

MEMORANDUM OF UNDERSTANDING

Fairfield University, Literacy How, Inc., **Derby Public Schools**, Anne E. Fowler Literacy Fellow(s)

This Memorandum of Understanding (MOU) acknowledges a partnership between Fairfield University, Literacy How, Inc., Derby Public Schools (Partner District), and Anne E. Fowler Literacy Fellows (AFLF) to engage the shared objective of raising reading literacy rates of at-risk K-3 students from Derby, Connecticut. This MOU outlines the role of each partner in supporting the proposed Fellowship, a fully-funded professional sabbatical or leave, designed to provide full-time, advanced literacy training and supervised clinical experiences. The Fellowship applies only to select certified early childhood and childhood educators, and to literacy teachers with a minimum of two years teaching experience.

Each year, the Fellowship will support ten-fifteen Fellows from urban and priority partner districts in the pursuit of a 36-credit 6th Year in Reading and Language Development. The Fellowship *may* also award candidates with the 102: Remedial Reading and Remedial Language Arts endorsement, pending approval by the Connecticut State Department of Education. The Fellowship emphasizes candidate preparation in scientific research-based reading assessment, instruction, and intervention practices and provides candidates with extensive supervised practicum experiences.

Participating Fellows will be assigned to one of three Fellowship models: Full-Time, Part-Time, and Traditional.

RLD PROGRAM FELLOWSHIP OPTIONS					
Full-Time Fellow 5 Each Year		Part-Time Fellow 5 Each Year		Traditional Fellow 5 Each Year	
Leave	Full Year	Leave	January-June	Leave	None
Tuition Award	30/36 Credits	Tuition Award	30/36 Credits	Tuition Award	30/36 Credits
Stipend	\$30,000	Stipend	\$15,000	Stipend	None
Book Allowance	\$500	Book Allowance	\$250	Book Allowance	None
Healthcare Stipend	Up to \$1,700	Healthcare Stipend	Up to \$900	Healthcare Stipend	N/A
IDA Membership	Yes	IDA Membership	Yes	IDA Membership	Yes
ILA Membership	Yes	ILA Membership	Yes	ILA Membership	Yes
Summer RDG Institute	Yes	Summer RDG Institute	Yes	Summer RDG Institute	Yes
Literacy How PD Series	Yes	Literacy How PD Series	Yes	Literacy How PD Series	Yes
<p>During Year 2 of the program, Full-Time Fellows are released from their teaching responsibilities by their district for the year and instead, are placed in a supervised practicum experience at a partner Alliance District expansion school. Here, Full-Time Fellows complete the requirements of RLD 591 and RLD 504 (with extended calendars) in a Grade 1-3 classroom, under the direction and guidance of a carefully selected Master Teacher and Literacy Mentor dyad.</p> <p>The RLD Program negotiates Fellows' leave of absence. Fellows must negotiate the details of their insurance coverage and whether or not the district will provide a paid sabbatical.</p>		<p>During Year 2 of the program, Part-Time Fellows are released from their teaching responsibilities by their district from January-June and spend this time in a partner Alliance District expansion school. Here, Part-Time Fellows complete the requirements of RLD 591 and RLD 504 (with extended calendars) in a Grade 1-3 classroom, under the direction and guidance of a carefully selected Master Teacher and Literacy Mentor dyad.</p> <p>The RLD Program negotiates Fellows' leave of absence. Fellows must negotiate the details of their insurance coverage and whether or not the district will provide a paid sabbatical.</p>		<p>During Year 2 of the program, Hybrid Fellows complete the requirements of RLD 591 in their own classrooms with the support of collaborative feedback; and, complete the requirements of RLD 504 in the context of an after-school clinic located at a partner Alliance District expansion school, under the direction and guidance of program faculty and a Master Teacher. Hybrid Fellows are released from their place of employment with ample time to travel to the after-school clinic site.</p> <p>The RLD Program will negotiate early release for Fellows, in order to support safe travel to the practicum site.</p>	

The success of this MOU's primary objective is evaluated through an external process that includes the monitoring of K-3 students' benchmark reading indicators for a period of three years following Fellows' return to district. Partner District agrees to provide Fairfield University with access to three years of coded databases containing the Fellows' pupil classroom reading data and data for a matched comparison classroom. In turn, Fairfield University agrees to provide Partner District with aggregated outcome evaluation data for the purpose of supporting program evaluation conversations. We recognize the importance of leveraging each partner's resources to meet our shared objective and, in order to fulfill this objective, we agree to the responsibilities listed below.

Fairfield University agrees to the following:

1. Provide Partner District with program literature to support recruitment;
2. Conduct information sessions with Literacy How at Fairfield University and Partner District schools, when and where possible, to describe the program and answer questions;
3. Publicize AFLF on Fairfield University website including Frequently Asked Questions;
4. Provide Fellows with advising and mentoring supports;
5. Engage in ongoing program evaluation and revision in partnership with Partner District, Literacy How, and Fellows;
6. Collaborate with Literacy How and Partner District to secure funding opportunities for Fellows;
7. Interview and select Fellowship candidates with Literacy How; and
8. Act as fiscal agent for program activities involving Fellows, Master Teachers, and Literacy How.

Literacy How, Inc. agrees to the following:

1. Conduct information sessions with Fairfield University to describe the program and answer questions at Fairfield University and at Partner District schools when and where possible;
2. Interview and select fellowship candidates with Fairfield University;
3. Develop the external evaluation research agenda and supervise the data collection and analysis components of the evaluation;
4. Assist with recruiting and supervising K-3 grade Master Teachers for the Fall and Spring practica (no K placements for Spring); and
5. Provide Fellows with a Designated Literacy How Mentor for the Fall and Spring practica.

Partner District agrees to the following:

1. Identify a district liaison to work with Fairfield University and Literacy How to communicate with interested teachers and applicants;
2. Advertise the Fellowship through district postings and direct mailings to teachers throughout the district, including when and where information sessions will be held;
3. Provide a link to the Fellowship on their district website;
4. Facilitate Fellows' sabbatical or leave, and clearly articulate in writing that a position will be available to Fellows upon successful completion of their leave, with consideration for placing Fellows in appropriate leadership positions;
5. Participate in discussions with faculty and administrators at Fairfield University and Literacy How for continuous program improvement;
6. Provide Fairfield University with access to three years of coded databases containing the Fellows' classroom reading data and data for a matched comparison classroom; and
7. Assist with recruiting Master K-3 teachers for the Fall and Spring practica (Spring practica may not include K).

Fellows agree to the following:

1. Maintain communication with their district throughout the Fellowship;
2. Participate in reviews of aggregated outcome evaluation data in order to support program evaluation conversations;
3. Conduct a PD in their home school, on a topic to be determined in consultation with district administration, during the Spring semester of their Fellowship placement,
4. Engage in Fellowship program-sponsored events that are recommended by program faculty;
5. Identify 1-2 professional goals that relate to literacy leadership (e.g. present at a conference, conduct PD for their district, offer testimony for policy change, etc.); and
6. Uphold the expectations of the program with regard to attitudes, dispositions, and scholarship.

Renewal, Termination and Amendment

Duration. This MOU shall remain in force for three years from the date of the last signature. Either party may terminate this MOU by providing 60 days advance written notice to the other party.

Extension and Renewal. The parties may extend or renew this MOU by agreement, confirmed in a written amendment signed by each party's authorized signatory.

Amendment. No amendment of the terms of this MOU will be effective unless made in writing and signed by each party's authorized signatory.

Fairfield University

Name: Dr. Robert Hannafin

Title: Dean, Graduate School of Education and Allied Professions, Fairfield University

Literacy How, Inc.

Name: Dr. Margie B. Gillis

Title: President, Literacy How, Inc.

Fellow

Name:

Derby Public Schools

Name: Dr. Matthew J. Conway, Jr.

Title: Superintendent, Derby Public Schools

Fellow

Name: