

DRB! REAL EDUCATIONAL SERVICES PROPOSAL FOR SERVICES

For Horizon Montessori Public Schools

QUALIFICATIONS

DrB! Real Educational Services is continually proven to be an industry leader for high quality service in the following ways:

- We are educators of 20+ years with experience at the elementary, middle, high school, and collegiate levels.
- We have provided a wide range of services to elementary, middle, and high schools in urban, suburban, and charter school systems including, but not limited to, Worthing High School, Dallas ISD, Cy-Fair ISD, Stafford MSD, Einstein Charter School System of New Orleans, Pro-Vision Academy, etc.
- We are not only researchers, but also practitioners with experience as teachers with all content area expertise, campus improvement specialists, assistant principals, principals, superintendents, professors of education preparing aspiring teachers, and media and design experts.
- We all have our Doctoral Degree or are currently in pursuit of a Doctoral Degree.
- We are active researchers and speak at various conferences.
- We are authors and have published articles.

OVERVIEW

DrB! Real Educational Services is pleased to submit this proposal for services to support Horizon Montessori Public Schools in achieving its goals for improving systems and instruction by providing training and support to the principal, faculty, and staff.

The Objective

- Need #1: Improve literacy in all grade levels and content areas.
- Need #2: Improve the master schedule.
- Need #3: Improve technology integration in instruction.
- Need #4: Improve upon systems and monitoring of special populations.
- Need #5: Improve data-driven instruction.

The Opportunity

- Goal #1: Establish a comprehensive literacy plan.
- Goal #2: Create a master schedule that reflects the goals and priorities.
- Goal #3: Train and coach faculty on ways to integrate technology into instruction.



- Goal #4: Create systems and provide training on compliance, monitoring, and meeting the needs of special populations.
- Goal #5: Establish PLCs and provide training on data-driven instruction to meet the needs of all learners.

The Solution

- Recommendation #1: Establish instructional literacy routines in all grades that support the pillars of reading.
- Recommendation #2: Adjust the master schedule to allow for the allotted time needed for instructional routines and to support the creation of professional learning communities.
- Recommendation #3: Provide training to the faculty on how to integrate technology in the classroom and provide coaching support during implementation.
- Recommendation #4: Conduct an audit of SPED documentation and other special populations, and provide training on compliance, maintaining records, and progress monitoring for student success.
- Recommendation #5: Create and provide training on PLCs and leverage PLCs to engage in data-driven instruction to provide targeted instruction that meets the needs of all learners and assists in providing small group instruction.
- Recommendation #6: Provide training of trainers to build capacity to sustain and maintain training, growth, and professional development.

OUR PROPOSAL

DrB! Real Educational Services is a comprehensive consulting company offering keynote, coaching, and consulting services providing real solutions for schools, districts and institutions that builds capacity in leaders, teachers, and students. We provide relevant and timely services in comprehensible ways and understand the importance of building relationships.

Horizon Montessori Public Schools has a well-deserved reputation for providing quality instruction. However, faced with normal leadership changes and changes brought on by COVID, Horizon Montessori Public Schools possess opportunities for growth that need to be addressed to ensure it continues to meet the needs of all learners.

We have developed solutions to help institutions stay abreast of best practices and propose that Horizon Montessori Public Schools implement a strategic and targeted plan focused on engaging in best practices and meeting needs. Our solutions will easily integrate with the core values of Horizon Montessori Public Schools and can enable Horizon Montessori Public Schools to fully realize the benefits of improved practices. Most importantly, we provide the training and support for these solutions that faculty and staff can implement quickly and efficiently and realize concrete improvements in management, instruction, and achievement.

Rationale

- We have chosen to first audit and evaluate programs to get a clear understanding of what is working and what is not working. This audit will inform what we do and how we do it, and it will serve as baseline data.
- We believe it is important to share findings and have planning sessions to ask clarifying questions and get context where needed to ensure professional development and support is targeted and delivered in the best possible manner.
- We believe it is also important to not only provide professional development, but to deliver it in actionable chunks and provide support to ensure sustainable implementation.

- We believe in providing scaffolded differentiated training and support which will allow for more successful implementation.
- We believe it is important to evaluate to ascertain next steps and measure progress.

Execution Strategy

Our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables. Following is a description of our project methods, including how the project will be developed, a proposed timeline of events, and reasons for why we suggest developing the project as described.

Technical/Project Approach

We will manage this project based on what is included in the scope of the work and according to the timelines set forth in the contract. We will complete deliverables as set forth in the contract and in a manner that is most appropriate for adult learners. We will conduct an audit before beginning work to establish baseline data and will conduct an evaluation of programs at the end of the project to measure progress. The evaluation will be based on the same metrics as the audit.

Resources

- The Fundamental 5
- Kagan Strategies
- PLCs Structure/Data Protocol (lesson planning and unpacking standards)
- SPED expert
- Technology expert

Project Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description
Conduct Audits/Evaluation	Audit and evaluation of instructional programs SPED and special populations documentation Technology and instruction with technology integration Master schedule
Findings	Instructional programs SPED and special population compliance Technology and implementation in instruction Master schedule
Professional Development	Instructional best practices (i.e., Kagan Strategies, Fundamental 5) and literacy routines in all grade levels and across all content areas SPED and special population compliance and instruction Technology and instructional implementation Training of Trainers

	PLCs and Data Protocol
Revamped Master Schedule	Revamp master schedule to reflect time for literacy routines and PLCs

Timeline for Execution

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

Description	Start Date	End Date	Duration
Project Start	02/21/22		Spring 2022 + 2 days Summer 2022
Audits, Reports, Share Findings	02/21/22	02/25/22	1 week
Professional Development and Support/Gradual Release: PLCs/Data Protocol/Lesson Planning Technology SPED/Special Populations Literacy Routines Kagan Strategies The Fundamental 5 Master Schedule	02/28/22	04/29/22	Spring 2022
Evaluation of Implementation	05/02/22	05/04/22	3 days
Phase 1 Complete		05/04/22	Spring 2022
Revamp Master Schedule	05/02/22	05/31/22	1 month
Training of Trainers (training, training manual, and templates)	06/06/22	06/07/22	2 days
Phase 2 Complete		06/07/22	1 month
Project End		06/07/22	Spring 2022 + 2 days Summer 2022

Supplied Material

The following materials are to be supplied by Horizon Montessori Public Schools for this project. For DrB! Real Educational Services 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 Horizon Montessori Public Schools	Due Date*
Space to provide training	02/21/22
Access to teachers and classrooms	02/21/22
Documents necessary to complete audits	02/21/22

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

EXPECTED RESULTS

We expect our proposed services provided to Horizon Montessori Public Schools to accomplish the following results:

Benefits

- Result #1: A master schedule that supports instruction and increases student achievement.
- Result #2: Scaffolded and differentiated instruction that meets the needs of all learners and increases student achievement.
- Result #3: Built capacity in teachers and students in literacy across all content areas.
- Result #4: Delivery of relevant instruction through technology that will increase student engagement and achievement.
- Result #5: Compliance in SPED and other special populations.
- Result #6: Increased morale and teacher capacity.

CONCLUSION

We look forward to working with Horizon Montessori Public Schools and supporting your efforts to improve systems, routines, procedures, and instruction. We are confident that we can meet the challenges ahead and stand ready to partner with you in delivering the best quality instruction to students.

If you have questions on this proposal, feel free to contact Dr. Mokysha Benford at your convenience by email at info@drb-real.com or by phone at (832) 866-6224. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration,

Mokysha Benford, Ed.D.

PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 30 days from the date of this proposal:

Services Cost Phase #1	Price
Audit and report (02/28/22): Instructional programs (1 day) Technology and technology integration (1 day) SPED compliance and instruction (1 day) Findings: (1/2 day)	\$1400.00
Professional Development: Kagan Strategies, Fundamental 5, PLCs/Data Protocol, Literacy Routines, Master Schedule (5 days) Technology (1 day) SPED/Special Populations (1/2 day)	\$5675.00
Walk-throughs/Coaching (9.5 days)	\$4675.00
* Evaluation (2 days)	\$1450.00
Total Services Phase #1 Costs	\$13,200.00
Services Cost Phase #2	
Training of Trainers (training, training manual, and templates) (2 days)	\$2000.00
Total Services Phase #2 Costs	\$2000.00
Total Services Costs	\$15,200.00
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.