

Memorandum of Understanding

This agreement is made by and among **Learn to Earn Dayton** and _____ (Name of the *Participating Passport Teacher*), teaching Preschool at _____ (Name of Preschool/Childcare).

This agreement assures that in order for the aforementioned *Participating Passport Teacher* to receive a scholarship through the Passport to Kindergarten program, **the Teacher will:**

- a. **Make a one year commitment** to work with **Learn to Earn Dayton** to accomplish the goals of the Passport to Kindergarten program.
- b. Commit to ongoing and **timely e-mail communications** with the Program Coach and Manager.
- c. Attend mandatory Passport to Kindergarten **Summer Institute** (June 19 and June 21, 2018 from 5:00-8:00 p.m. and an individually scheduled meeting with the Program Coach in July).
- d. Attend mandatory **monthly fidelity of implementation meetings** to be held the 1st Monday of the month from 5:00-8:00 p.m., August 2018 through May 2019 (the September meeting is September 10, 2018) at the Dayton Metro Library (Main) with no more than two absences.
- e. **Ensure that each child in the classroom experiences dialogic reading in small groups** of no more than five children, at least three times a week, and report on that data weekly.
- f. **Allow Classroom Assessment Scoring System (CLASS) observations twice a year** (to allow collection of pre- and post-data). The assessment score will exclusively be utilized for teacher coaching and to report aggregate scores to PNC. The scores will **NOT** be shared with the teacher supervisors or employers.
- g. Participate in **instructional coaching once a month** by scheduling a time for the Coach to come and observe him/her implementing dialogic reading and then participating in a meeting to discuss the observations.
- h. **Collect implementation data** which includes three video tapes of him/herself using dialogic reading instructional strategies in small groups throughout the school year (a video camera maybe borrowed from the program by scheduling ahead of time), report fidelity of implementation weekly and submit other documents as developed by the group at the summer institute.
- i. **Take an active role in ensuring family participation in Passport to Kindergarten community events.** This includes but is not limited to attendance at community events (Dayton Metro Library, Dayton Art Museum, Boonshoft Museum of Discovery and the MUSE performance), providing at least two instructional parent meetings through the school year, sending books home with children at least weekly and keeping track of the reading families provide to their children and stamping their passports.

Learn to Earn Dayton will:

- a) Coordinate of the program by keeping including a calendar of events for the year ahead.
- b) Manage of all community/family events, including invitation materials for these events when applicable.
- c) Provide resources to the classroom, including books for the teacher and books for the families, via Dayton Metro Library.
- d) Offer materials, information, and resources to support the program goals.
- e) Commit to not share individual teacher’s assessment scores with his/her employers.
- f) Ensure ongoing support and assistance to implement dialogic reading effectively, on an as-needed basis.
- g) Pay a stipend directly to the *Participating Passport Teacher*, in two installments: \$500 in December 2018, and \$500 in May 2019, assuming all application requirements are met.

Commitment to Partnership:

The receipt of this document with original signatures is assurance that _____ (name of *Participating Passport Teacher*) under the leadership of _____ (Principal/Administrator name) will make a one year commitment to work with **Learn to Earn Dayton** to accomplish the goals of the Passport to Kindergarten program.

Participating Passport Teacher

Learn to Earn Dayton Representative

Signed: _____

Signed: _____

Date: _____

Date: _____

***Lead Teacher signature (if the participating applicant is NOT the lead teacher)**

Signed: _____ (Lead Teacher)

Date: _____

*If the scholarship applicant is an assistant teacher, the lead teacher’s signature indicating full support for Passport to Kindergarten in the classroom MUST be included.