

STRATEGIC LEARNING SCHOOL GUIDANCE SERVICE, LLC.**Brenda E. Gay, CEO****19400 Haskell Place, Land O'Lakes, FL 34638****216-280-9003 brendaegay@gmail.com**

**Proposal for Richmond Heights Local School District
Richmond Heights, OH
July 2021 – June 2022**

Prepared by Brenda E. Gay, CEO

Purpose

The purpose of this *Proposal* is to outline a co-teaching Master Schedule and School Counseling services for the Richmond Heights Local School District in delivering a comprehensive school counseling programs that promotes student achievement for middle and high school students of RHLSD. A comprehensive school counseling program is standards-based and data driven, and an integral component of the school's academic mission. It focuses on academic, career, and social/emotional curriculum that is delivered through classroom lessons, small group, and individual consultation. ASCA (American School Counselors Association) has also identified four other components of an effective 21st Century school counseling delivery system. These are:

- Guidance Curriculum
- Individual Student Planning
- Responsive Services
- System Support

School counseling has undergone a transformation from a program of entitlement to one of performance and continuous improvement. School counselors now focus on improved student results that measure the impact of goals and objectives set forth by the state government in conjunction with the district that is being serviced.

A master scheduling process will be implemented which determines and increases the frequency of co-taught classes in the Middle and High School population. The Master schedule will be built encompassing Cohorts of students with disabilities to be served within the general education core classes, with Intervention Specialist co-teaching support. Flexible grouping and services may be used in maximizing personnel to meet needs, goals, and desired outcomes.

Executive Summary

Beginning in July, 2021, Strategic Learning School Guidance Service, LLC will support initiatives as outlined below with the provision that both parties be jointly committed to achieving the objectives as outlined.

Strategic Learning School Guidance Service, LLC agrees to provide school counseling services 7-12 as it relates to end of the year academic planning and advisement, beginning of the year set-up and rollout, scheduling, career exploration, goal setting, peer mediation, socio-emotional counseling, group counseling, coordination of CCP, CTE and District-wide Testing programs, optimizing the learning environment, and responding to parent, staff and administrator requests and needs. As a Master Scheduler and School Guidance Counselor for over 22 years (development, analysis, data input, management, implementation and maintenance); Strategic Learning School Guidance Service, LLC has the ability to promote the philosophy and mission of the organization; development, coordination and implementation of counseling department initiatives; the ability to make informed, objective decisions; demonstrate excellent rapport with pupils and staff, and remain to be a conscientious and dedicated service. The details of the support are to be finalized upon agreement between Strategic Learning School Guidance Service, LLC and the Richmond Heights Local School District Superintendent Dr. Renee T. Willis.

For the time period allotted above, Strategic Learning School Guidance Service, LLC will provide support for the areas outlined below.

Grade 7-12 School Counseling Services

Essential Components of Services

1. **Master Schedule:** The coach will develop the building master schedule for the 2020-2021 school year which will include individual student schedules, teacher schedules, and the building bell schedule. The coach will also develop the following:
 - a. Batch scheduling via DASL
 - b. Student Course request grades 5-12 and
 - c. Scheduling revision, update and maintenance.

The coach will work collaboratively with staff and others define, adjust and achieve the stated goals and objectives.

The coach will create a partnership with the students and parents collectively and individually to customize the desired learning outcome mandated by the state and one that promotes career and college readiness.

2. **Test Administration:** The coach will organize, plan and facilitate state testing within the Richmond Heights Secondary School and serve as the test coordinator in conjunction with the building principal. The tests administered will include but are not limited to: ACT, OGT, OST-End of Course, OCIS (Ohio Career Information System), CCP, AP.
3. **CCP/CTE Coordinator:** The coach will organize the testing cycles for students and families interested in beginning and continuing with College Credit Plus and Career Technical Education through the Mayfield Heights Excel Tec Consortium.
4. **EMIS Support:** The coach will maintain a working relationship with the district EMIS Coordinator to ensure information regarding course facilitation and student clock hours/Carnegie units are reported properly to the Ohio Department of Education.

5. **Summer School:** The coach will support the efforts of remediation, retention and enrichment by identifying students who are credit deficient or credit sufficient for extended school year services as outlined by the school districts expectations.

6. **Graduation:** The coach will provide academic advisement to include college, career and life plan development. These services include but are not limited to:
 - Providing official transcripts based on the criteria set forth by Richmond Heights Local School District and the Ohio Department of Education.
 - Ensuring and certifying the graduating class.
 - Transitioning students to post- graduation status via college applications/entrance requirements.

Outcomes/Benchmarks

Coach Brenda Gay will work in tandem with Mrs. Marnisha Brown regarding the implementation of counseling and master scheduling services as defined in the plan (above).

End of the Year Report

By June 30, 2022, Strategic Learning School Guidance Services will provide a final written report to Mrs. Marnisha Brown regarding the results of intended services and if the goals and objectives were met.

Time Commitment

Strategic Learning School Guidance Service will provide the stated services, as needed, during the 2021/2022 school year (not to exceed \$10,000).

Financial Commitment of Richmond Heights City Schools

	Total
Proposed Counseling Services	\$ 10,000.00
Total	

Payment shall be rendered upon the submission of time sheets and approval by the Mrs. Marnisha Brown and Renee T. Willis, Ph.D.

Acceptance of Proposal

The Superintendent's signature below indicates acceptance of this proposal and its terms.

The proposal is accepted and forms an agreement between Richmond Heights City Schools and Strategic Educational Services, LLC, Brenda E. Gay, CEO.

Brenda E. Gay



Brenda E. Gay, CEO
Strategic Educational Services, LLC
19400 Haskell Place
Land O'Lakes, FL 34638

Rence T. Willis, Ph.D., Superintendent
Richmond Heights City School District
447 Richmond Road
Richmond Heights, OH 44143