

Supplemental Attachment 5

CAL Training Contract

Academic Calendar: indicates scheduled PD dates



October 9, 2017

José Avilés, Principal
Academia Antonia Alonso
Barley Mill Plaza – Building #26
4403 Lancaster Pike
Wilmington, DE 19805
302-351-8200
jose.aviles@academia.k12.de.us

Dear Mr. Avilés,

The Center for Applied Linguistics (CAL) is pleased to submit this letter of agreement to offer Dual Language Professional Development to educators at Academia Antonia Alonso (AAA).

Project Title

Foundations of Dual Language Education (1 day)
Spanish Literacy (1 day)
Two-Way SIOP (1 day)
Job-Embedded Teacher Coaching (3 consecutive days)

Description of Services Provided

Foundations of Dual Language Education

This condensed one-day workshop, based on CAL's highly-acclaimed *Guiding Principles for Dual Language Education*, will provide dual language educators with research-aligned strategies and hands-on activities that promote bilingualism, biliteracy, and multicultural competence for their emergent bilingual students learning in English and a partner language.

Participants will engage in interactive activities that integrate language and content and promote mutual respect between and among students of varying linguistic and cultural backgrounds. Through exploration of concrete instructional and classroom examples, participants will be invited to actively reflect on their instructional practices. In addition, opportunities will be provided for collaboration with colleagues in the design of research-aligned activities that participants will then be able to turn around and implement immediately in their own classrooms.

Two-Way SIOP Day 1

This condensed one-day Two-Way SIOP Model workshop will focus on integrating content and language instruction for emergent bilingual students served through dual language programs. The Two-Way SIOP Model for sheltering content instruction enables dual language teachers to help language learners gain proficiency in the language of instruction while also mastering the core curriculum in the content areas: language arts, social studies, mathematics, and science.

Participants will engage in interactive activities that integrate language and content and promote mutual respect between and among students of varying linguistic and cultural backgrounds. Through exploration of concrete instructional and classroom examples, participants will be invited to actively reflect on their instructional practices. The focus of day one will be on Lesson Preparation and Building Background.

Spanish Literacy

This professional development will consist of a condensed one-day workshop. The Spanish Literacy professional development workshop is designed to provide participants with effective methodologies for teaching academic language and literacy in Spanish to students at all levels of proficiency. Additionally, the workshop will provide participants with practical, research-based strategies along with practical tools for developing metalinguistic awareness in students that will lead to academic success in both Spanish and English. An emphasis will be placed on developing academic language and literacy skills in content classrooms in which Spanish is the medium of instruction. The session will be conducted in the Spanish language.

Job-Embedded Coaching (3 consecutive days)

A CAL Dual Language Specialist will visit a maximum of 7 classrooms a day for a minimum of 20 minutes each. The observation will be followed by a face-to-face coaching session that will allow the teacher to continue to implement strategies learned through DL Foundations, Spanish Literacy, and Two-Way SIOP professional development sessions.

Dates

The days for the professional development are as follows:

- Dual Language Foundations (one-day): November 9, 2017
- Two-Way SIOP (Day 1): December 8, 2017
- Spanish Literacy (one-day): February 2, 2018
- Job-Embedded Coaching: 3 consecutive days in spring 2018 (TBD)

Location

The dual language professional development workshops and coaching will take place at AAA.

CAL Project Staff

- Dr. José Medina, CAL Solutions Director of Dual Language and Bilingual Education, will serve as the project director.
- A CAL Dual Language Facilitator will provide the professional development and job-embedded coaching.
- Ms. Leo Vizcarro will serve to provide administrative support.

CAL Capabilities Statement

The Center for Applied Linguistics (CAL) is a private, non-profit organization involved in the study of language and the application of linguistics to educational, cultural, and social concerns. CAL's mission is to improve education through better understanding of language and culture. Established in 1959, CAL has earned an international reputation for the quality of its work in language-related information collection, analysis, and dissemination; linguistic research that addresses the needs of the classroom; direct technical services to language programs; professional development; and needs assessments and program evaluations. For current information about CAL projects and products, visit our Web site at www.cal.org/solutions

Training/Workshop Host

AAA agrees to ensure that the following is provided:

- Make all necessary arrangements for the training site including AV equipment (LCD projector, screen, microphones, and Internet access)
- Provide 2 flip charts with chart paper and markers
- Provide boxes of colored markers and scrap paper on each participant table
- Provide appropriate space and set up for cooperative learning
- Print and/or deliver the workshop handouts (to be emailed to the school/district contact a week in advance) to the workshop location

CAL Project Representative

CAL has designated José Medina as its Project Representative who shall be responsible for the programmatic aspects of the Agreement. Questions and correspondence of a programmatic nature should be directed to the Project Representative at the Center for Applied Linguistics, 4646 40th Street, N.W., Washington, D.C. 20016-1859, (202) 355-1547, jmedina@cal.org.

CAL Administrative Representative

CAL has designated Inge Siggelkow as the Administrative Representative who shall be responsible for the contractual and administrative aspects of the agreement. Questions and correspondence of an administrative nature should be directed to the Administrative

Representative at the Center for Applied Linguistics, 4646 40th Street, N.W., Washington, D.C. 20016-1859, 202-355-1527, contracts@cal.org.

Cost

The firm, fixed price for the one-day workshop is \$29,880 for CAL staff preparation and delivery time, supplementary materials and administrative assistance. This will include 4 trips and six days of service.

Payment

CAL will invoice AAA:

- \$9,960 on November 9, 2017
- \$9,960 on December 8, 2017
- \$9,960 on February 2, 2018

Invoices are payable within 30 days of receipt of an invoice from CAL. Please send payment to

Accounts Receivable
Center for Applied Linguistics
4646 40th Street NW
Washington, DC 200016

This contract will be in effect from the date when the contract is signed until May 1, 2018.

Cancellation Policy

In the case of a cancellation or date change, AAA will be responsible for reimbursement to CAL for all unrecoverable expenses (such as travel costs and planning time) incurred by CAL for the specific training engagement.

If the assigned CAL trainer cannot provide the services as scheduled, CAL will make every effort to provide a qualified, alternative trainer for the scheduled dates. If this cannot be arranged, CAL will work with the district to reschedule the training. Notice of cancellation or date changes for training/workshops must be received in writing by fax, email, or regular mail using the contact information in this Agreement.

Inclement Weather/Emergency Situations

Due to inclement weather or an emergency situation, if notice of cancellation is given at least 24 hours prior to the training workshop (and before the trainer has begun travel), there will be no charge for the on-site training costs and time. However, AAA will be responsible for any travel

or training expenses incurred by the trainer that cannot be refunded and for their planning time to date.

CAL reserves the right to make cancellation decisions for training workshops in weather/emergency situations. Weather/emergency related cancellations will be rescheduled as soon as possible based on the current training schedule.

Copyright

CAL is the owner and copyright holder of all materials developed by CAL staff and consultants for use in delivery of services under this Agreement. Conversion of the CAL materials to on-line products is not permitted.

Recording

CAL does not permit videotaping or audio recording of training/workshops.

Entire Agreement

This Agreement constitutes the entire agreement and understanding between AAA and CAL, and supersedes any prior oral or written agreements or understandings, if any. Any changes or modifications shall be accomplished by a written amendment to this Agreement executed by the duly authorized representatives of the parties.

If you agree with the above terms and conditions, please sign two copies of this Agreement, keep one copy for your records, and return one to me together with a Purchase Order number by October 16, 2017.

We appreciate your selection of CAL for professional services, and we look forward to working with you and your staff.

Sincerely,

Dr. José Medina
Director, CAL Solutions
Dual Language and Bilingual Education
Center for Applied Linguistics
Email: jmedina@cal.org
Tel. 202-355-1547; Fax: 202-363-7204
Web: www.cal.org/solutions



Academic Calendar 2017-2018 / 8:30am - 3:30pm

August 2017					September 2017					October 2017				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
	1	2	3	4					1	2	3	4	5	6
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	1	2	3	4	5	6
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
28	29	30	31		2	3	4	5	6	7	8	9	10	11
			4 Days					19 Days					20 Days	
			11 TD					20 TD					21 TD	
November 2017					December 2017					January 2018				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
20	21	22	23	24	25	26	27	28	29	30	31			
27	28	29	30					15 Days					19 Days	
			16 Days					16 TD					20 TD	
			19 TD											
February 2018					March 2018					April 2018				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2				1	2	3	4	5	6	7
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
19	20	21	22	23	24	25	26	27	28	29	30	31		
26	27	28						20 Days					15 Days	
			18 Days					21 TD					16 TD	
			19 TD											
May 2018					June 2018					Summary				
M	T	W	TH	F	M	T	W	TH	F	Total Teacher Days 197				
	1	2	3	4					1	Total Student Days 175				
7	8	9	10	11	12	13	14	15	16	Total Student Non Days 0				
14	15	16	17	18	19	20	21	22	23	Total Instructional Hours 1,137.5				
21	22	23	24	25	26	27	28	29	30					
28	29	30	31											
			21 Days					11 Days						
			22 TD					13 TD						
Key														
School beginning and end days/ Inicio y fin de la escuela														
Regular School Day/ Día escolar Regular 8:30 am - 3:30 pm														
No School for Students Staff PD/ No hay escuela para estudiantes DP del personal														
School Recess, no staff or students/ Receso escolar para estudiantes y personal														
Celebration of Learning/ Celebración de Aprendizaje 6:00 pm														
New Teachers PD/ Nuevos Maestros DP														
No School for Students, Parent Conferences/ No hay escuela para estudiantes, Conferencias de Padres														
All staff beginning and end days/ días de inicio y finalización del personal														