

# **STRONGE & ASSOCIATES**

## **EDUCATIONAL CONSULTING, LLC**

417 Yorkshire Drive  
Williamsburg, VA 23185

March 14, 2013

Dr. Brian Repici  
Black Horse Pike School District  
Email: [brepici@bhprsd.org](mailto:brepici@bhprsd.org)

Dear Dr. Repici:

Please find enclosed a Statement of Work for professional development through Stronge and Associates Educational Consulting, LLC (“Stronge”). The Statement of Work can be summarized with the following key points:

- Two day administrator/evaluator training – Stronge Leader Effectiveness Performance Evaluation System
  - Location and date – Black Horse Pike School District, New Jersey (in-district training), April 24 & 29, 2013

The total contracted payment for the project is \$6,000.00 as specified in the Statement of Work. This amount includes all Stronge fees and Stronge travel expenses.

We look forward to collaborating with your leaders as you implement your new performance evaluation system and as you continue your focus on leader effectiveness. If I can be of additional assistance in any way, please feel free to contact me.

Sincerely,



James H. Stronge, Ph.D.  
[James.Stronge@strongeandassociates.com](mailto:James.Stronge@strongeandassociates.com)

Cc: Dr. Virginia Tonneson  
Enc.

**STATEMENT OF WORK  
STRONGE AND ASSOCIATES EDUCATIONAL CONSULTING, LLC  
FOR  
BLACK HORSE PIKE SCHOOL DISTRICT, NEW JERSEY**

**Agreement** made by and between the Black Horse Pike School District, New Jersey (herein after referred to as the School District) and Stronge and Associates Educational Consulting, LLC (herein after referred to as the Contractor):

417 Yorkshire Dr., Williamsburg, Virginia 23185  
IRS Employer Identification Number: 45-4117070

**Section 1. Scope of Services**

The Contractor will be responsible for providing services and implementing tasks as follows:

- Two day administrator/evaluator training – Stronge Leader Effectiveness Performance Evaluation System
  - Location and date – Black Horse Pike School District, New Jersey (in-district training), April 24 & 29, 2013

Note: Training at a local school district or regional facility is provided at a rate of \$3,000 per day (one trainer). An additional trainer costs \$1,000 per day. The local facilitator for the training will provide the facility for the training, including a laptop, overhead projector, and sound system capable for serving the training session. The local facilitator also will provide the training material (notebooks, tabs, training handouts, chart paper, markers, sticky notes) and meals, as applicable, for the training sessions. If several districts form a cohort for regional training, a fiscal agent representing the cohort should be named. The fiscal agent will be invoiced the full amount for the training provided.

- Planning and materials development for professional development activities for all contracted dates will be provided by the Contractor. Electronic copies of training materials will be provided to the School District/Regional facilitator through a Dropbox or similar file transfer mechanism or on a USB flash drive.
- The “Requirements and Criteria for Assessing Principal Practice” identified in paragraph 2.2.2 of the Notice of Grant Opportunity 12-RT03-A01, dated April 2012 will be addressed in the following manner:
  - Aligned with 2008 ISLCC standards: The Stronge Leader Effectiveness Performance Evaluation System standards align with the ISLCC standards.
  - Includes rubrics: Four level rubrics distinguish among levels of principal performance.
  - Based on multiple sources of evidence: Data sources include self-evaluation, informal observation/school site visits, documentation logs, surveys, and goal setting.
  - Includes two (tenured principal) or three (non-tenured principal) site-based observations: The frequency and timing of the informal observations/school site

visits in the Stronge system may be adjusted based on the needs of the school district.

- Includes assessment of performance goal: Principals, in conjunction with their evaluators, set goals for professional growth and school improvement. Goal attainment provides a source of data for principal evaluation.
- Incorporates feedback from teachers: Teacher/staff surveys are one of the data sources in the Stronge system.
- Incorporates assessment of principal’s leadership for implementing rigorous curriculum and assessment and high-quality instruction. Instructional Leadership is one of the performance standards on which the principal is rated.
- Includes assessment of principal’s performance in evaluating teachers: Accurate teacher evaluation is included in the Human Resources Management performance standard on which the principal is rated.
- Includes assessment of principal’s support for teachers’ professional growth: Providing professional growth opportunities is included in the Human Resources performance standard on which the principal is rated.

A member of the Contractor’s consulting team shall serve as the primary facilitator, in conjunction with the School District employee assigned to assist with the project. It is understood that future Scopes of Work that may be entered into between the School District and the Contractor will be incorporated in new independent contractor agreements, as applicable.

**Section 2. Payment for Services and Payment Schedule**

- The School District shall pay the Contractor a total sum of \$6,000.00 for rendering the services noted herein. The contract fees to be paid by the School District are to be paid on the following schedule:
  - 2-day training Stronge Leader Effectiveness Performance Evaluation System (\$3,000 / day) \$6,000.00

Payments are due no later than 30 days following the completion of the respective training. An invoice from the Contractor will be submitted approximately 15-30 days prior to the payment due dates.

**Section 3. Agreement Modifications**

The School District and the Contractor may mutually agree to amend or revise the agreement provided that any and all amendments and revisions to this Agreement shall be in writing and signed by both parties. The School District shall have the right to terminate this agreement upon 30 days written notice to the Contractor. In the event that the School District terminates this agreement, the School District shall only be obligated to compensate the Contractor for services that were completed at and prior to the date of termination.

**Section 4. Independent Contractor**

The relationship of the School District and the Contractor is one of independent contractor. Nothing in the Agreement shall be construed as creating a relationship of joint ventures, partners, employer/employee, or agent.

**Section 5. Ownership**

Work products researched, designed, or developed by the Contractor will be the copyrighted property of the Contractor. However, all work products produced by the Contractor in connection with this Agreement shall be provided to the School District during or upon completion of this Agreement at no further cost. The School District may not disseminate or share the materials or any components thereof with other individuals or organizations without the prior, written permission of the Contractor.

**Section 6. Acknowledgments**

It is understood that the programs and work products produced under this Agreement may be derived from adaptations of similar products developed with other organizations. The Contractor retains the right to use products, research, data, and information sponsored by this Agreement in future research, consulting, publishing, and printing endeavors. This permission to use products, research, and data extends to work with other individuals and organizations by the Contractor.

The parties hereto have executed this Agreement by their duly authorized officers.

\_\_\_\_\_  
Signature, Public Schools Authorized Representative

\_\_\_\_\_  
Date



\_\_\_\_\_  
March 14, 2013

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Signature, Stronge and Associates Educational Consulting, LLC

\_\_\_\_\_  
Date