



## STATEMENT OF WORK FOR SANTA ROSA CITY SCHOOLS

Effective Date: July 22, 2020

Esteemed Santa Rosa City Schools Educational Partners:

Welcome to what will be a productive year together! Thank you for entrusting us to provide professional learning services for your leaders and teachers that are designed to increase pedagogical precision and learning outcomes for all students. The Statement of Work (SOW) includes:

### 1). Core Foundations

- Inquiry-based Learning Cycle schema
- Pacing and Session Connections
- CSI/ATSI process, outcomes and deliverables
- Results Documentation and Feedback Loops

### 2). Company Background and Bios

### 3). Session Summary and Descriptions with Assurances Signatures by Funding Source

- Elementary CSI: Brook Hill, Biella, Steele Lane
- Elementary LPSBG: James Monroe ES
- Elementary Charter School: Santa Rosa Charter School for the Arts
- Secondary CSI: Cook, Ridgway, Santa Rosa High School, Montgomery High School, Elsie Allen High School
- Secondary LPSBG: Comstock MS, Slater MS

In closing, please note that due to the extraordinary times of school closures, the services in this agreement can be customized at any time in the school year to be delivered face to face or virtually in a hybrid model.

We look forward to collaborating this year and beyond because, after all, we always learn better together.



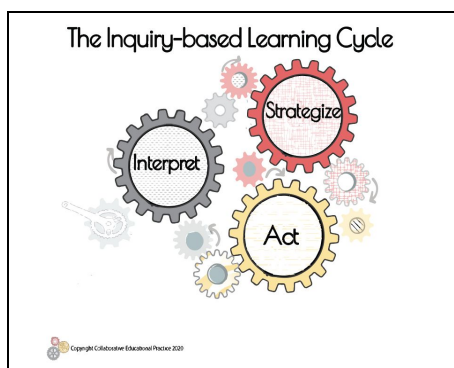
Amy Bryant and Vanessa de Guzman





### CORE FOUNDATIONS

#### INQUIRY-BASED LEARNING CYCLES



The key system referred to as the inquiry-based learning cycle (ILC) is used to organize pacing, results, and feedback loops. In conjunction with ILCs, the work is based on establishing/solidifying the site level systems for collecting student data for decision making. Working collaboratively, the principal gains expertise in monitoring the process by collecting real time data and teachers gain capacity by analyzing student work to adjust instructional practice. Additional site and district structures create supports and key communication loops that must exist in order to deploy resources effectively as intervention support for all students and

staff.

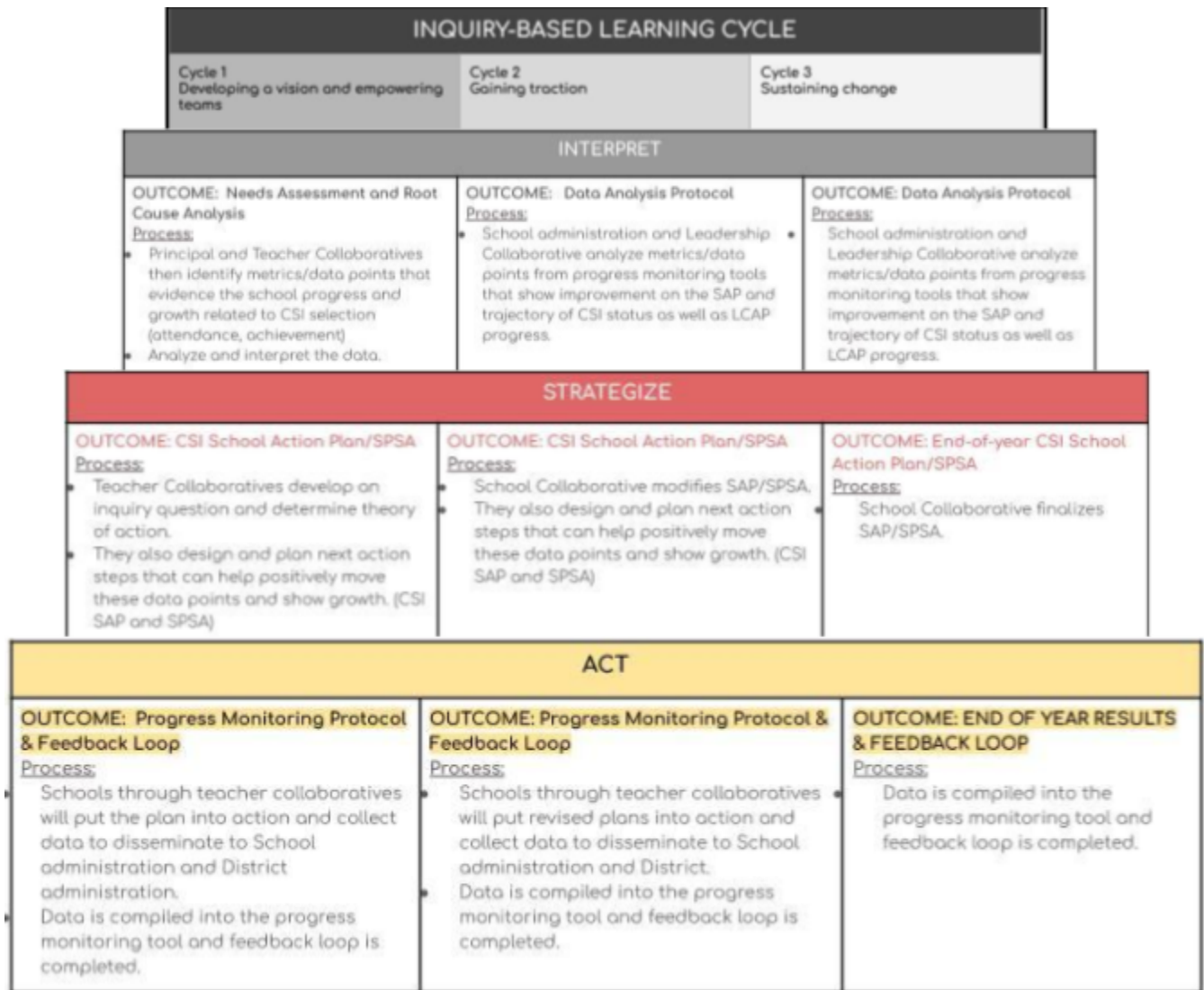
#### PACING AND SESSION CONNECTIONS

The work consists of a series of cycles to serve several purposes. One is for the cycle of improvement, giving teams the opportunity to monitor their learning and continuously improve instructional practices. The second is to connect one cycle to the next, creating a data results loop, or a feedback loop, that is shared across the organization. Third, is for the gradual release of the work to be owned and managed by the group by the end of the third year. And lastly, another benefit of the cycles is the opportunity for a phased implementation approach allowing additional groups in the school to engage in the training portion of the work each year.

#### CSI/ATSI ROADMAP

Prior to Cycle 1 sessions at the school, district and school administration will set groundwork for CSI and ATSI support at the school. This includes identifying metrics/data points that evidence the school's CSI/ATSI status as well as the selection of members of the School Collaborative and Teacher Collaboratives. The matrix below identifies the PROTOCOLS and DELIVERABLES as well as the PROCESSES for each stage in each cycle.







### RESULTS DOCUMENTATION via the FEEDBACK LOOP PROCESS



In order to sustain the growth and professional learning from each team's inquiry learning cycles and real time data collections, a feedback loop needs to be established to put pieces of data together to go from the classroom view to determining patterns that can be interpreted to understand district level progress. Since it is impossible for every teacher, principal, and district leader to be present during each session, this structure is utilized to share and learn from all the participating teams at the school and across the district. A feedback loop is completed two times in the first year and three times in consecutive years. A feedback loop is documented as results

and progress toward meeting end of year goals. These results are appropriate to submit to the State of CA as a part of CSI or LPSBG reporting requirements.

### COMPANY BACKGROUND AND BIOS

Collaborative Educational Practice, Inc. (CEP) was founded to answer the call for relevant, personalized, and job-embedded professional learning to promote continuous learning for staff and students. Utilizing core systems such as the inquiry-based learning cycle along with strengthening the professional learning community, individuals, teams, sites, and districts improve their practice and their potential to impact the success of every student. Leading this effort are the two founders of this company, Vanessa de Guzman and Amy Bryant, Ed.D.

The structures, systems, and processes that create the foundation are grounded in relevant and research based learning theories aimed at achieving the goal to support a gradual release process where teachers and leaders learn by doing by engaging in a three year professional learning cycle. Strategically creating groups and teams and connecting them with student results, collaboration becomes a purposeful mechanism that drives cultural change for continuous learning for staff and students.

Amy Bryant, Ed.D. brings over two decades of experience in CA K-12 public schools system in Southern California teaching and leading specialized programs such as bilingual





education, dual immersion (one way Mandarin and two way English/Spanish), Social/Emotional Academic Support programs, English learner program compliance, and best first instructional methodology, pedagogical teaching and instructional coaching. Along with her elementary and middle school teaching background, she certified as a National Board Certified Teacher in 2004 in English as a New Language and served as a National Board for Professional Teaching Standards Candidate Mentor, a Director of Curriculum and Instruction, and an Elementary Principal. The doctoral work that specialized in curriculum and teaching provided her a strong foundation of knowledge to pull from when working with teachers and leaders. Having the opportunity to support others as a consultant and leadership coach is the highlight of Amy's career.

Vanessa de Guzman brings over 25 years of experience through graduate school in education. Vanessa started her career in education with Teach for America as a secondary science teacher in Oakland Unified School District. When she moved over to the international school system, she joined the IB team at the American School of Lima in Peru and, in a once-in-a-life-time opportunity, coordinated field studies in the Amazon for local communities of students and adults. In full circle of the teaching and learning of science, Vanessa was the lead author of a multi-state alternate certification pathway for secondary science teachers.

Through the service of students and educators, Vanessa directed professional development at one of the country's first nation-wide charter school systems; furthermore, she helped expand the reach of two California-based professional development companies that support urban and rural districts. Vanessa has led teams in strategy, development, and implementation of service models for sustained improvement in the areas of teacher expertise, leadership development and systems coherence. Currently she is a field supervisor for Masters candidates in the area of Teaching and Learning at the University of La Verne.





## SESSION SPECIFICATIONS

### Brook Hill, Biella, & Steele Lane - Elementary CSI

Session Type*	Number of Sessions per School	Extended Cost
<p>Principal Session + All Groups Meeting (PAG)</p> <p><i>In-person session, full day</i></p> <p>OR Principal: 2-hour-online session + 2 x 1-hour-online session</p> <p>and</p> <p>All Groups Meeting: 1.5-hour-online session</p> <p><i>Principal + consultant collect/compile real time data along with planning time followed by an all group session for approximately 2 hours. Approximately once a cycle - 3 times total per year.</i></p>	3 per school	<p>9 x \$3,000</p> <p>= \$27,000</p>
<p>Grade Level/Department Teams Session (GLDT)</p> <p><i>In-person session, full day</i></p> <p>OR 2-hour-online session + 3 x 1-hour-online session</p> <p><i>Groups of teachers create a common focus to engage in the inquiry-based learning cycle as a collaborative team. Teachers learn more about the common focus, how to analyze evidence of student learning, and how to integrate district resources to support their instructional design and delivery.</i></p>	<p>3 x grp 1</p> <p>3 x grp 2</p> <p>3 x grp 3</p> <p>Total 9 sessions per school</p>	<p>27 x \$3,000</p> <p>= \$81,000</p>
Total Sessions/Cost	<p>12 x BH</p> <p>12 x Biella</p> <p>12 x SLES</p> <p>= 36 Sessions</p>	\$108,000

\*\*Rate is \$3,000/session and includes materials and consultant travel. The rate does not include substitutes, if needed. Proposed services are agreed upon and approved on a yearly basis.






## AGREEMENTS AND ASSURANCES

### Brook Hill, Biella, & Steele Lane- Elementary CSI

SRCS will be invoiced on a monthly basis based on completed services at a rate of \$3,000 per session or hour equivalent. Session rate includes travel and materials but does not include substitutes, if needed. Please note: Sessions canceled by the school and/or the district within a ten (10) day (i.e. two school weeks) window of the scheduled service date will be charged the daily rate. In the event of an unplanned/emergency circumstance, such as school closure, or if there is a need to reschedule a session that is 11 + school days out, it is agreed that CEP will reschedule and adjust service type, if necessary, to accommodate SRCS needs, hereby, fulfilling this contract for all sessions outlined in this agreement. Fees are due upon receipt of the monthly invoice.

IN WITNESS WHEREOF, the parties hereto have agreed to the specifics outlined in the Statement of Work. Signatures indicate that the proposal is approved to carry out the work according to the SOW dated: \_\_\_\_July 22, 2020\_\_\_\_.

Santa Rosa City Schools Superintendent Designee	Collaborative Educational Practice, Inc. Designee:
Name:	Name: Dr. Amy Bryant
Signature	Signature: 
Title	Title: CEP Representative/Consultant





SESSION SPECIFICATIONS  
Jame Monroe ES - Elementary LPSBG

Session Type*	Number of Sessions	Extended Cost
<p>Principal Session + All Groups Meeting (PAG)</p> <p>In-person session, full day OR Principal: 2-hour-online session + 2 1-hour-online session and All Groups Meeting: 1.5-hour-online session</p> <p><i>Principal + consultant collect/compile real time data along with planning time followed by an all group session for approximately 2 hours. Approximately once a cycle - 3 times total per year.</i></p>	3	3 x \$3,000  =\$9,000
<p>Grade Level/Department Teams Session (GLDT)</p> <p>In-person session, full day OR 2-hour-online session + 3 x 1-hour-online session</p> <p><i>Groups of teachers create a common focus to engage in the inquiry-based learning cycle as a collaborative team. Teachers learn more about the common focus, how to analyze evidence of student learning, and how to integrate district resources to support their instructional design and delivery.</i></p>	2 x grp 1 2 x grp 2 2 x grp 3  Total 6 sessions	6 x \$3,000  =\$18,000
Total Sessions/Cost	9 Sessions	\$27,000

\*\*Rate is \$3,000/session and includes materials and consultant travel. The rate does not include substitutes, if needed. Proposed services are agreed upon and approved on a yearly basis.






## AGREEMENTS AND ASSURANCES

### James Monroe ES - Elementary LPSBG

SRCS will be invoiced on a monthly basis based on completed services at a rate of \$3,000 per session or hour equivalent. Session rate includes travel and materials but does not include substitutes, if needed. Please note: Sessions canceled by the school and/or the district within a ten (10) day (i.e. two school weeks) window of the scheduled service date will be charged the daily rate. In the event of an unplanned/emergency circumstance, such as school closure, or if there is a need to reschedule a session that is 11 + school days out, it is agreed that CEP will reschedule and adjust service type, if necessary, to accommodate SRCS needs, hereby, fulfilling this contract for all sessions outlined in this agreement. Fees are due upon receipt of the monthly invoice.

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## SESSION SPECIFICATIONS

### Santa Rosa Charter School for the Arts - Elementary LPSBG

Session Type*	Number of Sessions	Extended Cost
<p>Principal Session + All Groups Meeting (PAG)</p> <p>In-person session, full day OR Principal: 2-hour-online session + 2 1-hour-online session and All Groups Meeting: 1.5-hour-online session</p> <p><i>Principal + consultant collect/compile real time data along with planning time followed by an all group session for approximately 2 hours. Approximately once a cycle - 3 times total per year.</i></p>	4	\$12,000
Total Sessions/Cost	4 Sessions	\$12,000

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## AGREEMENTS AND ASSURANCES

### Santa Rosa Charter School for the Arts - Elementary LPSBG

SRCS will be invoiced on a monthly basis based on completed services at a rate of \$3,000 per session or hour equivalent. Session rate includes travel and materials but does not include substitutes, if needed. Please note: Sessions canceled by the school and/or the district within a ten (10) day (i.e. two school weeks) window of the scheduled service date will be charged the daily rate. In the event of an unplanned/emergency circumstance, such as school closure, or if there is a need to reschedule a session that is 11 + school days out, it is agreed that CEP will reschedule and adjust service type, if necessary, to accommodate SRCS needs, hereby, fulfilling this contract for all sessions outlined in this agreement. Fees are due upon receipt of the monthly invoice.

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## SESSION SPECIFICATIONS

### Secondary CSI Schools

Session Type*	Number of Sessions by School	Extended Cost
<p>Principal Session + All Groups Meeting (PAG) <i>In-person session, full day</i> OR Principal: 2-hour-online session + 2 x 1-hour-online session and All Groups Meeting: 1.5-hour-online session</p> <p><i>Principal + consultant collect/compile real time data along with planning time followed by an all group session for approximately 2 hours. Approximately once a cycle - 3 times total per year.</i></p>	10 x CMS 8 x Ridgway 4 x SRHS 8 x MHS 12 x EAHS	42 x \$3,000  =\$126,000
Total Sessions per School/Total Cost	10 x CMS 8 x Ridgway 4 x SRHS 8 x MHS 12 x EAHS =42 Sessions	42 x \$3,000  =\$126,000

\*\*Rate is \$3,000/session and includes materials and consultant travel. The rate does not include substitutes, if needed. Proposed services are agreed upon and approved on a yearly basis.





## AGREEMENTS AND ASSURANCES


Secondary CSI

Cook MS, Ridgway,

Santa Rosa HS, Montgomery HS, Elsie Allen HS

SRCS will be invoiced on a monthly basis based on completed services at a rate of \$3,000 per session or hour equivalent. Session rate includes travel and materials but does not include substitutes, if needed. Please note: Sessions canceled by the school and/or the district within a ten (10) day (i.e. two school weeks) window of the scheduled service date will be charged the daily rate. In the event of an unplanned/emergency circumstance, such as school closure, or if there is a need to reschedule a session that is 11 + school days out, it is agreed that CEP will reschedule and adjust service type, if necessary, to accommodate SRCS needs, hereby, fulfilling this contract for all sessions outlined in this agreement. Fees are due upon receipt of the monthly invoice.

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SESSION SPECIFICATIONS

## Secondary LPSBG Schools

Session Type*	Number of Sessions by School	Extended Cost
<b>Principal Session + All Groups Meeting (PAG)</b> <i>In-person session, full day</i> <b>OR Principal: 2-hour-online session + 2 x 1-hour-online session</b> <b>and</b> <b>All Groups Meeting: 1.5-hour-online session</b>  <i>Principal + consultant collect/compile real time data along with planning time followed by an all group session for approximately 2 hours. Approximately once a cycle - 3 times total per year.</i>	8 x Comstock MS 7 X Slater MS	15 x \$3,000  =\$45,000
<b>Total Sessions per School/Total Cost</b>	8 x Comstock MS 7 x Slater MS =15 Sessions	15 x \$3,000  =\$45,000

\*\*Rate is \$3,000/session and includes materials and consultant travel. The rate does not include substitutes, if needed. Proposed services are agreed upon and approved on a yearly basis.






## AGREEMENTS AND ASSURANCES

### Secondary LPSBG Comstock MS, Slater MS

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