b>	<b>Education Elements</b> will bring a subject matter expert to work alongside dual language staff and teachers on the strategy for Amplify and Amplify Spanish in supporting dual language implementation of HQIM.	~ Fall	1 Day Onsite

## Differentiated School-Based Support

Utilize existing structures to provide schools with differentiated onsite support through implementing Amplify and Eureka. This onsite support will be allocated to schools based on implementation needs.

Touchpoints	Objectives	Month	Time
<b>Project Kick-Off Call</b>	<b>Education Elements</b> will facilitate a kick-off call to gain clarity of support, campus context, and the timeline and to align/set implementation goals for each campus.	Aug	1X 60 min virtual call  10 Total
<b>Monthly Support and Check-In Calls</b>	<b>Education Elements</b> will facilitate monthly check-in calls with each campus leadership team to support implementation, elevate needs, gather feedback, and plan support.	July '24-May'25	8 X 60 min virtual calls  80 Total
<b>Support Day 1</b>	<b>Education Elements</b> will provide each campus leader with a menu of support options such as - <ul style="list-style-type: none"> <li>● Side by side observations with leaders</li> <li>● Model lesson or PLC facilitation</li> <li>● Leading or co-leading PLC</li> <li>● 1:1 support of teachers or leaders in internalization</li> <li>● Coaching teachers</li> </ul> The idea of these support days is about help provide some autonomy to building leaders to identify and match support to implementation goals. This will drive the ownership and capacity of leaders to lead the HQIM implementation at the building level.	~Sep	3X 1 Day Onsite per school  30 Total
<b>Support Day 2</b>		~Oct	
<b>Support Day 2</b>		~Feb	
<b>Opt-In: Additional Support</b>		TBD	10 Days Onsite

	<p>Additionally, this allows for differentiation and equity. Each school must receive 3 days of onsite support, AND schools that may need additional days can opt into receiving additional support based on need.</p>		
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## Community Engagement and Communication

Undergoing the vast amount of instructional change happening in WISD requires extensive planning around communication. Our support will ensure consistent communication engagement, clear and relevant community, and compelling artifacts that tell the story of implementation at Waxahachie ISD.

Touchpoints	Objectives	Month	Time
<b>Bi-monthly District Communication Calls</b>	<b>Education Elements</b> will support the project team through 60-minute biweekly support calls for the duration of this project. The project leads, and EE will work together to define the focus for these calls.	Jul 24- Jul 25	8 X 60 mins calls
<b>Community Engagement and Communication Strategy Session</b>	<b>Education Elements</b> will facilitate an in-person communication strategy session for the community engagement and communication team to plan, design the community event, and define needs and goals around communication for key stakeholders.	Fall	1 Day Onsite
<b>Family and Community Focus Groups</b>	<b>Education Elements</b> will facilitate a half day of community focus groups or interviews to gather understanding and input regarding community needs and the implementation communication process.	Fall	1 Half Day Onsite
<b>Community Curriculum Event</b>	<b>Education Elements</b> will facilitate community events seeking to bring community members together to learn and be exposed to the quality of implementation. The format and content of the event will be based on the guidance of the steering team,	TBD	1 Half Day Onsite
<b>Deliverables</b>	The following deliverables will be provided to Waxahachie <ul style="list-style-type: none"> <li>- Messaging document</li> <li>- Web Page Design or Intranet (Google Site)</li> <li>- Professional Explainer video 2-5 minutes for Math</li> <li>- Professional Explainer video 2-5 minutes for ELAR</li> <li>- Teacher Pulse Survey (monthly Survey for teachers implementing the curriculum)</li> </ul>	TBD	90+ hours

## Material + Impact Support

In alignment with instructional visioning, school calendars, bell schedules, and other factors specific to Waxahachie ISD, Education Elements will co-create Pacing Guides for Amplify and Eureka for year 1 and year 2 (based on implementation feedback). Education Elements will also provide additional materials and impact support to ensure sustainable and effective implementation of HQIM for years to come.

Touchpoints	Objectives	Month	Time
Learning Walks and Implementation Dashboard	Create an interactive Dashboard to support implementation and track progress in Learning Walks	October 2024	Deliverable

PL Knowledge Management and Implementation Repository	Creation of Implementation workbooks or intranet resources	December 2024	Deliverable
Pacing Guide Design and Review Cycles Amplify and Eureka	Guides for teachers and instructional leaders for the pacing of Amplify and Eureka.	December 2024	Deliverable 3 X 60 mins call
Custom ELA STAAR Benchmark Grades 3-8	Final deliverables include <ul style="list-style-type: none"> <li>Digital delivery of summative assessments (print must be quoted separately) for Grades 3-8 in ELA. (12 assessments, 2 per grade)</li> <li>Answer key includes the following fields: question number, correct answer, and standards covered. <i>Note: The answer key does NOT include rationales for each item. The rationale would be an additional fee.</i></li> </ul>	First Set- November 2024 Second Set- February 2024	Deliverable
<b>Design II:</b> Designing Curriculum-Specific Coaching Playbooks	<b>Education Elements</b> will facilitate two 90-minute design sessions around updating and creating curriculum-specific coaching playbooks during year 1 implementation to support future implementation.	~Fall	2 X 90 mins call
<b>Curriculum Coaching Playbooks</b> - Amplify and Eureka	Curriculum-specific coaching playbooks by grade band to support leaders in coaching teachers.	Spring 2025	Deliverable

## Pricing

Standard pricing for this project is **\$1,891,202, offering a 10% discount for a final totaling \$1,702,082**. Our pricing includes all expenses (e.g., workshop materials, project management, travel costs).

<b>Professional Learning</b>	\$326,500
<b>District Strategy and Implementation</b>	\$302,975
<b>Capacity Building: Instructional Coaches and Leaders</b>	\$306,964
<b>School-Based Differentiated Support</b>	\$528,250
<b>Community Engagement and Communications</b>	\$72,271
<b>Materials &amp; Custom Assessments</b>	\$254,667
<b>Project Management</b>	\$99,573
<b>TOTAL COST FOR SCOPE</b>	<b>\$1,891,202</b>
<b>TOTAL w/ 10% Discount</b>	<b>\$1,702,082</b>

- Pricing is valid until May 22, 2024.
- We are excited to get this work started. To prepare for projects, we have internal work to ensure our team is ready to go and staffed for your project. Work will start no sooner than 2 weeks after the contract signing and may take up to 30 days.
- This project is scheduled to start in May 2024 and end in July 2025. If the project kickoff needs to be changed due to contract signing delays, we will adjust our timeline with you upon signature. This delay may impact the timeline of your project delivery. Once we establish the official timeline and the project begins, we will work with your team to schedule calls and adjust in-person and virtual sessions as needed. We must deliver quality work while maintaining a schedule agreeable to both your district and our team. If work delivery is delayed solely due to scheduling conflicts within your organization, we reserve the right to revisit contracting terms.