



## Navigator Schools

### Governance Committee Meeting

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#### Date and Time

Friday March 22, 2024 at 11:15 AM PDT

#### Location

[Join Zoom Meeting](#)

ID: 92635231544

Passcode: 038806

[\(US\) +1 646-931-3860](#)

Passcode: 038806

Meeting host: [ami.ortiz@navigatorschools.org](mailto:ami.ortiz@navigatorschools.org)

Join Zoom Meeting:

<https://navigatorschools.zoom.us/j/92635231544?pwd=Q21Na251RE02TEdIREIBWFNMRzIXQT09>

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This meeting will be held in compliance with the Brown Act.

Individuals in need of a disability-related accommodation, modification, or auxiliary aid/service, should direct requests [via e-mail](#) to Ami Ortiz, Director of Business & Finance.

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>11:15 AM</b>
Opening Items			
<b>A.</b>	Record Attendance and Guests	John Flaherty	1 m
<b>B.</b>	Call the Meeting to Order	John Flaherty	1 m
<b>II. Topical Items</b>			<b>11:17 AM</b>
Governance			
<b>A.</b>	Consideration of Array/Lit Contract	Vote	Tom Peraic
	The Governance Committee will vote on a Contract Proposal.		12 m
<b>III. Closing Items</b>			<b>11:29 AM</b>
<b>A.</b>	Adjourn Meeting	Vote	Board Chair
	The Committee will hold a roll call vote on the adjournment of the meeting.		1 m
	Proposed Motion: Adjourn		

# Coversheet

## Consideration of Array/Lit Contract

**Section:** II. Topical Items  
**Item:** A. Consideration of Array/Lit Contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Array\_Lit Contract with Navigator (03.22.24).pdf

## PROGRAM AGREEMENT

This Program Agreement (the "Agreement") is by and between Navigator Schools and Array Education, Inc. (formerly Together Education, Inc.) and its Lit program ("Lit"), collectively the "Parties" and each individually a "Party", effective March 14, 2024 (the "Effective Date") through May 31, 2025 (the "Termination Date").

The purpose of this Agreement is to formalize the partnership between Navigator Schools and Lit, to further the Parties' shared goals and to outline the responsibilities of each Party.

### 1. Program Overview.

- a) Lit will provide the services described in the Lit Literacy Quality Review Proposal and the Lit Design and Pilot Proposal found in Appendix A ("Program").
- b) The following designated representatives will serve as the partnership coordinators and contact persons for the Program for the purposes of maintaining a strong partnership:

For Navigator Schools Program Contact:

Name: Crystal O'Rourke  
Title: Director of Schools  
Email: crystal.orourke@navigatorschools.org  
Phone: (831) 217-4880

For Lit Program Contact:

Name: Shannon Hesel  
Title: Managing Director, Partnerships, Lit  
Email: shannon.hesel@wearelit.org  
Phone: (585) 713-9498

### 2. Fees and Payment.

- a) **Program Fee:** Navigator Schools shall pay Lit an all-inclusive fee of ninety-eight thousand five hundred dollars (\$98,500.00).
- b) **Payment Terms:** Navigator Schools will be invoiced for the contract total upon signing of this Agreement, with payments made via electronic funds transfer (preferred) or check due within 30 days of the invoice date.

### 3. Intellectual Property.

- a) **"Intellectual Property"** means all forms of intellectual property rights and protections, worldwide, including, without limitation, the following: (a) all right, title, and interest in and to all inventions, patents and all filed, pending, or potential patent applications, including, without limitation, any reissue, reexamination, division, continuation, or continuation-in-part applications throughout the world now or hereafter filed; (b) all right, title, and interest in and to all trade secrets, and all trade secret rights and equivalent rights arising under the common law, state law,

federal law, and laws of foreign countries; (c) all right, title, and interest in and to all mask works, copyrights, other literary property or authors' rights, whether or not protected by copyright or as a mask work, under common law, state law, federal law and laws of foreign countries; (d) all right, title, and interest in and to all proprietary indicia, trademarks, service marks, trade names, trade dress, symbols, logos, domain names, and/or brand names under common law, state law, federal law; and (e) computer software, including source code, executable code, data, databases, and related documentation, but not including off-the-shelf software

- b) The Parties acknowledge that the Intellectual Property include materials that are owned or licensed by Lit and this Agreement is not intended to involve any transfer of ownership of those materials.
- c) Lit hereby grants to Navigator Schools and Program participants a limited, non-exclusive, and non-transferable license to use the Intellectual Property solely for Navigator Schools's noncommercial use for the duration of this Agreement. Navigator Schools and its affiliates shall not use any Intellectual Property beyond the scope of the Program or the terms of this license.
- d) The Parties acknowledge that through the course of the Program, Lit may also be exposed to intellectual property owned by Navigator Schools. Lit will not copy, display, publish, distribute, transmit, modify, or otherwise use or exploit any Navigator Schools Intellectual Property without the Navigator Schools express prior written consent.

#### **4. Prohibition on Hiring.**

Lit's employees are a critical asset of its business and Lit places significant value on its team members, including any employees who may be assigned to work on the engagement with Navigator Schools. Accordingly, Navigator Schools agrees that neither it nor any of its parents, subsidiaries, employees, or other representatives shall offer employment to any Lit employee during this engagement or within one year following the conclusion of this engagement. Should Navigator Schools or any of its parents, subsidiaries, employees, or other representatives hire a Lit employee during this engagement or within one year following the conclusion of this engagement, Navigator Schools agrees to pay Lit a fee equal to 100% of the employee's annual compensation most recently paid by Lit, which fee Navigator Schools agrees constitutes reasonable compensation to Lit for the loss of its employee's services and which amount Navigator Schools acknowledges does not constitute a penalty.

#### **5. Use of Brands and Logos.**

After the signing of this Agreement, Navigator Schools will be able to communicate through its different channels it is an official partner of Lit and Lit will be able to do the same regarding Navigator Schools. This includes posting Lit's logo on Navigator Schools website and posting Navigator Schools's logo on Lit's website.

#### **6. Term and Termination.**

- a) This Agreement shall commence as of the Effective Date and will continue in effect until the Termination Date, except that either party may terminate the Agreement at any time on ninety (90) days prior written notice to the other party with or without cause. Payment installments for

the portion of services that have been delivered are still owed if they have not yet been paid at the time of early termination of the Agreement.

- b) Each Party may elect or decline further collaboration with the other party at its sole discretion.
- c) This Agreement may be amended, including extension of the term of the Agreement, at any time by written agreement of the Parties.

## **7. Warranties, Liability and Indemnification.**

- a) Each party represents and warrants that as of the Effective Date and at all times thereafter: (a) this Agreement constitutes its valid and binding obligation and is enforceable against it in accordance with the terms of this Agreement; and (b) the execution and delivery of this Agreement by it and the performance of its obligations hereunder: (i) are not in violation or breach of, and will not conflict with or constitute a default under, any material contract, agreement or commitment binding upon it; and (ii) will not conflict with or violate in any material manner, any applicable law, rule, regulation, judgment, order or decree of any government, governmental instrumentality or court having jurisdiction over such party. Except for the express warranties stated in this section, each party disclaims all other warranties, whether implied by operation of law or otherwise, including, without limitation, any implied warranties of merchantability and fitness for a particular purpose, and any warranties arising from a course of performance, course of dealing or usage of trade.
- b) No party will be liable to the other party (nor to any person claiming rights derived from such other party's rights) for any indirect, incidental, consequential, special punitive or exemplary damages of any kind (including without limitation lost revenues or profits, loss of use, loss of cost or other savings or loss of goodwill or reputation) with respect to any claims based on contract, tort or otherwise (including negligence and strict liability) arising out of or relating to this Agreement, regardless of whether the party liable or allegedly liable was advised, had other reason to know, or in fact knew of the possibility thereof. Each party's maximum cumulative liability arising out of or relating to this Agreement, or the services provided hereunder, regardless of the cause of action (whether in contract, tort, breach of warranty or otherwise), will not exceed the aggregate amount of the fees paid and payable hereunder. Notwithstanding anything to the contrary, the exclusions and limitations of liability set forth in this section shall not apply: (i) to the violation of a party's intellectual property rights or the parties' respective obligations of confidentiality hereunder or (ii) to the extent that acts or omissions of a party constitute gross negligence, willful misconduct, or a violation of applicable law.
- c) Each party (an "Indemnitor") will indemnify, defend and hold harmless the other party and its affiliates and each of their respective officers, directors, members, managers, employees and agents (each, an "Indemnitee") from and against any claim, suit or proceeding brought by a third party against an Indemnitee to the extent that it arises out of the gross negligence, willful misconduct, breach of confidentiality, or breach of applicable law of the Indemnitor or its agents in connection with this Agreement, and shall pay all costs incurred by (including reasonable attorney's fees and disbursements) and damages awarded against the Indemnitees, but shall not be responsible for any compromise or settlement made without the Indemnitor's consent. The Indemnitee shall promptly notify the Indemnitor in writing of any claim, suit or proceeding that

the Indemnitor may have obligations under this section; provided, however, that any failure of the Indemnitee to provide prompt written notice pursuant to this section shall excuse the Indemnitor only to the extent that it is prejudiced thereby. The Indemnitee seeking indemnification hereunder shall cooperate with the Indemnitor with regard to the defense of any claim, proceeding, suit or threatened suit. The Indemnitor shall have full control of any such claim, proceeding or suit and the authority to settle or otherwise dispose of any suit or threatened suit. In no event, however, may the Indemnitor agree to any settlement of any claim, suit or proceeding for which it has agreed to provide indemnification under this Agreement if such settlement would impose any liability or obligation upon the Indemnitee, without the Indemnitee's prior, written consent.

## 8. Miscellaneous.

- a) This Agreement does not intend to create any binding obligations on the parties other than those stated in this Agreement, and the parties shall commit their best efforts to obtain all necessary corporate approvals to execute the appropriate definitive agreements that shall be necessary for the purpose of this Agreement.
- b) Failure to exercise or enforce or a delay in exercising or enforcing or the partial exercise or enforcement of any right, power or remedy provided by law or under this letter by any party will not in any way preclude, or operate as a waiver of, any exercise or enforcement, or further exercise or enforcement of that or any other right, power or remedy provided by law or under this Agreement. Any waiver or consent given by any party under this document will only be effective and binding on that party if it is given or confirmed in writing by that party. No waiver of a breach of any term of this document will operate as a waiver of another breach of that term or of a breach of any other term of this letter.
- c) In the event of a dispute arising under or relating to this Agreement or the Intellectual Property (each, a "Dispute"), each party agrees to communicate all aspects regarding the dispute to the other party, and each party agrees to work with the other party in good faith to resolve the dispute. The Parties set domicile in the city and state of New York, New York, in the United States, and are submitted to the competence of the mixed arbitrator mutually agreed upon.
- d) The parties acknowledge and agree that in the event of a breach or threatened violation of the intellectual property rights or confidential and proprietary information of Lit or its collaborators by Navigator Schools, Lit will suffer irreparable harm and will therefore be entitled to injunctive relief to enforce this Agreement. Lit may, without waiving any other remedies under this Agreement, seek from any court having jurisdiction any interim, equitable, provisional, or injunctive relief that is necessary to protect its rights and property pending the outcome of the arbitration referenced above. The parties hereby irrevocably and unconditionally consent to the personal and subject matter jurisdiction of the federal and state courts in the State of New York, Borough of Manhattan for purposes of any such action by Lit.
- e) This Agreement may not be assigned by Navigator Schools without the prior written consent of Lit.

- f) Force majeure or random event. The Parties are exempt from any responsibility for damages and losses that might arise from total or partial breach of this Agreement consequent to unforeseen circumstances or force majeure, and contrary to the Parties desire, which cannot be foreseen or avoided.
- g) If any clause or subclause of this document is held to be invalid or unenforceable by any court of competent jurisdiction the other clauses and subclauses of this document remain in full force and effect.
- h) Any communication or notice to the parties hereunder must be given by certified mail or e-mail and shall be effective 5 days after the certified letter is deposited in the mails or, in case of e-mail, when actually received, and shall be sent as follows:
  - i. If to Navigator Schools, addressed to:
 

Navigator Schools  
 Noël Russell-Unterburger, Chief Finance and Operations Officer  
 650 San Benito St, Suite 230  
 Hollister, CA 95023  
 noel.russellunterburger@navigatorschools.org
  - ii. If to Lit, addressed to:
 

Array Education, Inc.  
 ATTN: Yvonne Chao, Partner  
 25 Broadway, 3<sup>rd</sup> Floor  
 New York, NY 10004  
 ychao@arrayeducation.org

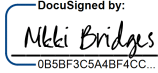
Incorporated herein and made a part hereof are any Attachments to the Agreement.


IN WITNESS WHEREOF, the parties by their duly authorized officer hereto intending to be bound have executed this Agreement as of the Effective Date.

**Navigator Schools**

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Array Education, Inc.**

By:  \_\_\_\_\_  
 Name: Nikki Bridges  
 Title: CEO, Lit  
 Date: 3/13/2024

By:  \_\_\_\_\_  
 Name: Yvonne Chao  
 Title: Partner  
 Date: 3/13/24





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## LIT LITERACY QUALITY REVIEW (LQR) PROPOSAL

*Thank you for your interest in working with Lit and your commitment to ensuring every kid, everywhere, is a reader. The following is a proposal representative work Lit could do to serve your system and/or school(s). The proposal is not final until all parties agree on the content.*

### Overview

<b>Client Contact Information</b>	Navigator Schools 650 San Benito St., Suite 230 Hollister, CA 95023											
<b>Contract Signatory:</b> Noël Russell-Unterburger Chief Finance and Operations Officer (831) 217-4880 <a href="mailto:noel.russellunterburger@navigator-schools.org">noel.russellunterburger@navigator-schools.org</a>		<b>Lit Program Point of Contact</b> Crystal O'Rourke Director of Schools (831) 217-4880 <a href="mailto:crystal.orourke@navigator-schools.org">crystal.orourke@navigator-schools.org</a>										
<b>Duration</b>	03/2024 - 04/2024											
<b>General Details</b>	The proposal assumes that the following schools across your system will participate in the LQR process:											
<table border="1"> <thead> <tr> <th>System/School</th> <th>Grade(s)</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Gilroy Prep</td> <td>K-8 (K-5 for LQR)</td> <td>166 West Harder Road   Hayward, CA 945</td> </tr> <tr> <td>Hayward Collegiate</td> <td>K-6 (K-5 for LQR)</td> <td>277 IOOF Avenue   Gilroy, CA 95020</td> </tr> </tbody> </table>				System/School	Grade(s)	Address	Gilroy Prep	K-8 (K-5 for LQR)	166 West Harder Road   Hayward, CA 945	Hayward Collegiate	K-6 (K-5 for LQR)	277 IOOF Avenue   Gilroy, CA 95020
System/School	Grade(s)	Address										
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Hayward Collegiate	K-6 (K-5 for LQR)	277 IOOF Avenue   Gilroy, CA 95020										
<b>Reading Ecosystem Foci</b>	<ul style="list-style-type: none"> <li>• Word recognition: Tier 1 and Tier 2 instruction</li> <li>• Language comprehension: Tier 1 and Tier 2 instruction</li> <li>• Enabling structures</li> </ul>											
<b>Number of LQR Review Days</b>	1 day (school TBD)											
<b>Proposed Lit Quality Review Site Visit Date</b>	Monday, March 27th or Tuesday, March 28th											



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<b>LQR Team Size</b>	3
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## Deliverables

Below is what can be expected as a result of Lit’s support

Deliverable	Timeframe
<p><b>For the whole system:</b></p> <ul style="list-style-type: none"> <li>● Finalized READ report that formalizes the observations gathered during LQR process and:                             <ul style="list-style-type: none"> <li>○ spotlights current reading ecosystem’s areas of strength and</li> <li>○ spotlights the current reading ecosystem’s areas of prioritization</li> <li>○ provides recommendations for improving your reading ecosystem, grounded in the relevant research around the science of reading and equitable instructional practice</li> </ul> </li> </ul>	<b>March/April 2024</b>

## Pricing Details

Pricing Scenarios	Cost
<b>System LQR with 1 day visit to 1 school</b>	<b>\$31,000</b>

**Literacy Quality Review (LQR) Overview**

A Lit Quality Review (LQR) is an evidence-based process focused on gathering data on your system's current reading ecosystem's design, implementation, and impact. Its findings are not standalone assessments of school performance. Instead, they inform decision-making, offer formative feedback, and aid in redesign and implementation at the school or system level. Beginning with an LQR allows potential partners and Lit to explore longer-term partnerships from an aligned starting point with clear areas of focus, goals, and timelines.

**The Literacy Quality Review Process**

During the Lit Quality Review planning phase, the assigned Lit point-person will conduct two 60-minute virtual meetings over Zoom with you. In these meetings, you will:

- Define Your RAPID Team:** Together, you will identify and establish your RAPID team, comprising critical stakeholders who will contribute input, make recommendations, and participate in decision-making processes throughout the Lit Quality Review and potential future collaboration with Lit.
- Collect and Review Artifacts:** Gather and review necessary artifacts and documents that provide context on your current reading ecosystem. These materials will be shared with Lit to facilitate a comprehensive understanding of your educational context.



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**Create Visit Schedules:** Collaboratively develop daily schedules for the site visit, ensuring adequate time for Lit to observe various aspects of your reading ecosystem, including classroom instruction, instructional coaching meetings, data analysis sessions, and professional learning opportunities.

**Gain Insight into Your Community:** Engage in discussions to learn more about your learning community, clarify key documents and artifacts, and finalize any outstanding scheduling and logistical details related to the visit.

**Be introduced to READ:** Introduce you to the Reading Ecosystem Alignment Diagnostic (READ), the assessment tool utilized by Lit to evaluate the alignment of your reading ecosystem with research and culturally responsive pedagogy principles.

During the Lit Quality Review visit, the Lit team will:

- **Conduct Classroom Visits:** Observations of curriculum implementation and instructional practices will be conducted both collaboratively with a member of your team and individually by Lit members. This approach allows for a comprehensive understanding of your school community through various perspectives.
- **Observe Meetings and Professional Learning Sessions:** The team will also observe instructional coaching meetings, data analysis meetings, Professional Learning Communities (PLCs), and other relevant professional learning activities.
- **Interview Key Stakeholders:** Interviews will be conducted with key stakeholders ranging from system-level leaders to teachers, allowing for insights into various perspectives within the school ecosystem.
- **Provide High-Level Overview:** After the visit, a high-level overview of findings and potential focus areas for growth will be provided to you and your RAPID team, offering valuable insights to guide future actions and improvements.

**Lit Quality Review Synthesis:** The Lit Quality Review team will undertake the following steps after the visit to synthesize their findings and provide recommendations:

- **Finalize the READ (Reading Ecosystem Assessment and Diagnosis):** The team will identify and highlight the current strengths and areas requiring prioritization within your reading ecosystem.
- **Prepare a Comprehensive Written Report:** They will document their findings and evidence gathered during the Lit Quality Review process in a detailed written report. This report will be aligned with the READ findings, providing a clear overview of the assessment outcomes.
- **Provide Recommendations:** Based on their assessment, the team will offer actionable recommendations for enhancing your reading ecosystem. These recommendations will be tailored to address identified areas for improvement and will be structured to guide enhancements over time, emphasizing phased implementation.

**Lit Quality Review Debrief:** Your RAPID team will meet with members of your Lit Lit Quality Review team in **1 90-minute virtual meeting over Zoom** to:

- Reflect upon the findings from your Lit Quality Review report and learn where there is resonance and dig into further questions or concerns the report might raise
- Gain clarity on the phased recommendations for reading ecosystem improvement



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- Discuss potential future partnership with Lit

We structure our Lit Quality Review to be a gateway to continued and deeper partnership. After the Lit Quality Review, you, your team, and Lit will determine whether continued partnership is the best next step for all parties.

**Partnership Agreement:** If both parties are in alignment and want to move forward with a potential partnership that will support implementation recommendations from the Lit Quality Review, a point-person from Lit will work with you to develop a partnership agreement that is aligned with your phased plan.

**Partnership Launch:** We launch our partnership beginning with the first phase of reading ecosystem realignment as outlined in your Lit Quality Review report.

## General Terms and Assumptions

**Before the Lit Quality Review:** The process assumes that you will be able to:

- Select and maintain an agreed upon date for the Lit Quality Review site visit
- Share requested artifacts and documents in advance of the Lit Quality Review site visit
- Schedule up to two 60-minute virtual meetings with your Lit point person to effectively prepare for the visit
- Work with your Lit point person to craft a visit itinerary incorporating stakeholder interviews, classroom observations, and coaching meeting observations
- Be available for interviews and co-observations of classrooms
- Schedule a 90-minute meeting no later than four weeks after the Lit Quality Review visit to review the report and establish strategic priorities

**During the Lit Quality Review:** The process assumes you will be able to:

- Allocate a dedicated, private room each day for the exclusive use of the Lit Quality Review team during their internal process time.
- Facilitate access to requested lesson plans, assessment data, and any other artifacts needed by the Lit Quality Review team.
- Assist in coordinating logistics for lunch arrangements during the site visit to support the comfort and efficiency of the Lit Quality Review team.

**After the Lit Quality Review:** The process assumes you will be able to:

- Coordinate your RAPID team to participate in a virtual 90-minute meeting to thoroughly review the findings from the Lit Quality Review.

## Next Steps

When you are ready to discuss the proposal, please [schedule](#) a time to talk with the Lit team.

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Once you agree to the above outlined terms, we will initiate the process of creating a formal agreement for services.

## **Last Word**

Thank you for your interest in working with Lit and your commitment to ensuring every kid, everywhere is a reader. We look forward to working with you and your team!



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## LIT DESIGN AND PILOT PROPOSAL

*Thank you for your interest in working with Lit and your commitment to ensuring every kid, everywhere, is a reader. The following proposal is representative of work Lit could do to serve your system and/or school(s) during the implementation phase of a Lit learning journey. This proposal is not final until all parties agree on the content.*

### Overview

<b>Client Contact Information</b>	Navigator Schools 650 San Benito St., Suite 230 Hollister, CA 95023																
<b>Duration</b>	April 2024 - May 2025																
<b>General Details</b>	The proposal assumes that Lit will be working with the following schools across your system: <table border="1" data-bbox="414 1213 1422 1696"> <thead> <tr> <th>System/School</th> <th>Grade(s)</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>Gilroy Prep</td> <td>K-8 (K-5 prioritized)</td> <td>166 West Harder Road   Hayward, CA 94544</td> </tr> <tr> <td>Hayward Collegiate</td> <td>K-6 (K-5 prioritized)</td> <td>277 IOOF Avenue   Gilroy, CA 95020</td> </tr> <tr> <td>Hollister Prep</td> <td>K-8 (K-5 prioritized)</td> <td>881 Line Street, St #200   Hollister, CA 95023</td> </tr> <tr> <td>Watsonville Prep</td> <td>TK - 7 (K-5 prioritized)</td> <td>407 Main St., 2nd Floor   Watsonville, CA 95076</td> </tr> </tbody> </table>		System/School	Grade(s)	Address	Gilroy Prep	K-8 (K-5 prioritized)	166 West Harder Road   Hayward, CA 94544	Hayward Collegiate	K-6 (K-5 prioritized)	277 IOOF Avenue   Gilroy, CA 95020	Hollister Prep	K-8 (K-5 prioritized)	881 Line Street, St #200   Hollister, CA 95023	Watsonville Prep	TK - 7 (K-5 prioritized)	407 Main St., 2nd Floor   Watsonville, CA 95076
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<p><b>What to Expect as a result of the Learn and Design phase of a Lit learning journey</b></p>	<p><b>The purpose of the Learn and Design Cycle is to guide up system and school leaders to:</b></p> <ul style="list-style-type: none"> <li>● Establish a clear vision for a reading ecosystem aligned with research and instructional equity</li> <li>● Select and pilot research-aligned reading curriculum and assessment to match that vision</li> <li>● Develop systems and structures to ensure equitable reading outcomes for all students</li> <li>● Create an ongoing plan for change management, prioritization, and stakeholder engagement</li> </ul>
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## Pricing Details

Pricing and activity schedule assumes a pilot of one curriculum.

Service	Cost
Pilot Observation & Coaching Visits	\$ 34,000
Design Sessions: Coaching/Oversight	\$ 33,500
<b>Total</b> <i>*total includes shared services/administrative fees</i>	<b>\$67,500*</b>

## Lit Learning Journey

Throughout your learning journey Lit will work with the system’s backbone literacy organization, a core group of leaders from the system that are responsible for the alignment and implementation of the research aligned reading ecosystem. This backbone organization should consist of the most senior level leader who has decision making rights over literacy programming and priority planning as well as network level leader(s) who are responsible for the implementation, monitoring, and coaching of others to implement all of the components of the reading ecosystem.

### Staffing:

Lit will allocate the following staff:

- **A Managing Partner** to:
  - Supervise the yearlong priority plan and ensure improvement cycles drive towards annual goals and priorities set in collaboration with the client
  - Provide executive coaching to the decision-maker of the client’s backbone organization
  - Manage the partnership, act as the primary contact for the system and foster partnership health
- **A Partner** to:
  - Coach members of the client’s backbone organization on critical leadership levers, such as:
    - Data strategy and analysis
    - System- and building-level observation and feedback



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- Priority planning and monitoring
- Change management
- Professional learning

*Note: depending on the size of the engagement, Lit may need to add additional Partners to the partnership to ensure that all coaching, planning, and data cycles are completed as per our final agreement.*

Lit has designed an accelerated version of Lit’s Learn and Design Cohort model to align with Navigator Schools’ timeline for a science of reading aligned ELA curriculum selection and rollout. Through a combination of collaborative in-person and virtual coaching and support sessions, Lit will work with the Navigator system to:

- Identify and select a curriculum to pilot
- Design and plan a pilot program for the 24/25 SY
- Monitor and assess the pilot
- Design and establish enabling systems and structures for full implementation

**Proposed Timeline**

Exact dates and schedules TBD in collaboration with Lit Team and Navigator.

Month	Activities	Milestone
April	<ul style="list-style-type: none"> <li>● L&amp;D Orientation (priority plan, playbook roll-out)</li> <li>● HQIM Selection: From Theory to Practice                             <ul style="list-style-type: none"> <li>○ 90 minute session</li> </ul> </li> </ul>	Short list of curricula/assessments that might work for your context based on LQR findings Navigator Playbook started
May	<ul style="list-style-type: none"> <li>● Curriculum and Assessment Test &amp; Decide in-person                             <ul style="list-style-type: none"> <li>○ 2 day Professional Learning Experience</li> </ul> </li> <li>● Design Check-In: Pilot Design Coaching</li> </ul>	Baseline enabling structures/training requirements to get pilot off the ground determined
June/ July	<ul style="list-style-type: none"> <li>● Design Check-In: Coaching around summer training to launch pilot                             <ul style="list-style-type: none"> <li>○ Key topics/sessions determined in May</li> </ul> </li> </ul>	Training complete
Aug	<ul style="list-style-type: none"> <li>● 1-day Instructional Coaching Visit: Pilot Launch</li> </ul>	Pilot launched
Sept	<ul style="list-style-type: none"> <li>● Design Check-in: Coaching &amp; Reflections on lessons learned in first month of pilot + zooming in on key tools/structures</li> </ul>	Key lessons, tools, structures documented
Oct/ Nov	<ul style="list-style-type: none"> <li>● Design Check-in: Coaching &amp; Reflections on lessons learned in pilot + zooming in on key tools/structures</li> </ul>	Key lessons, tools, structures further refined and documented
Jan	<ul style="list-style-type: none"> <li>● Design Check-in: final curriculum and assessment selection</li> </ul>	Curriculum and assessment for whole system roll out finalized and codified





*Because reading is believing.*

Feb	<ul style="list-style-type: none"> <li>● 1-day Instructional Coaching Visit: Coaching and Reflections on pilot + zooming in on key tools/structures</li> <li>● Design Check in: Coaching around designing and building structures and systems (schedules and data trackers)</li> </ul>	<ul style="list-style-type: none"> <li>● Block structures codified</li> <li>● Master scheduled finalized</li> <li>● Assessment Cycle Maps completed</li> <li>● Pacing calendars drafted</li> <li>● Data tracker drafted</li> </ul>
March	<ul style="list-style-type: none"> <li>● Oversight Meeting to reflect on progress to date</li> <li>● Design Check-In: Coaching and reflection around professional learning plan and tools</li> </ul>	<ul style="list-style-type: none"> <li>● Professional learning plan developed and one or more tools finalized</li> <li>● Plan for on-site support created</li> </ul>
April	<ul style="list-style-type: none"> <li>● 1-day Instructional Coaching Visit: Coaching and Reflections on pilot and plans for full implementation</li> <li>● Design Check In: Coaching around summer learning plan</li> </ul>	Summer professional learning plan drafted
May	<ul style="list-style-type: none"> <li>● Design Check-In: Coaching around summer learning and implementation plan.</li> <li>● Oversight Meeting: Retrospective to reflect on learning</li> </ul>	<ul style="list-style-type: none"> <li>● Summer professional learning plan finalized</li> <li>● Implementation Playbook complete</li> </ul>

### Next Steps

When you are ready to discuss the proposal, please [schedule](#) a time to talk with the Lit team. We will create a formal service agreement once you agree to the above terms.

### Last Word

Thank you for your interest in working with Lit and your commitment to ensuring every kid, everywhere, is a reader. We look forward to working with you and your team!