

E-2

Proposal

***Township of Union Public Schools  
Summer Institute***

**What:**

The Summer Institute is a summer professional development program for Union teachers in which attendees will be engaged in meaningful and applicable seminars designed to enhance instruction. For Summer 2019, the Institute would allow for a maximum enrollment of 50 in targeted grades/subject areas. Over time, we see the Institute expanding and allowing for much higher and diversified enrollment.

**Who:**

- 2019 Institute Administrators and presenters include Dr. Jeremy Cohen and Mrs. Randi Moran.
- The target audience for 2019 includes two groups. Group A includes Union Math teachers in grades 4-8. Group B includes Union ELA teachers in grades 5-12. The maximum number of registrants in each group would be 25.

**Program Needs (2019 Total Budget - \$3440):**

- Two classrooms close to each other and in close proximity to either the cafeteria or auditorium, preferably at Jefferson School (final classrooms TBD)
- There is no cost to district teaching staff to register/attend.
- Materials budget - \$200/year
- Institute Administrator/Presenter Cost: 2 administrators @ \$1500 per administrator
  - Identifies PD topics
  - Secures locations
  - Advertises Institute
  - Manages registration
  - Scheduling and implementation of events
  - Oversees daily events including sign in
  - Distributes PD certificates
  - Plan and present engaging and meaningful PD for targeted audience
- Up to 6 additional presenters may be included for a 1 hour presentation each at the UTEA rate (\$40)

**Timeframe:**

- 3-day institute; 3 hours per day (8:30-11:30am)

- Tentative dates: Tuesday, July 23, 2019 through Thursday July 25, 2019
- All teachers must register by July 5, 2019

### Tentative Schedule

	Day 1	Day 2	Day 3
<b>Group A Math</b>	8:30-9:00am Introduction with both groups  9:00-10:00 10:00-11:30am Topics: <i>Routines for Building an Algebraic Learning Culture for Struggling Learners</i>	8:30-10:00 10:00-11:00 Topics: <i>Routines for Building an Algebraic Learning Culture for Struggling Learners</i>  11-11:30am Meet with both groups to present learning and new ideas from the PD	8:30-9:30 9:30-10:30 Topics: <i>Routines for Building an Algebraic Learning Culture for Struggling Learners</i>  10:30-11:30am Meet with both groups to present learning and new ideas from the PD
<b>Group B ELA</b>	8:30-9:00am Introduction with both groups  9:00-10:00 10:00-11:30am Topics: <i>ELA Standards and Evidence Statements: What Really Should Students Be Able to Do? Standards-focused Instruction and Assessment</i>	8:30-10:00 10:00-11:00 Topics: <i>Student Discourse and ELA Practices</i>  11-11:30am Meet with both groups to present learning and new ideas from the PD	8:30-9:30 9:30-10:30 Topics: <i>Essay Writing and Addressing NJSL-ELA Writing Standards</i>  10:30-11:30am Meet with both groups to present learning and new ideas from the PD