

JIGSAW Consulting Proposal for Browning School District (DRAFT)

August 1, 2020

JIGSAW Mission:

Supporting instructional leaders to improve student outcomes.

Vision:

To intentionally connect instructional leadership to student outcomes.

Shared values:

Belief in the power of instructional leadership linked to increased student achievement.

Belief in the importance of collaboration with instructional leaders to support focus on staff observation and evaluation.

Belief in the importance of providing instructional leaders with current, valid, updated research aligned to the professional growth mindset.

Belief in the importance of instructional leaders having the support needed to successfully complete all facets of the clinical supervision process.

OVERVIEW

Proposal
for
services

JIGSAW Consulting is pleased to submit this proposal for services to support Browning School District administrators in providing administrator leader support focused on teacher observation and evaluation processes and procedures.

The Objective

Self
Assessment:

- Need #1: Leader request for MT-EPAS support.
- Need #2: Leader request for training Mr. Dennis Juneau

The Opportunity

Training
and
Support

Goal #1: To work with Browning school principals as requested
Goal #2: To work with Mr. Dennis Juneau in all facets of MT-EPAS.

The Solution

- Recommendation #1: JIGSAW will support all building leaders upon request.
- Recommendation #2: JIGSAW will support training/mentoring for Mr. Dennis Juneau pertaining to MT-EPAS.

JIGSAW PROPOSAL

Rationale

By providing ongoing, individualized administrator support, questions, concerns, and processes can be addressed in a timely manner with increased knowledge and competency for school leaders. Providing updated information to the new assistant superintendent promotes the district vision in the area.

Resources

MT-EPAS Resources and Forms, i.e. SMART Card, etc.; JIGSAW training materials and resources.

Following is a complete list of all project deliverables:

Deliverable	Description
#1	Initial fall individual needs assessment will precede individualized, leader support. Coaching services will be provided to building leaders from August 1, 2020 through June 30, 2021
#2	An individualized training plan will be collaboratively developed between JIGSAW Consulting and Mr. Dennis Juneau

Timeline for Execution

Draft timelines

Key project dates are outlined below. Dates are best-guess estimates and are subject to change until a contract is executed.

Montana professional development renewal credits are available for all Browning School administrators. 1 hour=1 hour of professional development.

Description	Start Date	End Date	Duration
Contact will be made with each individual administrator as outlined in the proposed schedule.	Upon proposal approval		08.1.2020 through 06.30.2021

Supplied Material

The following materials are to be supplied by Browning School District administrators in for this project. For JIGSAW Consulting to meet project milestones, this material must be supplied on schedule. The due dates included in the following table represent our best guess based on current proposed project dates:

Materials to be supplied by Browning School District administrators in	Due Date*
Contact information for all Browning district administrators.	Upon proposal approval
Mr. Juneau will be available for MT-EPAS training.	Upon proposal approval
Approval of this proposal for identified services.	

**We cannot be responsible for cost overruns caused by client's failure to deliver materials by agreed-upon due dates.*

EXPECTED RESULTS

Increased Browning School District leader competencies and knowledge focused on teacher evaluation and observation. Browning School District leaders will have the ability to effectively collect and analyze unbiased observation data to support job-embedded staff professional development.

PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 10 days from the date of this proposal:

Services Cost Leader Training and Support* Billed Last Day of Each Month	Price
Item Description	
Set rates align to individual leader request	Option A: \$500 Option B: \$750 Option C: \$1000
Individualized training for the assistant superintendent or any other "new" building administrator not in attendance at October, 2019 training, i.e. Racquel Little Plume 15 Hours @ \$50 per hour.	\$650.00

Total

Sample Disclaimer: Disclaimer: The prices listed in the preceding table are an estimate for the services discussed. This summary is not a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed.

QUALIFICATIONS

JIGSAW Consulting is continually proven to be an industry leader for high quality/guaranteed product/service in the following ways:

JIGSAW Consulting is designed to offer school leaders with training and resources to enhance overall clinical supervision knowledge, skills, and competencies.

- Support is conducted by a Danielson Consultant
- Support is conducted by a former building principal, central office administrator and superintendent.
- Support is conducted by an associate professor of higher education responsible for teaching aspiring leaders how to become a highly effective instructional leader.

Leader support will be completed in a timely, professional manner. Technology will be the primary tool to assist leaders in solidifying overall skills and abilities. i.e., Google Docs, Zoom, Standards for Success

CONCLUSION



I am very much looking forward to working with the administrative team in the Browning School District administrators in pursuit of increasing leader clinical supervision skill competencies and overall knowledge.

If you have questions on this proposal, feel free to contact Dr. Jo Swain at your convenience by email at joswain2018@gmail.com or by phone at 406-661-3247. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

X *Jo Swain*

Jo Swain
JIGSAW Consultant

*May 19,
2020*

X

Superintendent

Date

Thank you for your consideration,