
Contract

Henry Dalton Elementary School

Team Building/Communication Project

BACKGROUND

The DBK Group, Inc. Consulting (DBK) Team proposes to provide consulting services to Henry Dalton Elementary School to facilitate a team building and effective communication retreat. It is our understanding that this process will result in a plan that creates a road map for where the school is headed, identifies processes for addressing organizational culture issues, and develops strategies to continue to build staff cohesion and trust.

APPROACH

The DBK Team will design and facilitate a process that consists of these components:

Principle Tasks/Deliverables:

1. **Assessment.** Conduct analysis on the current situation at the school with respect to relationships between staff members and communication norms. This will be conducted primarily through interviews with the principal and review of the YouthTruth Survey Results, however, it could include interviews with other staff members as needed.
2. **Planning and Organization.** Identify 2 to 4 staff members to serve on a planning team to finalize the desired outcomes and methodology for the team building retreat in January. Schedule one to two 90 minute planning sessions with this team during the months of October and November.
3. **Visioning.** Facilitate a day-long retreat school staff, administration and teachers to achieve shared visioning and consensus building. Our approach to facilitation encourages creativity and clarity. We emphasize attention to detail and realism during development of action/implementation plans. Our experience is brought to bear as we skillfully manage group dynamics, help groups to identify barriers and work through conflict, and continue to form positive relationships between co-workers.
4. **Implementation.** Produce an action plan that outlines the school's key goals and priorities and strategies for achieving them. This will include language that will build on the school's current 'collective agreements' for working together. Consideration for capacity, timing, leadership and sequence will be factors in developing the detailed (internal) implementation plan.
5. **Support.** Provide coaching and consultation support during the implementation of the action plan for the school's leadership.

TIMELINE

The DBK Team will guide a process in order to complete the above-mentioned activities in a period of 3-5 months.

FEES

The DBK Team's proposed fee structure is:

Fees	Service Description
\$400.00	Assessment <ul style="list-style-type: none">• Interviews with Principal Laura Clarke and staff• Review of 'collective agreements'/YouthTruth Survey Results
\$800.00	Planning and Organization <ul style="list-style-type: none">• Communication with Planning Team• Preparation and Design of Planning Meetings• Facilitation of Planning Meetings• Synthesis of Planning Team Input for Retreat Design
\$1,300.00	Visioning <ul style="list-style-type: none">• Creation of Retreat Design• Facilitation of Retreat• Development of Action Plan
\$400.00	Support and Implementation <ul style="list-style-type: none">• Development of and commitment to collective agreements• Preparation of Action Plan document (includes 1 rewrite, if needed) with implementation structure• Identification of a process to measure progress and accountability• Provide coaching support on an 'as needed' basis to the Principal
\$2,900.00	TOTAL

CONDITIONS

In support of successful execution of this project, HDES will:

- Identify liaisons to work with DBK on the PMT
- Coordinate confirmation of the retreat participant group
- Virtual: Align on use of best virtual meeting platform
- In-person: Facilitate use of a LCD projector and display surface for use during meetings and/or retreats. Secure space for retreats/meetings. Coordinate refreshments (if needed).

SIGNATURES/DATE

Dayna Mitchell, Ed.D.

Assistant Superintendent, Educational Services
Azusa Unified School District
Henry Dalton Elementary School

 10/6/21

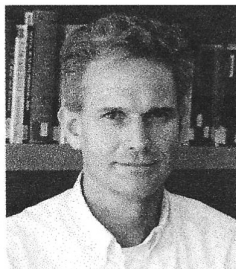
Brian Biery, Partner

DBK Group LLC

STAFFING

Our past experiences in leading strategic planning efforts for the PUSD and numerous other nonprofit organizations assures that we will bring familiarity with educational organizational development and capacity-building.

For over 20 years **Brian Biery** has been involved in community engagement and neighborhood organizing activities in the Pasadena/Altadena region. After serving in the Peace Corps in Guatemala as a Youth Development Volunteer and earning an MA in Spanish from Middlebury College, he returned to Pasadena to work for city government in the Neighborhood Connections office. There he supported the city's 80 plus neighborhood associations for nearly 11 years through leadership development training, information sharing, linkages to decision-makers, referrals to City and nonprofit services, and the organization of new associations.



Currently he is the principal of Brian Biery Consulting and a partner of the DBK Group, Inc. which is dedicated to the thoughtful development of nonprofit and governmental organizations so that they better serve the community. Recent projects include: Heritage Housing Partners - community engagement and education around affordable housing projects; Arlington Garden - guided its mission/vision statement development and strategic planning process; Altadena Library District Community Conversations - imagining a healthier, safer, more vibrant community; Neighborhood Connections Office, City of Pasadena - organizational structure, communications and leadership training; Collaborate PASadena - coordination of the initiative including convening work groups, Leadership Council and community engagement events; Pasadena Playhouse's Mi Historia Mi Manera Project - coordinated community outreach and neighborhood participation activities

for the development of a play that was performed on the street in Northwest Pasadena.



Rich Boccia, an Associate with the DBK Team, spent four decades in the public and private systems. He introduces himself as a "kindergarten teacher by trade" and has been a School Principal at each level, a District Administrator, a Superintendent of Schools and an Executive Director of the non-profit organization Mammoth Lakes Foundation that created a Pre-K through Grade 14 model to support the academic, social and financial needs of our next generation of leaders. His work over the years provided coaching, counsel, facilitation, grant proposals, strategic planning and other organizational services for a variety of community-based, start-up nonprofits and governmental organizations.