



1001 Marina Village Parkway, Suite 110
Alameda, CA 94501-1042
800.666.7270
collaborativeclassroom.org

March 16, 2022

Kari Neri
Director of Curriculum
North Boone School District
6248 N. Boone School Rd.
Poplar Grove IL 61065

Dear Kari,

Thank you for your interest in and commitment to piloting *Collaborative Literacy*. We look forward to working in partnership with you to support the growth of your teachers and students during the pilot, with the promise to extend that support to any future investment in *Collaborative Literacy*. This Memo of Understanding confirms our commitment and outlines our agreements.

Center for the Collaborative Classroom's (CCC) Contribution

CCC will provide the following materials at no charge:

- 2 complete Kindergarten classroom packages of the *Collaborative Literacy* program at a retail value of \$6,600.00, plus shipping and handling.
- 1 complete Grade 1 classroom package of the *Collaborative Literacy* program at a retail value of \$3,975.00, plus shipping and handling.
- 2 complete Grade 2 classroom packages of the *Collaborative Literacy* program at a retail value of \$7,700.00, plus shipping and handling.
- 2 complete Grade 3 classroom packages of the *Collaborative Literacy with Book Clubs* program at a retail value of \$3,950.00, plus shipping and handling
- 2 complete Grade 4 classroom packages of the *Collaborative Literacy with Book Clubs* program at a retail value of \$3,950.00, plus shipping and handling

The total value of these materials is \$26,175.00. By signing this Memo of Understanding, the district agrees that these materials will be either purchased or returned at the end of the pilot. Any materials not accounted for will be billed to the district. Should the district opt for a curriculum other than Collaborative Literacy, CCC will not charge for student consumables included in the aforementioned classroom packages.

Our experience has shown that combining *Collaborative Literacy* resources with professional learning is key to improving and sustaining effective teacher practice. Please see our suggested Pilot Professional Learning Plan. As a part of this plan, CCC will provide at no charge:

- 7 hours of professional learning for piloting teachers, at a value of \$200 per hour.
- On-going digital and in-person support as needed and determined by your CCC consultant.

To insure a smooth and effective start to the implementation, piloting teachers should begin by creating trial accounts at www.ccclearninghub.org to access our online courses and other resources.

North Boone School District Responsibilities:

In exchange for this investment of time and resources, we ask that:

- Pilot teachers teach the program as intended and attend all professional development sessions.
- Pilot classrooms be open and available for others to observe lessons and talk with teachers. These times will be scheduled with the principal and participating teacher.
- Pilot school principals will allow or invite other leaders or non-pilot teachers to hear about and observe the effectiveness of the program as it develops.
- You invite CCC to present the programs to other North Boone leaders at an appropriate time and place.

We anticipate that this pilot will be an energizing experience for your school. Please let us know if there is anything else we can do to support you.

Thank you very much,



Kelly Stuart
Chief Operating Officer

We accept the terms of this Memo of Understanding.

Signature

Date



1001 Marina Village Parkway, Suite 110
 Alameda, CA 94501-1042
 800.666.7270

QUOTE

#Q717307

Bill To:

NORTH BOONE CMTY UNIT SD 200
 6248 N BOONE SCHOOL RD
 POPLAR GROVE IL 61065-8548
 United States

Ship To:

ATTN: KARI NERI
 NORTH BOONE CMTY UNIT SD 200
 6248 N BOONE SCHOOL RD
 POPLAR GROVE IL 61065-8548
 United States

Total: \$4,293.00

Remit to:

Center for the Collaborative Classroom
 1001 Marina Village Parkway, Ste 110
 Alameda, CA 94501
 Phone: 510-533-0213 Fax:
 510-842-0348

Terms	Expires	PO #	Sales Rep	Shipping Method	Date
Net 30	6/8/2022			UPS-GD	3/10/2022

Quantity	Item	Description	Rate	Amount
1	CLS2-CP1	CLS2e Gr. 1 Class Pkg	\$3,975.00	\$3,975.00
1	BR2-CM1	BR2e Gr. 1 Classroom Materials		
1	BR2-SGR-S3-S5	BR2e Sm. Grp. Sets 3-5		
1	BR2-SGR-S6-S8	BR2e Sm. Grp. Sets 6-8		
1	BR2-SB1-PKG	BR2 Gr 1 Student Bk Pkg (25/pk)		
1	BR2-TBS1-OS	BR2e Gr. 1 Big Books		
1	BR2-CSM1	BR2e Gr. 1 Consumables Pkg		
1	BW2-CP1-WOBB	BW2e Gr. 1 Class Pkg w/o big books		
1	BW2-TBS1-OS	BW2e Gr. 1 Big Books		

Memo:

Read Center for the Collaborative Classroom's Cancellation Policy for Professional Learning: <http://bit.ly/PLcancellationpolicy>

Please note this quote will be honored within 90 days of quote issue date. Please refer to the Quote ID # on purchase order to expedite the processing and avoid duplication. To place an order, fax your purchase order to 510-842-0348, telephone 800-666-7270x5 to speak to customer service, or email to clientsupport@collaborativeclassroom.org

NEW WIRE INFO:
 California Bank of Commerce:
 2999 Oak Road, Suite 210, Walnut Creek, CA 94597
 ABA Routing Number: 121144696
 Bank Account Number: 1092287



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Subtotal	\$3,975.00
Shipping Cost	\$318.00
Tax (0%)	\$0.00
Total	\$4,293.00



Q717307



**North Boone, IL Collaborative Literacy Pilot
Professional Learning Plan, 2022-23**

Center for the Collaborative Classroom will partner with North Boone School District to support the 12 week pilot of Collaborative Literacy. We believe that your district holds the expertise and knowledge for what will work best in formulating a professional learning plan within the professional learning culture of the district for implementing Collaborative Literacy. We also believe professional learning has the greatest impact when it occurs in the classroom and is tied to the curriculum teachers are using.

This plan can be adjusted across the pilot to best meet the needs of the teachers based on district goals.

Collaborative Literacy K-5 Virtual Professional Learning		
Format	Professional Learning	Cost
Launch		
Self-Guided Professional Learning	Launch Collaborative Literacy <u>Quick Start Guide</u>	
Self-Guided Professional Learning	Teacher Learning System: Being a Reader Small-group Reading (K-2) <ul style="list-style-type: none"> ● Getting Started <ul style="list-style-type: none"> ○ Tab Your Manuals ○ Learning Portal Tour for Being a Reader Small-Group Reading 	
Collaborative Classroom-Led Professional Learning	Collaborative Literacy Launch <ul style="list-style-type: none"> ● K-2: 6 hours ● 3-4: 6 hours 	\$2,400
Collaborative Classroom-Led Professional Learning	Leadership Team Check-In <i>1 1-hour virtual session</i>	\$200 Complimentary
Pilot Weeks 1- 4		
Self-Guided Professional Learning	Teacher Learning System: Being a Reader Small-group Reading (K-2) <ul style="list-style-type: none"> ● Getting Started <ul style="list-style-type: none"> ○ Administer the Small-Group Placement Assessment for Sets 1-5 (Video: 2 minutes) ○ Planning for Small-Group Reading Instruction (Video: 17 minutes) ● Lesson Structure and Instructional Routines <ul style="list-style-type: none"> ○ Lesson Structure of Small-Group Reading ○ Instructional Routines in Small-Group Reading Sets 1-5 	

	<ul style="list-style-type: none"> ● Assessment and Decision Making <ul style="list-style-type: none"> ○ Assessment Overview ● General <ul style="list-style-type: none"> ○ Letter Name Instruction (K) 	
Collaborative Classroom-Led Professional Learning	Leadership Team Check-In <i>2 1-hour virtual sessions</i>	\$200 Complimentary
Collaborative Classroom-Led Professional Learning	Pilot Teachers: Q & A <i>2 1-hour virtual sessions</i>	\$200 Complimentary
Pilot Weeks 5-8		
Self-Guided Professional Learning	Professional Learning System for Collaborative Literacy <ul style="list-style-type: none"> ● Introducing Book Clubs (3-4) ● MTSS Guidance for Reading Instruction in Collaborative Literacy (K-4) 	
Self-Guided Professional Learning	Professional Learning System for Collaborative Literacy: Chapter 3 <ul style="list-style-type: none"> ● Check-in Agenda ● Fall Teacher Reflection ● MTSS Guidance for Reading Instruction in Collaborative Literacy (K-4) ● Evidence of Classroom Implementation ● Learning Walk Protocol 	
Collaborative Classroom-Led Professional Learning	Planning for Collaborative Literacy <i>2 1-hour virtual session K-2 and 3-4</i>	\$800
Collaborative Classroom-Led Professional Learning	Learning Walk Up to 20 participants <i>1 2-hour virtual session</i>	\$800
Collaborative Classroom-Led Professional Learning	Leadership Team Check-In <i>2 1-hour virtual sessions</i>	\$200 Complimentary
Collaborative Classroom-Led Professional Learning	Pilot Teachers: Q & A <i>2 1-hour virtual sessions</i>	\$200 Complimentary
Pilot Weeks 9-12		
Self-Guided Professional Learning	Professional Learning System for Collaborative Literacy: Chapter 4 <ul style="list-style-type: none"> ● Winter and Spring Teacher Reflection 	

Self-Guided Professional Learning	Teacher Learning System: Being a Reader Small-group Reading (K-2) <ul style="list-style-type: none"> ● Assessment and Decision Making <ul style="list-style-type: none"> ○ Group Assessments ○ Mastery Tests ○ Reading Observations ○ Making Instructional Decisions in Small-Group Reading Sets 1-5 	
Collaborative Classroom-Led Professional Learning	Content Session: Content TBD 1 2-hour virtual session	\$800
Collaborative Classroom-Led Professional Learning	Leadership Team Check-In 2 1-hour virtual sessions	\$200 Complimentary
Collaborative Classroom-Led Professional Learning	Pilot Teachers: Q & A 2 1-hour virtual sessions	\$200 Complimentary
Subtotal		\$6,200
Complimentary		-1,400
Total		\$4,800

Professional Learning	Rate
Standard Virtual Hourly Rate <i>1 consultant; Up to 35 participants</i>	\$400.00
Standard Virtual Hourly Rate <i>2 consultants; 36-100 participants</i>	\$600.00
Standard Virtual Daily Rate <i>6 + hours, 1 consultant; Up to 35 participants</i>	\$2,000.00
Standard Virtual Daily Rate <i>6 + hours, 2 consultant; 36-100 participants</i>	\$3,000.00
Standard In-person Day (includes travel costs) <i>1 consultant; Typically up to 50 participants</i>	\$3,500.00
In-person 3 Consecutive Days per/consultant (includes travel costs) <i>1 consultant; Typically up to 50 participants</i>	\$2,600.00
Consultancy Hourly Rate <i>1 consultant; Check-in/Thought Partner Meetings with Leadership Team</i>	\$100.00

All complimentary professional learning days/hours expire July 31, 2022.

*A physical copy of the Purchase Order (PO) is required **5 business days prior** to the scheduled event. If a PO is not received **5 business days prior**, the event will be rescheduled.*

Read Center for the Collaborative Classroom's Cancellation Policy for Professional Learning:

<http://bit.ly/PLcancellationpolicy>