

To: Kedra N. Fairweather, Coordinator III, Leadership Development, DCSD
From: Mike Rutherford, Ed.D., President, Rutherford Learning Group, Inc.
Subject: Proposal for Professional Learning Services for DCS Assistant Principal Academy, 2023-24
Date: 8/7/23

Thanks again for the opportunity to provide a proposal for your Principal and AP Academy, 2023-24

Proposal/Outline for Dekalb County Schools Principal and AP Academy facilitation services.

Mike Rutherford of Rutherford Learning Group, Inc. proposes to facilitate a year-long series of AP Academy sessions for DeKalb County Schools. The six sessions, presented as morning and afternoon sessions (each of the six topics will be presented four times in half-day sessions) on 12 days across 2023-24, will feature a comprehensive treatment of instructional leadership, classroom observation skills, and strategies for providing growth evoking feedback and coaching to teachers. Specific dates for the 12 days are included, below.

Proposed sessions for DeKalb principals' meetings: Approximately 90-minute update and awareness sessions for DCS principals based on the key content being shared with APs in the AP Academy. Three sessions across the 2023-24 school year. Specific dates included below.

Proposed Scope and Sequence for 2023-24 AP Academy

Session 1: Rational and evidence base for instructional leadership, strengths-based development of teachers and teaching, and overview of feedback & coaching approaches

Session 2: Classroom observation and analysis skills

Session 3: Introduction to the 23 Artisan Teacher Themes and applications to observation and feedback

Session 4: Feedback & coaching skill development: 30 Second Feedback

Session 5: Feedback & coaching skill development: Craft Conversations

Session 6: Feedback & coaching skill development: Next Level Coaching

Proposed Scope and Sequence for Principal Academy sessions

Session 1: Rational and evidence base for instructional leadership, strengths-based development of teachers and teaching, and overview of feedback & coaching approaches / classroom observation and analysis skills

Session 2: Introduction to the 23 Artisan Teacher Themes and applications to observation and feedback / Feedback & coaching skill development: 30 Second Feedback

Session 3: Feedback & coaching skill development: Craft Conversations / Feedback & coaching skill development: Next Level Coaching

Schedule:

AP Academy Session 1: 9/27/23 and 9/29/23

AP Academy Session 2: 10/31/23 and 11/1/23

AP Academy Session 3: 12/4/23 and 12/5/23

AP Academy Session 4: 1/25/24 and 1/26/24

AP Academy Session 5: 2/27/24 and 3/1/24

AP Academy Session 6: 3/14/24 and 3/15/24

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Principal Session 1: 11/16/23
Principal Session 2: 1/18/24
Principal Session 3: 3/21/24

Proposed Budget:

AP Academy: 12 days of on-site facilitation by Mike Rutherford @ \$8,200.00 per day = \$98,400.00.
Travel/lodging expenses are included.

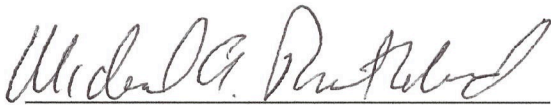
Principal Academy: 3 sessions of on-site development for DeKalb County principals @ \$8,200.00.00 per session = \$24,600. Travel/lodging expenses are included.

AP Academy materials fee @ \$40.50 per participant X 300 participants = \$12,150.00. Each participant will receive the following set of published support materials: *An Artisan Teacher Field Guide*, an *Artisan Teacher Memory Jogger Card*, and a *7 Tools for Developing Teachers & Teaching* book.

Total Budget: **\$145,150.00**

Proposed Payment Schedule: Four invoices, each for 25% of the total (\$36,287.50), will be issued after successful completion of each 25% of the schedule: Approximate invoice dates: 11/1/23, 12/15/23, 1/26/24, and 3/21/24.

This proposal for professional learning services is offered by Rutherford Learning Group, Inc., a North Carolina Corporation, Tax ID #: 56-2101235



Signature: Michael A. Rutherford, President
Rutherford Learning Group, Inc.

Date: 8-7-23

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