



Executive Summary Finance Committee Meeting

DATE: July 20, 2023

TOPIC: ELA Consultant | Audit and Professional Development

PREPARED BY: Dominick Lupo

Recommended for:

- Action
- Discussion
- Information

Purpose/Background:

The Board of Education approves all contracts.

Over the next two years, the District will be embarking upon a full kindergarten through 8th grade curriculum review and adoption cycle of the District's literacy programs. Next year we will be looking at the middle school reading program, and the following year we will be reviewing 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 our current materials and instructional practices to identify strengths and areas for growth. With that goal in mind, we reached out to other township administrators for recommendations of literacy audit facilitators. In the process, we were introduced to Pat Pollack (National Senior Director of Professional Learning Partnerships with Schoolwide Inc.). After interviews with several consultants, the administration has recommended Ms. Pollack to facilitate this process. She comes highly regarded and has produced outstanding work within the township.

Ms. Pollack rose to the top with her plan for the audit of our current programming, as well as for her plan for professional development as it relates to our literacy programming. We met with Ms. Pollack on four separate occasions and have had multiple communications via Zoom and email. Her plan includes the following:

- Ms. Pollack gathers feedback about current programming from teachers and students
- While the audit is happening, professional learning support will occur simultaneously

- Staff will be provided with professional learning topics that will inform the program selection
- Collaborative decisions and professional reflections will be shared to ensure participation and ownership of the process

The Goals:

- Identify areas for growth in order to increase student achievement
- Develop a learning progression of skills
- Develop working definitions of common teaching methods to inform the materials selection process.

Fiscal Impact:

The plan will include five on-site days of PD plus the annual support plan (inclusive of unlimited support phone calls/emails with PD Director, scheduled remote discussions) plus the Curriculum Audit Reports and form development and analysis. The overall total comes to \$18,660. The team has budgeted for this expense through the Title I Professional Development grant funds.

Recommendation:

It is the Administrative recommendation that the Finance Committee concurs to recommend to the Board of Education to approve the District's approval to hire Ms. Pollack, Literacy Specialist and Consultant, to perform a full literacy audit and to deliver professional development at a cost of \$18,660 for the 2023-2024 school year.