



Professional Development Proposal

Prepared for:

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Township of Union Public Schools- Union
County

New Jersey

2024 - 2025 Academic Year

MOU-19986684323

Prepared by:

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Inspired Instruction

1318 Route 31,

Annandale, NJ 08801

Introduction

Inspired Instruction (the “Company”) is a team of educators that are specialists in curriculum, instruction, and assessment. Inspired Instruction Specialists will assist the district to support teachers in the use of best practices and effective implementation of a standards-aligned curriculum. Our team will create a customized plan based on a job-embedded approach to professional development. Inspired Instruction’s Specialists and product developers are certified educators with years of distinguished service as teachers, supervisors, and administrators.

If you have any questions after reviewing this proposal, feel free to reach me at jaclyn.siano@inspiredinstruction.com.

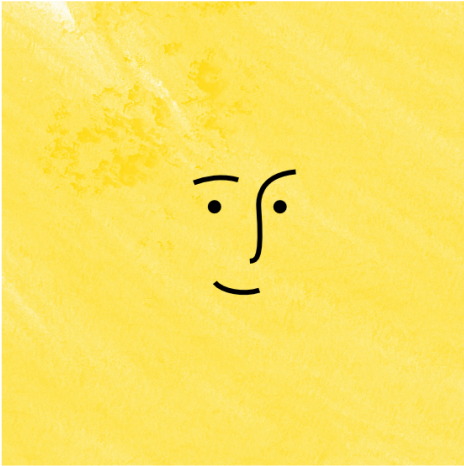
Regards,

Jaclyn Siano

Client Director at Inspired Instruction



Customer Testimonials



Working with the Inspired Instruction team has been professional, a pleasure and their professional learning opportunities engage all participants in a hands-on, meaningful manner. I highly recommend Inspired Instruction every opportunity I have to my colleagues and network, and truly look forward to collaborating with them continuously.

Janine Tubiolo

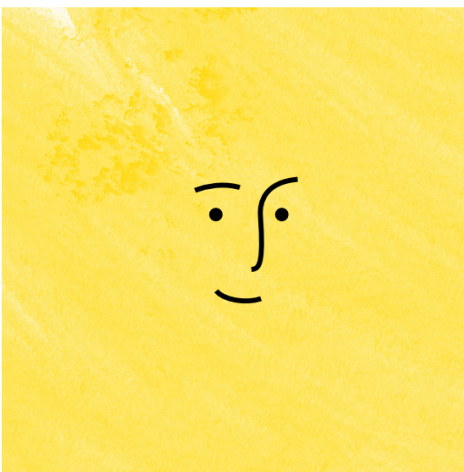
Principal at The Bronx School for Continuous Learners



Inspired Instruction made the curriculum revision process for us virtually effortless. I can always count on the quality they deliver!

Sylvia Gonzalez

Supervisor of Elementary Education
Fairview Public School District



During our PLCs you assisted teachers with analyzing and organizing our unit curriculum and aligned it to the standards. You modeled the gradual release model, differentiated and small group instruction and gave teachers the sense of confidence they desperately needed.

Althea Brown

Principal at Paterson School 6



Overview of Activities

Each workshop will be delivered virtually via Zoom for parents/guardians. Each workshop will be presented in English (1 hour) and Spanish (1 hour).

Focus on Families and Communities

Empowering Families: Preparing Students for NJSLA-M

This comprehensive workshop provides support to families for the New Jersey Student Learning Assessment (NJSLA) in mathematics. In this session, participants will gain valuable insights into understanding the NJSLA-M structure, content, and scoring criteria. We'll explore effective strategies for assisting families in navigating the assessment process and fostering a supportive home environment for student success.

Empowering Families: Preparing Students for NJSLA-ELA

This comprehensive workshop provides support to families for the New Jersey Student Learning Assessment (NJSLA) in English Language Arts. In this session, participants will gain valuable insights into understanding the NJSLA-ELA structure, content, and scoring criteria. We'll explore effective strategies for assisting families in navigating the assessment process and fostering a supportive home environment for student success.

Strategies for Supporting Mathematics at Home

It's no secret that when parents, caregivers, and teachers work together, everyone wins—especially our students! This workshop is designed to help families understand the state mathematics standards and identify the content that their child is expected to master by the end of each grade level. Parents will discover a variety of manageable and effective strategies that can be engaged in at home to help reinforce their math child's concepts and skills. Parents and guardians will leave the workshop with a toolkit of resources and materials to support their child's math learning throughout the academic year. By incorporating these activities into their daily routines, students will continue to develop a strong foundation in mathematics and build the confidence they need to succeed.

Supporting ELA at Home: Boosting Your Child's Literacy Skills

This workshop aims to empower parents and guardians with effective strategies to enhance their child's English Language Arts (ELA) skills outside of the classroom. We will explore various techniques to support reading comprehension, vocabulary development, writing proficiency, and critical thinking skills. Participants will learn how to create a literacy-rich home environment, choose appropriate reading materials, and engage in activities that make learning enjoyable.



Additionally, we will provide tips on how to support homework and school assignments, and foster a love for reading and writing in your child. By the end of this session, participants will have a toolkit of practical ideas and resources to help their children excel in ELA and develop strong literacy skills that will benefit them throughout their academic journey and beyond.

Tackling Absenteeism: Ensuring Your Child's Success

This workshop aims to help parents and guardians understand the importance of regular school attendance and its direct impact on their child's academic performance and future opportunities. We will explore the common causes of absenteeism, including health issues, family challenges, and school-related anxieties, and provide practical strategies to address and prevent them. Participants will learn how to identify signs of attendance issues early, communicate effectively with school staff, and create a supportive home environment that encourages consistent attendance. By the end of this session, participants will be equipped with the tools and knowledge to help their children attend school regularly and succeed academically.

Train the Brain: Improving Study Skills and Executive Functioning at Home

Executive functions are the skills that we use to organize and act on information. In this workshop, parents will explore 8 key executive functions and how they affect their child's efficiency inside the household, classroom, and beyond. Through hands-on and interactive activities, parents will glean new strategies and resources to assist with developing their child's executive functioning, as well as their study skills.

Timeline of Activities

The table below details a tentative delivery timeline for the work.

Cohort	Date	Activity
Parents/Guardians	1 half day Date TBD 2024-2025 School Year	PM (5-6pm and 6:15-7:15pm) Workshop: Empowering Families: Preparing Students for NJSLA-M *1 session in English and 1 session in Spanish
Parents/Guardians	1 half day Date TBD 2024-2025 School Year	PM (5-6pm and 6:15-7:15pm) Workshop: Empowering Families: Preparing Students for NJSLA-ELA *1 session in English and 1 session in Spanish
Parents/Guardians	1 half day Date TBD 2024-2025 School Year	PM (5-6pm and 6:15-7:15pm) Workshop: Strategies for Supporting Mathematics at Home *1 session in English and 1 session in Spanish
Parents/Guardians	1 half day Date TBD 2024-2025 School Year	PM (5-6pm and 6:15-7:15pm) Workshop: Supporting ELA at Home: Boosting Your Child's Literacy Skills *1 session in English and 1 session in Spanish
Parents/Guardians	1 half day Date TBD 2024-2025 School Year	PM (5-6pm and 6:15-7:15pm) Workshop: Tackling Absenteeism: Ensuring Your Child's Success *1 session in English and 1 session in Spanish

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Schedule of Services

Name	Price	QTY	Subtotal
Workshop - Virtual (Half Day)	\$1,300.00	6	\$7,800.00
		Subtotal	\$7,800.00
		Total	\$7,800.00

Important Notes:

- Due to our constructivist approach, the maximum number of participants for one session is 40.
- If the scheduled 'in person' training date is changed by client within 30 days of the prior agreed upon date, any travel related change fees will be billable to the client.
- This Agreement represents an offer for the Company to perform services for the Board. If this offer is not accepted by returning a fully executed Agreement to Company within 90 days of the signature date for Company, the offer to perform services as described herein will expire and be deemed to have been revoked. However, at the request of the Board, the Company reserves the right to extend the expiration date by providing written notice to the Board.



Terms and Conditions

1. **Duties:** The Company will provide services to the Board, District, and/or School (the “Board”) as an educational consultant in accordance with the activities outlined in the Schedule of Services incorporated herein. Specifically, the Company shall perform, to the commercially reasonable satisfaction of the Board, such duties as are outlined in the Schedule of Services under the terms and conditions set forth herein. Unless otherwise agreed upon by the Parties, the Company shall provide all services defined by this Agreement on behalf of the Board in a commercially reasonable manner, and the Company shall devote commercially reasonable efforts to the rendering of educational consulting services required to be provided under this Agreement.
2. **Planning Meeting and Scheduling:** In preparation for the successful launch and implementation, the Company strongly encourages districts to participate in a Planning and Implementation Meeting which is conducted between Inspired Instruction, LLC and the appropriate Board representative. The objective of the meeting is to solidify the implementation timeline, schedule, and district (and consultant’s) expectations for the implementation of services. The Board is required to furnish a purchase order to the Company prior to the commencement of services under this agreement. ***Failure to provide a purchase order may result in a delay of scheduling and commencement of services under this agreement.***
3. **Compensation:** In consideration of the Company’s services to the Board hereunder, the Board shall pay to the Company as compensation the sums set forth in the Schedule of Services based upon the following terms:
 - a. New clients or other clients may be expected to pay in advance for services rendered.
 - b. Invoices from the Company shall be paid within twenty-one (21) days of the date of invoice.
 - c. The Company will issue Invoices no later than seven (7) days following the month of service. However, the Company reserves the right to invoice immediately upon completion of service for each month.
 - d. If any amount invoiced is disputed, the Board shall inform the Company within seven (7) days of the delivery of services. The Board shall pay the Company the value of the invoice less the disputed amount in accordance with these payment terms.



- e. Invoices that remain unpaid for thirty (30) days after the due date may be assessed a surcharge equal to 2.5% of the outstanding amount.
- f. Scheduled days that are canceled within 24 hours of the scheduled start time will be billed at 50% of the cost of the scheduled day.

The Company is an independent contractor, and is not an agent or employee of the Board and will not hold itself out as, or give any person any reason to believe that it is, an employee, agent, or partner of the Board.

- 4. **Termination:** The Parties may mutually terminate this Agreement at any time on thirty (30) days written notice to the other Party, provided, however, that any of the outstanding payments provided for in Paragraph 3 of the Terms & Conditions of this Agreement will be paid to the Company up to the effective date of the termination of this Agreement.
- 5. **Non Disclosure of Confidential Information by either Party; Intellectual Property:** “Confidential Information” shall include, but is not limited to, each respective Party and its parent’s, subsidiaries’, and affiliates’ past and/or current performance, sales, financial, pricing, cost, contractual and marketing information, ideas, strategy, work product, communications, knowledge and data, and all processes, products, formulae, designs, practices, techniques, trade secrets, research, know-how and customer lists, unless such information is in the public domain to such an extent as to be readily available to competitors. Without limiting the generality of the foregoing, any and all work product, ideas, inventions, know-how, information, techniques, customer contacts, forms of contract and works of authorship conceived or developed by the Company during the Term, shall be deemed Confidential Information and Intellectual Property of the consultant, and shall be the sole and exclusive property of the Company, and the Company shall own the copyright in all such works of authorship and/or Intellectual Property generated or created in connection with the rendering of services hereunder.
- 6. **Entire Agreement:** This Agreement constitutes the entire agreement of the Parties relating to the subject matter hereof, and except as hereinafter provided, supersedes all prior agreements of the Parties with respect to the subject matter hereof. This agreement may not be changed or amended, except in writing signed by the Parties and approved by the Board and the Company.

Contacts, Signatures & Acceptance

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year written below:

Inspired Instruction LLC (Provider)	Client
Signature: 	Signature:
By: Preston Faykus	By:
Title: CEO	Title:
Date: 2024-10-02	Date:

