ON-SITE COACHING / ON-LINE COLLABORATION
FOR SKILLS-BASED LEARNING, TEACHING, & ASSESSMENT

SUPPORT FOR CHANGE LEADERSHIP & SYSTEMS-BUILDING
SUPPORT FOR PRACTICAL APPLICATION OF HIGH IMPACT PRACTICES

Billie Donegan, Keystone Educational Services, billiedonegan1415@gmail.com

To: Sean Gallagher, Superintendent, Newburyport Public Schools
From: Billie Donegan, Keystone Educational Services
Re: INVOICE for June 18, 19-21, and 24-26, 2019
Support to NPS Leaders and Pilot Teachers on Skills-based Learning, Teaching, & Assessment
Date: June, 26, 2019

Scope of Work:

1) Supporting Cohort 1 to launch a skills-based classroom in SY 2019-20
2) Supporting Cohort 2 to create student tools and classroom practices for one unit during fall 2019/20
3) Support principals and district leaders via Google Hangout as requested
4) Support site-based coaches (Stephanie Belliveau and Jane Cohen)

Change is hard. **Real change? Real hard!** Outside coaching provides you with a resourced thought partner, as well as a structured reminder to "hit pause" and do the deeper reflective work around proven best practice, high-yields design & implementation, systems thinking, and culture building. Coaching involves two-way dialogue rather than one-way telling. Most importantly, it involves a CYCLE that identifies outcomes and measurable goals *prior to* a coaching session to prepare targeted resources; and then follow-up *after* a session to co-create or edit tools, resources, and steps that increase the effectiveness of what was accomplished during coaching. **For deep implementation, it is important that Newburyport Public Schools take advantage of the ten hours off-site/on-line each month that are provided as part of the on-site service.**

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Total Cost of Service: 7 DAYS @ $3000.00 per day = $21,000.00
Service charge covers the cost of travel, preparation, on-site coaching, and off-site google hangout/phone support before and after the visit. Newburyport Public Schools will also receive electronic files of all materials with permissions to reproduce and adapt for individual use at any site in the district. Again, an important step is to identify any off-site/on-line support still available through July 31, 2019.

Thank you, it is an honor to work with you again. I have confidence that the thoughtful follow-through and support you will provide to schools will create a district-wide culture and capability to sustain the work in ways that stretch and engage students in new ways.

Billie

Billie Donegan, Independent Contractor/Sole Proprietor
143 Arapahoe St, Woodland Park, CO 80863
cell: 719-661-1283

COLORADO COACHING

OFF-SITE COACHING ✦ ON-LINE COLLABORATION

To: Sean Gallagher, Superintendent, Newburyport Public Schools
From: Billie Donegan
Re: 2019-20 School Year Off-Site Coaching Contract
Scope of Work: Support to NPS Instructional Leaders & Teachers on Skills-based Learning, Teaching, Assessing, and Grading
Dates of Service: September 1, 2019 – June 31, 2020

Change is hard. **Real change? Real hard!** Outside coaching provides you with a resourced thought partner, as well as a structured reminder to "hit pause" and do the deeper reflective work around proven best practice, high-yields design & implementation, systems thinking, and culture building. Coaching involves two-way dialogue rather than one-way telling.

The best approach to OFF-SITE coaching is to treat it exactly as you would on-site coaching. Set a time aside; determine the outcomes, schedule, and participants; and select a location that provides focus and connectivity. You will also select an on-line conferencing tool (Google Hangouts, GoToMeeting, Skype, FaceTime, etc.). **Routine, goals,** and **product** are the commonalities of schools that find off-site coaching cycles to be impactful.

Coaching Services can include:

- ✦ Principal, Teacher-Leader, and Project-Leader Coaching
- ✦ High-Yields Project Design, Implementation, and Measurement
- ✦ Co-creation and Review of Supporting Tools and Documents
- ✦ Targeted Professional Development
- ✦ One-on-One Instructional Coaching
- ✦ Resource Acquisition and Distribution
- ✦ Implementation Troubleshooting
- ✦ Planning Meeting Participation
- ✦ other product or communication needs

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Coaching/support appointments are scheduled on a monthly basis, and hours can also be scheduled on an "as needed" basis when needs arise. Newburyport Public Schools will also receive electronic files of all materials with permissions to reproduce and adapt for individual use.

Cost of Service: 40 hours @ $150 per hour = $6000.00. This contract will be invoiced in two parts, at $3000.00 per semester on Dec 31, 2019 and May 31, 2020.

Thank you for the opportunity to continue supporting Newburyport schools; it will be an honor to work with you again,

B Billie Donegan

billiedonegan1415@gmail.com
143 Woodland Park, Colorado 80863
719-661-1283