



**JESSE BACON, SUPERINTENDENT**  
ADRIENNE USHER, ASSISTANT SUPERINTENDENT  
BRANDY HOWARD, CHIEF ACADEMIC OFFICER  
TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent  
FROM: Dr. Adrienne Usher, Assistant Superintendent  
RE: Envision Learning Partners, Inc. Services Agreement  
DATE: September 4, 2024

The attached contract is between Bullitt County Public Schools and Envision Learning Partners (ELP), Inc. BCPS partnered with ELP years ago to help co-create our current Graduate Profile competencies and indicators. In addition, they most recently worked with our teachers in spring 2024 to facilitate development of our Graduate Profile Performance Outcomes. As a requirement of BCPS receiving the Phase II Innovative School Systems Grant, funds have to be spent on continuing to create more innovative learning and assessment practices and systems within our classrooms with input of teachers based on the submitted grant application. This contract is for a strategic planning day with an ELP consultant to begin development of a competency-based assessment system to assess academic standards and our Graduate Profile competencies aligned with our instructional vision. The contract and included travel expenses will be paid for through the Phase II Innovative School Systems Grant (ISSG) for a total cost of \$4500. The agreement has been reviewed by Dinsmore & Shohl, LLC. Approval is requested of the services agreement between Envision Learning Partners, Inc and Bullitt County Public Schools.

**OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE**

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**

**Bullitt County Public Schools**

1040 Highway 44 East,  
Shepherdsville, KY 40165

September 4, 2024

Proposal to: **Adrienne Usher, Assistant Superintendent**

Envision Education Inc. dba Envision Learning Partners (ELP) is pleased to provide the following proposal for implementation of professional development services for **Bullitt County Public Schools**.

This proposal reflects a set of services to support **1** staff in achieving the following outcomes:

- Strategically plan ways to build on existing Bullitt County systems, structures, and initiatives at the school and district level to prototype and pilot a high-quality performance assessment system that measures Bullitt County grad profile competencies and is grounded in the districts vision for authentic learning.

Planned Services	Description (see more detail in Exhibit A)	Participants
1 days of coaching / professional development (not including associated prep & travel time)	<ul style="list-style-type: none"> <li>• Create a pilot where participating school sites will prototype and implement a high quality culminating performance assessment system</li> <li>• Create a process by which participating schools will apply to be selected for the pilot</li> <li>• Create a timeline for implementation and benchmarks aligned with mission, vision, and grant priorities</li> <li>• Create a learning agenda for the district during this first year of the pilot so that the infrastructure can support scaling the pilot to all Bullitt County schools</li> </ul>	<b>Bullitt County Public Schools</b> staff and 1 ELP coach

Activities and prices are delineated in the attached Exhibit A: Proposal Schedule and Pricing Details and reflect services, travel expenses, and prep/ follow-up time. Bullitt County Public Schools will be responsible for providing appropriate meeting space. Envision Education Inc. dba Envision Learning Partners (ELP) does not provide meals or supplies to workshop participants. ELP will provide electronic copies of all handouts prior to the session to be copied by Bullitt County Public Schools. Unless negotiated in the contract budget, clients are responsible for producing all participant materials.

**Payment Schedule**

Envision Education Inc. dba Envision Learning Partners (ELP) will invoice Bullitt County Public Schools in one installment(s) in October 2024.

Bullitt County Public Schools agrees to pay to Envision Education Inc. the amount indicated in each invoice by the due date reflected on that invoice. If Bullitt County Public Schools fails to pay any invoice payments, late charges equal to 1.5% of billable invoice amount per month shall also be payable by Bullitt County Public Schools to Envision Education Inc. In addition, Bullitt County Public Schools failure to fully pay any fees within thirty (30) days after the applicable due date will be deemed a material breach of this Agreement and ELP may, in addition to any other remedy it may have, suspend its performance of the Services and/or terminate this Agreement. Any suspension or termination does not relieve Bullitt County Public Schools of obligations to pay past fees or late charges.

**All payments should be sent to** (Contact Anna for wiring instructions):

Anna Kogan, Director of Finance  
Anna@envisionschools.org

Envision Education  
111 Myrtle Street, Suite 203  
Oakland, California 94607  
Phone: (510) 451-2415  
Fax: (510) 241-2768

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**Key Contacts & Student Estimation** (to be completed by Bullitt County Public Schools)

Contract/Billing Contact

Name	Email	Phone

Professional Development Liaison

Name	Email	Phone

**Students Per Grade Level Estimation** (if applicable)

Pre-K		2nd		5th		8th		11th	
K		3rd		6th		9th		12th	
1st		4th		7th		10th		Total	

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**Reservation of Intellectual Property**

All materials developed or provided by Envision Education Inc. dba Envision Learning Partners (ELP) or its agents pursuant to this Agreement, and any know-how, methodologies, equipment, or processes used by ELP to provide the Services to Bullitt County Public Schools including, without limitation, all copyrights, trademarks, trade secrets, and other proprietary rights are and will remain the sole and exclusive property of ELP. Unauthorized copying, reverse engineering, and creating unauthorized derivative works based on such materials are expressly forbidden except as outlined in this Agreement.

**Professional Development Dates**

Once dates are finalized, any requested date or session changes should be made in writing at least four (4) weeks in advance of scheduled date. Any requested changes must be approved by Envision Education, Inc. dba Envision Learning Partners (ELP) and specific requested dates cannot be guaranteed based on availability. In order to find a date that accommodates both parties, please reach out about rescheduling as soon as possible. Envision Education Inc. dba Envision Learning Partners are not responsible for late requested date/session changes. In the event that Envision Learning Partners and Bullitt County Public Schools are unable to reschedule service dates, Bullitt County Public Schools will be billed ELP's non-refundable costs (such as prep time and any advance travel costs). Should inclement weather impact service delivery, ELP will make good faith efforts to reschedule with Bullitt County Public Schools.

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**Agreement**

Envision Education Inc. dba Envision Learning Partners and Bullitt County Public Schools agree to the above scope of services. This scope of services may only be changed in writing and must be signed by both parties. By signing this agreement, you attest that you are authorized to sign on behalf of Bullitt County Public Schools.

\_\_\_\_\_  
Envision Education Representative

\_\_\_\_\_  
Bullitt County Public Schools Representative

Justin Wells,  
Envision Education Chief Program Officer  
\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please **return a signed copy of this agreement and a Purchase Order** (if applicable) to Courtney Katen, ELP Marketing & Operations Manager, via email, [Courtney@envisionlearning.org](mailto:Courtney@envisionlearning.org) or via fax at (510) 451-2768.

Attachments: **Exhibit A** – Proposal Schedule and Pricing Details; **Exhibit B** – Best Practices for Successful Professional Development Sessions

Exhibit A: Proposal Schedule and Pricing Details

Date of Service	Activity (Professional development; Coaching Assessment Design Team; etc.)	Daily Rate	Total # of Facilitator Days	Estimated Travel Costs *
Sept – October 2024	<p><b><u>DISTRICT STRATEGIC PLANNING SESSION (1 day, in person)</u></b></p> <ul style="list-style-type: none"> <li>ELP will meet with participating district leaders on Monday, Sept 30, 2024 to create a scope of work and plan the 2-year project to support all Bullitt County schools to pilot and implement a high quality culminating performance assessment system that measures the district grad profile and provide all learners with more opportunities for authentic learning experiences.</li> <li>ELP will meet with the district liaison for 60 minutes to co-design portions of the strategic planning for the day.</li> </ul>	\$2,500 per day	1 days	\$2,000 (travel expenses & fees for 1 trip) *
<b>Grand Total = Fees + Estimated Travel *</b>			<b>\$4,500</b> Invoiced in October 2024	

*\* Note: if travel expenses are not currently included in the contract total, they will be added if travel becomes mutually agreeable between both parties. If travel expenses are included, the estimated travel amount can be translated into additional day(s) of virtual support if in-person gatherings are not advisable or attractive to participants during this contract's timeframe. If the amount of actual travel is more than estimated, the last installment will be adjusted accordingly, all travel is an estimate.*

## Exhibit B: Best Practices for Successful Professional Development Sessions

To ensure successful professional development (PD), we want to inform you of our preparation process and provide you and your onsite team with guidelines to facilitate a seamless and efficient environment for PD sessions. These best practices can be used as a checklist for the onsite contact or team in advance of your session(s). One of our staff will refer to this list in preparatory conversations leading up to your PD session(s) to confirm readiness.

### Materials Shipping and Storage

- Materials, as needed, will be e-mailed to you 2-4 business days in advance of your session. Please provide Envision Learning Partners with the email address and the name of the recipient receiving the materials.
- Onsite contact should confirm receipt of e-mailed materials with Envision Learning Partners and either (1) share e-mailed copies with all PD participants or (2) print copies for participants.

### Room Selection and Setup

- Room(s) is/are ideally located in a low traffic area (i.e., away from busy halls, not used as a thoroughfare). The room(s) should be quiet with minimal ambient noise, such as that from appliances or HVAC systems. Ideally, restrooms are convenient to the PD room(s).
- The room(s) where the session will be delivered should be set up by 7:00am the day of the PD session(s). If you are providing printed copies of the materials, they should be in the room, along with all tables and chairs.
- When there are two (2) or more rooms/ spaces in use, we recommend having a centrally located registration table for check-in.
- Our sessions encourage group discussion and activities. Round tables, when possible, should be arranged to seat 4-8 people. This helps facilitate discussion.

### A/V Arrangements

- An LCD projector, power strip, and computer speakers should be available, set up, and tested prior to the facilitator(s) arriving for your PD session(s). Please allow at least 1-2 days for this set-up.
- If Wi-Fi is available, please provide a password to the facilitator. A web connection, while not typically required for PD delivery, is preferred in case a participant requests additional resources or to show supplementary materials or videos.
- Please provide an onsite contact to the facilitator(s) in case of troubleshooting needs.

### Other Considerations

- What is the lunch plan? If you are not providing lunch, please provide recommended local lunch destinations.
- Should directional signs be provided to help participants locate the PD session(s) at your location?
- Is the facility ready for a group to utilize? In the summer months, consider building and maintenance staffing needs.

### Special Considerations for Large Sessions

- Setup will vary by location and group size.
- Consider proximity of the rooms/ spaces being used for your professional development, as well as whether a registration table is necessary.