

Carlisle Associates

Service Agreement

For

**Rose Lock, Assistant Superintendent
Student Achievement and School Support
Mount Diablo Unified School District
1936 Carlotta Drive
Concord, CA 94519**

SCOPE OF SERVICE

Lynn Carlisle, CEO Carlisle Associates, will act as a Performance Strategist to Mount Diablo Unified School District and provide the services described herein.

CLIENT(S): Lynn Carlisle will work in collaboration with appropriate district and school staff under the direction of Rose Lock, Assistant Superintendent, Student Achievement and School Support, in coordination with Susan Petersen, Director of Elementary Support and Denise Rugani, Director of Secondary Support.

OUTCOMES: The resulting outcome of the provision of services is to produce actions that will result in advancing student achievement and school support by:

- providing Performance Coaching to selected elementary Strategic Focus Schools to meet and/or exceed all local, state and federal growth targets
- providing Performance Coaching to advance the use of assessment and data analysis by secondary schools to drive effective instruction.

OBJECTIVE: The major objective is to support the Principal, Instructional Leadership Team and school site Instructional Support Staff to enhance instructional effectiveness. This will be accomplished by providing staff development, coaching, guidance and monitoring relative to the use of highly effective processes that will allow for planning, implementing and institutionalizing needed changes as detailed in the site's plan for improvement.

SERVICES - ELEMENTARY SUPPORT:

Performance Review:

In consultation with Susan Petersen, Director of Elementary Support and the Principals of selected Strategic Focus Schools, Performance Strategist will complete a one-day “performance review” at each school to assess current state. Performance Review to include:

Review School Processes

- Review of all processes and protocols relative to how the school organizes its meetings, communications and support structures to maintain instructional focus.
- Review school mission and commitment to high expectations for all students.

Review School Improvement Plan

- Review of plan and resources

Review Instructional Program

- Data/Assessment: Analyze and Interpret Data (most recent student achievement data). Hold discussions with leadership regarding assessment process, desired results and benchmark assessments.
- Instruction/Curriculum: Review level of implementation of curriculum being used in Reading /Language Arts, Mathematics and core subject areas. Identify targeted strategies, level of implementation and data relative to effectiveness.
- Student Centered Environment: Review classroom management and behavior management systems as they relate to student learning.

Review Intervention Program

- Account for every student by name and their level of needed intervention
- Review effectiveness of interventions provided

Implement Improvement Opportunities:

In consultation with Susan Petersen, Director of Elementary Support and the Principals of selected Strategic Focus Schools, Performance Strategist will use the findings of the review of processes, plans, data and instructional program effectiveness to identify any additional improvement opportunities and coach for the implementation of needed changes. Performance Strategist to spend one day per week on campus (36 days - one day per week for each of three strategic Focus Schools: Shore Acres, Bel Air, Rio Vista from February 1, 2011 to April 30, 2011) to assist Principal and school site leadership with:

Continuous Implementation Monitoring

- Conducting weekly Learning Walks to assess level of implementation of identified Classroom Quality Indicators* and progress toward identified goals. (*Essential improvement elements as identified in school plan, Staff Directives, Givens and Non-Negotiables)

Continuous Evaluation of Progress

- Participate with principal in weekly examination of performance data to assess level of progress toward identified student achievement goals.

Coaching for Continuous Improvement

- Provision of coaching for Principal, Instructional Leadership Team, and Instructional Support Staff

SERVICES - SECONDARY SUPPORT:

In consultation with Denise Rugani, Director of Secondary Support, Performance Strategist will assist with the planning and implementation of a secondary assessment and data analysis strategy/system to support student achievement at the secondary level. (18 days - one day a week from February 1, 2011 to May 31, 2011.)

Specific Tasks/Deliverables Include:

- Assessment of current state of readiness with district and site instructional/data leaders
- Design secondary assessment and data analysis strategy/system that parallels elementary system including process, timeline and deliverables.
- Facilitate implementation of the system and development of deliverables.
- Support secondary strategic focus school as needed

Terms of Service

Dates of Service: February 1, 2011 – May 31, 2011

Number of Days: 62 days

Daily Rate: \$1,375.00

- Coordination: 4 days (one –two days per month consultation with Rose Lock, Assistant Superintendent, Student Achievement and School Support)
- Elementary Support: 36 days (One day per week for each of three Strategic Focus Schools: Shore Acres, Bel Air, Rio Vista from February 1, 2011 to April 30, 2011)
- Secondary Support: 22 days (schedule for Strategic Focus School – Glenbrook - and secondary support as previously described.)

Includes: on site Coaching/Consulting/ Staff Development; off site resource Coordination and Planning; Participation in District and School Site Planning and Advisory meetings; Unlimited Phone and Email access – for duration of Service Agreement

Consultant Fee: \$85,250.00

Termination of Contract: Either party may terminate this agreement, in writing, at least 30 days prior to the date of service provision.

Terms of Payment: \$25,000.00 initial payment (retainer) upon approval of a contract, remainder invoiced on monthly basis upon completion of work.

We agree to enter into an agreement as defined by the Scope of Service.

Client’s Signature: _____/Date: _____

Rose Lock, Assistant Superintendent
Mount Diablo Unified School District

Providers’ Signature: _____/Date: _____

Lynn Carlisle, CEO
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