



January 12, 2021

Ms. Ambrosia Johnson  
Head of School  
Ivy Hill Prep  
475 East 57<sup>th</sup> Street  
Brooklyn, NY 11203

Dear Ms. Johnson,

Thank you for reaching out to discuss leadership coaching with the Noble Story Group. I enjoyed meeting you and am excited about the prospect of working with you to further support the development of your leadership skills. Based on our conversation, and in order to address the requirements stipulated by the Board, I have proposed an initial structure and timeline for our work together below.

**This work should support the following objectives:**

1. Provide additional feedback and data to support Ms. Johnson’s leadership development through the use of the ESCI 360, staff feedback surveys and interviews, and observations of her leadership in action.
2. Build Ms. Johnson’s leadership competencies in the four domains of emotional intelligence (self-awareness, self-management, social awareness, and relationship management) in order to support her continued development of effective interpersonal communication skills and receptivity to feedback.

***Please note, these objectives will be tracked based on mutually agreed upon metrics once I have met with both Ms. Johnson and the Board representative(s) prior to the start of the coaching engagement (preferably prior to January 15, 2021).***

**PROPOSED STRUCTURES AND DELIVERABLES**

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Description
<b>1-1 Leadership Coaching and 360 Administration</b> <ul style="list-style-type: none"><li>• Ten (10) 1-1 coaching sessions over Zoom between January 2021 and May 2021</li><li>• Korn Ferry Emotional-Social Competency Inventory (ESCI) 360 Evaluation and 90-minute debrief, to be completed in January 2021.</li></ul>
<b>Board Partnership and Accountability</b> <ul style="list-style-type: none"><li>• An initial (Jan 2021), mid- (March 2021) and final (May 2021) meeting between Ms. Johnson, Board representative(s), and coach (Anne Lackritz)</li><li>• Pre- and post- coaching 20-30 minute stakeholder interviews with eight (8) stakeholders, totaling six (6) hours</li><li>• Mid- and final stakeholder survey, with collaboratively agreed upon questions and metrics</li></ul>
<b>Observation of Leader in Action</b> <ul style="list-style-type: none"><li>• Total of three (3) virtual 45 min-1hr visits, totaling (4) hours, including debriefs</li><li>• These visits will be based on specific opportunities for the coach to see Ms. Johnson’s leadership in action in situations that highlight developmental opportunities. These could include, but are not</li></ul>

limited to, Board meetings, staff meetings, coaching meetings with teachers, and review of written communication.

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**SUMMARY OF FEES**

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Description	Fee
Ten (10) 1-hour coaching sessions via Zoom	\$4,500.00
Three (3) 1-hour leader/Board check-ins on progress of work (Jan, March, May 2021)	\$1350.00
Administration of ESCI 360 & 90-minute debrief	\$750.00
Three (3) virtual 45 min- 1hr "site visits" and debriefs (4 hours total)	\$1,800.00
Administration of mid- and end- of coaching survey, based on collaboratively developed metrics for success	\$300.00
Eight (8) beginning (Jan 2021) and eight (8) end (May 2021) stakeholder 20-30 minute interviews	\$2700.00
Check-in calls as needed	-
Total cost	<b>\$11,400.00</b>

**Payment terms:** 50% of the above fee will be paid at the beginning of our partnership, an additional 25% will be paid by March 1, and the remaining 25% will be paid at the conclusion of our work.

The total value for services shall not exceed \$11,400.00 unless additional sessions are requested by Ivy Hill Prep. Any additions to this scope of services will be recorded in an amended version of this document and confirmed in writing by both parties.

I look forward to discussing this proposal to make sure that it meets your needs.

In Partnership,  
Anne

*Anne Lackritz*  
Partner, Noble Story Group

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**Accepted on behalf of Ivy Hill Prep:**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Accepted on behalf of The Noble Story Group**

Signature: \_\_\_\_\_  
Name: Matt Taylor  
Title: CEO and Founder  
Date: \_\_\_\_\_