

## DeKalb County School District

# FY26 Support for the DeKalb Principal Pathway and the DeKalb Leadership Institute

## Proposed Scope of Services

### 2025-26 Leadership Development and Capacity-Building Support

The Leadership Academy (TLA) proposes partnering with the DeKalb Leadership Development team to provide comprehensive leadership development, capacity building, and evaluation support for the DLI (District Leadership Initiative) and the DPP (District Principal Pathway) programs. This collaboration is structured to transition ownership of design and facilitation responsibilities to the DeKalb team, while maintaining a strong foundation of support from TLA throughout the year.

Our proposed scope of services for FY26 includes six major activities:

1. Leadership Development Team Coherence and Capacity Building
2. Session Design Asynchronous Support
3. In-Person Co-Facilitation
4. Evaluation and Reporting
5. Sustainability Planning
6. Additional Technical Support

Each activity is presented below.

### 1. Leadership Development Team Coherence and Capacity Building

We will continue the district coherence meetings begun in FY25 in FY26. These coherence meetings are collaborative sessions designed to align key elements of program and curriculum design, ensuring clarity around goals, content, and outcomes. These meetings will also serve as a space to strengthen facilitation skills by discussing strategies, sharing feedback, and coordinating delivery approaches as the delivery of sessions transitions to the DeKalb team over the year. The goal is to build the district team to sustain and expand the DPP and DLI initiatives in future years and deliver a cohesive, high-impact experience for participants. Following this year, the DCSD team will be able to revise and reuse the full-year cohort design and core program components on an ongoing basis with minimal modifications.

- From September Through December, TLA will facilitate bi-monthly 90-minute virtual meetings focusing on coherence across DLI and DPP initiatives. These sessions will require asynchronous collaboration between meetings between TLA and DeKalb to finalize materials.
- Beginning in January, the frequency of virtual meetings will shift to monthly, with TLA stepping into a feedback and technical support role as the DeKalb team assumes lead responsibility for session design and facilitation.

The DeKalb team and coaching staff will oversee the development and ongoing management of the Teams course platform. They will also lead the assessment of participant submissions—specifically, the DPP Change Project

graphic organizers and other artifacts—to build participant portfolios. Norming feedback processes will be integrated into our coherence meetings.

## **2. Session Design Asynchronous Support**

TLA will provide up to 25 hours of asynchronous design support for session planning. This design phase will ensure the transfer of knowledge and planning tools necessary for DeKalb’s independent facilitation later in the year.

## **3. In-Person Co-Facilitation**

TLA will engage in seven full days of in-person co-facilitation alongside DeKalb team members, helping to build facilitation capacity. These sessions will include dual support for both coach/supervisor sessions and DLI or DPP sessions on scheduled dates from September to June. TLA’s on-site facilitator during these engagements will provide modeling and collaborative facilitation aligned to session goals and adult learning principles. Below are the proposed dates for co-facilitation support after conversations with the DeKalb Leadership Development team.

- September 20, 2025 – 12 hours (Coach/Supervisor Friday afternoon session, DPP or DLI Saturday Session)
- October 24, 2025 – 8 hours (Coach/Supervisor Friday morning session, DPP or DLI Friday afternoon session)
- November 15, 2025 – 12 hours (Coach/Supervisor Friday session, DPP or DLI Saturday session)
- December 5, 2025 – 8 hours (Coach/Supervisor Friday morning session, DPP or DLI Friday afternoon session)
- April 17, 2026 – 8 hours (Coach/Supervisor Friday morning session, DPP or DLI Friday afternoon session)
- June 4, 2026 – 8 hours (Support of final DPP Portfolio Presentations)

## **4. Evaluation and Reporting**

TLA will lead program evaluation planning and implementation across the year. This will include designing and delivering participant surveys, facilitating implication-focused discussions during capacity-building meetings, and producing mid-year and end-of-year pattern reports for both the DPP and DLI cohorts. Evaluation materials will be made available to DeKalb to support future cohort assessments.

## **5. Sustainability Planning Support**

TLA will support the DeKalb team with up to eight hours of consulting and redesign for the future cohort selection processes for both DLI and DPP, as well as revisions to DLI and DPP program designs based on end-of-year feedback. This ensures sustainability and coherence across future programming cycles.

## **6. Technical Support**

We will set aside 8 hours of TLA time for just-in-time technical support. We will only charge for these hours if they are used.

**Price Estimate**

The price for the services described in this document is \$115,000. This price includes professional time and related expenses for TLA staff and excludes district staff time and travel costs, and any costs associated with facilities; the district will be responsible for these costs.

The following assumptions support the price above. Any material changes to any of these assumptions could impact price, timeline, and/or staff availability.

- All work described in this proposal is virtual except for the in-person co-facilitation of sessions.
- The virtual coherence and design work will be supported by two TLA facilitators.
- The in-person co-facilitation of sessions will be led by one TLA team facilitator on-site with support of the DeKalb DLI / DPP facilitators.