

**Proposal for Linda Bowe's work at Islesboro Central School**  
**2016-2017 school year**  
August 30, 2016

The undersigned parties agree to the following terms and conditions regarding the consulting services provided to the Islesboro Central School by Linda Bowe for the 2016-17 school year.

Linda Bowe agrees to perform the following services during the 2016-17 school year:

**I Facilitate the development of the five member Elementary Team:**

- a. **Lead** weekly team meetings with the goal of incorporating Professional Learning Communities (PLC) into culture/collaborative practices;
- b. **Assist** the team to develop and attain SMART goals (**S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**imely) related to **Literacy** and **Math** achievement, including horizontal and vertical student-paced movement through curriculum, strong academic interventions, and social/emotional growth; and
- c. **Assist** the team to develop K-5 Project Based Learning units, including the development of a nature & arts based play area.

**Deliverables:**

1. Record of meeting minutes demonstrating positive and productive team functioning, with evidence of developing PLC structures and culture;
2. Evidence of team goal setting process, especially as it relates to student achievement and interventions, and social/emotional growth;
3. Record of the types and examples of data and other forms of student achievement evidence used by the team to assess student progress; and
4. Evidence of team Project Based Learning units.

**II Support the implementation of the ICS Educator Effectiveness Growth (EEG) tool:**

- a. **Assist** teachers to identify and integrate Professional Goals tied to student achievement goals;
- b. **Serve** as **consultant and coach** to teachers regarding improvement of instructional practices; and
- c. **Assist** Heather to reflect on the effect of the principal's feedback to teachers, and to build a framework for collegial observations.

**Deliverables:**

1. Written examples of teacher Professional Goals tied to student achievement goals;

2. Evidence of materials used to support teachers work on their instructional practice, as well as evidence of teacher reflections on their progress; and
3. Evidence of conversations (notes, adjusted strategies, etc.) between Linda and Heather in which Heather identifies teacher feedback strategies that are working well and that could be improved.

### **III Serve in an advisory role in the ongoing development of the Principal's Advisory Committee (PAC):**

- a. **Assist** team members to develop effective collaboration and decision-making practices to better attain an updated set of school goals on curriculum development, student engagement, professional development, and school vision implementation;
- b. **Advise** the committee on strategies to maximize the effectiveness of new high school and middle school personalized pathways structures; and
- c. **Assist** the committee and administration to development a framework for ongoing evaluation of school-wide goals and initiatives.

#### **Deliverables:**

1. Meeting minutes and other forms of evidence of the effectiveness of Linda's supportive role with PAC; and
2. Examples of materials, articles, and other content designed to assist PAC team members set and evaluate school-wide initiatives.

### **IV Support Sustainability Initiatives at ICS:**

- a. **Facilitate** twice monthly sustainability committee meetings, assisting the chair to set goals, agendas, develop a web of communicating among partners; and
- b. **Assist** team to identify resources, including research & grant writing, which support the initiative.

#### **Deliverables:**

1. Evidence (meeting minutes, etc.) that Linda's role with the sustainability committee has been helpful in developing a clear set of goals and processes to move the initiative from committee discussions to action; and
2. Evidence of resources that Linda has brought to the committee's attention, designed to support the attainment of committee goals.

Linda Bowe agrees to provide the above services for the 2016-17 school year, agrees to generally work two days per week, and will bill the Islesboro Central School on a monthly basis at the agreed upon rate of \$350 per day. This working arrangement will be

reviewed on January 1, 2017 and adjusted as needed in consideration of possible changes to the work goals above, budget limitations, and/or other factors involving school culture and climate.

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Contractor, Linda Bowe

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Superintendent, Patrick R. Phillips

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Date

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Date