

JIGSAW Consulting Proposal for Browning School District (DRAFT)

August 1, 2021 (Cost Estimate) Revised August 2, 2021

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 facilitation of Teach Forward Align calibration process
- Need #2: Leader request for MT. EPAS Introductory Training, i.e., Mr. Comes at Night, Raquel Little Plume, TBD (KW Vina assistant principal)
- Need #3: Collaborate with district leaders to develop a data driven job-embedded professional development process.

The Opportunity

Training and Support

- Goal #1: To work with Browning school principals to implement the MT. EPAS calibration process
- Goal #2: To introduce leaders new to the district MT. EPAS processes

Goal #3: Collaborate with Mr. Juneau, Ms. Guardipee, Ms. Rappold to develop a data driven job-embedded professional development process as well as creating a webinar for K-12 BPS staff.

The Solution

- Recommendation #1: JIGSAW will support all building leaders upon request.
- Recommendation #2: JIGSAW will support training/support for leaders new to the district.
- Recommendation #3: JIGSAW will provide the necessary resources and materials to develop a data drive staff development process (Great Teachers and Leaders). JIGSAW will develop a webinar for BPS staff designed to inform stakeholders of data collection and the job-embedded professional development process.

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. Access to Teach Forward Align online platform.

Following is a complete list of all project deliverables:

Deliverable	Description
#1	Preparation of and access to Teach Forward Align introductory training and implementation. Individual leaders will work with Jigsaw Facilitator to design specific needs for the school staff, i.e. cohort groups, etc.
#2	MT. EPAS Teacher Evaluation on Steroids online training will be provided to leaders new to the district beginning August 2, 2021 (8:30 a.m. to 1:00 p.m. continuing through August 30 th (Monday, 8:30 to 10:30 a.m.)
#3	Collaborate with identified district leaders to develop a data-driven process aligned to job embedded professional development based on teacher evaluation data. Create a webinar for staff.

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 to determine calibration training options.	Upon proposal approval; August 9, 2021		08.26. 2021 through 06.30.22
Registration information and training materials will be sent to Mr. Can, Ms. Little Plume, and TBD (KW/Vina Hire). Registration is completed through WMPLC, Daisy Carlsmith	July 20, 2021	August 30, 2021	Ongoing support throughout the school year
Collaboration will begin following proposal approval to design a data drive process aligned to job-embedded professional development based on annual teacher evaluation data. Create webinar for staff training.	Upon proposal approval; Tuesday, August 10, 2021 Following development of the job-embedded professional development process.	June 30, 2022 Prior to the start of 21-22 school year.	Ongoing support throughout the school year.

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. Comes at Night, Ms. Little Plume and TBD (KW/Vina administrator) will be available for MT-EPAS training beginning August 2, 2021	Upon proposal approval
Collaborate with district leaders to align evaluation data to job-embedded professional development. Access to district data is required.	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. Calibration opportunities will be facilitated for all identified staff.

PRICING

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 15 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 (See attached cost analysis). Cost is based on individual school staff numbers and cost per Teach Forward Align license.	5 buildings x \$1000= \$5000 1 building x \$500= \$500
MT. EPAS Teacher Evaluation on Steroids Training for new leaders.	\$199.00 x 3=\$597.00
Teach Forward Align Individual Annual License \$59.00 per person OR District License for 50 licenses is \$1450.	?
Collaborate with identified district leaders to develop a data collection, analysis, and distribution process aligned to district/school job embedded professional development based on teacher evaluation data.	\$50 per hour for 20 hours=\$1000
Create webinar for staff training focused on job-embedded professional development.	\$50 per hour for 15 hours=\$750.00
Total	Estimate (Without Teach Forward Licenses): \$7827.00

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. Additionally, calibration processes will be implemented during the 2021-22 school year.

- 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. Teach Forward Align license will be assigned to each identified staff member.

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.

<p style="font-size: 2em; margin: 0;">X</p> <hr style="border: 1px solid black;"/> <p>Jo Swain JIGSAW Consultant</p>	<p style="font-size: 2em; margin: 0;">X</p> <hr style="border: 1px solid black;"/> <p>Superintendent Date</p>
--	--

Thank you for your consideration,