

STATEMENT OF WORK

Proposal Summary

Mountain View Whisman School District (“MVWSD”) is seeking support from ILO Group, LLC for executive coaching services, including cohort sessions for two concurrent leadership development training cohorts and one-on-one coaching of up to 11 team members. This programming is intended to support two cohorts of MVWSD leaders, those in the Central Office and a skill-based offering and shared cohort learning experience for a larger group of leaders that includes principals.

There are two main components of this work: one-on-one executive coaching sessions and a leadership development training program delivered as a cohort-based training and coaching experience.

Over the course of 10 months, our coaches propose to support this programming by facilitating one-on-one coaching for up to 11 team members selected by the Superintendent. Three rigorous, small-group leadership training cohort sessions will be held for the Central Office team cohort and a second, concurrent cohort will be held for principals. The cohort experience is developed to build relationships amongst the cohort; explore identity and sustainability in leadership; and identify and practice tactics for project management, time management and change management, team support and stepping into your power. There will also be additional content-specific cohort sessions for both the principal and central office cohorts that will include presentations and instruction from external subject matter experts as well as other additional professional development opportunities to learn from practitioners outside of the cohort focused on communications and message development. The Central Office leaders and Principal leaders cohort sessions and the larger cohort sessions are designed as virtual programming. COVID dependent, the first session for the Central Office and Principal leaders will aim for in-person.

Throughout this programming, the coaches will:

- Build a network of leaders within the organization
- Help individuals see their current role in the context of their life and career
- Share technical advice to implement strategies
- Provide tools to strengthen the readiness of team members to execute and implement with fidelity
- Provide strategic advice to navigate relationships and power dynamics that may impact collective efforts
- Help leadership team members think through difficult issues and decisions, anticipate problem areas and provide alternate strategies or perspectives on issues
- Serve as a sounding board for new ideas, goal setting and initiative development
- Provide constructive feedback on skills, behaviors and actions alongside valuable resources
- “On-call” needs that emerge that require text or call issues
- Review of any major presentation materials
- And review of board meetings and presentation prep support
- Serve as a trusted confidante

Responsibilities

In order for this programming to be successful, our coaches, MVWSD and coachees will commit to the following activities:

	Our Coaches	Mountain View Whisman School District	Coachees
Cohort Selection	<ul style="list-style-type: none">● Share a post-cohort survey to determine interest from	<ul style="list-style-type: none">● Select any additional team members to receive cohort-based coaching	

	current cohorts in the continuation of coaching	experiences and one-on-one coaching <ul style="list-style-type: none"> • Provide introduction of additional selected cohort members to coaches 	
Leadership Development Training Program - cohort model	<ul style="list-style-type: none"> • Implement content for one-on-one coaching sessions 3x monthly with each participant to address their individual needs • Incorporate themes that arise from one-on-one coaching sessions into cohort sessions while maintaining the strict confidentiality of the personalized coaching sessions • Execute on a leadership development training program and cohort experiences to create a confidential community space for optimum learning and development: one for the larger group of leaders and one for Central Office leaders • Create feedback cycles to continuously improve the cohort experiences 		
Coaching	<ul style="list-style-type: none"> • Provide one-on-one coaching sessions 3x monthly for each participant • Facilitate 3 cohort-based coaching sessions for the Central Office cohort • Execute on three content-specific larger cohort sessions by engaging and developing content with external subject matter experts and designing group professional learning opportunities • Provide “on-call” supports requiring telephone and email 		<ul style="list-style-type: none"> • Attend all sessions by video • Take advantage of this professional development opportunity • Commit to at least 30 minutes of preparation for each session • Commit to creating a trusted and confidential space

	consultation to address urgent issues that emerge as needed		
--	---	--	--

Proposed Timeline

We propose this contract begin on August 1, 2022 to allow for one-month of planning with programming taking place over the course of 10 months from September 1, 2022 - June 30, 2023. Session dates are based on coaches availability. We will align on dates at the start of this contract.

There is an option to renew this agreement with the same terms.

Budget

The proposed cost of this effort is \$223,000 including reasonable approved expenses, half of which will be invoiced upon execution of the contract and the remaining half will be invoiced upon completion of the project. This pricing is for a minimum of 11 participants and matches for this agreement will be dependent on coach availability with the goal of retaining existing coaching arrangements.