



Proposed Scope of Services for: Harlem UD 122, Harlem Middle School

Contact Person: Jacob Hubert, Director of Secondary Education

Network Capacity Coach: [Ruth Poage-Gaines](#)

Date: July 30, 2024

Length of Agreement July 1, 2024-June 30, 2025

Scope of Services	Timelines	Estimated Contact Hours
Professional Learning, Coaching and Technical Assistance		
<p>Planning discussion with Network Capacity Coach to:</p> <ul style="list-style-type: none"> Identify timelines and deliverables on calendar for year. 	August, 2024	1 hour
<p>Facilitated professional development with all staff to:</p> <ul style="list-style-type: none"> Develop a mindset of collective efficacy in supporting all students Build a common understanding of MTSS and integration of General and Special Education Build capacity to use data-based decision making to improve instruction Build additional knowledge and skills to support quality implementation 	SIP Days ongoing during the 24-25 School Year	4-8 hours
<p>Professional development and coaching with MTSS Group to:</p> <ul style="list-style-type: none"> Build capacity of team to understand and use MTSS best practices 	September, 2024 to May, 2025	9 hours

<ul style="list-style-type: none"> ● Develop a supportive culture and climate and mindset ● Develop an integrated system of academic, behavioral supports ● Examine current teaming and problem-solving processes <ul style="list-style-type: none"> ○ Data analysis for CWD ● Build capacity of team to coach and support implementation ● Develop an MTSS Guidebook 		
<p>Facilitated professional development and coaching with MTSS Team to:</p> <ul style="list-style-type: none"> ● Develop an MTSS system that includes academics and behavior ● Develop a guidance document to support implementation ● Ongoing work to build culture and climate ● Incorporate SAM-I results in to improvement plan ● Identify professional learning needs of staff 	<p>September, 2024 to May 2025</p> <p>Monthly team meetings</p>	<p>14 hours</p>
<p>Needs Assessment and Data Analysis with School Leadership Team:</p> <ul style="list-style-type: none"> ● Administer SAM-I with school leadership team and analyze data to focus ongoing work ● Create an MTSS action plan to integrate with SIP ● Use SAM-I results to determine professional learning needs by role and school 	<p>January to March, 2025</p>	<p>4 hours</p>
<p>*Hourly rates reflect \$460 in-person and \$345 virtual, \$265 virtual one-on-one coaching. Rates are based on direct contact time and include most technical assistance, prep and travel time.</p>	<p>Total Estimated Hours*</p>	<p>Up to 36 hours</p>

**Mileage for in-person work may be charged in addition. Districts may be charged for scheduled services if notice of cancellation is not received by the Coach within 7 calendar days prior.	Total Cost @ \$447 to \$335/hour	**Up To \$16,560
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