



Date: August 30, 2024  
To: Harlem Board of Education  
Josh Aurand, Assistant Superintendent of Business and Operations  
From: Jacob Hubert, Director of Secondary Education  
Rebecca Logan, Director of Elementary Education  
Subject: Professional Development Agreement for September 27 Institute Day

Harlem School District has offered a Learning Fair for the entire certified staff for the past three years. The September 27th Learning Fair is designed to offer staff a variety of sessions to allow staff to choose sessions that most closely relate to their individual needs. Session topics are determined through staff surveys and school improvement plans. To plan for this, ISD worked with Harlem Personnel to fill in on topics they can support that align with school and district needs, and we are coordinating with the ROE to fill in on other areas identified through staff surveys and school improvement plans. The September 27th professional development will be a blend of professional development workshops offered by professionals recognized by the ROE and Harlem’s PD Cadre, Administrators, and other Education Staff at Harlem. Through the Regional Office of Education, outside presenters will be scheduled to present on the proposed topics; the ROE will pay the professionals, and we will pay the ROE. 35 of the 42 presenters are being provided by internal presenters. The cost of outside presenters can be viewed in the table below:

Presentation	Time	Cost
Differentiation in the 6 - 12 Classroom And Formatives: Rethinking assessments...Not a who gets it model.	4 sessions total	\$2,350
Building on Relationships with Students to Increase Achievement And Behavioral Strategies to Develop Self-Regulation	4 sessions total	\$2499
Play Anywhere: Minimal Equipment for Maximum Enjoyment. (Physical Education Focused)	2 sessions total	\$600
Total:		\$5,449

We are requesting the board approval to pay \$5,449 using Title 2 Grant Funds for the professional service agreement with the Regional Office of Education for presenters for the September 27, 2024, Teacher Institute Day.

