i2i Agreement for Services

Leroy Greene Academy - 2026 LCAP Development

Scope of Work from i2i

Coordinate the 2026 LCAP for Leroy Greene Academy including:

- Develop: planning calendar and guide LGA staff through the 2025-2026 LCAP process
- Gather annual measurable outcome data
- Develop student focus group materials
- Develop staff feedback tool
- Analyze feedback from educational partners, the annual LCAP survey, student focus groups, and other stakeholder engagement efforts
- Write the Annual Update to the 2024-2025 LCAP
- Coordinate LCAP budget information with NUSD Business Services staff
- Prepare presentations for LGA Board and community

LGA Responsibilities

- Facilitate community meetings, staff meetings, and student focus groups as part of the educational partner engagement process and provide data to i2i
- Gather and share documents and resources about school goals, programs, and actions
- With i2i, prepare list of actions and services with budget expenditures and expected student outcomes
- Review draft LCAPs and provide timely feedback

Contract Terms

- i2i will provide the services described between January 1, 2026 and June 30, 2026
- LGA will pay i2i a monthly fee of $6,000 for services for a total of $36,000

Accepted by Client

I accept this proposal and the terms and conditions provided by i2i in this agreement.

name _____ *title* _____

signature _____ *company/organization* _____ *date* _____

Accepted by i2i



signature _____ October 8, 2025 *date*

Terms and Conditions

Description of Work
i2i will develop the products and provide services per this "agreement for services" and per customer satisfaction.

Revisions
Client shall provide clear and specific revision requests in a timely manner to i2i throughout scope of project. i2i reserves the right to limit the total number of revisions to no more than 2 revision cycles such that the service agreement may be completed per the project timeline.

Payment
Payment is due upon invoice, to be paid in full within 30 days of invoice. A late fee of 3% per month can be charged for overdue and outstanding balances, with a minimum late fee of $50.

Default in Payment
Client is responsible for all legal fees necessitated by default in payment.

Changes in Scope of Agreement
i2i will make every reasonable accommodation to meet the needs of the client, however, significant changes in the project scope may require changes to the timeline and/or project costs. In such cases, i2i, shall contact the client as soon as possible to discuss options for completing the project per original agreement or to modify the agreement to accommodate unplanned ideas or requests from the client. i2i reserves the right to make appropriate changes to the product, to meet changes in project scope.

i2i Responsibilities
i2i is committed to producing the highest quality products and shall work diligently to meet and/or exceed the client's expectations. i2i shall communicate clearly with clients in a timely manner to ensure the effectiveness of the agreements throughout the scope of the project. i2i reserves the right to use client work as examples for i2i marketing material unless specifically requested otherwise by client.

Client Responsibilities
The client shall provide necessary data to prepare reports. Client shall make requests for revision and shall communicate specifically with i2i regarding changes and/or additions to the scope of the project in a timely manner. All final products shall be provided in an electronic file format (PDF, etc.), which become the property of the client. i2i will provide consultative support between client and local printing company as requested. Printing cost(s) shall be the responsibility of the client, unless specifically outlined in the "agreement for services."

Project Completion
The final product described in the scope of this agreement shall be approved by the client within agreed upon timeline. i2i provides a 30 day warranty period and reserves the right to make changes/updates as needed during that period to ensure client satisfaction.

Cancellation
This contract shall continue in effect for the period of one year and shall continue automatically for successive annual periods provided such continuance is approved annually by the client. This contract may be cancelled by either party, by sending a cancellation notice in writing to the point of contact within either organization. In the event that this agreement is cancelled, ownership of the product shall remain with i2i and the client agrees to pay i2i a prorated portion of the agreed costs that shall cover the product development to that date.

Limits of Liability
The services and the work product of i2i are sold "as is." In all circumstances, the maximum liability of i2i, its directors, officers, employees, design agents and affiliates to client for damages for any and all causes whatsoever, and clients maximum remedy, WILL NOT EXCEED the total cost of the project.

Ownership and Intellectual Property
i2i retains ownership of the intellectual properties created for this project unless and otherwise agreed to through written agreement to transfer ownership of that intellectual property to the client. To the best of our knowledge, all materials and intellectual property created are originals and do not infringe upon the intellectual property rights of others.

Incentives
In appreciation for references for new contracts, i2i will provide Client additional services in the form of an infographic or similar report for each new contract above $5,000 between i2i and a new client referred by this Client.

Indemnification
The client agrees to indemnify i2i and save it harmless against any and all liabilities, including judgments, costs and reasonable counsel fees, for anything done or omitted by i2i in the execution of this Agreement, except as a result of i2i's gross negligence, willful misconduct or bad faith.

Acceptance of Terms
The signature of the client on the Agreement of Services section shall be evidence and acceptance of these Terms and Conditions.