Harlem
SCHOOL DISTRICT 122

To: Harlem Board of Education
Dr. Terrell Yarbrough, Superintendent
Josh Aurand, Assistant Superintendent for Business and Operations
From: Michelle Erb, Assistant Superintendent of Curriculum & Instruction
Heidi Lange, Director of Student Support Services
Rebecca Logan, Director of Elementary Education
Shannon Rice, Assistant Director of Student Support Services
Re: LETRS Professional Development

LETRS (Language Essentials for Teachers of Reading and Spelling), developed by literacy experts and consultants Louisa Moats and Carol Tolman, provides comprehensive training on the essential components of literacy instruction. The program equips educators with a deep understanding of *what* literacy skills to teach, *why* these skills are critical, and *how* to effectively plan and deliver instruction, grounded in the science of reading research. This training aligns with our previously shared plan to enhance the literacy expertise of our elementary and special education staff, focusing on instructional practices informed by the science of reading.

To date, we have successfully trained over 120 teachers and administrators across six cohorts, with overwhelmingly positive participant feedback. Our district is positioned to expand this training initiative through Becky Logan and Shannon Rice, who have completed LETRS Facilitator certification. This certification enables them to deliver the in-person learning components that complement the online licenses.

Therefore, we propose the initiation of a new LETRS cohort, encompassing educators across all elementary buildings

Cost and Funding Source

Quantity	Description	Per Participant Cost	Total Cost
21	LETRS Online Course & Material Bundle	$798	$16,758

**Note - the per participant cost has not changed over the last several years; however, we have been informed that a price increase is expected after January 1, so we would like to secure these licenses prior to that time.*

Funding would be provided by Title II.