

JIGSAW Consulting Proposal for Browning School District

October 18, 2019

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 Requests following October 16, 2019 In-District Training
Assessment:

- Need #1: Leader clarification and validation of all clinical supervision processes (new administrators).
- Need #2: Leader clarification and validation of how to create a classroom teacher professional growth plan and/or a planned program of improvement
- Need #3: Leader validation of capturing observable evidence without bias or opinion.

The Opportunity

Training
and
Support

- Goal #1: Provide electronic support to four Browning School District school leaders.

- Goal #2: Provide on-going individual leader support pertaining to all aspects of clinical supervision.
- Goal #3: Access to Standards for Success, LLC, to increase observation calibration

The Solution

- Recommendation #1: Electronic support for identified district leaders focused on clinical supervision processes, collecting and analyzing classroom observation data, and professional growth plans
- Recommendation #2: Provide timely individual leader support for all new leaders.
- Recommendation #3: Access will be provided to Standards for Success, LLC to increase leader observation skills.

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.

Resources

Leaders will have electronic access to JIGSAW Consulting, Standards for Success, and onsite training.

Following is a complete list of all project deliverables:

Deliverable	Description
#1	Electronic training to be initiated on November 1, 2019 throughout the 2019-20 School year completing June 30, 2020
#2	Electronic access will be made available to all identified Browning Public-School administrators seeking individualized clinical supervision support.
#3	Leader access to Standards for Success software, optional

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
In-district all administrator training Separate contracts will be created for additional training on request.	Proposal approved October 8, 2019 November 1, 2019	October 16, 2019 June 30, 2019	7 hours As needed
Contact will be made with each individual administrator to ascertain learning needs.	Upon proposal approval		11.1.19 through 06.30.20
Create individual, leader learning plan	Upon proposal approval		Review monthly
Conduct small group electronic Clinical Supervision Training	As needed and requested	June 30, 2020	½ day or full day training
Provide leader access to Standards for Success, LLC, software	Upon proposal approval	June 30, 2020	Ongoing

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
Staff-development time	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	
On-site or Electronic Training Fee	½ day \$300; 6 Hour \$500
Onsite Costs: Mileage; Montana State Rate Per Diem: Montana State Rate Hotel Printing of training materials	
Individual leader support for any clinical supervision process (online) *Unlimited phone calls, emails, document review, etc. as any part of an individual's evaluation cycle are considered. Support is inclusive as outlined per the indicated fee schedule. Arlene Wippert, Assistant Principal Browning Elementary Sheila Hall, Principal of Browning Elementary Angela Murray=HeavyRunner, Principal of Browning Middle School Tracey Thomas, Assistant Principal of Browning Middle School	Option A: Package: 5 teacher cycles* per administrator \$500.00 Option B: Package includes 10 teachers per administrator. \$750.00 Option C: Package includes working with over 10 staff members per administrator. \$1,000.00
Form Editing requests, i.e. formative and summative narratives	\$35.00 per form request.
Services Cost Electronic Access	
Standards for Success Software for Leaders	Free for 5 Browning Public-School Leaders
Standards for Success Software for teachers (added if needed)	\$40 per teacher
Training Support from SFS	?

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.

Thank you for your consideration,

X

Jo Swain
JIGSAW Consultant