



STRATEGIST IN PROFESSIONAL EDUCATION SERVICES

Management, Leadership & Governance
Assessment & Moderation
Monitoring & Evaluation
School-based Research
Coaching & Mentoring
School Improvement

“Empowerment, Innovation and Excellence!”

Gary Klue

Mellon-Educate

Dear Colleague

Re: PROPOSAL

Re: Professional Service – Collaboration Schools

Thank you for a very constructive conversation this morning. I share the wish that this professional relationship is the beginning of great and bigger plans. Herewith the concept quotation for the professional services addressed.

1. Mentoring/Executive Coaching of School Principal

What I propose is a blended learning model. As the coach I will meet with the school principal once a week face-to-face for no longer than 90 minutes. Each of these consultations will include feedback from the principal about the week past (key issues to be raised) and planning anticipated for the week ahead (key issues to be raised) and a topic of choice as selected by coach/coachee.

After the relationship between coach (mentor) and coachee (mentee) has been cemented “observation session in practice” may be arranged based on need. Electronic communications between the coach (mentor) and coachee (mentee) will take form of emails and the use of cellphone – this is an extension of the coaching process and has been set up for purposes of communications, consultancy and advice.

The costs per module (one week) is all inclusive – R4500.00. This will include;

- Face-to-face session – 90 minutes – one session per week
- Electronic consultancy & communications – 60 minutes per week.
- I suggest that we use the NINE FOCUS AREAS OF WSE as basis for the topics under consultation.

2. Practical Coaching of School Management Team (SMT) as Collective Instructional Leadership

The coaching cycle include the following

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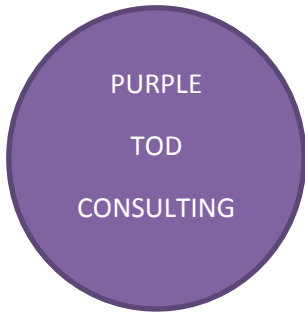
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- Meeting with staff & SMT (with Circuit Manager)
- Five-Eight Modules (one module per week – two on Saturday)
- Report to commission and handover to Circuit Manager - Certification
- Total Costs include; Minimum of five session, traveling, printing and administration
- No Costs for bullet 1 & 3
- In total each school will receive; 15+hours (face-to-face coaching), 18 hours of organization and administration
- This amounts to more than 5 full days per school
- Total Costs per school – R65 000.00.
- Total costs per additional module – R 9000.00

MODULES

MODULES	1 Required	2 Elective
MODULE 1a – “SETTING THE STAGE”	X	
MODULE 1b – “THEORY – Coaching vis-à-vis Mentoring”	X	
MODULE 1c – “Theory – Instructional Leadership”	X	
MODULE 2 – “Management By Walking About (MBWA)”	X	
MODULE 3 – “The Paper Analysis” – SIP		X
MODULE 4 – School-based Research		X
MODULE 5 – “School-BASED ASSESSMENT – An Item and Error analysis”	X	
MODULE 6 – “School Monitoring & Evaluation”	X	
MODULE 7 – “School Orientation & Induction, Coaching & Mentoring”	X	
MODULE 8 – “LEARNER DISCIPLINE – A CONCEPTUAL MODEL (CIRCLE OF COURAGE AND DQ FACTOR & CHARACTER LAB)”		X
MODULE 09 – “ASSESSMENT FOR AND ASSESSMENT OF LEARNING”		X
MODULE 10 – “School Improvement – A Conceptual model”		X
MODULE 11 – “Role OF HOME vis-à-vis SCHOOL”	X	
MODULE 12 – “Feedback to the employer”	X	
MODULE 13 – “WHOLE SCHOOL EVALUATION – CONDUCT OF SCHOOL SELF-EVALUATION”		X
MODULE 14 – “Evidence-based School Management – School Data”		X



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COSTS - INDUSTRY NORMS

- The average teacher earns approximate R1200p/d
- At the high end of the market a day session for Professional Development(PD) is more than R20 000p/d
- At the low end of the market a day session for PD is approximately R10 000p/d
- The average teacher earns R400 per hour for extra lessons.

Gary, if you have any query wrt to this concept proposal do not hesitate to call me. This concept proposal has the flexibility to resize, repackage and re-cost.

Warm and sincere greetings

A handwritten signature in green ink, appearing to be 'Selvin John Daniels'.

Selvin John Daniels

DIRECTOR

DATED: 16 SEPTEMBER 2016