



**Agreement between MAYA Consulting and Edgewood ISD**

**Summary:** This document serves as the Agreement for MAYA Consulting (“MAYA”) to perform services for Edgewood ISD (the “Client” or “LEA”). The following task plan would segment the activities and deliverables necessary to support LEAs in the District framework development process during Strong Foundations Math Framework Development Grant.

<p><b>Deliverable #1 -Roadmap and Committee Memo</b>  MAYA will support the LEA in building a roadmap and committee memo that includes:</p> <ul style="list-style-type: none"> <li>● An overview of the selected committee including committee size, personnel roles, and process to develop and finalize committee</li> <li>● An overview of the framework development process including LEA goals, milestones, and norms.</li> <li>● An overview of how the LEA will make decisions on getting to a final math framework</li> </ul> <p>MAYA will support the LEA in building a roadmap through the following tasks:</p> <ol style="list-style-type: none"> <li>a) Hosting a virtual Kick-off meeting with leadership (or core team to help identify leadership team)</li> <li>b) Collaborating with leadership team virtually on the development of a math committee</li> <li>a) Virtually co-creating with the leadership team a plan/roadmap for the framework development process</li> <li>b) Virtually creating and norming on decision making process</li> </ol>	<p><b>Timeframe</b>  October 21, 2022</p>
<p><b>Deliverable #2 - Communications Plan</b>  MAYA will support the LEA in developing a robust communication plan that includes:</p> <ul style="list-style-type: none"> <li>● Identification of larger stakeholder groups in the school system and community</li> <li>● A customized communications plan for the identified larger stakeholder groups in communicating updates and the final framework</li> <li>● Plans outlining communications to committee members throughout the process to ensure a closed feedback loop</li> </ul> <p>MAYA will support the LEA in developing a robust communication plan through the following tasks:</p> <ol style="list-style-type: none"> <li>a) Virtually facilitate the identification of larger stakeholder groups</li> <li>b) Provide communication template and virtually facilitate the completion of the communication plan</li> </ol>	<p><b>Timeframe</b>  October 21, 2022</p>
<p><b>Deliverable #3 - Collective Learning</b>  MAYA will support the LEA to plan and execute a robust one-day in-person collective learning series on the research of how students learn in math through the following tasks:</p> <ol style="list-style-type: none"> <li>a) Virtually leading the development of collective learning series scope and sequence</li> <li>b) Facilitating a <b>one-day in-person</b> collective learning series for the Strong Foundations lead team and committee members on the research of how kids learn in math</li> <li>c) Developing a one-pager summarizing exit ticket analysis, attendance and committee Collective Learning Series takeaways</li> </ol>	<p><b>Timeframe</b>  Collective Learning Series one-day in person training completed by January 13, 2023. Exact date TBD between LEA lead and District Coach.</p> <p>Submit one-pager summary by January 20, 2023</p>
<p><b>Deliverable #4- Develop Framework</b>  MAYA will support the LEA in the develop of an actionable math framework that includes:</p> <ul style="list-style-type: none"> <li>● Finalized math framework that is reflective of the current research on how students</li> </ul>	<p><b>Timeframe</b>  February 10, 2023</p>



<ul style="list-style-type: none"> <li>learn</li> <li>•</li> <li>• The key criteria outlined by TEA</li> </ul> <p>MAYA will support the LEA in the development of a math framework through the following tasks:</p> <ol style="list-style-type: none"> <li>a) Collaboratively creating, editing, and finalizing a math framework through customized support aligned to the research of how students learn and the TEKS.</li> <li>b) Virtually compiling stakeholder feedback from committee on the draft framework and support decision-making process on revisions and final framework</li> <li>c) Evaluating the framework against the provided rubric and provide recommendations on drafts</li> </ol>	
<p><b>Deliverable #5- Implement Framework</b></p> <p>MAYA will support the LEA in identifying and summarizing a set of implementation priorities in a one page memo.</p> <p>MAYA will support the LEA in identifying a set of implementation priorities through the following tasks:</p> <ol style="list-style-type: none"> <li>a) Virtually facilitating a process to identify priority areas needing alignment to the framework (instructional materials, assessment strategy in preparation for STAAR Redesign, or instructional changes related to training, coaching, and observing teachers).</li> <li>b) Generating recommendations for implementation of the framework</li> <li>c) Supporting the LEA in the creation of the one-page memo including decisions for what to focus on in SY23-24</li> <li>d) Virtually consulting with the LEA on future grant opportunities</li> </ol>	<p><b>Timeframe</b> March 17, 2023</p>
<p><b>Deliverable #6- Case Study Development</b></p> <p>MAYA will support the Case Study Development process by:</p> <ol style="list-style-type: none"> <li>a) Collecting additional data/artifacts needed for the development of the case study</li> <li>b) Creating and virtually presenting a draft of the case study to the leadership team</li> <li>c) Finalizing the case study outlining the district’s process from start to finish and highlighting successes and challenges in the process</li> </ol>	<p><b>Timeframe</b> April 21, 2023</p>
<p><b>Project Management</b></p> <p>MAYA will support the success of the progress overall by:</p> <ol style="list-style-type: none"> <li>a) Supporting virtual project management and virtual stakeholder engagement required across the entire process</li> <li>b) Ongoing virtual leadership coaching throughout the process</li> <li>c) Invoicing the district</li> <li>d) Submitting deliverables to TEA</li> </ol>	<p><b>Timeframe</b> September 2022 - April 2023</p>
<p><b>Add On Services</b></p> <p>MAYA will support the LEA to plan and execute a robust one-day in-person professional development in June of 2023 for all District campus leaders, coordinators and instructional coaches on the research of how students learn in math through the following tasks:</p> <ol style="list-style-type: none"> <li>a) Virtually leading the development of collective learning series scope and sequence</li> <li>b) Facilitating a <b>one-day in-person</b> professional development for all District campus leaders, coordinators and instructional coaches on the research of how kids learn in math</li> <li>c) Developing a one-pager summarizing exit ticket analysis, attendance and key participant takeaways</li> </ol>	<p><b>Timeframe:</b> June 2023. Exact Date TBD</p>

**Terms:** This Agreement is effective on September 15, 2022 and concludes on June 30, 2023 or upon acceptance of deliverables by the Client.



**Payment and Schedule:** MAYA will invoice the Client once per month between October 2022 - April 2023 in the amount of \$11,000 per month, and once in July 2023 for \$7,000, for a total of \$84,000. Invoices will be submitted no later than the 15<sup>th</sup> of each month and payment is due within 30 days.

**Confidentiality:** MAYA acknowledges the consulting relationship creates a relationship of confidence and trust between MAYA and the Client with respect to any proprietary information or confidential information applicable to the business of any entity or partner of the Client or other entity with which the Client does business and which MAYA learns in connection with the consulting relationship. At all times, both during the consulting relationship with the Client and after its termination, the Consultant will keep in confidence and trust all such information. This obligation shall end whenever such information enters the public domain and is no longer confidential or Proprietary through no improper action or inaction by either party.

**Termination:** Either party may terminate this Agreement with 30 days prior written notice to the other party. Upon termination, the Client is obligated only for services performed through the date of termination. MAYA will submit all complete and incomplete deliverables at the time of termination and any confidential information.

**Breach:** If either party breaches any of its obligations under this Agreement, the non-breaching party may provide the breaching party with written notice of the breach. If the breaching party fails to cure the breach within fifteen (15) days after receipt of such notice, or if the breach cannot be cured within fifteen (15) days, within a reasonable period of time, the non-breaching party may terminate this Agreement upon delivery to the breaching party of a written notice to that effect, with the termination effective upon delivery of such notice to the breaching party. The non-breaching party will in its sole discretion determine whether the breach has been cured.

**Governing Law:** This Agreement shall be governed by Texas law without regard to its conflicts of law principles. Mandatory and exclusive venue for this agreement shall be a court of competent jurisdiction in the County of Travis, Texas.

**Independent Contractor Status:** It is the express intention of the parties of this Agreement that MAYA will work as an independent contractor, and not an employee, agent, or otherwise of the Client. MAYA assumes full responsibility for the actions of its personnel while performing any services incident to this Agreement, and shall remain solely responsible for their supervision, daily direction and control, payment of salary, federal tax obligations, workers' compensation, disability benefits, and like requirements and obligations. MAYA's personnel are not employees of the Client.

**Criminal History Checks:** Pursuant to Texas Education Code 22.0834, MAYA agrees to comply with and obtain all required criminal history information with respect to MAYA's covered employees. MAYA assumes all expenses associated with obtaining such criminal history record information. Prior to commencement of services, MAYA will provide written certification that no covered employees have disqualifying criminal history that would prevent service under the contract.

**Acceptance:** These signatures indicate acceptance of this Agreement and forms an agreement between MAYA and the Client.

For MAYA Consulting:

Alex Cantu  
Vice President of Finance and Operations  
October 17, 2022

For the Client:

Myrna G. Martinez  
Assistant Superintendent of Business Operations  
October 17, 2022



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Alex Cantu  
Vice President of Finance and Operations

Date:

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Date: