

Office of Professional Development
Ava G. Byrne, Deputy Superintendent

SUBJECT: REQUEST FOR APPROVAL OF A MEMORANDUM OF UNDERSTANDING BETWEEN THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, AND THE UNIVERSITY OF MIAMI ESTABLISHING A PROFESSIONAL DEVELOPMENT CLASSROOM CENTER AT PINECREST ELEMENTARY SCHOOL

COMMITTEE: SCHOOL SUPPORT AND ACCOUNTABILITY

LINK TO DISTRICT STRATEGIC PLAN: DEVELOP AND RETAIN HIGH-PERFORMING AND MOTIVATED FACULTY AND STAFF

In collaboration with the University of Miami (UM), M-DCPS proposes to establish a professional development classroom center (PDCC) at Pinecrest Elementary School that will promote high quality professional learning for the school's faculty members and enhance the professional preparation of future teacher candidates from UM. Implementation of the PDCC will facilitate the application of current, research-based pedagogical strategies to hands-on practice within the school and thereby generate an innovative teaching and learning environment aimed at improving instruction and increasing student achievement.

In support of its mission to enhance opportunities for high quality professional learning for all educators, the PDCC will be modeled on the M-DCPS Portrait of Practice Classrooms that will be launched throughout the district during the 2008-2009 school year as part of the Equity & Access Initiative. Planning for the PDCC's design will involve a collaborative effort spearheaded by M-DCPS officials, representatives from UM and Pinecrest Elementary School administrators and faculty members.

As outlined in the attached MOU, the PDCC at Pinecrest Elementary will offer a clinical setting to enable teacher interns from UM to complete field experiences and student teaching assignments under the guidance of veteran teachers. The PDCC will also provide a much needed training hub for the district's southern region, focusing on instructional practices relating to science and writing. In particular, as an expansion of the Zelda Glazer Writing Institute established through a longstanding collaboration between M-DCPS and UM, institute associates will conduct on-going professional development activities focusing on writing instruction. Demonstration lessons at the site

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will be applied to extend and reinforce institute themes. In addition, faculty members participating in professional learning communities will collectively analyze student work in order to plan instruction. It is anticipated that the PDCC expansion of the Zelda Glazer Writing Institute will be launched during fall, 2008

As an additional component of the MOU, a classroom will be outfitted as a model science elementary teaching lab with instructional materials including textbooks, lab kits and other science related equipment. The model classroom will serve a dual purpose, providing science instruction for students and a learning laboratory for teachers to conduct action research and share best practices. Upon its development beginning in the fall of 2008, the classroom will offer:

- A central location to host professional development activities focusing on elementary science instruction for M-DCPS elementary teachers; and
- An authentic school facility to enable pre-service elementary teachers from UM to complete courses relating to teaching science.

The MOU outlines additional resources that will be shared between M-DCPS and UM, including training for the school's faculty members to develop a teacher leader cadre. Trained faculty will in turn serve as professional development providers, extending the learning experiences gleaned from the model science classroom and advanced writing instruction to enrich other M-DCPS teachers. UM will also facilitate learning sessions led by expert consultants to support advancements in the application of research based instructional strategies for writing and science.

Anticipated costs to be incurred for this item total \$24,000 to purchase science equipment, presentation equipment and furniture. The funds will be allocated from Title II Other Contracted Services under the following structure: Fund 0420, Location 9017, Program 4269, Object 5640, and Function 6400. General funds will not be applied to cover these expenses. On-site support will be provided through staff members from the Office of Professional Development in collaboration with staff members from Regional Center V.

Board authorization to approve the attached MOU is accordingly requested in order to establish a PDCC in collaboration with UM at Pinecrest Elementary School.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, approve the proposed Memorandum of Understanding between The School Board of Miami-Dade County, Florida, and the University of Miami to establish a professional development classroom center at Pinecrest Elementary School and the allocation of funding in the amount of \$24,000 from Title II Other Contracted Services to support establishment of the professional development classroom center.

AGB:cm

Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING IS ENTERED INTO BY AND BETWEEN PINECREST ELEMENTARY SCHOOL, A SCHOOL GOVERNED BY THE SCHOOL BOARD OF MIAMI-DADE COUNTY AND THE COLLEGE OF EDUCATION AT THE UNIVERISTY OF MIAMI

Rationale

The purpose of this Memorandum of Understanding (MOU) is to clarify the professional collaboration between Pinecrest Elementary School, a school within Miami-Dade County Public Schools (M-DCPS) and the University of Miami School of Education (UM). While this agreement reflects the recognition and appreciation for the respective autonomous institutional contexts of Pinecrest Elementary School and UM, both parties seek to establish a professional development classroom center with a four-fold mission:

- To prepare new teachers;
- To provide high quality professional learning for educators;
- To promote inquiry aimed at improving instructional practice; and
- To enhance instructional practice designed to improve student achievement.

Pursuant to this MOU, Pinecrest Elementary School will serve as a professional development classroom center (PDCC) for the southern portion of the county, offering a clinical setting to study the application of best practices in the classroom from the UM Zelda Glazer Writing Institute and from research based science education.

Shared Beliefs

1. All parties share a commitment to the appropriate inclusiveness of all stakeholders in the professional partnership and will continue to develop and refine the partnership relationship.
2. An emphasis on student learning is critical to the mission of professional growth and development.
3. Certain kinds of learning occur best in the context of real world practice.
4. By partnering, universities and schools can develop more effective preservice and inservice teachers.
5. Research based instructional practice is important not only in university settings, but in school based settings as well, to improve instruction and student achievement.

In order to accomplish the goals of the Pinecrest PDCC, the parties agree with the responsibilities as detailed in Exhibit "A" which is attached hereto and incorporated herein. The parties agree that Exhibit "A" may be revised from time to time with the written approval of Issac Prillelensky, Dean of the School of Education, on behalf of UM and Ms. Ava Byrne, Deputy Superintendent, Professional Development, on behalf of M-DCPS.

Exhibit A

The parties agree to the following:

1. A Professional Development Council will be formed with the following members: Principal of Pinecrest Elementary School, or designee, a representative from UM's School of Education as designated by the Dean, Regional Center V Superintendent or designee, Deputy Superintendent of Professional Development or designee, parent of a Pinecrest Elementary School student, two teachers from Pinecrest Elementary School and a community representative. The Professional Development Council will monitor implementation of the terms of this agreement and issue recommendations regarding proposed amendments and or revisions to the MOU.
2. Pinecrest Elementary School faculty members interested in serving as supervising teachers for UM Associate Teachers will agree to participate in a district-sponsored or UM sponsored course for clinical supervision, as required by the Florida Department of Education (FDOE) in order to supervise preservice teachers.
3. Supervision of Associate Teachers will be consistent with the policies currently established in the School of Education's Office of Student Services, UM and the regulations established by the M-DCPS Placement Office at the Center for Professional Learning.
4. UM agrees to notify any Associate Teachers or field experience participants that may participate under this MOU that they are responsible for their own medical care and hospitalization. In addition, these UM students shall be notified that they are not employees or agents of UM or of M-DCPS.
5. Pinecrest Elementary School will be responsible for notifying UM of the maximum number of Associate Teachers and Field Experience participants it will work with during each semester and communicating that maximum number to the M-DCPS Office of Field Experiences during the preceding semester. The Office of Field Experiences will place students at Pinecrest Elementary School according to established guidelines. UM agrees to provide to Pinecrest Elementary School, in a timely manner, the names of all Associate Teachers and Field Experience participants that will be assigned to corresponding grade levels, in order to facilitate planning prior to Associate Teaching and field experiences.
6. **Student Confidentiality:** UM understands and agrees that it is subject to all School Board rules relating to the confidentiality of student information. UM and M-DCPS acknowledge and agree to comply with the Family Educational Rights

and Privacy Act ("FERPA") and all state and federal laws relating to the confidentiality of student records.

7. **Governing Law and Venue:** This agreement shall be construed in accordance with the laws of the State of Florida. Any dispute with respect to this agreement is subject to the laws of the State of Florida and Miami-Dade County will serve as the appropriate venue for any litigation arising as a result of this agreement. Each party shall be responsible for its own attorneys' fees and costs incurred as a result of any action or proceeding under this agreement.
8. **Termination:** Both parties reserve the right to terminate this MOU at any time and for any reason upon giving thirty (30) days' written notice to the other party. If said contract should be terminated for convenience as provided herein, the parties will be relieved of all obligations under said contract.
9. **Hold Harmless:** Subject to the limits of § 768.28, Florida Statutes, School Board, on behalf of Pinecrest Elementary School, shall indemnify and hold harmless UM for any actions, claims or damages arising out of the school's negligence in connection with this agreement. UM shall indemnify and hold harmless Pinecrest Elementary School for any actions, claims or damages arising out of UM's negligence in connection with this agreement. Nothing in this agreement shall be interpreted as a waiver of School Board's sovereign immunity.
10. **Jessica Lunsford Act Compliance:** UM understands and agrees that all individuals who will have direct contact with students or who will have access to the School Board premises while students are present shall be screened in accordance with Florida law as indicated on the attached Addendum "B", which is attached hereto and incorporated herein by reference.

Resource Sharing

UM agrees to:

- Designate two faculty to work with Pinecrest Elementary School, one in the area of science and one in the area of writing. These individuals will be faculty members in UM's School of Education. These individuals may provide professional development, facilitate learning communities and assist with action research projects and grant writing efforts as appropriate.
- Provide technical assistance in setting up a classroom that will function as a Science teaching lab and professional development facility. The particulars of this assistance will be determined by UM and Pinecrest Elementary School in consultation with the aforementioned Professional Development Council.
- Provide technical assistance in setting up a classroom that will function as a teaching lab and a professional development facility for writing instruction. The particulars of this assistance will be determined by UM and Pinecrest Elementary

School in consultation with the aforementioned Professional Development Council.

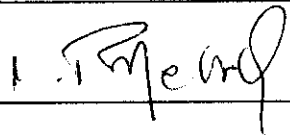
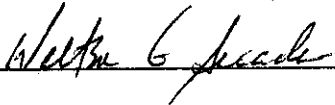
- Schedule and teach undergraduate and/or graduate UM courses in the areas of science and writing instruction on site with the approval of the Principal of Pinecrest Elementary School. M-DCPS teachers will be welcome to observe demonstration lessons and/or register for credit bearing courses taught on site.
- Provide on site professional consultation to school and district administrators and teachers on best practices in science methods, writing instruction and action research. The particulars of this assistance will be determined by UM in consultation with the aforementioned Professional Development Council.
- Assist teachers on site in their use of the science and writing lab classrooms and related materials in order to maximize student learning.
- Provide expertise in correlating experiences from the Zelda Glazer Writing Institute with ongoing in-classroom instruction, including the training of teacher leaders.
- Train resident teachers through a train-the-trainer model to extend the benefits of professional learning acquired through the science and writing classroom labs to other M-DCPS educators. The particulars of this assistance will be determined by UM and Pinecrest Elementary School in consultation with the aforementioned Professional Development Council.
- Lead and facilitate discussion groups and faculty planning groups designed to maximize the professional development impact of the designated PDCC classroom/lab facilities.

Pinecrest Elementary School agrees to:

- Provide two classrooms during regular school hours for university-based faculty members to teach undergraduate and/or graduate college courses in elementary science and writing instruction.
- These classrooms will also be available after regular school hours and/or on Saturdays for professional development activities designed for M-DCPS teachers. Other UM courses may be offered after regular school hours or on Saturdays after consultation with the Professional Development Council and approval by the Principal of Pinecrest Elementary School and other appropriate M-DCPS administrators.
- Cooperate with UM faculty in any approved research studies or evaluations conducted at the school. Findings from any such research or evaluation projects will be shared with the school. All contemplated evaluation and research projects will be subject to M-DCPS Research Review protocols as well as to prior approval by UM's Institutional Review Board.

- Host professional development sessions at the site for M-DCPS teachers and administrators.
- Provide occasional release time for Pinecrest Elementary School faculty members to work with UM faculty members and/or student Associate Teachers. Requests for release time must be submitted in a timely manner.
- Facilitate and encourage Pinecrest Elementary School faculty members to work with UM faculty members in utilization of the labs and their facilities and materials.
- Designate Pinecrest Elementary School faculty members that will serve on the Professional Development Council. The UM liaisons will discuss with the Pinecrest principal any additional duties that may be required of Pinecrest Elementary School teachers in partnership with UM faculty.
- The Pinecrest Elementary School principal will be responsible for approving and assigning any additional duties required of Pinecrest faculty and staff as a result of collaborative arrangements with UM faculty members.

Memorandum of Understanding Signatures

<u>Signature</u>	<u>Date</u>	<u>Responsibility</u>
_____		Miami-Dade County Public Schools Superintendent of Schools
_____		Miami-Dade County Public Schools Region V Superintendent
_____		Miami-Dade County Public Schools Pinecrest Elementary School Principal
		Dean, School of Education University of Miami
		Chairperson Department of Teaching and Learning, UM School of Education

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Miami-Dade County Public Schools
School Board Attorney