



SCOPE OF WORK FOR OSBA SERVICES

Facilitation of a superintendent evaluation & Targeted Feedback Survey

SCOPE OF WORK

The following work will be facilitated in the process:

- Selection of standards and audience to survey in the Targeted Feedback Survey (TFS)
- Creation of survey and administration to selected participants
- Collection and analysis of data from the TFS
- Presentation of TFS summary of data to the board
- Facilitation of superintendent evaluation discussion and drafting of formal superintendent evaluation report

TIMELINE

The following minimum number of meetings are needed for the TFS and superintendent evaluation service:

- Planning Meeting: Selection of standards and participants (virtual—this is a short meeting)
 - One week is needed to build and send survey after district chooses participants and sends contact information
 - Two-three weeks are needed to keep the survey open
 - One week is needed to collect, analyze, and prepare data
- Superintendent Evaluation Session One: Delivery of TFS summary results and facilitation of superintendent evaluation discussion (in-person or virtual)
- Superintendent Evaluation Session Two: Facilitation of superintendent evaluation discussion and drafting of formal document (in-person or virtual)

COST FOR PROFESSIONAL SERVICES:

Professional Time: \$200/hour

Clerical Services: \$57/hour

Travel Time (if applicable): \$100/hour

Mileage (if applicable & calculated from the consultant's location): IRS Rate

Meals, lodging and other expenses (if applicable): Actual Cost