

Proposal

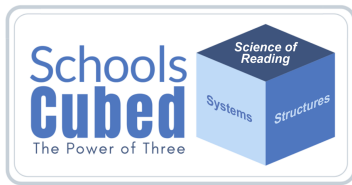
Proposal for Literacy Audit

Browning Elementary School

Sheila Hall
Principal, Browning Elementary School
Browning School District

By Pati Montgomery
Chief Educational Officer
Schools Cubed LLC
www.schoolscubed.com

Exponentially improving outcomes for schools!



Ms. Hall

Thank you for considering Schools Cubed to present this proposal to work with your school to improve literacy outcomes for all students at Browning Elementary. Based on our conversation last week, I have revised a cost proposal for a “literacy audit” for your school.

Overview

You have asked us to prepare a proposal to conduct a literacy audit with the intent of improving literacy outcomes for students. Below are the services we would conduct to analyze the current situation:

- At the elementary school we would conduct an audit using our proprietary Literacy Evaluation Tool.

At Schools Cubed, we specialize in providing these kinds of services to school districts. We regularly work with principals, teachers, and other school leaders to improve literacy outcomes and are proud of our past success. Our many references can speak for us as well.

In this proposal we will tell you more about the tools and services we can provide and the pricing we would charge to provide these services.

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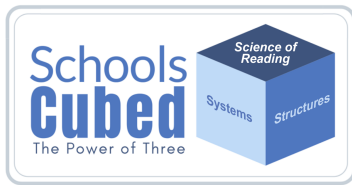
Literacy Evaluation: The project would begin with a literacy evaluation conducted at each of the participating schools. This literacy evaluation is analogous to an instructional audit on the overall implementation of literacy in classrooms and an analysis of the structures that are established in schools to support literacy instruction and student achievement. Once the audit is completed, we would present Browning Elementary with a report of our findings. This report will provide the leadership with a framework regarding how the school is doing in several areas, described below, and assist in creating a vision for improvement in literacy outcomes for students.

Literacy Evaluation Tools:

Schools Cubed proprietary Literacy Evaluation Tool and our Effective Schools Rubric were originally created by our founder, Pati Montgomery, when she was the executive director of literacy for The Colorado Department of Education. They are based on the most current research of quality literacy instruction as well as the research of highly effective schools and instructional leadership. We work diligently to ensure that our evaluation tools are updated as new research becomes available in both literacy and instructional leadership.

Elementary Level:

The **Literacy Evaluation Tool** at the elementary level is comprised of 5 areas: 1) Universal Instruction—measures how general education is delivering universal instruction as well as evidence such as an effective master schedule, utilization of human resources to help with general education and so forth, 2) Interventions—measures the quality of intervention, as well as the process for determining who receives intervention and what sorts of intervention are selected for students, 3) Assessments—analyzes if a school has



a comprehensive assessment system in place, how data from assessments are used to guide instruction and if teachers understand the information gleaned from the assessments, 4) Data-based decision making-- looks at how structures are created for teachers to look at assessment, the planning time necessary for analyzing data and the next steps necessary to move students, and 5) Professional Development—analyzes how teachers are able to increase their professional knowledge, the types of instructional supports they are provided and whether or not they feel comfortable accessing those resources.

The Literacy Audit would take two days. The Audit process includes classroom observations with the principal accompanying the SC consultant, an interview with school leadership and a possible collection of artifacts such as a data protocol, meeting agendas, and so forth.

Upon completion of the audit, we would have a detailed report for the district leadership outlining where we see Browning Elementary in its current state-of-affairs in literacy instruction, along with a Next Steps Report. This Next Steps Report would detail what Browning Elementary might consider putting into place to effectuate any change in literacy outcomes for students.

Costs

Topic/Component	Cost (Note: \$3250 per day is inclusive of travel costs)
2-day in-person Literacy Evaluation/Audit	\$3,250 a day
<i>\$500 off coupon won at Plain Talk</i>	<i>-\$500</i>
<i>Total</i>	<i>\$6,000</i>

Conclusion

Thank you for allowing us to present this proposal. We are excited about the opportunity to work with you and are confident that we can help you reach your literacy goals.

Pati Montgomery
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