



**Technical Assistance for Partnership Implementation Activities and Deliverables**

**Proposed Partnership Overview:** As the Matched Technical Assistance Advisor for the TEA School Action Fund, MAYA proposes this scope of work to support the launch and implementation of an 1882 Partnership in Edgewood ISD with Pre-K 4 SA. MAYA's support will help the district build the infrastructure needed to transform systems and processes to facilitate a successful partnership. This will include assisting the partner with integrating its existing structures and operations with the district's to truly create a collaborative partnership. MAYA Consulting proposes to leverage its deep expertise during the next 24 months to provide both strategic and technical support throughout the 1882 Partnership Implementation. On the strategy side, the MAYA team will facilitate bi-weekly calls and provide on-demand support to build alignment among the parties involved in the partnership. MAYA consultants will provide advice and samples, as well as serve as a thought partner throughout the implementation period. More technically, MAYA will assist with applying for additional funding opportunities, act as a Liaison with TEA, coordinate board governance training, and ensure the district and partner have completed all processes needed to ensure success for the school year. Finally, if districts or partners need additional expertise or services, such as legal, financial, communications, or school-based, MAYA will either recruit or introduce existing TEA vetted partners to districts and/or partners and project manage their support throughout their engagements.

<b>MAYA will support the district and partner for planning for Year 1 operations and sustaining for Year 2</b>	
<b>Area of Focus</b>	<b>Activities and Deliverables</b>
<b>Facilitate bi-weekly conference calls (as needed)</b>	Facilitate conference calls with district and partner in preparation for 2019-2020 school year and throughout the first and second years of operation. MAYA will prepare agendas, including managing towards completion of TEA's Fidelity of Implementation (FIT) tool. In addition, MAYA will take notes, and send out pre-meeting reminders and post meeting next-step emails.
<b>Support 1882 implementation needs of partner</b>	Provide strategic advice related to operational questions and challenges. MAYA will research any 1882 policy or funding-related questions, and will develop memos or documents to assist with internal or external communication for the district and partners.
<b>Aid district to operationalize partner accountability and autonomy</b>	Support district in creating processes and structures to allow the partner organization to operate with appropriate autonomies while maintaining accountability and assisting partner with financial or operational services from the district. Help district implement annual, authorizing activities to monitor partner performance (as outlined in performance agreement and that are aligned to each of the five levers of the TEA Effective Schools Framework).
<b>Provide ongoing on-demand support</b>	Provide ongoing, on-demand support to address any strategic or technical needs that may arise, such as how to pair the campus with the district for state accountability.
<b>Assist with applying for additional funding opportunities</b>	Assist the district and partner leaders in building relationships with potential financial supporters and applying for any eligible grants or additional funding opportunities.
<b>Act as Liaison with TEA</b>	Act as liaison with TEA to answer questions that may arise and to coordinate logistics and communications for delivery of Lone Star Governance Board Training and for any additional, customized training needed.
<b>Project Manage any additional consultants</b>	Introduce partner leadership to TEA-vetted support partners and sub-contract and project manage, as needed, any workstreams to assist with teacher professional development, curriculum and instruction, financial budgeting, communications strategies, legal, etc.

**Payment Terms and Schedule:** This scope of work spans from July 1st, 2019 through July 31st, 2021 and is for the amount of \$150K to be paid in 24 monthly installments of \$6,250. Invoices will be sent by the 15th of each month after services are rendered. EISD will remit payment to MAYA by the last calendar day of each month.

**Acceptance:** These signatures indicate acceptance of this proposal and its terms, and forms an agreement between MAYA and EISD.

For MAYA Consulting

Larkin Tackett, CEO  
Date: June 21st, 2019

For Edgewood ISD

Dr. Eduardo Hernandez, Superintendent  
Date: July 30, 2019



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For MAYA Consulting

Larkin Tackett, CEO  
Date: June 21st, 2019

For Edgewood ISD

Dr. Eduardo Hernandez, Superintendent  
Date: July 30, 2019



**Statement of Work: MAYA Consulting - School Transformation Fund Planning Grant**

**The School Transformation Fund (STF):** Aims to increase the number of students in great schools by providing customized support to districts committed to transforming and sustaining improvements in low-performing schools and creating better options for students. Six Texas School Districts were awarded a \$300K TEA 2018-2019 School Transformation Fund Planning Grant, and one Texas School District was awarded a one million dollar School Transformation Fund Implementation Grant to help support the creation of an 1882 Partnership. **MAYA Consulting, a team of experienced educators based in Austin, TX, has been selected by the TEA as the STF matched Technical Assistance Provider for Districts and their Early Childhood partners to support in the creation of the Pre-K Partnership Agreement and Financial Model, to secure additional TEA funding for the partnership, and to provide any additional services requested to support the successful implementation of an 1882 Partnership.**

**Scope of Work:**

Weekly Conference Calls	\$10,000
Creation of Pre-K Partnership Agreement (MAYA partners with Thompson & Horton, LLP)	\$15,000
Creation of Financial Model (MAYA partners with Afton Partners)	\$10,000
School Action Fund and Charter Startup Grant Writing Support	\$10,000
On-Demand and In-Person (as needed) Support	\$30,000
<b>Total</b>	<b>\$75,000</b>

**Detailed Description of each Service:**

<b>Weekly Conference Calls</b>	MAYA will facilitate 1-hour weekly conference calls with the district, early childhood partner, and possibly TEA or other consulting partners. During the weekly conference calls, agenda items such as the status of the Pre-K Partnership Agreement or the Financial Model may be discussed. MAYA creates the weekly agenda, takes notes during the call, and follows up with next steps.
<b>Creation of Partnership Agreement</b>	MAYA has partnered with Thompson & Horton, LLP to draft an MOU template for the districts and early childhood partners. MAYA uses the weekly conference call time to review the MOU and allow both entities the opportunity to ask questions and discuss the terms of the agreement.
<b>Creation of Financial Model</b>	MAYA has partnered with Afton Partners to draft a financial model for both the district and early childhood partner. This model will provide both entities guidance about the most financially sustainable solutions to negotiate shared and contracted services, such as janitorial and food services. The model will allow development of one-year and multi-year budgets for both partners.
<b>Grant Writing Support</b>	MAYA has developed application templates to support the district's progress and a timeline to ensure the district completes the grants on time.
<b>On-Demand Support</b>	MAYA will provide additional support to each partnership in response to individual requests, such as creating a local communications rollout plan, developing school leader profiles, training about board governance, assistance in scaling, and improving curriculum program quality.

**Approval:** We have read and certify the Statement of Work, and approve it as adequate in scope and accuracy.

For MAYA Consulting

Karen Weissinger, Consultant  
MAYA Consulting

Date: October 16, 2018

For ISD

Dr. Eduardo Hernández, Superintendent  
Edgewood Independent School District

Date: October 16, 2018