



## Richmond County Board of Education Consultant Proposal (Non-Employee)

### Directions for Submission

- Completed consultant proposal must be received at least 20 business days in advance of proposed work and must be approved prior to the start of any work.
- Proposals must include signed consultant agreement, narrative plan of proposed work, and evaluation plan which includes specific goals, intended outcomes and measures of effectiveness. In addition, curriculum vitae of all individuals providing services must be attached.

**Consultant Name** \_\_\_\_\_

**SSN or Tax ID** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Project Title** \_\_\_\_\_

**Proposed Date(s)** \_\_\_\_\_

**School/Department** \_\_\_\_\_

**Funding Source** \_\_\_\_\_

<b>Brief description of services to be performed.</b>	
<b>How will services impact student achievement?</b>	

This agreement is voluntarily entered into between the above named entity and the Richmond County Board of Education for the services described above. In consideration of the services delineated above, the Consultant will be paid as detailed below:

_____session(s) @ _____	\$ _____
Meals, lodging, & portorage at a daily rate of ____ for ____day(s)	\$ _____
_____ miles at _____per mile or reimbursement for commercial travel	\$ _____
<b>Grand Total</b>	<b>\$ _____</b>

It is agreed and understood that the Consultant will be paid fees not to exceed travel expenses and subsistence authorized for Consultants by the Board of Education. Any supplies or material used in this service will be at the expense of the Consultant and will not be reimbursed by the Richmond County Board of Education. During the period of service, the Consultant, who is an independent contractor, will not be entitled to benefits normally accruing to a regular employee of the school system. Any materials or final product resulting from this period of service will become the sole property of the Richmond County Board of Education.

Consultant's Signature	Date
Director/Principal's Signature	Date
Assistant Superintendent's Signature	Date

**Richmond County Board of Education  
Consultant Proposal  
(Non-Employee)**

*Please answer the following questions for monitoring of your Professional Learning Activity. Documenting your work is required for all Consultant Agreements.*

**How will the goals of this activity impact student learning?** Attach evidence for documentation that you have monitored.

--

**What professional practices will be developed or enhanced by this activity?** Attach evidence for documentation.

--

**How will the effectiveness of the activity be evaluated?**

--

\_\_\_\_\_  
**Administrator's Signature/Date**

Richmond County School System  
**Professional Learning Participants' Survey**

An evaluation of the professional learning you were contracted to provide is required and should include but not limited to the questions below. Compiled results must be submitted to the funding source and the School Improvement Professional Learning department as documentation.

Activity/Course Title: \_\_\_\_\_

Presenter/Facilitator: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Name: (optional) \_\_\_\_\_ School Name: \_\_\_\_\_

**Data Collection**

1a. **Before** participating in this professional learning experience my *knowledge* level for this content was:

1- Little to no knowledge	2- Some knowledge	3 Adequate knowledge	4 Knowledgeable	5 High level of knowledge Could teach others
---------------------------------	----------------------	-------------------------	--------------------	--

1b. **After** participating in this professional learning experience, my *knowledge* level for this content is:

1- Little to no knowledge	2- Some knowledge	3 Adequate knowledge	4 Knowledgeable	5 High level of knowledge Could teach others
---------------------------------	----------------------	-------------------------	--------------------	--

2a. **Before** participating in this professional learning experience, how well did I implement these skills?

1- Little to no implementation	2- Beginning to use these skills	3 Implementation is improving	4 Skills in use routinely	5 High level of effective implementation Could coach others
--------------------------------------	--	-------------------------------------	------------------------------	--

2b. **After** participating in this professional learning experience, I anticipate the implementation of these skills to be?

1- Little to no implementation	2- Beginning to use these skills	3 Implementation is improving	4 Skills in use routinely	5 High level of effective implementation Could coach others
--------------------------------------	--	-------------------------------------	------------------------------	--

3. Please rate this professional learning experience on the following scale: 1-poor, 2-fair, 3-average 4-good 5-excellent

Content
Presenters
Interaction Opportunities
Ease of implementation
Training location
Overall Rating

4. Would you recommend this training to your peers?

Other comments: