



# Professional Services Agreement: SkyBound Education & West Lafayette Comm School Corp

Strategic Planning: July 2024 - June 2025

## Executive Summary

SkyBound Education would welcome the opportunity to support West Lafayette Community School Corporation with its strategic planning project. This proposal includes the following services:

- Supporting the development, deployment, and analysis of surveys for students, staff, families, and community stakeholders
- Facilitating working sessions at each school by interviewing focus groups
- Aligning current and prospective initiatives with Indiana's GPS Dashboard
- Drafting and revising a detailed strategic plan (3-5 pages)
- Drafting and revising a one-page strategic plan summary
- Facilitating in-person and/or virtual review(s) of strategic plan with key stakeholders

The goal of this project is to gather rich feedback from the school community to inform clear, actionable steps aligned with Indiana's Graduates Prepared to Succeed Dashboard and newly-proposed diploma requirements. The district's mission, vision, values, goals, and action steps will be documented in an easy-to-read strategic plan.

## Contact Information

Adam Jones, Founder & CEO

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Indianapolis, IN 46225

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317-650-8330

## Agreement Terms

This Professional Services Agreement (the “Agreement”) is entered into as of the date the Agreement is fully signed by the parties hereto (the “Effective Date”) by and between SkyBound Education (“SkyBound”), an Indiana limited liability corporation with a principal place of business located at 601 S Meridian St, Suite 1L, Indianapolis, IN 46225 and West Lafayette Community School Corporation with a principal place of business located at 1130 N Salisbury St, West Lafayette, IN 47906. Each of Local Education Agency (LEA) and SkyBound is referred to as a “Party” and collectively as the “Parties.”

Whereas SkyBound provides services to local education agencies; and

Whereas LEA desires to engage SkyBound to provide the services in one or more schedules (each a “Services Schedule”) attached hereto and incorporated by reference herein.

Now therefore, for good and valuable consideration contained herein, the exchange, receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

### 1. Services

#### 1.1 SkyBound Services

SkyBound hereby offers to provide to LEA the Services that are more fully set forth in one or more Services Schedule(s) attached hereto or as subsequently agreed upon after the Effective Date of this Agreement. If any term in a Services Schedule conflicts with any term set forth in the Agreement, the Services Schedule will control, but only with respect to the Services in question. The Parties are contemporaneously entering into the following listed Services Schedule, where is hereby incorporated into the Agreement. All prior and subsequent Services Schedule(s) agreed upon by the Parties shall only be incorporated into the Agreement after the Parties separately evidence their agreement by executing the additional Services Schedule(s).

- Services Schedule: West Lafayette Strategic Planning Project 2024-2025

#### 1.2 Duration of Agreement

The duration of this agreement will correspond with the Services Schedule(s) adopted under the terms of this Agreement.

#### 1.3 Termination for Convenience

This Agreement may be terminated by either Party if thirty (30) days advanced written notice is provided. Service(s) and payment(s) previously scheduled in the applicable Services Schedule(s) will not be provided after the date indicated in the aforementioned thirty-day notice.

## 2 Compensation and Payment

### 2.1 Fees

LEA will pay to SkyBound the Services fees specified in the applicable Services Schedule(s).

### 2.2 Payment Terms

All invoiced amounts for Services performed in accordance with the terms and conditions of this Agreement and any other Services Schedule are due net thirty (30) calendar days from the date of SkyBound's invoice. Late payments hereunder will accrue interest at a rate of one and one-half percent (1 ½%) per month, or the highest rate allowed by applicable law, whichever is lower.

Payments should be directed to the following address:

SkyBound Education  
601 S Meridian St, Suite 1L  
Indianapolis, IN 46225

## 3 Intellectual Property and Data Use

### 3.1 Copyright, Trademark, and Intellectual Property Rights

Each Party agrees that neither Party transfers to the other Party by operation of this Agreement any copyright right, trademark right, or other intellectual property of such Party, except as may be specifically provided herein, provided that SkyBound may use any materials provided by the LEA hereunder to provide and/or improve the Services provided.

### 3.3 No Work for Hire

Except as expressly identified in a Services Schedule, no Service provided by SkyBound, nor any work product produced by SkyBound shall be a "work for hire." In all events, SkyBound retains sole and exclusive ownership of all right, title, and interest in all SkyBound property, including such information as existed prior to the delivery of the Services and anything that SkyBound may discover, create, or develop during the provision of the Services hereunder. To the extent any of the deliverables under a Services Schedule contain any SkyBound property, SkyBound grants LEA a perpetual, non-exclusive, non-assignable, royalty-free license to use such SkyBound property solely in connection with the deliverables and solely for the LEA's internal non-commercial purposes.

### 3.4 Data Usage Provision

LEA agrees that SkyBound may use the data collected under this Agreement for the management and administration of SkyBound's business, including to provide the Services, to create new service offerings, and/or improve its existing ones.

3.5 Personal Analyses, Evaluations, or Surveys

Per section 3 of Indiana Code 20-26-21, if SkyBound is asked to provide a personal analysis, evaluation, or survey that reveals, identifies, collects, maintains, or attempts to affect a student’s attitudes, habits, traits, opinions, beliefs, or feelings, SkyBound will not record, collect, or maintain responses to or results of the analysis, evaluation, or survey in a manner that would identify the responses or results of an individual student. As required by law, SkyBound’s failure to comply with section 3 of IC 20-26-21 would constitute a breach of contract.

4. Severability

4.1 Severability

The invalidity or unenforceability of one or more provisions of this Agreement shall not affect the validity or enforceability of any of the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

5. Invoice Schedule

Date	Amount
Monday, October 28th, 2024	\$8,000
Monday, February 24th, 2025	\$16,000
Monday, June 30th, 2025	\$6,000
<b>Total</b>	<b>\$30,000</b>

## 6. Signatures

### 6.1 SkyBound

Name	Title	Date	Signature
Adam Jones	Chief Executive Officer		

### 6.2 LEA

Name	Title	Date	Signature
Dr. Shawn Greiner	Superintendent		

## Services Schedule

### West Lafayette Strategic Planning Project 2024-2025

Service	Deliverable(s)	Timeframe	Cost
<p><b>Step 1: Administer Surveys to and Draft Focus Group Questions for Staff, Students, Families, and Community Stakeholders</b></p> <ul style="list-style-type: none"> <li>● Develop survey questions and focus group questions that invite staff, students, and families to share current perspectives on West Lafayette’s mission, beliefs/values, strategic initiatives, strengths, and opportunities.</li> <li>● Summarize this information for school leadership and strategic planning committee review.</li> <li>● The goals of this process are to (a) increase stakeholder investment in the strategic planning process, (b) invite honest feedback on existing components of the strategic plan, and (c) gather language and ideas that might be incorporated into an updated strategic plan.</li> </ul> <p>Note: All survey practices will comply with Indiana Code. See section 3.5 of this agreement.</p>	<ul style="list-style-type: none"> <li>● Student survey</li> <li>● Staff survey</li> <li>● Family survey</li> <li>● Community survey</li> <li>● Focus group questions (drafted)</li> <li>● Written analysis of survey results</li> </ul>	<p>July - Oct '24</p>	<p>\$8,000</p>

<p><b>Step 2: Graduates Prepared to Succeed Dashboard Alignment</b></p> <ul style="list-style-type: none"> <li>Facilitate in-person (and virtual, if needed) working sessions with school leaders and the strategic planning committee to (a) review Indiana’s Graduates Prepared to Succeed indicators, (b) document current initiatives aligned to these indicators, and (c) draft new initiatives to address indicators worthy of additional focus/effort.</li> <li>Facilitate in-person (and virtual, if needed) working sessions (focus groups) with each school’s staff based on the alignment completed by the strategic planning committee to refine and validate alignment of initiatives.</li> <li>The goals of this process are to (a) ensure district initiatives align with state expectations as outlined in the Graduates Prepared to Succeed Dashboard, (b) increase staff awareness of GPS Dashboard indicators, and (c) refine and validate strategic initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate working sessions at each school</li> <li>Notes and summaries from working sessions</li> <li>Updated GPS Dashboard alignment tool</li> </ul>	Nov ‘24 - Feb ‘25	\$16,000
<p><b>Step 3: Detailed Strategic Plan and Summary</b></p> <ul style="list-style-type: none"> <li>Use information from Steps 1 and 2 to develop a detailed strategic plan (3-5 pages) as well as a one-page summary. These documents will incorporate West Lafayette’s branding.</li> <li>Revise and review documents with key stakeholders as determined by West Lafayette’s leadership team.</li> <li>The goal of this step is to provide two deliverables: (a) print-ready detailed strategic plan and (b) print-ready one-page strategic plan summary.</li> </ul>	<ul style="list-style-type: none"> <li>Detailed strategic plan (3-5 pages)</li> <li>One-page strategic plan summary</li> </ul>	March - June ‘25	\$6,000
<b>Total</b>			<b>\$30,000</b>