



Prepared For
Gabriel Fernandez
Azusa High School
240 North Cerritos Avenue
Azusa, CA 91702

Proposal Date
05/26/2023

Proposal Number
#2-48

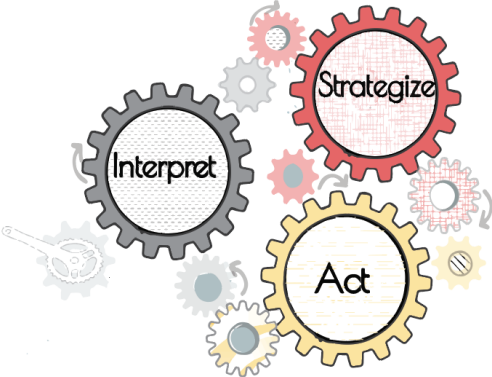
Reference
Scope of Services for the
2023-2024 School Year

Scope of Services for Azusa High School 2023-2024

The Collaborative Educational Practice, Inc. team supports educators to strengthen their practice and increase their potential by customizing job-embedded training, coaching, and consulting services to leaders at all levels of the organization from the district office to the classroom. All services are grounded in inquiry-based learning cycles and planned using evidence-based interventions, data, and relevant research utilized to build and sustain a coherent system of continuous improvement.

Our service model is flexible and customizable to meet the needs of each individual, team, or group. Whether it is instructional or leadership coaching, facilitating professional learning communities, guiding teams to analyze data, or providing consulting services on technical writing, our aim is to support continuous learning in a dynamic environment.

The Inquiry-based Learning Cycle



Instructional and Leadership Support Service Descriptions and Deliverables

School Leadership Team (SLT)

The School Leadership Team will begin in-person conversations to cultivate a collaborative environment anchored in data analysis, strategic focus and action planning. The purpose of the sessions is several fold:

- to begin to align priorities to equity goals, curriculum, assessment, and high-yield instructional strategies. The collaborative process will utilize the initial stages of a cycle of inquiry.
- to initiate impactful staff and student engagement that results in a connected community of educators and learners.
- to build one seamless school that is focused on academic rigor, collaborative practices, academic discourse, parent engagement and positive school climate.

The team will be composed of teacher leaders from subject area departments, administration, coaches, and counselors. The team will meet on-site during the 2023-2024 school year.

Deliverables

Deliverables include:

- Development of a School Implementation Plan. The SLT will collaboratively analyze data, select an academic/social-emotional learning focus area(s), and identify student success indicators, staff practices, school supports, evidence of learning and timelines.
- Strategic instructional leadership calendaring and support planning with customized support services.

Pricing

Description	Rate	Qty	Line Total
School Leadership Team Three full day sessions	\$3,500.00	3	\$10,500.00
		Subtotal	10,500.00
		Tax	0.00
	Proposal Total (USD)		\$10,500.00

Notes

Contract total will not exceed \$10,500.

Terms

AGREEMENTS AND ASSURANCES

Azusa High School will be invoiced on a monthly basis. Session rate includes travel and materials but does not include substitutes or participant hourly pay, if needed. Please note: Sessions canceled by the school and/or the district within a ten (10) day (i.e. two school weeks) window of the scheduled service date will be charged the daily rate. In the event of an unplanned/emergency circumstance, such as school closure, or if there is a need to reschedule a session that is 11 + school days out, it is agreed that CEP will reschedule and adjust service type, if necessary, to accommodate the school's needs, hereby, fulfilling this contract for all sessions outlined in this agreement. Fees are due upon receipt of the monthly invoice.

IN WITNESS WHEREOF, the parties hereto have agreed to the specifics outlined in the Scope of Services. Signatures indicate that the proposal is approved to carry out the work according to the Scope of Services dated 5/26/23.

Azusa High School Principal/Designee

Name: Norma Carvajal Camacho -Assistant Superintendent, Ed. Services

Signature: _____

Collaborative Educational Practice, Inc. - CollaborativeEDU - Designee:

Name: Vanessa de Guzman

Signature:



Title: CEO/Lead Coach