

## READ en español, Inc.

2112 W. Galena Blvd.  
Suite 8 #334  
Aurora, IL 60506  
(630) 957-8635



### CTE Professional Development Series

#### P - SOW P-504 Agreement to Perform Consulting Services: Joliet Township HS 204

Date	Services Performed By:	Services Performed For:
May 7, 2025	Sara Knigge READ en español, Inc. 2112 W. Galena Blvd. Suite 8 #334 Aurora, IL 60506 (630) 957-8635	Edgar Palacios Joliet Township HS District 204 300 Caterpillar Drive Joliet, IL 60436 (815)727-6842

This Statement of Work (SOW) is issued pursuant to the Consultant Services Agreement between **Joliet Township HS District 204** ("Client") and **READ en español, Inc.** ("Contractor"), effective Fall of 2025-2026 school year (the "Agreement"). This SOW # P-504 (hereinafter called the "SOW"), effective as of August 2025 is entered into by and between Contractor and Client and is subject to the terms and conditions specified below.

### Period of Performance

The Services will begin in August of 2025 and continue through June 2026. A separate contract will be issued for Year 2 of the CTE Professional Development Series.

### Engagement Resources

Our company will provide JTHS faculty, staff, and administrators of JTHS 204 with comprehensive resources, including presentations, digital links, and Google documents, designed to support multilingual learners in CTE courses. All engagement materials will be made accessible to JTHS 204 through Google Drive and will be utilized to equip teachers in effectively supporting multilingual learners within the Career and Technical Education courses.

## Scope of Work

READ en español, Inc. shall provide the Services and Deliverable(s) as follows:

READ en español, Inc. will provide professional development sessions to teachers of JTHS 204 calling on research and strategies for teaching and assessing culturally and linguistically diverse learners. READ en español, Inc will provide suggestions to improve upon the implementation of district curricular units in regards to Effective Practices for multilingual learners at the secondary level.

Service requests	Dates
Career and Technical Education Professional Development Series: Supporting Multilingual Learners: READ en español, Inc to provide face to face PD for CTE teachers who support Multilingual Learners.	Sept. 11, 2025 Oct. 9, 2025 Sept. 25, 2025 Nov. 20, 2025 Jan. 29, 2026 March 12, 2026 Feb. 12, 2026 April 23, 2026
Project Development & Executive Planning: Curating resources, collaborating with administrators, developing professional learning plan for CTE teachers to include High Impact strategies for MLs	ongoing
Teacher observations (limit 2 days of observations) and teacher survey on Multilingual and Second Language Acquisition knowledge.	ongoing
Follow Up with Administrators and Instructional Coaches during “Application of Learning” time	ongoing

## Client Responsibilities

JTHS 204 will be responsible for inviting all participants to sessions and setting expectations of continuing education hours. JTHS 204 will make efforts to have technology and access codes available to consultants prior to session.

Contractor and Client have agreed upon subject matter, date, time and number of invited participants. In the event that the Client wishes to reschedule, the Contractor will make every effort to accommodate a new date and time. Should a new mutually agreeable date or time be unavailable, the Contractor will invoice Client for the full invoice amount.

## District Need

JTHS serves a diverse student population, with 58% of students identifying as Hispanic and many speaking Spanish at home. Additionally, 17% of students are classified as English Learners (ELs), and 66% are considered low-income. The district has seen a rise in the Newcomer population, prompting the need for a more comprehensive professional development of all faculty working with Multilingual populations. As part of this initiative, CTE teachers will be expected to learn more about the MLs in their classrooms and implement practical instructional activities that

support accessibility to their curricula. By providing skill-based, career-relevant language instruction in authentic, hands-on settings, MLs can develop both language proficiency and technical skills simultaneously. Research suggests that when students are actively involved in **real-world tasks**, **authentic problem-solving**, and **hands-on learning**, they are more likely to:

- **Engage deeply** with the material
- **Make connections** between school and life/work
- **Develop skills** needed for both higher education and employment (Finch et al., 1997)

Developing students' speaking and listening skills (oracy) is crucial in CTE settings, where communication is key to workplace success. Incorporating activities such as group discussions, presentations, and collaborative projects can enhance MLs' oracy skills, leading to improved confidence and participation. (Advance CTE 2022, June)

## Fee Schedule

Item Description	Rate
Year 1 of 2 of ongoing a professional development series supporting CTE teachers TOTAL FOR SCOPE OF PROJECT	\$30,000
*READ en espanol and JTHS have agreed upon topics, date, time and number of invited participants. In the event that JTHS wishes to reschedule, READ en espanol will make every effort to accommodate a new date and time. Both parties can agree to meet the project scope through alternative measures, such as, providing PD during team meetings, conducting observations, or document reviews. Should a new mutually agreeable date or time be unavailable, READ en espanol will invoice JTHS for the full invoice amount before the end of the calendar year.	

**IN WITNESS WHEREOF**, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

	Joliet Township High School 204	READ en español, Inc.
Sign Here:		
Name:	Edgar Palacios	Sara Knigge
Title:	Director of Multilingual Services	Lead Consultant, READ en español, Inc.