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## Proposal for Services for 2021-2022

To: Shannon Del Re  
Student Services Coordinator  
Geneva High School

From: Marilyn Friend, Ph.D. *Marilyn Friend*  
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EIN: 82-0579228

Date: March 25, 2021

The purpose of this correspondence is to present a proposal for services to the Geneva Community Unit School District 304 for professional development and consultation related to co-teaching. This proposal is based on our recent e-mails and previous phone conversations, and it is an effort to respond to the goals outlined and priorities discussed.

The general plan for the professional development includes these activities and possible dates:

| Activities  | Possible Dates                  |
|---|---------------------------------|
| <p>2-day for professional development on contemporary co-teaching practices. Although others may attend, the primary audience for this session will be the co-teachers at Geneva High School.</p> <p>Topics for this initial professional development:</p> <ul style="list-style-type: none"><li>• Assessment/self-analysis of teachers' current co-teaching knowledge and skill</li><li>• Brief review of defining elements of co-teaching practice and common myths and misunderstandings</li></ul> | <p>September<br/>9-10, 2021</p> |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Introduction of specially designed instruction (SDI) as a requirement of effective co-teaching, including its relationship to student IEPs</li> <li>• Discussion of contemporary recommendations regarding roles and responsibilities of both professionals in a co-taught class.</li> <li>• Application of the six traditional co-teaching approaches in current co-taught classes</li> <li>• Integration of SDI into co-teaching (from IEP and to planning to implementation to evaluation)</li> </ul>   |  |
| <p>At least two classroom visits with coaching and feedback for each co-teaching partnership.</p> <p>Pattern and focus for this activity:</p> <ul style="list-style-type: none"> <li>• Request that teachers provide lesson plans (if this is possible)</li> <li>• Possibly request that teachers demonstrate specific co-teaching approaches</li> <li>• Classroom visits for approximately 30-45 minutes</li> <li>• Coaching and feedback based on the classroom visits with a goal of helping teachers be reflective of their practice, identifying strengths in their implementation of co-teaching, and encouraging them to refine instruction, procedures, and assessment to improve student outcomes</li> </ul> | <p>November 17-18, 2021</p> <p>April 21-22, 2022</p> |
| <p>One half-day of follow-up professional development for the participating co-teachers (group divided in half).</p> <p>Topics for this professional development:</p> <ul style="list-style-type: none"> <li>• Discussion of success and challenges co-teachers have experienced</li> <li>• Strategies for increasing the successes and approaches for reducing co-teaching challenges</li> <li>• Additional examples of effective co-teaching, including those shared by participants</li> <li>• Guided planning, a means of further encouraging co-teachers to embed specially designed instruction into their general curricular work</li> </ul>   | <p>February 17, 2022</p>                             |
| <p>One day of professional development for special educators to address their questions and concerns related to specially designed instruction and its delivery in general education settings.</p> <p>Topics for this professional development:</p>   | <p>February 18, 2022</p>                             |

|  |            |
|--|------------|
| <ul style="list-style-type: none"> <li>• Detailed information about the meaning of SDI and the basis in law for its delivery as part of co-teaching</li> <li>• Exploration of types of SDI</li> <li>• Discussion and application of examples of SDI as related to student IEP goals</li> <li>• Integration of SDI into the general curriculum</li> <li>• Special educator questions and concerns related to the planning, implementation, and evaluation of SDI</li> </ul> |            |
| <p>Back-up days (in case of snow, other weather events, or scheduling conflicts)</p>   | <p>TBD</p> |

Additional information related to the scope of the planned co-teaching project comprises these points:

1. Budget for the project includes

|  |  |
|--|--|
| Honorarium   | \$5000/day                               |
| Travel   | 1500/2-day trip (inclusive)              |
| Materials (Co-Teach! Manual and (SDI for Co-Teaching Manual) | 1650 (50 books total, shipping included) |
| <br>   |  |
| \Budget as proposed:   | \$45,000 (9 days of honorarium)          |
|  | 6,000 (4 2-day trips)                    |
|  | 1,650 (materials)                        |
| <br>   |  |
| <b>TOTAL:</b>  | <b>\$52,650</b>                          |

2. The exact schedule for professional development will be negotiated based on the schedules and needs of the participant districts; the timeframe will be from 8:30 or 9:00-3:00 or the equivalent, with appropriate breaks and lunch incorporated.

3. Observations and other consultation activities will generally follow a school-day schedule.

4. In case of inclement weather or other travel problems, I will contact you as soon as I am aware of a problem in order to re-schedule; no penalty will be incurred. If you anticipate a school cancellation, you should contact me prior to the start of my travel. Once I am on-site, if activities are cancelled, a reasonable cancellation fee may be charged, and incurred travel expenses will be submitted for reimbursement. If scheduled dates need to be changed on either party's part, this should occur as soon as possible prior to the scheduled activity. No cancellation penalties will be incurred,

but if the cancellation is the district's decision, expenses related to changing an airline ticket will be submitted for reimbursement.

I look forward to working with you and your teachers and administrators and anticipate that we will revise this proposal to best match your priorities and needs. Please let me know any questions that should be addressed and clarifications that should be incorporated (marilynfriend@marilynfriend.com). If we should schedule an additional phone conversation, please advise, and we will find a mutually convenient time.

Thank you for your efforts on behalf of students who struggle to learn.