



Date: December 9, 2018

To: Board of Directors

From: Kevin Sved, CEO

Re: Authorization to Expand Services Agreement with Wonderful Prep

Recommendation

It is recommended that the Board authorize the CEO to amend the consulting services agreement with Wonderful Prep to expand services for January 2019 to May 2019.

Background

In June 2018, the board approved a pilot to provide external support services to Wonderful Prep for the 2018-19 school year. The agreement included five summer professional development days and ten days of coaching by the Chief Academic Officer, James Dent. The pilot has gone well for Wonderful Prep, as demonstrated by a request from the Superintendent of Wonderful Prep for additional services from January to May 2019.

The requested additional support is for coaching services to be provided by Heather Parsons, Director of Curriculum and Instruction, and additional hours of coaching time from James. In considering this request, I asked James and Heather to provide a full account of the principal and leadership development support being provided to GPS and HPS. This report is attached. In summary, they began the year providing extensive support at the sites with the new principals to help ensure success. At this time, they are ready to scale back school-site support and move into the intended long-term, ongoing support as detailed in their report. Some of the reduced time at GPS and HPS can be allocated to support Wonderful Prep, which James and Heather both believe increases their capacity to support GPS and HPS.

I am confident that we will be able to expand the services to Wonderful Prep in January 2019 to May 2019 without a negative impact on current schools or expansion efforts.

Summary

It is recommended that the Board authorize the CEO to amend the consulting services agreement with Wonderful Prep to expand services for January 2019 to May 2019.

Attachment: Principal Support Report



Date: December 9, 2018
To: Kevin Sved, CEO
From: James Dent, CAO
Re: Principal Support Report

The Chief Academic Officer (CAO) and the Director of Curriculum and Instruction (DCI) proactively doubled up school-site presence because there were two new principals seated in 2018-19. Navigator wanted to be sure that the transition would be seamless for the leadership, teachers, students and parents. The CAO and DCI have each spent two days a week supporting each site. The intent has been to consistently support the principals in the areas of project management, team development, strategic planning and personal development.

The added support provided by both James and Heather has helped to refine and implement the necessary organizational structures that have led to high performing leadership teams at both sites. The effects of these focused leadership supports have resulted in:

- Refined Educational Leadership Team (ELT) agendas that focus on highest leverage leadership activities, including video review of their coaching
- Improved [Walkthrough](#) process which now occurs twice weekly at each site
- Developed [Principal 1:1 Meeting Agenda](#) with clear intentionality in developing the skills necessary to successfully lead a Navigator school
- Developed [Morning Huddle Agenda](#) that will maintain a positive culture and focus on excellence
- Aligned [Weekly Data Meeting](#) for teachers so both sites are consistent with their intellectual prep
- Development of [Academic Leadership Team](#) (ALT) meeting to maintain site alignment and strategic decision making

Over the past five months, Debbie at Hollister Prep and Crystal at Gilroy Prep have done a remarkable job of building and supporting their leadership teams in the areas of:

- Becoming an Excellent Coach
- Leading School & Staff Culture
- Managing Excellent Teams
- Running a Data-Driven School

The principals have been able to implement a revised, deeper level walkthrough process and immediately act on that information during their ELT meetings. They have implemented a new process for providing the leaders with critical feedback of their coaching. Their Wednesday data meetings are effective and teachers are engaged. Due to Debbie's and Crystal's leadership, both

sites have reallocated resources wisely to ensure that all teachers are delivering a Navigator education in their classroom.

At this time, both schools are running smoothly, and the supports provided have been successful. We feel confident that as we transition into January, the CAO and DCI can scale back school-site supports and move into the intended long-term, ongoing support which is detailed in the table below. This leadership support schedule will be sustainable for the 2019-20 which will allow us to focus more time on the opening of WPS and cataloguing components of our model that can be disseminated to new Navigator schools, as well as other external organizations including Wonderful Prep.

Principal Support			
Description	Purpose	Attendants	Manager Support Frequency
1:1 Principal Meeting	<ul style="list-style-type: none"> • Metrics and goals review • Personal goal setting and review • Team goal setting and review • Weekly support discussions 	<ul style="list-style-type: none"> • Principal • Principal Manager 	Weekly
ELT Meeting	<ul style="list-style-type: none"> • Team metrics and goals review • Schoolwide data review • Coaching development • Book study • Site-problem solving 	<ul style="list-style-type: none"> • Principal • Principal Manager in Year 1 • Vice Principal of Academics • Vice Principal of Operations & Culture • SGI Coach 	Weekly with all year one principals Once a month for all returning principals
Walkthroughs			Weekly in the first half of their Year 1. Once a month for all returning principals
ALT Meeting	<ul style="list-style-type: none"> • Strategic planning • Site alignment decision making 	<ul style="list-style-type: none"> • All Principals • Principal Manager • DCI • DSS 	Weekly
1:1 Leadership Coaching	<ul style="list-style-type: none"> • Observation and feedback development • Data meeting development 	<ul style="list-style-type: none"> • Coach • DCI 	Coming in 2019-20 Every leader - frequency TBD

Next steps for Spring - Complete a [Principal Development Rubric](#) to evaluate level of proficiency with all critical leadership categories.