



111 Myrtle Street, Suite 203, Oakland, California 94607 – (510) 451-2415

San Rafael High School
150 3rd St
San Rafael, CA 94901

May 10, 2018

Proposal to: Glenn Dennis, Principal

Envision Learning Partners (ELP) is pleased to provide the following proposal for implementation of professional development services for San Rafael High School.

This proposal reflects a set of services to support 1 staff in achieving the following outcomes:

1. Develop a San Rafael High School Graduate Profile that synthesizes all key learner outcomes, and clearly communicates what all students will know and be able to do by the time they graduate
2. Design and implement a Performance Assessment System that measures the Graduate Profile, and culminates in a Defense of Learning

Planned Services	Description (see more detail in Exhibit A)	Participants
17 days of coaching/PD (with associated prep time)	<p>By Spring of 2020,</p> <ol style="list-style-type: none"> 1. One class of students (sophomore or senior year) will defend their learning (using portfolios or past projects as evidence), as an argument for readiness to move on to the next stage in life 2. A Design Team, with support, professional development, tools, frameworks, examples, and resources from ELP, will produce a simple digital Performance Assessment System handbook, with the following components: <ol style="list-style-type: none"> a. Graduate Profile b. Shared interdisciplinary rubrics to assess Graduate Profile skills c. Projects/ performance assessments designed from the rubrics: implemented, revised d. Student work that came from the assessments e. Defense of Learning criteria for success (rubric or other) f. Infographic communicating portfolio or project expectations 	San Rafael High School staff and 1 ELP coach

Activities and prices are delineated in the attached Exhibit A: Proposal Schedule and Pricing Details and reflect services, travel expenses, and prep/ follow-up time. San Rafael High School will be responsible for providing appropriate meeting space. Envision Learning Partners (ELP) does not provide meals or supplies to workshop participants. ELP will provide electronic copies of all handouts prior to the session to be copied by San Rafael High School. Unless negotiated in the contract budget, clients are responsible for producing all participant materials.

Payment Schedule

San Rafael High School will invoice Envision Learning Partners in two equal installments of \$5,000 each, in May of 2019 and 2020. Envision Learning Partners agrees to pay to **San Rafael High School** the amount indicated in each invoice by the due date reflected on that invoice.

All payments should be sent to (Contact Anna for wiring instructions):

Anna Kogan, Senior Accountant

Envision Education

111 Myrtle Street, Suite 203

Oakland, California 94607

Phone: 510-451-2415 Fax: 510-241-2768

Key Contacts (to be completed by San Rafael High School)

Contract/ Billing Contact

Name	Email	Phone

Professional Development Liaison

Name	Email	Phone

Reservation of Intellectual Property

All materials developed or provided by Envision Education (dba Envision Learning Partners) or its agents pursuant to this Agreement, and any know-how, methodologies, equipment, or processes used by Envision Learning Partners to provide the Services to San Rafael High School including, without limitation, all copyrights, trademarks, trade secrets, and other proprietary rights are and will remain the sole and exclusive property of Envision Learning Partners. Unauthorized copying, reverse engineering, and creating unauthorized derivative works based on such materials are expressly forbidden except as outlined in this Agreement.

Agreement

Envision Education (dba Envision Learning Partners) and San Rafael High School agree to the above scope of services. This scope of services may only be changed in writing and must be signed by both parties. By signing this agreement, you attest that you are authorized to sign on behalf of San Rafael High School.

Envision Education Representative

San Rafael High School Representative

Executive Director

Title

Title

Date

Date

Please **return a signed copy of this agreement** and a **Purchase Order** (if applicable) to Rachel Maida, ELP Programs and Operations Senior Manager, via email at rachel@envisionlearning.org or via fax at (510)-451-2768.

Attachments: **Exhibit A** – Proposal Schedule and Pricing Details; **Exhibit B** – Best Practices for Successful Professional Development Sessions

Exhibit A: Proposal Schedule and Pricing Details

Date of Service	Activity (Professional development; Coaching Assessment Design Team; etc.) Internal note: If prep / follow up is <u>not</u> included, add on prep separate line below each day that includes prep.	Rate	Total # of Facilitator Days	Travel Costs	Total Costs
Spring 2018 – Summer 2020	<p><i>ELP will work with a Design Team of 6-10 people that together represent a cross-section of</i></p> <ul style="list-style-type: none"> • some department leads of core content areas • other teacher leaders that represent instructional and cultural strengths of the school -- e.g. AVID lead(s), 9th grade exhibition lead(s), lead(s) of the two Academies - media & physics, ELD lead(s) • some representation of newer teachers • some representation of different grade levels • the principal, or another administrator that takes responsibility for instruction <p>Note: These should be seen as guidelines, based on creating a diverse, dynamic, productive and creative team. Design Team members should: be collaborative, be able to bring out the best the school has to offer, have familiarity with its challenges, and be able to lead by example.</p> <p>1. Graduate Profile (Spring/Summer 2018) 3.5 days Essential question: <i>What do we want our graduating students to know and be able to do so they are prepared for success in college, career, life?</i></p> <p>May or June -- Needs Assessment / Interviews. ½ day May or June – Graduate Profile Investigation & Working Draft Creation. Plan to get input / August roll out. 1 day June, July, or August – Rubric Development & Performance Assessment Design Workshop. 2 days</p> <p>2. Performance Assessment Design (2018-2019) 5 days Essential question: <i>How do we design assessments that both communicate and measure Graduate Profile outcomes for our students?</i></p> <p><i>September through October</i> – Consulting & feedback cycles with individuals (1-2 hour calls). 1 day November – Student Work Analysis. Apply learning to revise & share tasks & rubrics. Initial Defense Design. 1 day January – ½ Defense Design & ½ Performance Assessment Workshop. 1 day <i>February through March</i> – Consulting & feedback cycles with individuals (1-2 hour calls). 1 day May or June – Student Work Analysis. Apply learning to revise & share tasks & rubrics. 1 day</p>	\$2,000	17	N/A	\$35,000

	3. Defending Learning (2019-2020) 4 days <i>Essential question: How can a student's culminating academic event be a rigorous & unique expression of student growth & proficiency in our Graduate Profile skills?</i> August – Defense Design. 1 day October – Analyze school systems & structures through the lens of the Defense. Identify high leverage pedagogies. Create a short term & long term timeline for further PD & systems / schoolwide alignment to Graduate Profile. 1 day January – Plan whole-staff Defense calibration. ½ day March or April – Early defense / Whole-staff Defense calibration. ½ day June – Reflection. Apply learning to revise final handbook materials. Next Steps. 1 day				
Ongoing	Prep Time & Follow-up 5 days <ul style="list-style-type: none">• ½ day prep for each day: Design Team Meetings• Check-in phone calls with leaders to prepare / follow-up	\$2,000	5	N/A	\$10,000
Total contract to be paid for by the William and Flora Hewlett Foundation		17 days of service, 5 days of prep			\$45,000
Annual Invoice Installment to be paid by Envision Learning Partners = \$5,000 x 2 years (For work in 2018-2019 and 2019-2020)					\$10,000

Professional Development Dates

Once dates are finalized, any requested date or session changes should be made in writing at least four (4) weeks in advance of scheduled date. Any requested changes must be approved by Envision Learning Partners. **Note:** Should inclement weather impact service delivery, Envision Learning Partners will make good faith efforts to reschedule with San Rafael High School. In the event that Envision Learning Partners and San Rafael High School are unable to reschedule service dates, San Rafael High School will be billed ELP's non-refundable costs.

Exhibit B: Best Practices for Successful Professional Development Sessions

To ensure successful professional development (PD), we want to inform you of our preparation process and provide you and your onsite team with guidelines to facilitate a seamless and efficient environment for PD sessions. These best practices can be used as a checklist for the onsite contact or team in advance of your session(s). One of our staff will refer to this list in preparatory conversations leading up to your PD session(s) to confirm readiness.

Materials Shipping and Storage

- ☐ Materials, as needed, will be e-mailed to you 2-4 business days in advance of your session. Please provide Envision Learning Partners with the email address and the name of the recipient receiving the materials.
- ☐ Onsite contact should confirm receipt of e-mailed materials with Envision Learning Partners and either (1) share e-mailed copies with all PD participants or (2) print copies for participants.

Room Selection and Setup

- ☐ Room(s) is/are ideally located in a low traffic area (i.e., away from busy halls, not used as a thoroughfare). The room(s) should be quiet with minimal ambient noise, such as that from appliances or HVAC systems. Ideally, restrooms are convenient to the PD room(s).
- ☐ The room(s) where the session will be delivered should be set up by 7:00am the day of the PD session(s). If you are providing printed copies of the materials, they should be in the room, along with all tables and chairs.
- ☐ When there are two (2) or more rooms/ spaces in use, we recommend having a centrally located registration table for check-in.
- ☐ Our sessions encourage group discussion and activities. Round tables, when possible, should be arranged to seat 4-8 people. This helps facilitate discussion.

A/V Arrangements

- ☐ An LCD projector, power strip, and computer speakers should be available, set up, and tested prior to the facilitator(s) arriving for your PD session(s). Please allow at least 1-2 days for this set-up.
- ☐ If Wi-Fi is available, please provide a password to the facilitator. A web connection, while not typically required for PD delivery, is preferred in case a participant requests additional resources or to show supplementary materials or videos.
- ☐ Please provide an onsite contact to the facilitator(s) in case of troubleshooting needs.

Other Considerations

- ☐ What is the lunch plan? If you are not providing lunch, please provide recommended local lunch destinations.
- ☐ Should directional signs be provided to help participants locate the PD session(s) at your location?
- ☐ Is the facility ready for a group to utilize? In the summer months, consider building and maintenance staffing needs.

Special Considerations for Large Sessions

- ☐ Setup will vary by location and group size.
- ☐ Consider proximity of the rooms/ spaces being used for your professional development, as well as whether a registration table is necessary.