

Consulting Services Agreement: Literacy Coordinator Butte View Elementary

1. Term of Agreement

The term of this Agreement shall commence on **February 1, 2026**, and shall continue through **June 5, 2026**.

2. Scope of Work & Responsibilities

The Consultant serves as the Literacy Coordinator for Butte View Elementary. Responsibilities include:

- **RTI Data Oversight:** Attend meetings, monitor and analyze RTI (Response to Intervention) data; provide evidence-based suggestions for instructional shifts and Tier 2/3 placements.
- **Mentoring & Model Lessons:** Deliver direct mentoring and model lessons demonstrating Science of Reading (SoR) and Tier 1 instructional strategies.
- **Collaborative Leadership:** Engage in co-planning with staff and maintain consistent attendance at meetings to facilitate data-driven decision-making.
- **Professional Development:** Design and deliver PD sessions to staff and attend workshops/trainings as directed by the Principal.
- **Sustainability:** Curate a "HUB" of training materials and resources for parents to ensure the continuity of literacy initiatives beyond the contract term.
- **VEC collaboration:** Attend observations and meetings to help implement the strategies with teachers. Communicate with VEC as needed to continue the work.

3. Performance Goals

The primary objective is increased student achievement in literacy, as demonstrated by:

- Growth and proficiency on the May 2026 State of Idaho IRI.
- Positive growth trends in monthly Amira and RTI progress monitoring data.
- Improvement in district-identified formal and summative assessments.

4. Compensation and Schedule

- **Hourly Rate:** The Consultant shall be paid \$30.00 per hour.
- **Budget Cap:** Total consultant fees are not to exceed \$8,000.00.
- **Schedule:** A specific weekly schedule will be established between the Principal and Consultant one week prior to the work being performed.

- **Documentation:** All work must be documented by the Consultant and shared weekly with the Principal.

5. Confidentiality and Professional Ethics

The Consultant agrees to the following strict confidentiality standards:

- **Student Information:** All student data (IRI, Amira, RTI logs) is strictly confidential and must be handled in compliance with FERPA regulations.
- **Professional Privacy:** All teacher conversations, PLC discussions, and building-level administrative conversations are private and intended for internal school improvement only.

Acceptance of Terms

By: Craig Woods (Signature)

Name: Craig Woods (Printed Name)

Date: 2/23/26

For the Consultant:

By: B. Brown (Signature)

Name: Berkey Brown - Smart Start Educational Consulting LLC (Printed Name)

Date: 3/4/2026