



PHASE 2 – IMPLEMENTATION PARTNERSHIP AGREEMENT

Elizabeth

July 24, 2020

Douglas R. Bissonette
Superintendent
Elizabeth School District

Dear Douglas Bissonette and the Elizabeth Homegrown Talent Initiative Team:

On behalf of the Homegrown Talent Initiative (“HTI”), Colorado Succeeds (“CS”) is pleased to inform you that a 12-month partnership and funding in the amount of \$108,000 has been approved to Elizabeth School District (“ESD”) and its work pertaining to HTI. The project term will be July 1, 2020 – June 30, 2021.

This partnership is subject to the following terms and conditions:

1. Partnership Description: Colorado Succeeds and Colorado Education Initiative are thrilled to be supporting the Elizabeth HTI Team through financial resources, coaching, and other technical assistance. Further, CS and CEI and its partners and stakeholders view themselves as partners in this work, learning and working alongside HTI communities with true collaboration. As such, it is our goal and expectation that the spirit of collaboration will be kept at the forefront, and all parties involved will be seen as partners and peers.

2. Project Purpose: The purpose of Phase 2 of HTI is to implement and/or pilot the activities aligned to the Career-Connected Learning Continuum designed during Phase 1 of the project. Additionally, communities will continue to receive cohort-based learning opportunities and individual coaching/assistance to support their work. Communities are expected to participate in all HTI-provided project activities unless unanticipated circumstances prohibit.

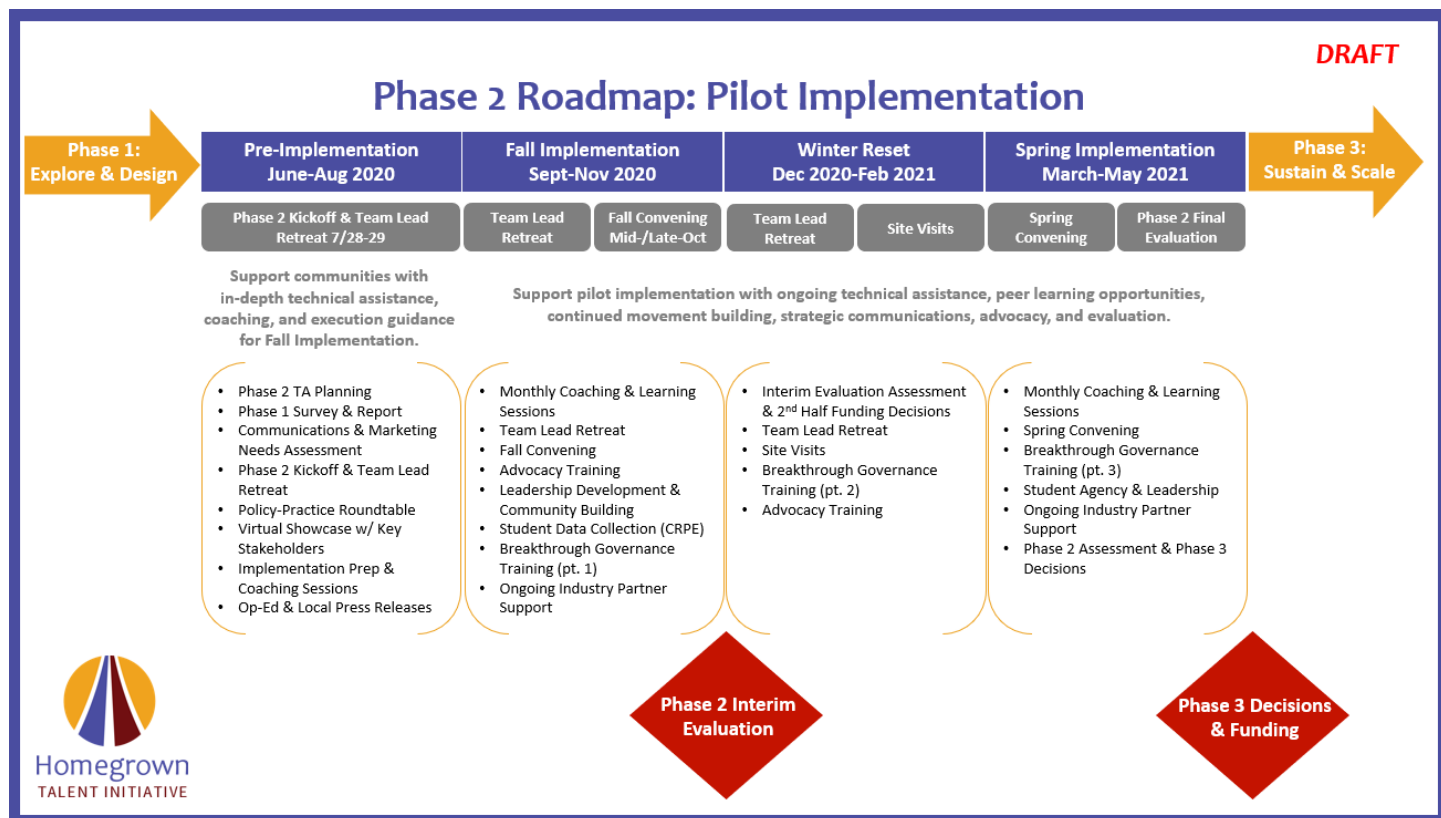
- a) See *Appendix A* for the agreed upon Phase 2 implementation activities.
- b) Any substantive changes to the scope of work must be provided to CS in writing.

3. Funding Terms:

- a) Amount – One-hundred eight thousand dollars (\$108,000)
- b) Payment – Funds will be paid by check to Elizabeth School District in two installments: 1) \$54,000 upon receipt of this signed partnership agreement, mailing address, and recent W9; and 2) \$54,000 upon receipt of an Interim Evaluation Report and demonstration of progress towards agreed upon goals and local revenue raised (see *Appendices*), with funds being disbursed no later than 1/31/2021.
- c) Use of Funds – Funds shall only be used for the purpose described above and in the *Appendices* pertaining to project activities, team activities, and the approved project budget. Any substantive changes (variances of \$2,500 or more) must be provided to CS in writing.
- d) Repayment – ESD agrees to repay CS any portion of the funds not used for the purpose described above and in the *appendices*. Additionally, CS may direct ESD to repay any unexpended funds to CS if any of the following events occur:
 - i. ESD ceases to maintain its tax-exempt status as described in *Section 6* below; or
 - ii. ESD fails to comply with the terms of this partnership agreement.

- e) **Accounting** – ESD will be responsible for managing the funds and associated project activities as described in this partnership agreement. This includes but is not limited to:
- Maintaining standard accounting practices during the project period, including records of receipts and expenditures made in connection with the project.
 - These records will be kept and/or provided electronically to CS for the entire duration of the project, and for at least four years thereafter.

4. Activities and Timeline: As part of this partnership, it is expected that the Elizabeth HTI Team full participates in the year-long experience of learning, coaching, and targeted supports that encompasses the Homegrown Talent Initiative. Below is a draft Phase 2 Roadmap, subject to change as more details are finalized and in line with any changes due to the pandemic or other school-related conflicts. Further, Elizabeth’s specific coaching and technical assistance plan will be built collaboratively with you ahead of the 2020-21 school year. Should the Elizabeth team not be able to participate in any of the cohort activities outlined below, notification of these conflicts should be provided to CS and CEI in writing as soon as possible.



5. Reporting and Evaluation: ESD and/or the Elizabeth HTI Team will provide CS financial and narrative reports during an agreed upon timeline. Each report shall include a narrative of progress against agreed upon goals and activities, including available and pertinent details such as dates, attendance, and survey or other evaluation data. In addition to these project updates, the HTI Team will be required to participate in frequent evaluation activities directed by CS, its project partner Colorado Education Initiative (“CEI”), and/or its contracted third-party evaluator, the Center for Reinventing Public Education (“CRPE”). See *Appendix C for full details*.

- At a minimum, financial and narrative progress reports will be provided to CS on or before the following dates: 1) Interim Report: 12/15/2020; 2) Final Report: 6/30/2021.
- Reporting templates will be provided to Team Leads at a minimum of 30 days before the deadline.
- Team Leads will be notified of other required evaluation activities in a timely manner with clear deadlines.

6. **Representation:** ESD represents and warrants to CS that:

- a) ESD is an organization in good standing, is either an organization described in section 501(c)(3) of the Internal Revenue Code or a governmental unit and is not a “private foundation” described in section 509(a) of the Internal Revenue Code. ESD will promptly notify CS of any change in tax status.
- b) In no event will ESD or any of its affiliated project partners (organization or individual) use any funds:
 - i. to carry on propaganda or otherwise attempt to influence legislation; or
 - ii. to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive; or
 - iii. to undertake any activity other than for a charitable, educational or other exempt purpose specified in section 170(c)(2)(B) of the Code.
- c) ESD will comply with all applicable laws and regulations.

7. **Release and Indemnity:** Unless prohibited by law, ESD shall release, indemnify, defend and hold harmless CS and its directors, officers, employees and agents from and against any and all claims, actions, suits, demands, damages, losses, expenses and liabilities, arising out of or related in any way to the actions or omissions of ESD (or its directors, officers, employees, agents or contractors) in connection with the project, except to the extent caused by CS’ (or its directors’, officers’, employees’ or agents’) negligent actions or omissions. ESD further agrees to carry insurance in such forms and amounts as are commercially reasonable and appropriate to cover its operations and to enable ESD to indemnify and defend CS as provided hereunder.

8. **Publicity:** Publicity related to the Homegrown Talent Initiative consistent with ESD’s normal practice is permitted, as well as defined in the agreed upon activities within the Implementation Plan. An HTI Brand Guide, including logos, colors, and approved messaging of the project and its partners, will be provided. Further, of usage of references, quotes, branding, or other language pertaining to HTI and/or CS and its work should be provided to CS in advance of publishing for approval.

By signing this letter, Elizabeth School District acknowledges and agrees to the terms and conditions herein.

Sincerely,

Scott Laband
President
Colorado Succeeds

ACKNOWLEDGED AND AGREED

By: _____
Scott Laband (Date)
President
Colorado Succeeds

By: _____
Shannon Nicholas (Date)
Chief of Staff
Colorado Succeeds

By: _____
Douglas Bissonette (Date)
Superintendent
Elizabeth School District

By: _____
Carol Hinds (Date)
President, Board of Education
Elizabeth School District

APPENDIX

A. Phase 2 Implementation Activities – Elizabeth

The following activities were obtained from the final Implementation Plan submitted by the Elizabeth HTI Team to CS and CEI. Specific details are subject to change so as long as CS, CEI, and other project partners are notified in advance and are engaged in collaborative thought partnership in order to support the Elizabeth team to the fullest extent.

- **Internships:**

- Conduct student surveys to gather data on career interests, learning styles inventory/strengths assessment, background knowledge/skills, family connections to industry partners
- Conduct community surveys to gather data on interest, needed background knowledge/skills for interns, possible scheduling options/format of internships
- Develop Handbook for Community Internships (based on exemplar Cañon City)
- Coordinate systems for internships with development of 8th and/or 9th grade academy curriculum
- Long-term development of community partnerships – *evaluation/survey data; ongoing database of sites*
- Establish Community Advisory Team – *chamber, administration, school board, students, industry partners*
- Communications and outreach – *website, regular updates to key stakeholders, visible presence through posters, information packets, booths and summer events; parent conferences and other school events*

- **Incentive-Based Certificates:**

- Add certification options to existing, high-demand courses at ESD and expand offerings over next several years
 - *Adobe – Photoshop, Illustrator, InDesign, Premiere Pro, and AfterEffect*
 - *Communication Skills for Business*
 - *Microsoft Office – Word, Excel, PowerPoint*
 - *Other future options: Food Safety, Interior Design, Personal Finance*
- Purchase software and licenses for both students and educators to access for curriculum and take cert exams

- **Pathway Development:**

- Create pathway development team within Elizabeth High School – *counselor, core content representatives, business, technology, and the arts*
- Develop interdepartmental pathways/curriculum focusing on postsecondary pathways, including college and career exploration and development.

- **Flexible Schedule:**

- Create schedule committee and develop schedule scenarios and implementation plan
- Examine strengths and weaknesses of current schedule and potential new schedule – *How will it support students in being prepared academically and professionally?*
- Get staff feedback on pilot ideas as well as alignment/collaboration from higher education, industry partners, and other schools/districts who have implemented flexible scheduling

B. Project Budget – Elizabeth

Per the above partnership agreement, any substantive changes to the Year 1 (7/1/2020-6/30/2021) project budget should be provided to CS in writing. Further, any general changes or ideas ESD has regarding its budget should be brought forth to CS for a collaborative discussion. It is anticipated that changes will be required throughout the school year as more is learned about the state of the pandemic, economic health, etc.

CS is providing the requested \$108,000 to ESD for year 1 of its project budget based on ESD's goal of leveraging these dollars through local revenue. CS should be kept apprised of progress towards this goal as well as notified in writing when the dollars are obtained. Any additional dollars that may be unlocked due to increased local revenue will be assessed after receiving the Interim Report and prior to the second installment of funds being disbursed no later than 1/31/2021 (assuming the team is on track with its goals and sufficiently fulfills evaluation/reporting requirements, **and if HTI has additional funds available**).

Expenses	Description	Year 1	Year 2	Year 3
Internship Coordinator	Compensation	\$60,000	\$61,200	\$62,424
ACC Hardware	10 Computers	\$10,000		
Certification	Various Technology	\$7,600	\$7,600	\$7,600
Software	Mashme	TBD		
Transportation	Community College access	\$6,000	\$7,500	\$9,000
Substitutes	Internal process work	\$5,000	\$5,000	\$3,000
Professional Development	Conferences/Seminars	\$15,000	\$15,000	\$15,000
Dual Credit	Staff/Training	\$20,000	\$20,000	\$20,000
Equipment	Additional Programing	\$15,000	\$15,000	
Community Engagement	Events/Marketing	\$20,000	\$10,000	\$10,000
Other	Mileage/Misc.	\$3,000	\$3,000	\$3,000
Project Coordination	Compensation	\$8,000		
Total		\$169,600	\$144,300	\$130,024
Revenue				
HTI	CEI and Co. Succeeds	\$108,000	\$85,000	\$70,000
Local	General Fund	\$50,000	\$50,000	\$50,000
Program Grants	State/Co. Succeeds		\$10,000	\$15,000
Certifications	CTE/CDE		\$5,000	\$15,000
Total		\$158,000	\$150,000	\$150,000

C. Evaluation/Reporting Schedule

Reporting requirements and templates will be provided to Team Leads at a minimum of 30 days before the deadline. This will include both narrative and financial reporting templates. Team Leads and Coordinators are encouraged to utilize these materials in an ongoing manner and frequently check-in on progress status with coaches to ensure the team remains on track and on budget.

Here is an overview of the evaluation/reporting schedule, subject to change as additional project details are finalized or adapted due to the pandemic or other external circumstances:

Requirement	Timeline / Deadline	Support
Evaluation Coaching & Plan Design <ul style="list-style-type: none"> • <i>1:1 session in June</i> • <i>Individual work in July</i> • <i>Worktime with coaching at Kickoff Retreat, July 28-29</i> • <i>Evaluation plans finalized by August 15</i> 	June-July 2020	CEI CRPE
Interim Evaluation Report – <i>Financial & Narrative</i>	December 15, 2020	CS
Final Evaluation Report – <i>Financial & Narrative</i>	June 30, 2021	CS

Should any of the above requirements not be met, CS reserves the right to delay or withhold funding until terms are agreed upon and sufficiently met. If timeline/deadline extensions or additional support are needed, the team leads should feel empowered and encouraged to request these as soon as possible.

Please contact Madison Knapp with any questions pertaining to this partnership agreement:

Madison Knapp, Colorado Succeeds
mknapp@coloradosucceeds.org | 612-708-9344