



---

August 15, 2025

Alyson Finley  
Dallas Center-Grimes CSD

Dear Alyson,

This engagement letter confirms our understanding of the terms of Schirmer Consulting, LLC to provide consulting services to Dallas Center-Grimes CSD.

This letter includes an attachment tailored to the services Schirmer Consulting will provide you, including accompanying terms.

The professional fees for our engagement are \$250 per hour, which are due within 30 days of receipt of invoice. This engagement letter can be canceled at any time without penalty upon 30 days notice. If the engagement letter is cancelled upon less than 30 days notice, you will owe \$500. Upon cancellation, Schirmer Consulting, LLC will be paid for services performed up to the date of termination.

The materials in my presentation are drawn from my research and practice in the field of school counseling and college and career readiness, and Schirmer Consulting retains all license, right, title, and interest in the materials provided. However, Schirmer Consulting, in exchange for the fee charged shall grant to Dallas Center-Grimes CSD a non-exclusive, non-transferrable license to use the materials provided in the presentation for the sole purposes outlined in the services to be provided under this engagement letter. The content of Schirmer Consulting's work for you is confidential, to the extent permitted by law, and for your internal use only, and Dallas Center-Grimes CSD may not disclose any of the materials or information furnished to any third parties without Schirmer Consulting's prior written consent, except as may be required by law or court order. To the extent permitted by law, each party will indemnify and hold harmless the other for any claims or demands made against the other for negligent or intentional misconduct of the indemnifying party. Schirmer Consulting and Dallas Center-Grimes CSD grant each other the right to publicize this engagement, and the limited right to use each other's name and logo in such publicity.

This letter, along with the enclosed attachment, confirms the terms and conditions under which Schirmer Consulting will provide consulting services to you. If you agree that this letter correctly describes the terms of our engagement, please sign and date a copy of this letter and return it to me. If you have any questions about this letter, the services, or fees, or if you have any other concerns, please call me at any time. I look forward to working with you and am gratified by your confidence in Schirmer Consulting.

Sincerely,

*Sue Schirmer*

**Sue Schirmer**

**Dallas Center-Grimes CSD**

# Counseling Program Review Proposal

Purpose: To build a comprehensive school counseling program in Dallas Center-Grimes that aligns with the **State of Iowa's Standards for School Counseling Programs** and the **ASCA National Model**.

## Year 1 Action Plan

**Goals:** *To be determined during initial planning phase*

### Areas of Focus for Year 1:

- Develop a Shared Vision and Mission(District Mission/Vision-Alignment of Work)
- Establish Program Goals and Beliefs
- Build Common Language and Understanding
- Assess Current Counseling Practices
- Define Counselor Roles and Responsibilities
- Plan for Data Collection
- Year 2 Curriculum Review Process: Curriculum Review and Design

Action	Who is Responsible?	Estimated Time	Estimated Cost
<b>Initial Planning Meeting</b> <input type="checkbox"/> Define Mission & Vision <input type="checkbox"/> Establish Program Goals <input type="checkbox"/> Clarify Beliefs about Counseling in DCG <input type="checkbox"/> Curriculum Review Process Overview (Year 2)	Alyson Finley Sue Schirmer	3 hours	Sue Schirmer consulting
<b>Purchase ASCA National Model Resource Bundle</b>	Alyson Finley	-	\$100 (1 set of books)
<b>*September 10, 2025 -Flex Day AM</b> Content & Outcomes TBD during initial planning meeting  Curriculum Review Process (Year 2): <input type="checkbox"/> Identify & Create core beliefs statement	Alyson Finley Sue Schirmer	2 hours	Sue Schirmer Consulting
<b>*October 15, 2025 -Flex Day</b> Content & Outcomes TBD  Curriculum Review Process (Year 2): <input type="checkbox"/> Review Technology integration and best practices in relation to content area	Alyson Finley Sue Schirmer	2 hours	Sue Schirmer Consulting
<b>*December TBD, 2025</b> Content & Outcomes TBD	Alyson Finley Sue Schirmer	2 hours	Sue Schirmer Consulting

Curriculum Review Process (Year 2): <ul style="list-style-type: none"> <li><input type="checkbox"/> Review content area courses (K-12) and future structure</li> </ul>			
<b>January 21, 2026- Flex Day-AM</b> Content & Outcomes TBD (Open)  Curriculum Review Process (Year 2): <ul style="list-style-type: none"> <li><input type="checkbox"/> Review best practices in assessment and grading related to content area</li> <li><input type="checkbox"/></li> </ul>	Alyson Finley Sue Schirmer	2 hours	Sue Schirmer Consulting
<b>February 25, 2026- Flex Day</b> Content & Outcomes TBD (Open)  Curriculum Review Process (Year 2): <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify Potential Instructional Materials</li> </ul>	Alyson Finley Sue Schirmer	2 hours	Sue Schirmer Consulting
<b>April 15, 2026- Flex Day</b> Content & Outcomes TBD (Open)  Curriculum Review Process (Year 2): <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify Potential Instructional Material Presentation</li> </ul>	Alyson Finley Sue Schirmer	2 hours	Sue Schirmer Consulting
<b>June, 2026: Year-End Planning &amp; Review</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review 25-26 Data</li> <li><input type="checkbox"/> Evaluate Outcomes</li> <li><input type="checkbox"/> Plan for Year 2</li> <li><input type="checkbox"/> Prepare for Year 3 Curriculum Review and Design</li> </ul>	Alyson Finley Sue Schirmer	3 hours	Sue Schirmer Consulting
<p><b>Year One Total Cost:</b>  <b>Sue Schirmer Consulting:</b>            6 sessions @ 2 hours= 12 hours (\$250 per hour) - \$3,000            2 planning meetings @ 3 hours = 6 hours (\$200 per hour) - \$1,200            Total: 18 hours - \$4,200  <b>ASCA National Model Bundle:</b> \$100             Total:</p>			