



HELPING DISTRICTS SET DIRECTION THROUGH POLICY

## **Neola Select Agreement**

Neola's comprehensive Update Service provided to all Neola client districts is the gold standard for the maintenance of district policy, administrative guidelines, and forms manuals.

In addition to the Update Service, for the fee established herein, the district can choose additional support through the Neola Select Service. The options below describe Neola Select Services that may be utilized by the district.

These services are in addition to, or supplementary to the three (3) hours of preparation and consultation provided as part of the Update Subscription Service<sup>1</sup>.

Neola Select Services that are available include, but are not necessarily limited to, the following:

1. Support by processing the proposed edits from the Update package into the client's current materials.
2. Additional support and assistance in reviewing the Policy and Administrative Guidelines Update package with the Superintendent/Policy Committee.
3. Additional meetings to explain the impact of the policy changes with district staff.
4. Assistance with training for staff about processing the proposed edits from the update into the client's current policy materials for presentation to the Board.

### **Fees for Neola Select Services:**

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<sup>1</sup> Pursuant to the License agreement, for any Regular Update, Neola will provide up to three (3) hours of consultation time, which Neola anticipates and recommends be allocated as follows:

- A. one (1) hour for Associate preparation and review, and
- B. two (2) hours for face-to-face consultation with the district.

Districts will not be billed for Neola Select until all three (3) hours allotted for the Update Subscription services are exceeded. The hourly rate will be charged to the district for any additional Associate assistance with the Update requested by the district. This may include, but not be limited to the time that the Associate:

1. is at the district or with district staff over the time allocated in the Neola License Agreement for the Update Subscription;
2. is providing additional support or assistance in reviewing the update package materials with district staff;
3. is processing the proposed edits for the district; or
4. is providing any additional requested assistance at the request of the district.

It is recommended, though not required, that if an additional on-site visit is scheduled, it be for at least two (2) hours. However, the minimum charge for any additional visit will be one (1) hour.

### **Hourly Rate**

The district agrees to be billed at a rate of \$80 per hour for all Neola Select work completed (billed in quarter hour increments). These charges will be included on the next regular update invoice.

### **Additional Travel**

If the Neola Select Services requested by the district require an additional on-site visit, the district will also be charged for the Associates travel time at a rate of \$25.00 per hour and reimbursement for miles to/from the district at the current IRS rate.

The prices associated with this service are subject to modification and the district will receive notice at least thirty (30) days before any increase to the rate established herein would become effective.

Work completed by the Associate under this agreement such as placing update edits into district materials, is not to be considered a final work product and is presented as draft materials that require Superintendent review for accuracy and official recommendation to the Board for adoption.

***This Agreement to engage the district's Neola Associate in the above approved Neola Select Services is effective as of the date of the signature of the individual who has signed below. By their signature, the individual acknowledges their authority to bind the district and by their signature so bind their district to the fees associated with the Neola Select Services provided by the Neola Associate.***

\_\_\_\_\_ School District

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_