



May 15, 2014

Dear Ms. Christy VanDeventer and Ms. Marti Shannon:

Congratulations, you have completed another successful year as a Toyota bornlearning® Academy (TBLA). Thank you for all you have done to make it a success. Your commitment to support the TBLA is an example of what we can do together to make the growing network of academies across the state continue. With the additional of 14 new Toyota funded academies for the 2014/15 school year, there are now 45 TBLAs across the state. In addition, through Race to the Top funding, the Health and Family Services Cabinet, Family Resource & Youth Center will be adding 25 additional bornlearning® Academies for the upcoming school year! We are well on our way to blanketing the state with bornlearning®!

This letter, however, is focused on you and next steps in the process for your TLBA in 2014/15 school year. Toyota is granting your school \$3,000 for this next school year. To continue, please find enclosed the following documents that need to be completed and returned to us:

1. TBLA Implementation Standards Memorandum of Understanding – to be reviewed, signed by appropriate personnel and returned.
2. Three page questionnaire – first page to collect necessary school/personnel contact information, and a modified application for funding (this is the first step required to secure the first payment of your grant).
3. And training information:

Wednesday, June 18
1:00 – 5:00 p.m. (eastern)
The Galt House Hotel
Carroll Ford Room (2nd Floor)
140 North Fourth Street, Louisville

As you know, United Way of Kentucky manages the TBLA program for Toyota. Deby Davis, Administrative Manager for United Way of KY, handles the gathering and collecting of information for all of our Academies. The MOU and Questionnaire should be returned to Deby by either email: deby.davis@uwky.org or mail: P. O. Box 4653, Louisville, KY 40204. Please get those documents to her by Friday, May 23.

I look forward to continuing our wonderful work in 2014/15.

Sincerely,

Helen Carroll
Community Relations
Toyota Motor Engineering & Manufacturing, NA

Doug Eberhart
President
United Way of KY



**Toyota bornlearning® Academy
Implementation Standards Memorandum of Understanding (MOU)**

The Participating Elementary School will:

- Implement Academy in elementary school setting.
- Form and utilize the expertise of a Toyota bornlearning® Academy (TBLA) Implementation Team.
- Ensure school and district leadership are well represented at TBLA sessions and graduation.
- Review and become familiar with the core components of a TBLA.
- Provide in-kind or monetary support for TBLA (i.e., PTA, Title I Parent Involvement, Local United Way, Business Partner, etc.)
- Develop and implement a plan for recruitment and retention of families.
- Commit to keeping TBLA families engaged until their child enters kindergarten and beyond.
- Ensure that the same person(s) serves as the workshop Facilitator for all 6 sessions (if guests or visiting experts are invited, extra time may need to be added to the end of the session to explore these resources).
- Ensure accurate data is entered within one (1) week following each session.
- Respond in a timely manner regarding data collection and training.
- Provide support to workshop Coordinator by allowing them the time to accomplish the goals of the TBLA.
- Promote the integration of TBLA into your schools Family Resource Centers (FRC) funding stream and grant core components to ensure sustainability.
- Sign and adhere to Implementation Standards Memorandum of Understanding (MOU)

The Workshop Coordinator will:

- Review and become familiar with the required core components of a Toyota bornlearning® Academy.
- Access materials through the Facilitator Guide and make all necessary copies for sessions.
- Assist workshop Facilitators in making connections between the handouts provided to parents and caregivers and the key learning objectives for each session.
- Ensure that the same person(s) serves as the workshop Facilitator for all 6 sessions (if guests or visiting experts are invited, extra time may need to be added to the end of the session to explore these resources).
- The workshop format and the specific content contained in the bornlearning® Academy curriculum and the expansion guide were developed by Dr. Jaesook L. Gilbert and Dr. Helene Arbouet Harte. Bornlearning® Academy is the property of United Way of Greater Cincinnati Success By 6 and its content may not be altered, copied or e-mailed to multiple sites without the copyright holder's written permission.
- Each school will provide dinner and child care for participants.
- Commit to using data in an on-going way to track program participant's gain in knowledge and to improve workshops.
- Collect, organize and enter data within one (1) week following each session.
- Develop and implement plan to keeping TBLA families engaged until their child enters kindergarten and beyond.
- Participate in all web-based support and training sessions (website: www.uwky.org/bornlearning).
- Respond in a timely manner to requests from United Way of Kentucky, funder and/or state collaborative partner.



The Workshop Facilitator will:

- Review and become familiar with the required core components of a Toyota bornlearning® Academy.
- Adhere to the research based bornlearning® Academy curriculum.
- Prior to each session, review all links and materials in Facilitator's Guide to ensure they are working and/or available.
- Adapt to the skills/knowledge of the participants and provide support as necessary utilizing suggested strategies and techniques provided in training.
- Develop and implement plan to keeping TBLA families engaged until their child enters kindergarten and beyond.
- The workshop format and the specific content contained in the bornlearning® Academy curriculum and the expansion guide were developed by Dr. Jaesook L. Gilbert and Dr. Helene Arbouet Harte. Bornlearning® Academy is the property of United Way of Greater Cincinnati Success By 6 and its content may not be altered, copied or e-mailed to multiple sites without the copyright holder's written permission.

Please list:

Nelson County
Name of School District

Boston School
Name of Participating School

Please have the following individuals sign:

[Signature]
District Superintendent

Dana Cuel
Principal of Participating School

Christy Van Deventer
Coordinator of Participating School

Marti Shannon
Facilitator of Participating School