

Scope of Services & Deliverables Schedule

Exhibit to the Proposal for Continued Governance Support | William Evans | October 2026

This exhibit expands the Scope of Services in the attached proposal into specific, dated deliverables. It is built directly from the retreat's Strategic Plan Framework and Implementation Timeline, so that each item below traces back to a decision the board already made at the retreat. Part A groups deliverables by the five service areas in the proposal; Part B lays the same deliverables out on a revised 10-month calendar (November 2026 through August 2027) with an estimated-hours column, so progress and workload can both be tracked meeting by meeting.

Part A — Deliverables by Service Area

1. Committee & Board Meeting Support

Objective	Deliverable(s) — Year 1
Recurring committee advising	• Standing attendance and advising at monthly Policy Committee meetings • Standing attendance and advising at monthly Training & Development Committee meetings
Board meeting attendance at strategic-plan milestones	Attendance at full board meetings where policy adoption, training-plan approval, or direct-report actions are on the agenda (see Year 1 Deliverables Calendar, Part B)
Meeting preparation	Supporting materials delivered within the board's 10-day submission window ahead of each relevant meeting
Ad hoc support	Response to committee chair / board chair questions between scheduled meetings

2. Policy Drafting & Review

Objective	Deliverable(s) — Year 1
Global Governance Policy	• Finalized Global Governance Policy draft, incorporating retreat feedback and open items (1.5 self-assessment timing; 2.1 wording), ready for board adoption • Sunset memo covering Policies 500, 502, 503, 504
Global Ends Policy	• Finalized Ends Policy with measurable Year 1 targets for Language Arts, Mathematics, Science, Arts, and Technology • Sunset memo covering the current Global Ends Policy, the Language Arts & Mathematics Policy, the Parent Satisfaction Policy, and the Science, Arts & Technology Policy
Policy review cycle	• Policy Committee Plan (Month 1): inventory of missing, outdated, and duplicate policies • Designed annual policy review calendar, adopted by the board

Objective	Deliverable(s) — Year 1
Executive Limitations policies	Drafted Executive Limitations policies for the Executive Director and Business Administrator, ready for adoption (see also Direct Report Evaluation Support)

3. Board Training & Onboarding Delivery

Objective	Deliverable(s) — Year 1
New board member onboarding	- Onboarding curriculum (content, format, and who/what/when/how-long structure) - First onboarding cohort delivered - Post-training evaluation of new board member(s)
Ongoing governance training	- Training modules delivered on: the Policy Governance Model, charter law & requirements, and enrollment & funding - Board self-assessment / training-gap analysis - Annual training plan document, submitted for board adoption
Parent & community engagement	Not currently a defined consultant deliverable — see “Item for Board Discussion” below

4. Direct Report Evaluation Support

Objective	Deliverable(s) — Year 1
Job descriptions	- New Business Administrator job description, drafted and ready for adoption - Updated Executive Director job description, drafted and ready for adoption
Executive Limitations policies	Drafted Executive Limitations policies for both direct reports, ready for adoption (shared deliverable with Policy Drafting & Review)
KPI-based evaluation framework	KPI-based evaluation rubric for the Executive Director and Business Administrator roles
Annual evaluation	Facilitated baseline evaluation of both direct reports, using the adopted KPI framework

5. Optional Add-Ons

Objective	Deliverable(s) — Year 1
Annual Strategic Check-In (optional add-on)	- Facilitated half- or full-day board session - Updated Strategic Plan Framework reflecting Year 1 progress - Recalibrated KPI targets and Year 2/3 timeline

Objective	Deliverable(s) — Year 1
School Leader Support (optional add-on)	Quarterly PD / PLC training materials for the Executive Director to deliver to faculty and staff on the Ends policies and their flexibility within them

Part B — Year 1 Deliverables Calendar (Revised)

Month	Consultant Deliverables	Est. Hours
November 2026	Support board in chartering the Ad Hoc Training & Development Committee	2 hrs
	Support ED/BA presentation of current job descriptions to the board	2 hrs
	Facilitate Policy Committee Plan: inventory of missing, outdated, and duplicate policies	4 hrs
	Convene first Training & Development Committee meeting	2 hrs
	Present Policy Committee's plan to the board for review	2 hrs
	Facilitate board evaluation of current job descriptions against Executive Limitations	2 hrs
	Support Policy Committee's gap review; escalate identified gaps to the board	3 hrs
	Support Training Committee's assessment of new-member knowledge gaps	3 hrs
	November 2026 subtotal	20 hrs
December 2026	Present Training Committee's gap findings and consultant recommendation to the board	2 hrs
	Submit first policy drafts for board adoption	6 hrs
	Support board in identifying additional Executive Limitations policies needed	2 hrs
	Draft new policies addressing identified gaps; build Executive Director implementation support materials	7 hrs
	Support Training Committee in beginning onboarding plan design	3 hrs
	December 2026 subtotal	20 hrs
January 2027	Facilitate board adoption of policy drafts	4 hrs
	Support board approval of Training & Development consultant support	2 hr
	Present draft onboarding plan for board review	4 hrs
	Continue policy drafting and Executive Limitations development	4 hrs
	Finalize new-member onboarding training plan	6 hrs
	January 2027 subtotal	20 hrs
February 2027	Facilitate board adoption of policies and of the training/onboarding plan	5 hrs
	Support identification of incoming new board member(s) for training	1 hr
	Continue legacy policy review and updates	6 hrs
	Deliver first new-member onboarding training	4 hrs

Month	Consultant Deliverables	Est. Hours
	February 2027 subtotal	16 hrs
March 2027	Facilitate board adoption of finalized Executive Limitations policies	4 hrs
	Support ED/BA review of how new Executive Limitations policies affect job descriptions	6 hrs
	Continue policy review cycle	5 hrs
	Conduct post-training evaluation of new board member	4 hrs
	March 2027 subtotal	19 hrs
April 2027	Facilitate board adoption of policies	3 hrs
	Support completion of new board member training	2 hrs
	Draft Executive Director and Business Administrator job descriptions; route to staff for review	5 hrs
	Continue policy review cycle; identify remaining onboarding gaps with Training Committee	3 hrs
	April 2027 subtotal	12 hrs
May 2027	Present Training Committee's remaining gap findings and recommendations to the board	4 hrs
	Facilitate board adoption of policies	3 hrs
	Incorporate ED/BA feedback; finalize job descriptions and Executive Limitations policies for adoption	4 hrs
	Support Training Committee in crafting additional trainings	3 hrs
	May 2027 subtotal	14 hrs
June 2027	Facilitate board adoption of the Year 2 training plan and remaining policies	3 hrs
	Build KPI-based expectations and evaluation framework for direct reports	5 hrs
	Continue policy review cycle	5 hrs
	Submit all Year 1 trainings for board adoption	2 hrs
	June 2027 subtotal	15 hrs
July 2027	Facilitate adoption of the structured Year 2 training plan and remaining policies	3 hrs
	Facilitate baseline KPI-based annual evaluation of the Executive Director and Business Administrator	4 hrs
	Support Policy Committee in designing an ongoing review cadence (possible new governance policy)	3 hrs

Month	Consultant Deliverables	Est. Hours
	Support Training Committee wind-down	2 hr
	July 2027 subtotal	12 hrs
August 2027	Facilitate the board's annual self-evaluation against the strategic priorities	2 hrs
	Support Policy Committee's first annual Ends Policy review	3 hrs
	Support establishing an ongoing (e.g., quarterly) policy review schedule	1 hr
	Support submission of re-approved Ends Policies for annual certification	1 hr
	Facilitate Year 2 planning session incorporating self-evaluation feedback	3 hrs
	Deliver Year 1 written wrap-up report: cumulative progress against the Implementation Timeline and KPI targets, with recommended Year 2 priorities	4 hrs
	August 2027 subtotal	14 hrs
	Engagement Total (10 months)	162 hrs

Hours are planning-level estimates for budgeting purposes, rounded to the nearest hour, and cover consultant time only (drafting, prep, and meeting attendance/facilitation) — not board or staff time. Actual hours will vary with the final number of policies needing revision and the complexity of specific drafts.

For reference: 162 hours over 10 months averages to roughly 16.2 hours per month across the engagement, unevenly distributed as shown above.