

Memorandum of Understanding
(Implementation of Virtual Classrooms)

The Parties to this agreement, the East Stroudsburg Area Education Association (hereinafter called the "Association") and the East Stroudsburg Area School District (hereinafter called the "District) agree to the following:

- 1) The Parties agree to the job duties and expectations for online teachers as listed in the attached document with the same title.
- 2) The District shall accommodate the teachers' "brick and mortar" schedule to align with virtual courses so no teacher will have more than two preps unless the virtual course is an elective and/or the teacher agrees to more than two preps.
- 3) The District shall not schedule more than 30 students per block assignment in any virtual classroom.
- 4) The District shall not include the virtual classroom in any teachers' evaluation.
- 5) This agreement between the parties to offer courses via virtual classrooms shall expire at the end of the 2015-2016 school year. Throughout the year, virtual classroom platform shall be evaluated mutually by the District and Association as to whether it should continue as constructed, continue with alterations, or be discontinued. The Parties agree to alter and/or renew this agreement upon mutual consent dependent upon the outcome of this evaluation of the platform.
- 6) This agreement shall neither constitute a new past practice nor nullify any existing past practice.

EAST STROUDSBURG AREA SCHOOL DISTRICT

_____ *Shawn Anderson* _____ Date: 8-14-15

EAST STROUDSBURG AREA EDUCATION ASSOCIATION

_____ *Ann Catullo* _____ Date: 8/14/15

Job Duties and Expectations for Online Teachers

1. Each teacher will be responsible for up to two (2) cyber courses per block, per semester, to be served in the following manner:
 - a. Class A has dedicated time on Mondays and Wednesdays
 - b. Class B has dedicated time on Tuesdays and Thursdays
 - c. Fridays are open to serve both classes as needed
 - d. This may be subject to change upon review of responses from teachers, students, and or administration.
 - e. No unilateral changes shall be made without the agreement of the Association.
2. Teacher must communicate the above schedule to students enrolled in the course, and solicit their participation regularly.
3. Teachers will keep a detailed communication log of their time spent during class.
 - a. Who was served.
 - b. What was the topic.
 - c. What was the outcome.
 - d. Time spent.
4. Teachers will use this time to call and email students (and parents) who do not "check in" or have not been in attendance, or who have not presented work required.
 - a. All communication will be documented in communication log (see above).
 - b. All emails will be cc'd to cyber principal and case manager.
 - c. Parents should be cc'd when communicating with students.
 - d. Planned contacts made with parents during the typical school day on a bi-weekly (minimum) basis. More frequently if a student is failing the course .
5. Respond to students academic needs.
 - a. During dedicated classroom time, all efforts will be made to respond immediately to student's academic needs. This could be accomplished via email, phone calls, google hangouts, or student's visiting the teacher at their classroom.
 - b. Emails and requests made outside of the dedicated classroom time will be receive a response by the end of the next school day which the teacher is not on leave or sooner if the teacher desires.
 - c. Teachers will provide grades for completed work within 4 days for items such as: short answer, multiple choice, single paragraph responses (that make up a majority of the assessments within modules of cyber courses). However, for more elaborate assignments such as multi-paragraph essays or reports of substantial nature, the district practice of 2 weeks would be in effect. These timelines may be extended commensurate with leave time taken by teacher.
 - d. Teacher will post grades for completed work on Progress Book within 5 days of receiving online work submissions that are of the shorter nature, and a day after providing grades for the work of a larger nature (ie. multi-paragraph essays, book reports, etc.). These timelines may be extended commensurate with leave time taken by teacher.

- e. Teachers will provide additional feedback as needed to students to assist in their academic success.
 - f. Teacher shall allow students to make appointments during the class for one-on-one assistance. Students who are on disciplinary homebound status will be allowed to make appointments for one-on-one assistance, but those appointments will be restricted to a particular space provided by the principal.
6. Student enrollment into classes after semester started
 - a. When a student enrolls into a cyber course after the start of the semester, the cyber teacher will communicate with the brick-and-mortar teacher to determine where best to "drop" the now cyber student into the course curriculum, and use the pre-existing grades as part of the course *final grade*.
 - b. Courses should align close enough to simply continue on by selecting the corresponding module for that particular week.
 - c. If courses are not similar, the teacher has the option to pick appropriate modules to ensure the student will have the foundational knowledge so that she/he can be successful in the class.
 7. Teacher may attempt to provide a synchronous class on a particular topic should they desire. This is possible due to the fact all students should be on the same module each week. This could be accomplished through google hangouts or other district approved method.
 8. Teacher will communicate required deadlines for assignments.
 9. Teacher will abide with district determined grade submission deadlines.
 10. Teacher must communicate freely with cyber principal to address issues with the program.
 11. Teacher must be willing to attend professional development and or meetings related to cyber program, provided they are not in conflict with current contract (ie. 3 department / faculty meetings a month). If teachers are required to meet above their monthly contractual agreement of 3 meetings a month, then said teachers shall be paid curriculum rate for the duration of the meeting.
 12. Teacher must provide differentiated requirements as directed by student's IEP within the capacity of the program with assistance from student's case manager.
 13. Teacher must be willing to communicate with student's guidance counselor and case manager (if student has one) as needed.
 14. Teachers will not be eligible for coverage during these times as they must be responsive to students needs that arrive during the designated period/class.
 15. Substitutes will not be provided for cyber teachers, and cyber teachers will email/notify students of their absence.

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Brownie Troop 51006 Today's Date 6/23/15

Non-Profit? yes no Will an admission fee be charged? yes no Are you requesting a waiver of facilities fees? yes no
If yes, attach a letter of justification addressed to the Board of Education. This does not include a waiver of fees for scheduled district personnel.

Specific purpose of use: Brownie troop meetings
Name of School Requested J.M. Hill

DAY(S) from — DATE(S) — to from — HOURS — to DESCRIPTION (meeting, practice, game, rehearsal, performance,...)
October - May - Thursdays - 5:45 - 7:00 meeting
except for the Thursday PA meets

Facility Required: Auditorium Cafeteria (Handicapped member) Stadium Kitchen/Preparation Kitchen/Serving
Swimming Pool (requires proof of certified lifeguard) Stage Fields (specify)
Classrooms # Other (specify)

Equipment Required: (*must be operated/attended by school personnel) Piano
Kitchen Equipment* Sound System Record Player/Stereo Equip. Folding Stands
Stage Lighting* Motion Picture Projector Overhead Projector/Screen Tables and/or Chairs
Scoreboard* Athletic Equipment Other (specify)

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ _____ Bodily Injury Liability (\$500,000 minimum) \$ _____ Property Damage Liability (each occurrence) (\$500,000 minimum) on file

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Michelle Brozusky Address 4 Gilliland Dr. Phone 570-807-2425
Name Laurie Peters Address Broad St. Phone _____

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted. My organization will defend all actions, suits, complaints, or legal proceedings of any kind brought against the Board of Education and any of its agents, servants or employees and further will hold harmless and indemnify the said School Directors, School District, and School Authority from any expenses and judgments or decrees recovered against them as a result of said use of these facilities.

Signature — Responsible Organization Official Michelle M Brozusky Phone (day) 570-807-2425
(eve.) same as above

Billing Address 4 Gilliland Drive East Stroudsburg, PA 18301

APPROVALS: Principal Michelle Arnold Date 6/4/15
~~Business~~-Administrator Sharon D. Londerware Date / /
copy to: stage manager athletic director cafeteria manager head custodian librarian a/v coordinator other Date / /

For office use only: FACILITIES USE INVOICE
Facilities/Equipment used: Class 1 - no fees Charges: \$ _____
Personnel Employed: 25 Charges: \$ _____
Other (specify): _____ Charges: \$ _____

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization Boy Scouts of America Pack 92 Today's Date 07/25/15

Non-Profit? yes no Will an admission fee be charged? yes no Are you requesting a waiver of facilities fees? yes no

Specific purpose of use: Pack meetings & Ceremonies. Name of School Requested Smithfield Elementary.

Table with columns: DAY(S) from DATE(S) to, HOURS from to, DESCRIPTION (meeting, practice, game, rehearsal, performance,...). Includes entries for Den meetings, Blue + Eplo Ceremony, and Pinewood Derby.

- Facility Required: Auditorium, Stadium, Stage, Classrooms #, Cafeteria, Kitchen/Preparation, Fields (specify), Other (specify), Gymnasium, Kitchen/Serving.
Equipment Required: Kitchen Equipment*, Stage Lighting*, Scoreboard*, Sound System, Motion Picture Projector, Athletic Equipment, Record Player/Stereo Equip., Overhead Projector/Screen, Other (specify), Piano, Folding Stands, Tables and/or Chairs.

The District has the right to assign additional security and other personnel as needed. Your organization will be subject to fees for these services. Your organization must provide a Certificate of Insurance listing the ESASD as co-insured as follows:

\$ Bodily Injury Liability (\$500,000 minimum) \$ Property Damage Liability (each occurrence) (\$500,000 minimum) On file

List at least one, but preferably two, responsible officials of your organization who will be present at the time facilities requested are being used, and who will accept full responsibility for adherence to School District regulations by all persons in attendance.

Name Jaime Frankelli Address 3414 Canterbury Circle E Strbg PA 18302 Phone (570) 236-6611
Name Nicki-Lee Engels Address 10 Taylor St E Strbg PA 18301 Phone (570) 534-5998

I certify that I have read, understand, and agree to adhere to Policy #707 of the East Stroudsburg Area School District concerning Use of School Facilities. Further, my organization forever releases the East Stroudsburg Area School District, the East Stroudsburg School Authority, their directors, agents, employees and servants from all claims, actions, and charges whatsoever arising out of the event(s) conducted on the above-mentioned date(s) for which this application is submitted.

Signature [Signature] Phone (day) 570-236-6611 (eve.) _____
Billing Address 3414 Canterbury Circle E Stroudsburg PA 18302

APPROVALS: Principal [Signature] Date 8/11/15
Business Administrator [Signature] Date 1/1
copy to: stage manager athletic director cafeteria manager head custodian librarian a/v coordinator other Date 1/1

For office use only: FACILITIES USE INVOICE
Facilities/Equipment used: Class 1 - no fees Charges: \$
Personnel Employed: 26 Charges: \$
Other (specify): _____ Charges: \$

Pocono Services for Families and Children



212 West Fourth Street
East Stroudsburg, PA 18301
Administrative Phone: (570) 421-2711
Family Service Phone: (570) 421-2676
Fax: (570) 421-6482
www.psfc.org

Tim Lee
Executive Director

Letter of Agreement

East Stroudsburg Area School District

**Pocono Services for Families & Children
Head Start Program**

Effective Date: **July 1, 2015 to June 30, 2016**

East Stroudsburg Area School District Buildings: **Middle Smithfield Elementary & Resica Elementary.**

***Note: Smithfield Elementary** may also be utilized, pending approval of grant for Pre K Counts classrooms.

This Letter of Agreement is subject to the terms and conditions below and is contingent upon the receipt of funding for Pocono Services for Families & Children/Monroe County Head Start under the Health & Human Services (HHS) Grant and the Head Start Supplemental State Program (HSSAP) Grant. Failure to receive total funding voids this Agreement

A new Agreement will be negotiated upon receipt of partial funding. If no Agreement can be reached in such case, the Program will not be implemented.

This Agreement can also be voided at any time by either party by providing the other party with thirty (30) days written notification.

Terms and Conditions

1. Staffing – Teacher and Teacher Aide(s) hired by Head Start utilizing PSFC funds.
 - There will be an a.m. class with a maximum of 17 Head Start Students at Middle Smithfield Elementary.
 - There will be two a.m. classes with a maximum of 17 Head Start Students each at Resica Elementary.
 - *Pending grant approval, there will be three Pre K Counts full day classes with a maximum of 20 students each at Smithfield Elementary.
2. Curriculum – Creative Curriculum for Young Children, Second Step, and Handwriting Without Tears.
3. Assessments – GOLD. The cost of the online assessment will be paid by Head Start utilizing PSFC funds. IGDI – The cost of materials and online data management will be paid by School District through the Keystones to Opportunity Grant.
4. Health – All required Head Start Health Services and Screenings will be provided by Head Start Health Coordinator and Teachers.
5. Nutrition – Children’s meals provided by the School District and billed to the School meal Program. Snack will be provided by the Head Start. The Head Start Nutrition

Consultant and Nutrition manager will provide additional oversight. Adult meals are billed directly to Head Start utilizing PSFC funds.

6. Special Needs – Will be provided by Head Start EI and Behavioral Health Managers in conjunction with Colonial Intermediate Unit #20 and the School District. CWBS staff of Head Start will also provide services.
7. Social Services – Recruitment will be the joint responsibility of School District and Head Start. Eligibility determination and selection will be the responsibility of Head Start.
8. Parent Involvement – Will be solely the responsibility of Head Start Staff. Parents will be cleared for entry into School District Property by the School District to volunteer and for Parent Visits. If background checks are required it will be the responsibility of Head Start at Head Start expense utilizing PSFC funds.
9. Career Development – Pre-Service and In-Service Training including Child Development Association (CDA) Credential and college courses for credits are the responsibility of Head Start utilizing PSFC funds. Head Start staff will participate in PD opportunities by the School District as appropriate at no cost.
10. Equipment – (Classroom) Provided by the School District and Head Start. (Playground) Provided by the School District at no cost to Head Start.
11. Supplies – Provided by Head Start utilizing PSFC funds.
12. Space – Provided by School District at no cost to Head Start.
13. Utilities – Utilities are provided by the School District at no cost to Head Start.
14. Maintenance – Including snowplowing and garbage removal provided by School District at no cost to Head Start.
15. Repairs to Facility and Equipment – Provided by School District at no cost to Head Start.
16. Classes will be provided utilizing the Head Start Calendar (160 days at 4-5 hours per class).
17. School Closings due to inclement weather will be at the discretion of the Superintendent of Schools.

Mr. William Searfoss Date
President, Board of Education

Mr. David B. Strunk Date
Vice President, PSFC Board of Directors

Sharon Laverdure

Mrs. Sharon Laverdure Date
School Superintendent

Tim Lee 8/13/15

Mr. Tim Lee Date
Executive Director

Sandy Shay 8/12/15

Mrs. Sandy Shay Date
Program Director



United Way
of Monroe County
Uniting People. Improving Lives.

