



2121 Imola Avenue, Napa CA 94559

ATTACHMENT II: WORK TO BE PERFORMED

The CONTRACTOR, Santa Rosa City Unified School District, agrees to be a part of the CALI Reads program. CALI Reads is a program to support personnel development in order to improve middle school students' literacy achievement. Through CALI Reads, the CONTRACTOR will receive ongoing literacy coaching, professional development, and systems support for participating middle school teachers and administrators. Year Three activities will focus on literacy training and coaching for participants.

CONTRACTOR Role Expectations

The CONTRACTOR will:

- Designate a **single point of contact** in the district who will assume responsibility for overseeing the CALI Reads contract by ensuring the timely execution of contracting, invoicing, and appropriate distribution of project funds.
- Ensure **timely execution** of the Agreement for Services (AFS).
- **Serve as a fiscal agent** by invoicing for project activities and deliverables of the District and participating schools on a quarterly basis.
- **Distribute project funds** to the District and participating schools for their completion of project activities and deliverables and leverage funds in accordance with the CALI Reads AFS.
- Monitor the quality and timely delivery of all **contract deliverables** and required evaluation and reporting activities as outlined on the signed Commitment Page(s).

The CONTRACTOR will meet the following deliverables:

- District Support Team (DST) to meet at least three times in Year Three to oversee CALI Reads implementation at participating middle school sites and complete the District Checklist (DC). The DST should be comprised of two to three district staff (including a district instructional coach) and a site administrator from each participating school site.
- Support scheduling of the Virtual Regional Workshop to be attended in Year Three by six teachers from each participating school site.
- Identify a district lead to collaborate with the CALI Reads Regional Coach on the development of a district literacy plan.
- Complete and support evaluation documentation and data collection (for example, DST membership, DC, End-of-Event evaluations, and participant surveys as requested).



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- Submit de-identified reading assessment data and a summary of student growth for reading intervention teachers, for example, Universal Screening, Formative Assessment Data, or Diagnostic Data.

The CONTRACTOR will ensure the following CALI Reads school site, Cook Middle School, meets the following deliverables.

- Identify a cadre of participants (10 teachers and an instructional leader) to engage in evidence-based online Literacy Training Modules, digiCOACH walkthroughs, and work with a CALI Reads Coach.
- Hold quarterly Site Implementation Team (SIT) meetings to oversee the CALI Reads program at their school site. The SIT should be comprised of a combination of a site administrator, an English Language Arts teacher, one content area teacher, and a Special Education/Intervention teacher.
- Send up to 6 teachers to the Virtual Regional Workshop.
- Complete and support evaluation documentation and data collection (for example, SIT membership, pre- and post- FIT, End-of-Event evaluations, and bi-annual participant surveys).
- Facilitate one family workshop focused on supporting home literacy. Submit event details on <https://www.calireads.org/familyworkshop.html>
- Supply a Purchase Order as proof of purchase for books or digital resources to support classroom literacy (note: not library book purchases).