



DESIGN GROUP
International™

1.877.771.3330 | Fax: 1.888.845.9996
Itbegins@DesignGroupIntl.com | www.DesignGroupIntl.com

**GRAND HAVEN AREA PUBLIC SCHOOLS
DIVERSITY, EQUITY, INCLUSION & BELONGING
COMMITTEE ENGAGEMENT PROPOSAL**

ON

14 JUNE 2021

Prepared by: Deanna Rolffs

Client Consulting Agreement

This Client Consulting Agreement ("Agreement") is made and effective 14 June 2021.

BETWEEN: Design Group International, Inc. (the "Consultant"), a corporation organized and existing under the laws of Wisconsin, with its main office located at: 170 Crestwood Court, Sheboygan Falls, WI 53085 USA

AND: Grand Haven Area Public Schools (the "Organization"), an organization with its main office located at: 1415 Beechtree Street, Grand Haven, MI 49417

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

1. CONSULTATION SERVICES

The Organization hereby retains the Consultant to perform the following services in accordance with the terms and conditions set forth in this Agreement. The Consultant will support the Grand Haven Area Public Schools leaders and team in the work of this Agreement. Specific details of the consultation service can be found in the indented section that follows:

Why form an Agreement with Design Group International, Inc.?

Design Group International, Inc. works alongside organizations and their leaders to transform for a vibrant future. The Consultant provides consulting services by listening and understanding an organization's needs and using its experience to support leadership in achieving their desired outcomes.

- Grand Haven Area Public Schools is at a critical moment of opportunity, with a clear, strong commitment to grow diversity, equity, inclusion, and belonging internally and externally.
- Leadership at Grand Haven Area Public Schools now seeks to secure an experienced, process consultant to collaboratively walk-alongside the leadership team in intentional, systems building, co-created, capacity building and embedded equity, inclusion, belonging work.
- Grand Haven Area Public School (GHAPS) leaders value diversity, equity and inclusion, and want skills, abilities, and outcomes to create an environment where learning thrives.
- GHAPS staff have requested to build fluency, be skillful and efficacious to be able to be uncomfortable to talk about race, racism, racial inequity and its roots.
- At GHAPS we desire to work with our community members regarding our commitment to equity and inclusion work, to help community members understand what we are doing and why we are doing it.
- At GHAPS we want diversity, equity and inclusion to be part of our culture so all students and staff feel like they belong.
- The GHAPS Board of Education recently passed a resolution committing to diversity, equity and inclusion, and this Agreement is indicative of commitment to implement, learn, and live out that commitment.

Who is involved in this process?

- Mary Jane Evink, Executive Director of Instructional Services, will serve as the primary contact and will be involved in the planning and execution of the work.
- Deanna Rolffs, Senior Consultant with Design Group International, will serve as the consultant, co-planner, thought partner and facilitator.
- Noele Stith, Senior Consultant, will support the goals of this agreement as needed.
- Deanna will support Mary Jane, the superintendent, and district leaders, to identify, invite, and accept educators to lead the district as members of a diversity, equity, inclusion and belonging team. Size of the team, membership on the team, term and time commitments will be decided soon. A leadership team has been identified, consisting of 3-5 members. Mary Jane will serve as lead contact and DEIB team chairperson.
- Deanna will support Mary Jane to co-plan and co-create a scope and sequence for the DEIB team, and Mary Jane will lead communication in-district regarding the commitments of this Agreement.
- GHAPS district leaders will be integrally involved and engaged in the planning and execution of the work of this agreement:
 - Superintendent Andrew Ingall, who will not serve on this DEIB team, but will support Mary Jane's leadership
 - Deputy Superintendent of Human Services, Scott Grimes, who will serve on the DEIB team
 - Assistant Superintendent of Technology, Operations and Transportation Brian Wheeler, who will serve on the DEIB team
- The Board of Education Trustees will be included in the work of this Agreement by Mary Jane and the leadership team, to provide updates, resources and accountability to engage regarding their recent resolution of Inclusion and Anti-Racism which was passed in January 2021. District leadership commits engaging the board so that they are prepared to explain the relevancy of this work.
- All staff engagement is a primary component of the work of this Agreement.
- Communication and engagement with students and parents is a primary component of the work of this Agreement, to share what we are learning and why we are learning it, we are practicing, sharing resources with them, including roadmaps and models for application.

The contact information for the responsible parties is as follows:

Grand Haven Area Public Schools

Mary Jane Evink
Executive Director of Instructional Services
1415 Beechtree Street
Grand Haven, MI 49417
616.850.5075
evinkm@ghaps.org

Design Group International, Inc.

Deanna Rolffs
Senior Consultant
PO Box 776756
Chicago, IL 60677-6756
877.771.3330, ext. 8
616.446.2425 (cell)
deannar@designgroupintl.com

What outcomes and deliverables are expected?

- GHAPS desires a process of intentional, co-created, systems building equity, inclusion, belonging, utilizing resources, frames and best practices.
- At GHAPS, educators and leaders are passionate about literacy. We know that books and learning materials with representation of diverse authors and characters are windows and mirrors, and we want to increase our ability to help our students see beyond the city limits of Grand Haven.
- At GHAPS we want to help students talk about race productively. Training for adults will center on how to foster understanding and unity.
- GHAPS staff have named the commitment to build fluency, be skillful and efficacious to be able to be uncomfortable to talk about racism and other sensitive topics.
- The GHAPS Board of Education's recent resolution includes the following components, which will guide the focus of this Agreement:
 - Grow trusting places
 - Embrace difficult conversations regarding race and equity
 - Implement implicit bias education
- The GHAPS Board and district leadership share a commitment to celebrate growth and share unsuccessful practices around strategies, stages in the journey, to model learning, not perfection, and increasing consciousness and cultural awareness.
- A goal of this Agreement is to increase support to students with marginalized identities; they are experts in their experiences and when we listen and learn, we thrive.
- A goal of this Agreement is to learn through experiences, which helps us grow by being more inclusive and engaging.
- A communication and engagement plan will be created including shared content such as: book studies, articles, learnings perspective highlights, learning from mistakes and successes, perspective sharing and listening.
- A goal of this Agreement is to define the appropriate role of measurement in this work.
- GHAPS leaders want to design and implement embedded organization systems and practices to build capacity for a belonging environment.
- GHAPS leadership is dedicated to decreasing harm, increasing inclusiveness, leading and getting out of the way whenever possible and necessary.
- GHAPS leadership desires to gain skills and abilities to build sustainable and intentional equity, inclusion, belonging, utilizing resources, frames, and best practices.

When are the key dates for this process?

- Support will begin 14 June 2021 or upon signature, whichever is earlier, and conclude on 31 June 2022.
- Development and planning will occur with the 3–5-person leadership team, to conduct design and project mapping scope and sequencing in June and July 2021. A plan for the next 9 months will be created.
- The DEI team will launch in August 2021.
- Implementation of the work of this Agreement will occur from September 2021 to June 2022.
- Accomplishments and learning will be celebrated and at the close of this agreement reflection will occur to create shared meaning of the DEIB efforts and to plan for the next phases of work in a continuous improvement cycle.

Where does this work take place?

- This work will take place virtually via Zoom and in person, as needed to effectively engage. Generally, intense planning and strategizing meetings will occur in-person, and update and check-in meetings will occur via Zoom. Deanna will attend meetings at GHAPS when in-person meetings are conducted.

- Phone calls and email will be utilized as needed and appropriate throughout the process for planning purposes.
- Mary Jane and Deanna will work together to decide meeting location and logistics, depending on goals of the meeting: who, what, when, where, etc.

How will we proceed?

- Complexity is part of the nature of this work. When we acknowledge complexity, we have permission to try, make mistakes, learn, adjust and apply continuously.
- A baseline inclusiveness survey will be conducted with students, staff and administration.
- Continuous improvement practices and mindsets will be applied throughout, to set goals, plan, act, assess and adjust, etc.
- Deanna will facilitate five, one-hour professional development days throughout the year with educators.
- Deanna will support Mary Jane's work with the Board of Education's Program Committee approximately two times supporting the work on this Agreement.
- Utilize best practices of adult learning, equity and inclusion, design thinking, change theory, assets-based practices, adaptive leadership, group facilitation, program design and development, systems mapping, etc. as applicable and necessary throughout the process.
- A staff planning, engagement and communication plan will be created and iterated throughout the process.
- Core engagement opportunities of learning, support and action will be for all educators. Additional, optional engagement opportunities will be planned per educators' choice.
- Sessions will be scheduled at mutually agreed upon times, meeting a scope-and-sequence defined collaboratively, to share status updates, adjust, revise, implement, overcome challenges and celebrate movement toward meeting the goals of this agreement.
- Adjustments to the Agreement may happen throughout the process.

Pricing related to this Agreement:

- Estimated price, inclusive of all travel and expenses; \$34,500. This includes a West MI, K-12 school district in-kind donation discount of \$18,000.
- Payment schedule includes 30% down payment, which equals \$10,500, invoiced 10 July 2021.
- Four quarterly installments of \$6,000 are due on the tenth of September 2021, December 2021, March 2022 and June 2022, totaling \$24,000.

TERMS OF AGREEMENT

This Agreement will begin 14 June 2021 and will end 30 June 2022. Either party may cancel this Agreement with a sixty-day notice to the other party in writing, by certified mail or personal delivery. However, it is the intention of both parties to make reasonable efforts to discuss, prevent, and resolve any misunderstandings in order to avoid cancellation of this Agreement. Payments not received by the date noted on the related invoice will result in a 1.5% monthly and accumulative late fee on the open balance of the account.

CONFIDENTIAL INFORMATION

The Consultant agrees that any information received by the Consultant during any furtherance of the Consultant's obligations in accordance with this Agreement, which concerns the personal, financial or other affairs of the Organization will be treated by the Consultant in full confidence and will not be revealed to any other firms or organizations.

OWNERSHIP OF INTELLECTUAL PROPERTY AND DELIVERABLES

Each party to this Agreement will retain all rights over intellectual property it owns or develops prior to, during or following the dates of this Agreement. The Organization shall own all rights, title and interest in the deliverables of this Agreement, provided it has paid all compensation to the Consultant. The

Consultant will retain all rights, title and interest in its information, expertise, methods, processes, data, and all other development tools it brings to its services and in producing the deliverables of this Agreement.

INDEMNIFICATION

Each party agrees that it will indemnify the other party against all claims, actions, damages, losses, liabilities, and expenses, including reasonable attorney's fees, which are incurred by reason of its negligence or breach of this Agreement.

AUTHORIZATION Each party represents that it has the requisite authority to enter into this Agreement.

STATUS OF CONSULTANT

It is understood and intended that Consultant will act in the capacity of an independent contractor in rendering services under this Agreement. Under no circumstances shall Consultant be considered a regular, full-time or part-time employee. Consultant acknowledges that to the extent required by law, Consultant is responsible for the reporting and payment of all Federal, State and Local taxes which may be due as the result of or in any way connected with the services rendered under this Agreement.



Deanna Rolffs is a strategist, facilitator, coach, systems thinker, and consultant that has worked with executive leaders and teams for more than twenty years, the last ten focused on the intersection of organizational and leadership development. Her process consulting approach focuses on organizational transformation via thriving teams, brave leadership, equitable systems, and inclusive communities. With a personal and professional dedication to justice and equity, Deanna supports leadership and teams of all sizes, in all sectors, from nonprofits such as West Michigan Center for Arts + Technology (WMCAT) to, Fortune500 companies such as Herman Miller, and international

organizations such as United Nations Women. Deanna has served as a Senior Consultant since 2018 and as Senior Design Partner since 2021 with Design Group International.

About Design Group International

Helping organizations and their leaders transform for a vibrant future. We are a community of process consultants—but the work we do goes well beyond process improvement. As process consultants, we are experts at coming alongside you and your organization to help you understand where you are and where you want to go. If we had to reveal our superpower it would be helping you gain a clear vision of your future and the steps needed to get there. We live out our organizational purpose through three guiding values, listening, helping, and learning.

Listening. Listening is our approach. We listen to understand the root of the challenge you are facing. We ask the right questions to gain clarity and uncover the path going forward.

Helping. Helping is our service. We walk alongside you and your organization on the path towards your goals. We co-create solutions and coach you to achieve results.

Learning. Learning is our partnership. We learn together. You increase your organizational capacity and are equipped to sustain the process for the future.