



Dr. Tracey Severns

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(908) 217-0657

Proposal for Professional Development Services

Prepared for:

Gretel Perez, Ed.D.
Assistant Superintendent for Curriculum,
Instruction, Assessment and Funded Programs
Township of Union Public Schools
2369 Morris Avenue
Union, NJ 07083

Prepared by:

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Proposal Date:

September 9, 2023

Goal: To develop a cadre of educators who possess the knowledge, skills, and dispositions necessary to use data and research-based practices to optimize student achievement, enhance professional practice, and achieve school and district goals.

Scope of Services:

Dr. Severns will provide customized, on-site professional development for administrators and faculty members of the Township of Union Public Schools on dates to be mutually determined by the District and Dr. Severns. The locations and start and end times will be determined by the District.

Services will include:

- a. Participation in meetings and/or conference calls to determine the content, activities, and logistics for each day of service.
- b. Facilitation of half-day and/or full-day professional development sessions for an unlimited number of participants. Services will include eight (8) Administrator Sessions to provide professional development on leadership behaviors that improve schools and optimize student outcomes, school visits to provide coaching and support to ensure that what is learned is transferred into practice, and individual and/or small group guided practice sessions to address challenges associated with particular subjects, grade levels, or school/District initiatives.
- c. Presentation of half-day or full-day professional development for teachers on topics to be determined by the District.
- d. Participation in debriefing meetings with District administrators to provide/share feedback and determine next steps to ensure that what was learned is transferred into practice.

Content and Process

All programs will include content and activities aligned to the District’s goals and objectives. All programs will employ “hands on” guided learning experiences and discussions during which participants will practice and apply what they are learning.

Compensation for Proposed Services:

Half-day, on-site presentations: \$3,000.00

Full day, on-site presentations: \$5,500.00

<i>(8) Full Day Admin. PD/School-site support</i>	<i>\$44,000.00</i>
<i>(3) Half-day teacher professional development</i>	<i>\$9,000.00</i>
<i>(2) Full Day district-wide professional development</i>	<i>\$11,000.00</i>
<i>Total: \$64,000.00</i>	

Quoted prices reflect a “return customer” discount and are valid for 60 days from date of proposal. Price includes all expenses, presentation materials and learning resources for each participant. Teach4Results will provide an original numbered invoice following delivery of services.

Conditions:

Township of Union Public Schools will host all sessions in an appropriate space equipped with a computer, projector, screen and a large table. Assistance will be provided with furniture, lighting and technical support as necessary.

Cancellation:

Services may be cancelled by Teach4Results or Township of Union Public Schools with or without cause upon the provision of thirty days written notice to the other party. If services are cancelled by the Township of Union Public Schools less than thirty days prior to the scheduled date for the provision of services, the Township of Union Public Schools will be invoiced for any costs already incurred by Teach4Results.

Changes:

Changes to this proposal may be arranged by mutual agreement in writing between Teach4Results and the Township of Union Public Schools.

Agreement:

This proposal may serve as a letter of agreement between Teach4Results and the Township of Union Public Schools. If this proposal meets the needs of both parties, authorized representatives may sign below to signify agreement to the terms above and return to Dr. Severns via mail or email.

Township of Union Public Schools

Teach4Results

Name (print): _____

Tracey Severns, Ed.D.

Signature: _____

Tracey Severns, Ed.D.

Title: _____

Consultant

Date: _____

September 9, 2023