



PROPOSAL FOR CONSULTANT SERVICES BAY VILLAGE SCHOOLS

Situation Appraisal

Bay Village Schools, Bay Village, Ohio, desires professional development for a broad scope of stakeholders to include teachers, administrators, community members. Leadership is seeking consultant services skilled in the work of equity and diversity in the context of schools in a fairly monoethnic society where not racial, but rather cultural diversity prevails and is less easily identified. Leadership seeks to develop stakeholder awareness and a comprehensive understanding of equity for students of various groups, namely those who may be culturally diverse and inclusive of those learners with special needs.

Leadership desires development to support its developing strategic initiative surrounding academic equity and social justice. Leadership desires to create the mindset and build up the tool skills needed to support not only diverse learners within the district with a high-quality public education to prepare them for life in a more inclusive society.

This constitutes a proposal tendered by A L Berry Consulting, Inc. to assist Bay Village Schools in achieving those goals.

Objectives

Among the results to be achieved are these key objectives:

1. Establish key metrics for evaluation of implementation of the District's strategic initiative on equity and diversity.
2. Raise awareness on the impact of implicit bias on student engagement and academic achievement.
3. Increase instructional outcomes for all student groups, including learners with special needs.
4. Confront stakeholders' implicit biases
5. Develop stakeholders' cultural sensitivity.

In achieving these objectives, the following parameters will be met:

- Seek cultural shifts
- Build skills to enhance leaders' abilities to meet strategic initiative goals
- Implement metrics for processes, not events;
- Follow-through and facilitate cultural change at the district level
- Global applicability: recognize and support school level variations in how schools implement equity initiatives.

Metrics

We'll know we are successful when the following are manifest:

- Intragroup relations, as measured by the SEGUE Framework (modified), shows statistically significant movement in the Eliciting, Giving, and Understanding domains.
- Individual's self-reported scores on the Cultural Competence Self-Assessment Checklist demonstrate statistically significant growth.
- District movement on the Equity Maturity Matrix/D reflects movement to the level of Analysis.
- Individual schools' movement on the Equity Maturity Matrix/S reflects movement to the level of Analysis.

Expression of Value

The value of this strategic approach is two-fold, including:

- Rapid awareness building through a focus on personally held beliefs and the confrontation of implicit bias in leadership.
- District-specific approach with work customized based on measured status of cultural competence and as an initial benchmark
- Short- and near-term goals focused on leadership first to promote systemic change.

Timing

We are available to begin working with you January 2020. Services would be provided across three phases. The detail on the scope of services will be defined explicitly should Bay Village Schools decide to move forward, as additional information on formats, audiences, and timelines are identified and defined.

Phase 1 (2 - 3 months): We suggest an intense 60-to-90-day Phase 1 focused on understanding equity and diversity, identifying and eradicating implicit bias, and establishing the framework around a desired level of cultural competency at the school and district leadership level. This work would include members of the board of trustees and select members of district and community advisory committees. School employees and community member sessions would be conducted separately.

Phase 2 (subsequent 6 – 9 months): We suggest the following 6 – 9 months in Phase 2. We begin by conducting Phase 1's learning for equity and diversity for staff and broader communities of stakeholders. Leaders who have completed Phase 1 will help serve as catalysts in the work. The work would progress to include reculturing, curriculum audits, equitable instructional grouping and instructional practices audit, disciplinary guidelines and practices audit, and observations of teaching and leading.

Phase 3 (subsequent 12 - 24 months): Work in an extended Phase 3 will focus on institutionalizing a new culture, deepening the commitment to systemic equity, and developing internal and community stakeholder capacity to support the work of equity at the classroom level across the district.

Accountabilities and Resource Commitments

A L Berry Consulting, Inc. will provide Almitra L. Berry, Ed.D. as principal consultant. She will work directly with you in conjunction with the project so that the activities in which she is involved can be transferred to a top-level administrator if and when your district progresses to the creation of that role. If needed, she will jointly make candidate selection determinations with you as that milestone approaches. She will continually review the agreed-upon objectives with you to determine whether and how her efforts need to be redirected to address diverse organizational needs.

We will sign non-disclosure agreements as required. All of our work is conducted within the strictest bounds of confidentiality.

The District will provide us with reasonable access to data, documentation, and curriculum resources, if and as appropriate.

Fee Structure

Comprehensive Projects

Comprehensive Project fees are based upon the project, not time units. The full scope of the project would be developed following a comprehensive needs analysis with district leadership, aligned to the district's strategic plan, and respecting the district's budget.

Bay Village Schools would be encouraged to call upon us without worrying about a meter running, and we would be free to suggest additional areas of focus without concern about increasing the district's budgeted investment. This is a value add of our organization, key for implementation of your initiative without concern about billable hours, or not receiving the assistance you need.

Within the objectives and parameters above, ALBerry Consulting will commit as much time as necessary to fulfill the objectives and meet projected deadlines. You and we may request additional time be spent on aspects of this project without any additional fees or charges.

OSBA Approved Daily Rates for a la Carte Services

Our fee for services that are not part of a comprehensive project is based on a daily rate of \$5,000. This rate applies to:

- In-district or in-organization professional development workshops
- Meeting facilitation
- Conference presentations
- Side-by-side coaching during conferences (e.g. attending and supporting during NSBA, OSBA, CGCS, or other development conferences and symposiums).

A consecutive days of service markdown is afforded for events that are booked for two-to-four days.

- Day 1: \$5,000
- Day 2: \$4,000
- Day 3: \$3,000
- Day 4: \$2,500

Expenses

ALBerry Consulting's fees are all inclusive and no additional expenses for travel, lodging, or meals incurred by company shall be charged to Bay Village Schools. This is a value add of our organization, key for meeting the district's goals without concern about budgeting and authorization for line item expenses. Whether part of a comprehensive project or daily rate, all stated fees are all-inclusive.

OSBA Approved Policy on Cancellation and Rescheduling

If the DISTRICT cancels any scheduled workshop within 14 calendar days of the workshop, the DISTRICT will be charged 50% of the fee associated with that workshop. If the DISTRICT reschedules the workshop within 60 days of the workshop date or within the calendar year, whichever occurs first, CONSULTANTS will apply the cancellation fee toward the fees for the rescheduled workshop.

COVID-19 Travel Restrictions Addendum

If Bay Village Schools chooses to alter the workshop format, from face-to-face delivery to a virtual environment due to COVID-19 travel restrictions or district closure, DISTRICT will be charged a discounted rate depending upon the date notice is delivered to CONSULTANT as follows:

1. More than 30 days prior to scheduled workshop: CONSULTANT will discount the fee by 25%. DISTRICT will pay 75% of the fee associated with that workshop.
2. More than 14 days prior to scheduled workshop: CONSULTANT will discount the fee by 20%. DISTRICT will pay 80% of the fee associated with that workshop.
3. More than 7 days prior to scheduled workshop: CONSULTANT will discount the fee by 15%. DISTRICT will pay 85% of the fee associated with that workshop.
4. Seven (7) or fewer days prior to scheduled workshop: CONSULTANT will discount the fee by 10%. DISTRICT will pay 90% of the fee associated with that workshop.

If the CONSULTANT must alter the workshop format, from face-to-face delivery to a virtual environment due to COVID-19 travel restrictions, DISTRICT will be charged a discounted rate depending upon the date notice is delivered to DISTRICT as follows:

1. More than 30 days prior to scheduled workshop: CONSULTANT will discount the fee by 15%. DISTRICT will pay 85% of the fee associated with that workshop.
2. More than 14 days prior to scheduled workshop: CONSULTANT will discount the fee by 20%. DISTRICT will pay 80% of the fee associated with that workshop.
3. More than 7 days prior to scheduled workshop: CONSULTANT will discount the fee by 25%. DISTRICT will pay 75% of the fee associated with that workshop.
4. Seven (7) or fewer days prior to scheduled workshop: CONSULTANT will discount the fee by 30%. DISTRICT will pay 70% of the fee associated with that workshop.

Draft Proposal