



Prepared For  
Sam Perdomo  
Gladstone Middle School-Azusa  
Unified School District  
1340 North Enid Avenue  
Covina 91722

Proposal Date  
09/10/2024

Proposal Number  
#2-85

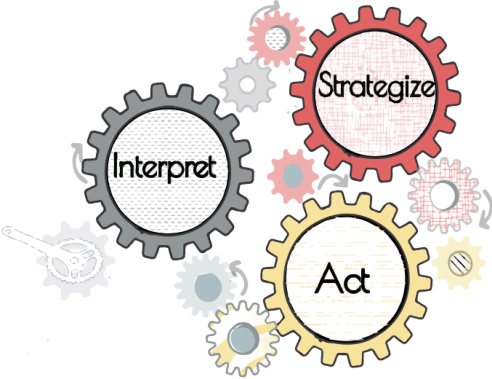
Reference  
Scope of Services for the  
2024-2025 School Year

### Scope of Services for Gladstone Middle School 2024-2025

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

## Description of Services

**Math Team** – Sessions develop collective efficacy amongst professional learning communities while guiding them through collaborative inquiry cycles. The session purpose is two-fold: 1-Teams develop collaborative capacity around instructional, assessment and analysis practices outlined in the site’s action plan, make purposeful decisions using adopted curricular materials to collaboratively plan rigorous, relevant, standards-based lessons to engage all students in learning, and determine the evidence of learning they will collect. 2- Teams develop capacity to collaboratively analyze and respond to qualitative or quantitative evidence of learning (i.e., student work analysis, district and/or common assessments, lesson study, learning walks, etc.).

## Deliverables

### **Math Team Sessions**

Days 1-4

Four full day sessions for the math department, 2 session per semester

Each session can include a focus on instructional/assessment design as well as data analysis and planning:

1-Instructional Design – Teachers develop capacity around instructional practices outlined in the site’s action plan, make purposeful decisions using adopted curricular materials to collaboratively plan rigorous, relevant, standards-based lessons to engage all students in learning. Teachers also determine the evidence of learning they will study and act upon.

2-Evidence of Learning (Teacher Coaching) – Teachers develop capacity to study and act upon qualitative and quantitative evidence of learning (student work, district and/or common assessments, learning walks, etc.).

## Pricing

Description	Rate	Qty	Line Total
Math Team Sessions 4 days: Instructional Design and Evidence of Learning	\$3,500.00	4	\$14,000.00
		Subtotal	14,000.00
		Tax	0.00
		Proposal Total (USD)	\$14,000.00

## Notes

Contract total will not exceed \$14,000.

## Terms

### AGREEMENTS AND ASSURANCES

Gladstone Middle 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 9/10/24.

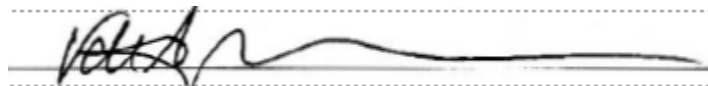
**Gladstone Middle School Principal/Designee**

Name: Norma Carvajal Camacho, Assistant Superintendent, Educational Services

**Collaborative Educational Practice, Inc. - CollaborativeEDU - Designee:**

Name: Vanessa de Guzman

Signature:

A handwritten signature in black ink, appearing to read 'Vanessa de Guzman', is written over a horizontal line. The signature is cursive and extends across the width of the line.

Title: Co-Founder and Lead Coach