

MEMORANDUM OF UNDERSTANDING

Between

The Southern Regional Education Board

And

The Academy @ Shawnee High School

Which is a part of Jefferson County School District

In the state of Kentucky

To

Implement the Global Logistics AC Curriculum

Advanced Career (AC)

Background

The mission of *Advanced Career* is to disseminate the *Advanced Career* rigorous career/technical (CT) programs of study nationally by supporting each school site with fidelity of implementation.

SREB in Collaboration with Partner States Agrees to:

- Provide the leadership and support for the *Advanced Career* curriculum and professional development.
- Provide an orientation to the curriculum via an electronic meeting for district and school site leaders and teachers.
- Prepare all EOC assessments and surveys and work with a vendor to administer and score assessments and surveys, and provide summary results to the school and SREB.
- Review and refresh exam items in the end-of-course exam bank.
- Review and propose all specifications for software, equipment, tools and supplies to support the curriculum in two options:
 1. An optional vendor-prepared set of kits designed to effectively, safely and cost effectively support hands-on learning in projects where this option is appropriate.
 2. A list of tools, equipment, supplies and special software that schools may use to acquire these items on their own.
- Provide ongoing support to teachers using the technology designed specifically for the *Advanced Career* curriculum.
- Prepare the Summer Teacher Training Institute curriculum for teachers and the Summer Support Seminar for the school support team including the principal, counselor and academic teachers.
- Provide *Advanced Career* certification to teachers participating in the Summer Teacher Training Institute and provide remediation support for those teachers not able to pass certification requirements during the Summer Teacher Training Institute.
- Facilitate a community of practice for teachers implementing the *Advanced Career* curriculum.
- Revise the curriculum as needed and provide updated materials and continuous improvement reports to schools meeting the conditions outlined in this MOU.
- Conduct continuous evaluations aimed at improving the effectiveness of *Advanced Career*.

Advanced Career (AC)

Conditions Schools Agree to Meet: Schools in a partner state, a non-partnering *High Schools That Work (HSTW)* state or a non-member *HSTW* state **must agree to meet the following conditions:**

- Work collaboratively with SREB and not to share the *Advanced Career* curriculum, including teacher, student and assessment materials, with teachers who are not part of the school identified in this Memorandum of Understanding (MOU).
- If applicable, pay the initial participation fee for the curriculum and subsequent annual fees as published by SREB at time of application. Schools within AC consortium states do not pay these fees, except for the Health Informatics curriculum.
- Commit to fidelity of implementation of the project-based curriculum with formative and summative assessments and professional development.
- Participate in an SREB-led two-hour orientation session meeting via a teleconference or webinar with district and school site personnel.
- Prior to teaching the *Advanced Career* courses, the school agrees to send teacher(s) who will teach the *Advanced Career* courses to the Summer Teacher Training Institute (STTI), which is designed specifically to provide the essential knowledge and skills needed to teach the *Advanced Career* course. The school will be responsible for the registration fee and teachers' stipends, travel and lodging expenses. Further, the school and district agree that participating teachers will take part in an electronic orientation and complete the assigned pre-work prior to the first day of the Summer Teacher Training Institute.
- Require any teacher implementing an *Advanced Career* course to attend a two-week Summer Teacher Training Institute for that course; teachers may not substitute this attendance requirement for training even if they have previously attended training for other *Advanced Career* courses.
- Have the school principal, a counselor, and an English, mathematics and science teacher participate in a webinar series designed to orient them to the Advanced Career initiative in ways that enable them to support students enrolling in the program, as well as support the Advanced Career teachers in making the shift in the ways they teach. This webinar series will focus on creating a school academy environment with cross-curricular collaboration and organizational structure to support successful course implementation. The webinars will include information on the *Advanced Career* curriculum model and quality CT education. It will focus on providing common planning time for the implementing teacher and his or her academic partnering teachers developing a program of study that supports student success in the career area and providing guidance/advisement to students that supports students' goals and interests. Additional support from administration would include helping teachers find appropriate business and industry representatives to serve as an authentic audience for each project. Optional attendance modes are available for this requirement: a) attend the SSS with the school's AC course teachers in the AC consortium host state sponsoring the STTI; b) attend the SSS at a consortium host state sponsoring an STTI that is closer to school's home state; c) attend a SSS webinar training series sponsored by SREB. **Option A is preferred because it builds a strong foundation for collaboration.**
- Provide common planning time on a regular basis (at least weekly) for the *Advanced Career* teacher to meet with his or her partner mathematics, science and literacy teachers for the purpose of cross-discipline planning and support to aid students to master academic standards embedded in the *Advanced Career* courses.

Advanced Career (AC)

- Provide academic guidance and advisement, speakers and field trips, and present information focused on helping students discover and access postsecondary educational and career opportunities in the career field.
- Purchase all equipment and supplies needed for full implementation of the curriculum from the preferred *Advanced Career* vendor unless the school can obtain equipment and supplies at a lower cost from other vendors consistent with state and local district purchasing processes.
- Establish classroom and lab space required for successful implementation of the curriculum.
- Administer all formative assessments embedded in the fully developed units and at the end of each project.
- Provide key school data to SREB needed to improve the curriculum and support services with teachers to improve students' academic and technical skill attainment by administering:
 - An end-of-course student assessment and survey to all students enrolled in the *Advanced Career* courses. The end-of-course assessments are delivered online and require payment of a per-student fee to cover costs of administration and reporting.
 - A faculty survey for the teachers of *Advanced Career* courses designed to provide information for continuous improvement of each course in the *Advanced Career* program of study.
- Each partner state will recommend teacher qualifications, teacher experiences, certifications and credentials for teachers implementing the *Advanced Career* curriculum. Any state wishing to implement curricula developed by the partner state must determine highly qualified and credentialed status according to its own state policies and regulations. Once the school selects a teacher with the appropriate credentialing, that implementing teacher must attend the two-week Summer Teacher Training Institute for each of the *Advanced Career* courses he or she will teach in order to gain access to the curriculum.
- Agree to provide remediation support to any *Advanced Career* teacher who does not meet the requirements of *Advanced Career* certification and agree that the teacher not gaining *Advanced Career* certification will not teach the course until he or she attends a second Summer Teacher Training Institute to gain certification.
- Implement at least three of four courses in the *Advanced Career* four-course sequence.
- Work toward enrolling at least 80 percent of all *Advanced Career* students in a college-preparatory academic core recommended by *HSTW*¹

1 Four or more college-preparatory English courses that engage students in reading a variety of materials and in writing short and long papers about a range of literacy and non-literacy topics. Four or more mathematics courses including Algebra I, geometry, Algebra II and a higher-level mathematics course such as trigonometry, statistics, pre-calculus or an Advanced Placement (AP) mathematics course. At least three lab-based science courses, including at least two credits in college-preparatory biology, chemistry, anatomy/physiology or physics/applied physics. *High Schools That Work: An Enhanced Design to Get All Students to Standards*, Southern Regional Education Board, 2005, p. 5

Advanced Career (AC)

AGREEMENT

The undersigned have reviewed this Memorandum of Understanding for participation in the *Advanced Career* Initiative and accept it as the basis for working together.

School Superintendent

Handwritten signature

School Principal

School District

Handwritten signature

School District

Date

Handwritten date

Date

Handwritten signature

SREB Senior Vice President

SREB, Atlanta, Georgia

Date

If State Signature Required:

State Director, Advanced Career programs
State Department of Education

State

Date