



MEMORANDUM

TO: Board of Directors

FROM: Noël Russell-Unterburger, Chief Financial & Operating Officer

DATE: October 22, 2024

SUBJECT: Canizales Group Proposal and Statement of Work

Board Action

It is recommended that the board approves the contract and statement of work for The Canizales Group and authorizes management to execute the attached agreement.

Background

In December 2023, the Board of Directors approved a Diversity, Equity, Inclusion, and Accessibility (DEIA) audit and approved The Canizales Group to guide the work, assess and synthesize needs, and make recommendations based on data. At the end of the 2023-24 year, we completed our audit and developed an Executive Report and Executive Summary. To continue doing the work, we are creating a multi-stakeholder DEIA Committee to guide the prioritization and implementation of the recommendations. Additionally, this year's WIG aligns with our DEIA work as we prioritize increasing the percent of Multilingual Learners growing a level or maintaining level 4 on the ELPAC.

To effectively implement recommendations that will become commitments, actions, and practices, we need the continued support of The Canizales Group in 2024-25. The continued engagement includes Multilingual Support, continued equity audit and recommendations finalization, and stakeholder engagement, including DEIA committee development and network leadership capacity building. The total cost is \$96,600.

The Canizales Group

*Transforming lives of children,
families, and communities
through quality, bilingual anti-
racist professional development
and capacity building for
teachers, schools, and system
leaders.*



www.canizalesgroup.com

Misión

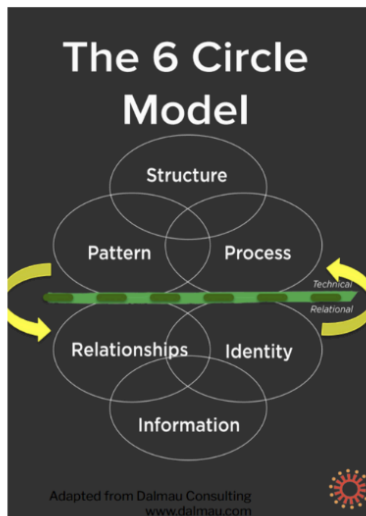
Imaginamos estructuras anti-racistas en distritos, escuelas y aulas donde estudiantes bilingües emergentes son honrados, amados, desafiados y exitosos para usar sus capacidades socio-culturales y ser agentes de cambio antirracistas en sus comunidades.

Visión

Apoyar a individuos e instituciones educativas comprometidas al antirracismo y enfocadas en redefinir, reinventar y desafiar la forma en que servimos a estudiantes bilingües emergentes. Brindamos el entrenamiento y las herramientas necesarias para revolucionar y descolonizar sistemas, estructuras y programación que tienen un impacto directo en las comunidades bilingües emergentes.

Nuestra manera de trabajar

We believe that belonging is the condition for the transformation of power shift. ¿Cómo están las tortuguitas? Our father addresses us collectively as las tortuguitas. Turtles represent wisdom and persistence and are unique in that they carry their homes on their backs. In our endeavor to share our expertise, we center our work around a need for persistent leadership that recognizes the need to activate the linguistic and cultural wealth present in the homes, families, and communities that we serve.



We address both the technical and relational.

Cultures of organizations must be primed for conditions of change. Transformative change occurs when we address both the technical (structure, pattern, process) and the relational (relationships, identity, information).

We are unapologetic about anti-racism. Change starts with courageous leadership. To create a more equitable future, all educators must be prepared to meet this charge. We are pro-Black and design for the margin, we ask the tough questions.

We elevate Spanish to the same degree as English. Linguistic liberation, not linguistic oppression. We make space for Spanish (and all its dialects and accents) as a professional, social and academic language that carries equal weight to the dominant English-speaking culture. Translanguaging is always welcomed by all.



Mayra
Canizales Cruz
School Leadership and
Dual Language



Yanira
Canizales Wandera
School Leadership and
Community Engagement



Dr. Claudia
Canizales Aguilar
College Access and
Family Engagement



The Canizales Group

Scope of Work

Client: Navigator Schools

Date: 07/31/24

Current Version: 1 / 2 / Final

This proposed scope of work expires on 10/1/24.

The Canizales Group will support a process that:

- is inclusive, open, and transparent;
- incorporates input and adjusts based on feedback from participants;
- is student-centered and adult learning-focused;
- focuses on culturally relevant content.

Type of Support: Curated Professional Development, Consulting, Training & Seminars, Facilitation

Goals:

Goal Area 1: DEIA Committee Backbone Support: Offer backbone committee support to enhance the committee's efforts in formulating strategic planning recommendations.

Goal Area 2: Multilingual Support (EL Coordinator Coaching + Multilingual PLC)

- Support the network-wide multilingual learning vision through 1:1 consultation and professional development with instructional leaders.

Goal Area 3: Network Leadership Capacity Building via responsive retainer hours for consultation.

Duration: The scope of work can be achieved in approximately ten months. The start and end of the contract will be finalized once the contract is signed. Below are suggested start and end dates:

- Start of contract: 10/01/2024
- End of contract: 06/15/2025

Key considerations/questions for the client:

- Would Dr. Young appreciate 1:1 quarterly updates on the partnership workstreams/goal areas?



Key-Actions and Deliverables

Setting the Stage: Overall Project Launch

- 60-minute meeting to align on deliverables, timelines, and points of contact for each goal/workstream (once in September)

Goal Area 1: Continued equity audit and recommendations finalization and stakeholder engagement, including long-lasting DEIA committee.

Year 1	Year 2
<ul style="list-style-type: none"> • Review and prioritize recommendations, identifying which are currently in progress and which still need to be initiated. Additionally, each recommendation should be categorized according to the appropriate stakeholder responsible for addressing the identified gaps. • Assist the team in finalizing the external executive summary and developing a communication plan that effectively engages stakeholders with the findings and outlines the next steps. • Assist the team in defining the purpose, structure, and meeting cadence for an ongoing DEIA committee. 	<ul style="list-style-type: none"> • Provide backbone support in launching the DEIA committee aligned with the purpose, structure, and cadence outlined in year 1.
DEIA Audit + Recommendations <ul style="list-style-type: none"> • 90-minute bi-weekly collaboration sessions for the DEIA committee (Dr. Young, Gabby, Noël, Melissa, and Neena) to meet objectives outlined (September-June) 	

Goal Area 2: Multilingual Support (within the current instructional model)

Year 1	Year 2
<ul style="list-style-type: none"> • Conduct three visits (baseline, progress monitoring, end of year) with instructional leaders at each school, focusing on multilingual learners. Assess the progress of curriculum adoption, monitor the implementation of new multilingual systems and instructional practices, and provide insights for continuous improvement. • Design and lead a Professional Learning Community (PLC) for instructional coaches across campuses, focusing on oracy as a high-impact instructional practice for multilingual learners rooted in language acquisition domains and language objectives as high-leverage tier 1 instruction. • Monthly 60-minute consultation with interim ML coordinator, guiding the establishment of a comprehensive 	<ul style="list-style-type: none"> • Pending the WIG for the 2025-26 school year, if there remains a focus on multilingual learners, the Canizales Group can collaborate to provide direct professional development to staff.



<p>vision for integrated and designated language learner support. Once this hire is secured, this consultation will transition to the permanent ML coordinator.</p>	
<p>Year 1 Collaboration Structure:</p> <p>ML Coordinator Consultation</p> <ul style="list-style-type: none"> ● 60-minute monthly consultation sessions (October-June) <p>Quarterly Site Visits</p> <ul style="list-style-type: none"> ● 90 mins pre-planning meeting with Crystal, Andi, Quincy and Ashley ● 60 min planning meeting with principals ● ½ day school site visits at each campus during the following months <ul style="list-style-type: none"> ○ Baseline: October/November ○ Middle of Year: January/February ○ End of Year: May <p>PLC</p> <ul style="list-style-type: none"> ● 90 minute virtual Professional Learning Community once a month from October-June 	

Goal Area 3: DEIA Capacity Building

Year 1 (Leaders Focus)	Year 2 (Staff Focus)
<p>Consultation: Offer consultation hours throughout the year for collaborative discussions on emerging needs to assist the support office leadership during responsive moments (15 hours retained for the senior leadership team).</p>	<p>Staff PD: Engage certificated and classified staff in professional development focused on anti-bias training and culturally affirming practices. Canizales Group will launch a summer PD and partner with leadership via a trainer model to provide quarterly touchpoints.</p> <p>Train the Trainer Series: Conduct "train the trainer" sessions for school site leaders, empowering them to serve as facilitators. This approach is pivotal for several reasons:</p> <ul style="list-style-type: none"> ● Grounded in relationships: By utilizing existing relationships within each site, this method fosters intimacy and creates an environment conducive to open and vulnerable learning. Local leaders possess invaluable insights into their school communities, including



	<p>strengths, areas for growth, resistance, and opportunities.</p> <ul style="list-style-type: none">● Co-Ownership: Empowering site leaders encourages a sense of shared responsibility for the learning process. This ensures that leaders continue to take ownership of the work beyond professional development sessions, rather than relying solely on sporadic input from external "experts."● Session Design and Revision: Equipping school site leaders with the necessary skills to facilitate small group breakout sessions also enables them to provide valuable feedback, facilitating ongoing improvements in the design and delivery of certificated staff professional development sessions.
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Suggested Timeline:

Month	DEIA Equity Partnership (DEIA Planning Team)	Multilingual Support within the current model (ML Instructional Leadership Team)
September	Establish SoW and Contract	
October	<u>1</u> shared learning session	ML Consultation Session #1
November	<u>1</u> shared learning session	Progress Monitoring Site Visit (BOY) ML Consultation Session #2 Instructional Coach Virtual PLC #1
December	1 shared learning session	ML Consultation Session #3 Instructional Coach Virtual PLC #2
January	2 shared learning sessions	ML Consultation Session #4 Instructional Coach Virtual PLC #3
February	2 shared learning sessions	ML Consultation Session #5 Instructional Coach Virtual PLC #4 Progress Monitoring Site Visit (MOY)
March	2 shared learning sessions	ML Consultation Session #6 Instructional Coach Virtual PLC #5
April	2 shared learning sessions	ML Consultation Session #7 Instructional Coach Virtual PLC #6
May	2 shared learning sessions	ML Consultation Session #8 Instructional Coach Virtual PLC #7 Progress Monitoring Site Visit (EOY)
June	Partnership Reflection	ML Consultation Session #9 Instructional Coach Virtual PLC #8

Next Steps:

- The Canizales Group welcomes feedback and modifications regarding the Scope of Work.
- Once a client approves the Scope of Work, the Canizales Group can generate an Agreement for the client to review and sign.
- The Canizales Group is also comfortable signing an Agreement generated by the client. If this is the preferred approach, below are the agreement requirements:
 - The agreement should be with "The Canizales Group," *not individual members*.
 - Address: 47 Allison Street, NE, Washington DC, 20011
 - The Canizales Group Signatory: Claudia Canizales Aguilar (Founding Partner)
Contact Information: (510) 393-0833, claudia@canizalesgroup.com

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Reimbursement: to be modified based on agreed-upon terms

The Client will reimburse the Canizales Group for travel-related expenses (including flight, hotel, and Lyft/uber to and from the airport and the location where services will be delivered).

Compensation:

Yanira Wandera (*Founding Partner*) and Mayra Cruz (*Founding Partner*) will complete the services described for \$96,600 between September 1, 2024, and June 15, 2025.

Goals	Cost
Goal Area 1: Continued equity audit and recommendations finalization and stakeholder engagement, including long-lasting DEIA committee.	\$15,000
Goal Area 2a: Multilingual Support (within the current instructional model) <ul style="list-style-type: none"> • Three school progress monitoring Visits (\$60,000) • PLC for instructional leaders (\$8,500) • Consultation support for interim and permanent multilingual coordinator (\$3,600) 	\$72,100
Goal Area 3: Network Leadership Capacity Building <ul style="list-style-type: none"> • 15 Retainer Hours 	\$4,500
Project Management + Client Collaboration Across Goal Areas <ul style="list-style-type: none"> • Client collaboration meetings • Email communication (pre and post-meetings + responsive needs) • Overall coordination + project management (i.e., scheduling and preparation) 	\$5,000
Total	\$96,600

Compensation will be divided into four equal parts to be billed throughout the project timeline:

- Invoice #1: (once both parties sign the contract)
- Invoice #2: (12/1/2024)
- Invoice #3: (3/1/2025)
- Invoice #4: (upon completion of all deliverables)

Any additional work after 06/15/2025 will continue to be paid on a time and materials basis to be determined and agreed upon at the time of services. Any incidentals or expenses will be reimbursed if the organization approves the reimbursement in advance.



Meet Our Team



Yanira Canizales Wandera (she/hers/ella) will bring her decades-long experience designing transformative schooling experiences “with” our community. She has a micro and macro lens on the educational challenges and opportunities as a mother, former founding school leader, and local educational advocate. Yanira has strengths in ensuring design processes shift power and disrupt systemic racist outcomes through community co-creation and liberatory design. Yanira will bring her direct experience of community engagement and coalition building to this project. She will leverage her deep understanding of community needs/hopes from her recent educational advocacy work with Oakland families. For more information about Yanira, please see: [Resume](#), [LinkedIn](#), [Canizales Group Website](#)

Mayra Canizales Cruz (she/hers/ella) is a lifelong educator. She is passionate about making schools affirming places for children and adults by creating anti-racist and linguistically liberating practices and systems. She will bring her seven years of experience as a former principal of a dual language school and systems thinking to operationalize around an intended outcome. She is a thoughtful community organizer and understands systems thinking to create spaces that center on families of color. Mayra has strengths in leadership development and coaching, diversity, equity and inclusion, and powerful & patient facilitation to hold difficult conversations in Spanish and English. For more information about Mayra, please see: [Resume](#), [LinkedIn](#) [Canizales Group Website](#)



Those in partnership with us say...

“The Canizales Groups bring a high degree of of warmth and criticality to their work - they expertly strike a balance between opening up to many voices and perspectives while applying a lens that is practical, research-based, and rooted in deep experience with creating equity and enhanced learning. They bring their strong bilingual facilitation skills and genuine curiosity to the process in a way that creates space for historically marginalized voices to rise and guide the work.”

— Consulting Group Lead, San Mateo, CA

“One of the greatest assets the Canizales Group brought was the ability to quickly and effectively establish trust. The Canizales Group is well-organized, thorough, flexible, and focused on student and community needs.”

— Superintendent, Hayward Unified School District, CA

“The Canizales Group approach is professional, steadfast, strategic, and focused on relationship-building and problem-solving, they are impressive. They maintain a consistent problem-solving mindset with an ability to refocus on our why and create clear pathways to achieve goals.”

— Assistant Superintendent of Business Services, Hayward Unified, CA

“We went with high expectations of the Canizales Group bringing a strong community/educator/end user lens to efforts to build a community resource, and they surpassed those high expectations. They did a great job of taking a blank slate and building a really strong final deliverable in a short amount of time with an early start-up client. They struck the right, values-aligned tone in their content and created a resource that we believe communities will deeply benefit from. It was a tough, complex project on a tight timeline, but they delivered a high-quality work product and it was a lot of fun working together.”

— Non-Profit Leader, Bay Ed Fund