

Request for Legal Assistance

ATTORNEY – CLIENT COMMUNICATION

PLEASE SUBMIT COMPLETED REQUEST FORM TO
THE OFFICE OF GDC&R

DATE RECEIVED: _____

MATTER ASSIGNED TO: _____

*** This request is a confidential communication and should be treated as such ***

Topic: Contract review of ICA exceeding 50k
(e.g., contract review, policy matter, etc.)

Action/response required: Review and approve Solution Tree, Inc. Purchase Agreement to be presented to the DeKalb County School Board of Education

Date of request: 8/20/2024

Date by which a response is needed: 8/22/2024
(Allow 10 business days)

Background information: Solution Tree, Inc. is partnering with the Divisions of Schools and Leadership and Curriculum and Instruction to implement and strategically scale the work of Professional Learning Communities in our schools effectively and with a high level of fidelity. Solution Tree Associates will deliver customized leadership development learning opportunities during our Principals and Assistant Principals Academies. Additionally, Solution Tree will develop 50+ professional learning facilitators, lead academic coaches, and performance coaches via a Coaching Academy that will provide 6 intense days of learning. Finally, they will provide customized learning to approximately 400+ teachers on our two district Professional Learning Days held on November 5 and March 7. This body of work will deepen our processes and implementation ability across the district, supporting all school leaders, a guiding coalition of teachers, and providing a layer of support from the district office.

Please attach/include any additional information/documents that are relevant to your request.

Attachment(s)? Yes No Description of attachments, if any: Solution Tree Purchase Agreement, About Solution Tree, Coaching Academy Description, Elementary and High School Case Studies on PLCs

Requested by: Stacy Stepney
Print Name

Stacy E. Stepney
Signature

Email: stacy_e_stepney@dekalbschoolsga.org

Telephone: 678-676-0731

Department: Curriculum & Instruction

Cabinet Member authorizing the request: Stacy Stepney, Chief Academic Officer

This item is approved as to form? Yes No

Please copy on email: stacy_e_stepney@dekalbschoolsga.org or jackie_marshall@dekalbschoolsga.org

Telephone Conference

Was this matter an emergency requiring immediate contact? Yes No

Date Called: _____ Time: _____ Total Time of Conference: _____

Advice Given: _____

Action Taken: _____