



PERFORMANCE **FACT**

THINK. BELIEVE. MOVE MOUNTAINS.

Scope of Professional Services for 2024-2025 SY **ESPARTO UNIFIED SCHOOL DISTRICT**

Dr. Christina Goennier, *Superintendent*
Esparto, CA | 10 July 2024

This Agreement outlines the scope of professional services that Performance Fact, Inc. will provide to **ESPARTO UNIFIED SCHOOL DISTRICT** ("Client"). It has been prepared in order to align Performance Fact and the Client on common purpose and to ensure outcomes that are fair and just for all parties.

1. PARTIES

This Agreement is made between the Client and Performance Fact, Inc. The project manager for the Client is Dr. Christina Goennier, Superintendent of Schools. The project managers for Performance Fact, Inc. are Mutiu Fagbayi, President/CEO and Rose Wagner, Senior Associate. The primary focus of the project is the implementation of the 2024-2030 strategic plan. It is generally understood that additional individuals designated by the Client and Performance Fact project managers may play significant roles during certain phases of this project.

2. SCOPE OF WORK

(See Exhibit A, attached)

3. PAYMENT/EXPENSES

The Client will pay Performance Fact a total of **\$16,000** for professional services relating to this project, according to the estimates and scope of work outlined in *Exhibit A*.

The amount will cover fees for professional services and expenses associated with the project, including, development and compilation of presentation materials and ongoing communication with the Superintendent, and with the Board and other stakeholders, as outlined in the Exhibits.

4. RESCHEDULING/CANCELLATION POLICY

Rescheduling/Cancellations of Specific Events/Activities per Contract:

- More than 30 days prior to scheduled date: No additional charge
- Less than 30 days before scheduled date: \$500 additional fee payable to Client.

5. LOGISTICS

The Client or its designee(s) will oversee all logistics related to meetings, workshops and other gatherings associated with this project, including participants' access to zoom (or equivalent) web conferencing, when applicable.

6. PAYMENT SCHEDULE

Performance Fact will invoice the Client according to the following schedule.

October 15, 2024	\$4,000
January 15, 2025	\$4,000
March 15, 2025	\$4,000
May 15, 2025	\$4,000

7. DISPUTE RESOLUTION

If a dispute arises out of or relates to this Agreement or a breach of this Agreement, and that dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute by mediation through the Commercial Mediation Rules of the American Arbitration Association, before resorting to arbitration.

In the event the dispute is not resolved by mediation, the parties agree to resolve the conflict through arbitration under the rules of the American Arbitration Association.

8. EQUAL EMPLOYMENT OPPORTUNITY

Performance Fact does not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, disability, or marital status.

9. OWNERSHIP OF MATERIALS

Performance Fact will be using proprietary material during portions of the Contract. Such material shall remain the exclusive property of Performance Fact and shall not be further disseminated without the express written consent of Performance Fact. In the event written permission is granted, acknowledgement of source for all Performance Fact proprietary materials, tools, processes, etc. is required.

CONTRACT TERMS ACCEPTED:

PERFORMANCE FACT SIGNATORY

MUTIU O. FAGBAYI

Name

Signature

PRESIDENT/CEO

Title

July 10, 2024

Date

ESPARTO UNIFIED SD SIGNATORY

Name (Please Print)

Signature

Title

Date

SY 2024-2025 Theme: LEADING WITH DATA

Based on guidelines set by Superintendent Christina Goennier, Performance Fact's professional services will focus primarily on strengthening the district's **DATA CULTURE**.

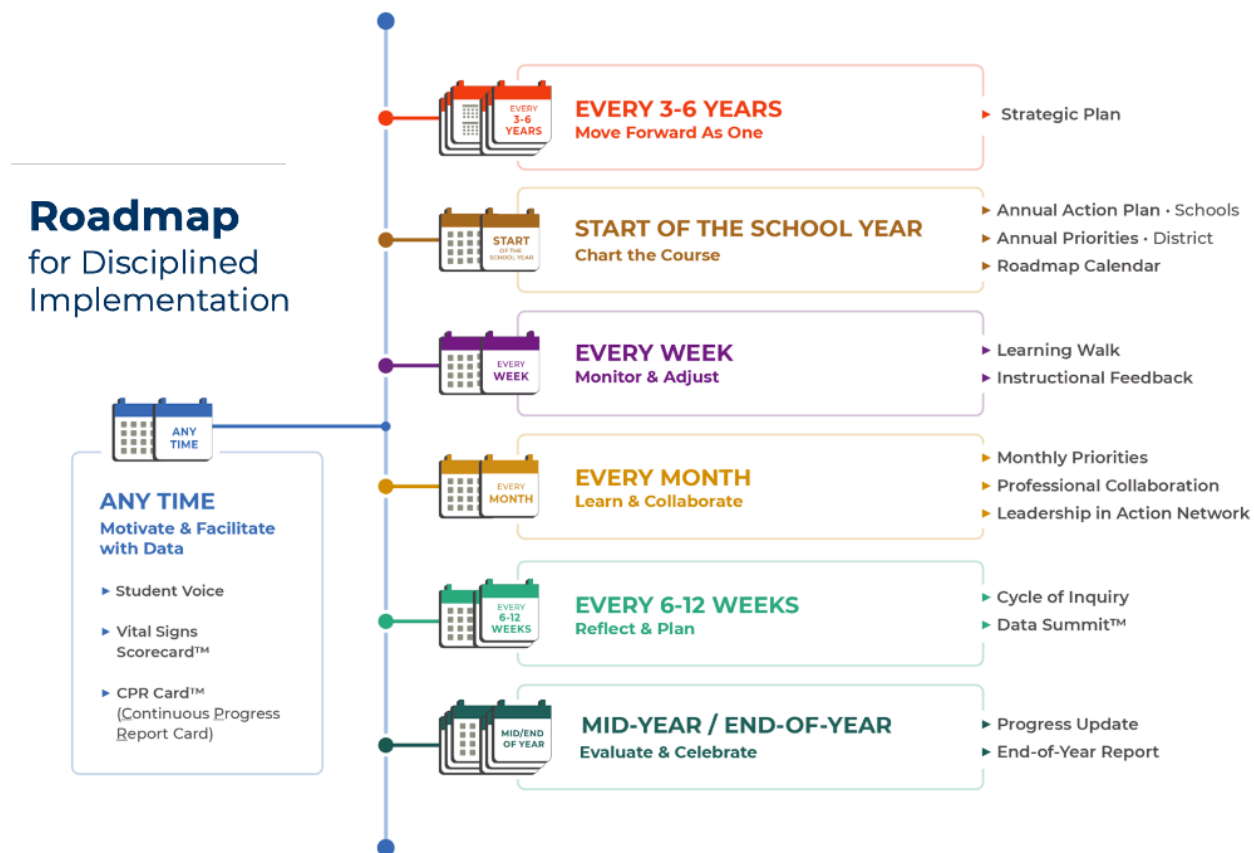
This focus includes the following activities:

- a. Participate in the planning, preparation, and execution of the *Instructional Leadership Council* rollout of the Strategic Plan in late-July 2024.
- b. Create a planning process for articulating *school-level annual priorities and milestones* of progress, and compile a consolidated annual plan across all sites and departments, and create a process for tracking *progress on the annual milestones* (e.g. composite CPR Card).
- c. Design a *Dashboard* of key indicators and measures outlined in the Strategic Plan and collaborate with district-selected organization to build-out (i.e., operationalize) the design. Assist in the compilation of baseline data for the Dashboard.
- d. Provide 4-to-6-week *"critical friend" check-in* with the leadership team, focused on the priorities and milestones in the implementation plan.
- e. Facilitate a *Data Summit* (twice during the SY) to assess the effectiveness of the instructional programs and to guide management decision-making.
- f. Collaborate with the Superintendent and their team to create an *end-of-year report*.

Implementation Design

A results-focused plan is the first step towards realizing desired outcomes for student learning and achievement. However, without disciplined implementation, a plan flounders and may not live up to its promise. Therefore, after you “plan the work,” then, you must “work the plan” to achieve desired results.

The **Roadmap for Disciplined Implementation** is a step-by-step process for implementing action plans. By dividing the work into discrete, calendar-driven chunks, leaders and practitioners can significantly reduce the “implementation gap” often associated with improvement plans.



Implementation Roadmap Step-by-Step

START OF THE SCHOOL YEAR	
Strategic Plan Rollout to Stakeholders	Participate in the design and rollout of the 5-year Strategic Plan during the Instructional Leadership Council (late July).
Site-level Plans	Define and consolidate annual site-level priorities and milestones, aligned to school-level and system-wide needs.
Vital Signs Scorecard™ (Baseline)	Design the Vital Signs Scorecard, or a dashboard of key indicators of progress regarding student learning, teaching practices, leadership practices, and organizational practices, as outlined in the strategic plan. Collaborate with district teams to gather baseline data and set performance targets.
CPR Card™ (Baseline)	Compile the milestones of progress (key tasks) across all department plans. Use the CPR Card (C ontinuous P rogress R eport C ard) to monitor the timeliness and quality of implementation of the day-to-day activities as well as long-term projects and priorities.

EVERY MONTH	
Admin Team / Cabinet Capacity-building	Facilitate capacity-building for the Admin Team / Cabinet, including: <ul style="list-style-type: none"> • Every 2 Months monitoring of progress regarding site-level Annual Plan (1 hour, 4x/year, Virtual) • Strengthening alignment, collaboration and collegial accountability across sites, focused on the annual priorities • Update Dashboard and CPR Card

EVERY 6-12-WEEKS	
Vital Signs Scorecard (Update)	Collaborate with the Superintendent & Team to update data on student outcomes, practices, and strategies.
Data Summit (Instructional Leadership Council)	Prepare Admin Team to facilitate data-informed assessment of progress regarding student learning, professional practices, and site-level priorities (2x per SY)

MID-YEAR & END-OF-YEAR	
Annual Progress Report to the Community	(At EOY only) Prepare an annual report to be shared with stakeholders and inform the identification of priorities for the next school year.

Professional Fees

Leading with Data	\$16,000
<hr/>	
Total Professional Fees:	\$16,000

INVOICE

Performance Fact, Inc.
4022 Balfour Ave
Oakland, CA 94610

kayej@performancefact.com
+1 (510) 568-7944
www.performancefact.com



Bill to
Christy Goennier
Esparto Unified School District
26675 Plainfield Street
Esparto, California 95627

Ship to
Stan Mojsich
Yolo County of Education
Yolo County Office of Education
1280 Santa Anita Court, Suite 100
Woodland, CA 95776-6127

Invoice details
Invoice no.: 1693
Terms: Net 30
Invoice date: 07/12/2024
Due date: 08/11/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Professional Services	11 X 17 Strategic Plan Posters	1	\$500.00	\$500.00
Total						\$500.00

INVOICE

Performance Fact, Inc.
4022 Balfour Ave
Oakland, CA 94610

kayej@performancefact.com
+1 (510) 568-7944
www.performancefact.com



Bill to

Dr. Christy Goennier
Esparto Unified School District
26675 Plainfield Street
Esparto, California 95627
United States

Ship to

Dr. Christy Goennier
Esparto Unified School District
26675 Plainfield Street
Esparto, California 95627
United States

Invoice details

Invoice no.: 1704
Terms: Net 30
Invoice date: 10/24/2024
Due date: 11/23/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Implementation - Strategic Plan		1	\$4,000.00	\$4,000.00

Total

\$4,000.00

Note to customer

Invoice 1 of 4

INVOICE

Performance Fact, Inc.
4022 Balfour Ave
Oakland, CA 94610

kayej@performancefact.com
+1 (510) 568-7944
www.performancefact.com



Bill to
Dr. Christy Goennier
Esparto Unified School District
26675 Plainfield Street
Esparto, California 95627
United States

Ship to
Dr. Christy Goennier
Esparto Unified School District
26675 Plainfield Street
Esparto, California 95627
United States

Invoice details
Invoice no.: 1716
Terms: Net 30
Invoice date: 01/17/2025
Due date: 02/16/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Implementation - Strategic Plan		1	\$4,000.00	\$4,000.00

Note to customer
Invoice 2 of 4

Total \$4,000.00



PERFORMANCE **FACT**

THINK. BELIEVE. MOVE MOUNTAINS.

Agreement between
ESPARTO UNIFIED SCHOOL DISTRICT (Esparto, CA)
and **PERFORMANCE FACT, Inc.**
regarding *Professional Services Poster production*

Performance Fact, Incorporated will produce and provide the following to Esparto Unified School District delivered on or before July 29, 2024:

- Design of 11x17 poster of Strategic Plan (Promise, Portrait, 5 Goals w/ Description, 5 Core Values w/ Definition)
- 70 Color Copies of 11x17 Strategic Plan Poster

The Client will pay Performance Fact a total of **\$500** for the professional services listed above upon completion of the project.

PROFESSIONAL SERVICES TERMS ACCEPTED:

PERFORMANCE FACT SIGNATORY

MUTIU O. FAGBAYI

Name

Signature

PRESIDENT | CEO

Title

July 15, 2024

Date

ESPARTO UNIFIED SD SIGNATORY

Name (Please Print)

Signature

Title

Date