



Executive Summary Finance Committee Meeting

DATE: July 24, 2025

TOPIC: ELA Consultant | Pat Pollack | Middle School Literacy Review/Adoption and K-5

Implementation/Professional Development

PREPARED BY: Dominick Lupo

Recommended for:

- ☒ Action
- ☒ Discussion
- ☒ Information

Purpose/Background:

The Board of Education approves all contracts.

Over the past two years, the District embarked upon a full kindergarten through 8th grade curriculum review and adoption cycle of the District's literacy programs. This year we will be looking at the middle school reading and language arts program, and we will also be implementing the kindergarten through 5th grade program.

Literacy is the foundation of academic development for all subjects; therefore, the District is looking for the best way to review and implement our current materials and instructional practices..

Throughout the past two years, Ms. Pat Pollack has assisted the District in identifying strengths and weaknesses of our current programming, she has provided professional development on best practices and effective instructional strategies in literacy, and she worked with both the K-5 literacy committee, and the middle school literacy committee throughout the years. With the relationships and trust that she has built with the coaches and staff, we feel that her experience and guidance in the implementation of our new materials and the selection of our middle school materials will be invaluable as we move towards solidifying our literacy programming by training our staff on the most innovative instructional strategies and selecting cutting edge resources.

The Goals:

- Deliver professional development on our newly selected materials to our K-5 staff
- Develop a scope and sequence for our new materials
- Identify and implement a learning progression of literacy skills
- Develop working definitions of common teaching methods to inform the materials selection process
- Identify materials that would best meet the needs of our middle school based on the program review that started last year and will continue throughout the 2025-2026 school year

Fiscal Impact:

The plan will include seven on-site days of PD plus the annual support plan (inclusive of unlimited support phone calls/emails with PD Director, scheduled remote discussions). The overall total comes to \$19,950.

The team has budgeted for this entire expense through the Title I Professional Development grant funds.

Recommendation:

The Finance Committee concurs with the Administration's recommendation to the Board of Education to approve hiring Ms. Pat Pollack, Literacy Specialist and Consultant, to guide the K-5 literacy implementation, deliver professional development throughout the District, and to lead the middle school literacy review and adoption at a cost of \$19,950 for the 2025-2026 school year.