

Letter of Intent

The National Summer School Initiative (“NSSI”) and Partner Organization (“Partner”) are strongly interested in working in partnership to provide a rich summer school experience for students in the Partner’s community.

This non-binding letter of intent serves to document our shared understanding of how the program will work and to summarize our respective responsibilities.

- 1. Program offering, grades, and dates.** The Summer School will support students in grades 3 to 8 (rising 4th to 9th graders) for five weeks from June 29, 2020 to July 31, 2020. It will meet from approximately 9 am to 1 pm PT daily with ample breaks. The school will provide classes in ELA, math, movement, and enrichment (a mix of programming in the arts, humanities, and, potentially, science); there will also be a morning meeting/advisory time to start the day. There will be additional self directed work (including self-directed online programs and independent reading) students will be encouraged to complete daily. Families must opt-in to participate in the summer school; it cannot be mandated for any student. It is not designed to be a remedial program but rather to prepare a wide range of students to succeed in the next grade. School partners cannot require attendance at the summer academy as a condition of promotion.
- 2. Professional development of Partner teachers.** In addition to providing a strong academic and enrichment experience for students this summer, the summer school will advance the teaching skills of participating Partner teachers. They will participate in a mandatory week-long Teacher Professional Learning Academy (June 22-26) and daily afternoon national “content team meetings” where they will deeply study the select standards that are the focus of the summer school in ELA and math and be extensively trained by the Lavinia Group in the essential two levers for rapid academic growth: Intellectual Preparation and Student Work Analysis. Partner teachers will learn how to replace a procedural focus in instruction with one based on conceptual understanding.
- 3. Teacher and supervisor staffing levels.** NSSI and Partner recognize that this is not an outsourcing or turnkey engagement. This is not a fully “outsourced” or “turnkey” solution; Partner will have specific responsibilities and will incur costs in delivering the program. Partner schools must hire a minimum of *one* ELA teacher for each grade level and *one* math teacher per two grade levels, not to exceed 120 total students per math teacher. (NSSI’s recommends two teachers for every 60 students.) In addition, schools need to assign one administrator/coach for every 10 to 15 teachers. All teachers and administrators/coaches will attend the mandatory training and work throughout the five-week program. NSSI estimates that, for most schools, Partner will incur a cost of between \$8,000 to \$10,000 per teacher as a stipend for teaching in the summer school, and the cost of the coach/admin’s salary / stipend. These estimates are for planning purposes only; the compensation of Partner teachers and staff is entirely the Partner’s decision.
- 4. Additional partner responsibilities.** All as enumerated below, in addition to securing teachers and administrators/coaches, Partner will recruit families to the summer school, assign participating students to teachers (if there is more than one set of teachers in the grade), and handle matters as they arise pertaining to student discipline, motivation, behavior, student attendance, special accommodations, and credits. Partner will ensure that participating teachers and administrators/coaches meet their professional development responsibilities (including active participation in Institute and in daily PD) and their teaching responsibilities (including grading and

providing their students with feedback, attendance tracking, maintaining an independent reading log, hosting an effective and welcoming morning meeting/advisory, and maintaining regular contact with parents through phone calls, email, and text messages).

5. **Partner lead.** Partner will identify a single point of contact who shall be the liaison to NSSI and assume responsibility for local implementation, as set out below.

6. **Technology.** Partner shall ensure that all participating teachers and administrators/coaches have a laptop with camera (both of which meet NSSI's specifications) and enrolled students have access to a suitable device (such as a Chromebook) and have connectivity. Partner shall maintain a rapid-response IT help desk to address technology issues of teachers and students.

7. **Specific NSSI's responsibilities.** At no cost to partners, NSSI will:

- Hire and train master teachers
- Provide a week-long Teacher Professional Learning Academy for Partner teachers (June 22-26)
- Offer daily partner teacher professional development (focused on Intellectual Preparation and Student Work Analysis) for each grade and content area (ELA and math)
- Provide the curriculum, including teacher-facing plans and student assignments for ELA and math
- Provide curriculum (and some live teaching and/or video) for Morning Meeting, Movement, and Enrichment
- Provide or specify the core technology stack, including videoconferencing and Google Classroom specifications
- Provide assessments (pre- and post-tests) and satisfaction surveys (students, parents, teachers)
- Provide direct-to-student/parent communication with students, parents about the program
- Create turnkey communication for partner teachers and schools
- Provide strong communication with partner teachers and coach/admins at partner schools

8. **Specific partner responsibilities.** Partner will assume responsibilities for the following activities:

- **Point person.** The partner's designated point person will be responsible for all communication with NSSI. The point person shall be highly responsive to email and calls, attend regular meetings with NSSI, and dedicate at least 50% of their time between May 15 and August 3 to ensure a strong summer academy experience.
- **Student recruitment.** Partner shall inform students and families of the opportunity to attend summer school; NSSI shall provide exemplar text. Partner shall enroll students and provide a roster of enrolled students to NSSI, rostered to teachers, by means of a dedicated portal on a NSSI website or a datasheet meeting specs shared by NSSI. NSSI shall not share identifiable student information with any party outside NSSI. For the purpose of program evaluation, Partner authorizes NSSI to share aggregate academic and other data with its evaluator; evaluation will not identify Partner without the explicit written consent of Partner.
- **Partner teacher and administrator/coach recruitment and compensation.** Partner shall recruit teachers and administrators/coaches per the ratios above; NSSI shall provide guidance for the evaluation and selection of these staff members. Partner will provide a roster of all teachers and administrators/coaches using the transmission method NSSI identifies.
- **Training.** All teachers and administrators/coaches shall attend the week-long training Institute from June 22-26 and the daily afternoon, hour-long PD in the teacher's grade and content area.

- **Administrator/coach.** The administrator/coach shall be responsible for all teacher and student matters, including but not limited to:
 - *Partner teacher professionalism, absences and substitute teachers:* Managing teachers and devising and implementing a substitute teacher plan.
 - *Parent communication:* Serving as contact person for all parent issues, including student motivation and attendance student behavior/discipline.
 - *Technology.* Serving as liaison to the Partner's IT help desk to ensure that tech issues of teachers and students, including connectivity, are promptly resolved.
 - *Coaching of teachers.* NSSI will provide PD through daily grade team meetings and content-specific emails. All additional coaching is the responsibility of the administrator/coach. NSSI suggests that coaching include observing and providing feedback on live or recorded instruction, reviewing feedback given by teachers on their students' work, reviewing teachers' grading, and sending emails to all teachers as a group highlighting best practices and guidance on how to raise the bar on teaching.
 - *Additional teacher support.* Supporting teachers on all intervention and office hour questions.
 - *Google Classroom.* Supporting teachers in the use of Google Classroom in accordance with NSSI guidelines.
 - *Special populations.* Supporting teachers on any issues of adapting curricula and program to meet the needs of special education students or English Learners.
 - *Office hours/intervention time.* Supporting teachers on effectively using the office hours/intervention time.

- **Partner teacher.** Partner shall ensure that partner teachers meet expectations for:
 - Attending daily PD
 - Providing feedback to students and grading their work
 - Attendance tracking
 - Independent reading log and grading
 - Morning meeting/advisory
 - Calling, emailing, and texting parents
 - Additional teacher support

- **Data access.** Consistent with applicable law and local policy, Partner shall ensure that NSSI has access to any student data, including but not limited to student attendance and academic data collected in the course of the summer school, and specifically:
 - *Supplemental self-directed online programs.* Enable NSSI to get data from supplemental self-directed online programs (if used), including simple effort and accuracy scores.
 - *Surveys.* Enable NSSI to send simple student, family, and staff surveys through email.
 - *Attendance, work completion, grading.* Enable NSSI to get data on attendance, work completion, and grading data through access to Google Classroom or by exporting Google Classroom data and sharing with NSSI (based on specifications NSSI will provide).
 - *Assessments.* Have all students take the pre- and post-tests using NSSI-provided assessments and platform.

- **Communication.** Partner will at all times allow for NSSI staff and master teachers to communicate with partner teachers and administrators/coaches, and to communicate with participating students and families on essential program information and for celebrations and shout-outs.
- **Video clips.** Partners permits video clips of partner teachers' instruction to be shared with NSSI and other participating partner organizations solely for the purpose of training.

9. **Program fidelity.** While effective teaching always leaves room for student-based differentiation, Partner commits to implementing the NSSI curriculum and program with fidelity. As part of that commitment, participating Partner schools commit to properly staff the summer school and promote student participation for five hours of synchronous teaching and learning each school day for the duration of the summer school. Consistent with applicable rules governing privacy, participating programs agree to collect and share with NSSI data relevant to program outcomes.

10. **Liability.** Partner assumes all legal liability for student or parent issues related to summer school and shall be appropriately insured.

11. **Partner action steps.** NSSI recognizes that, to deliver an excellent experience for our students, Partner needs to take the following actions:

- a. By **Friday, May 29**, identify a **partner lead** who will be the single point of contact with NSSI and take responsibility for local implementation of the program, and provide NSSI an **estimate of the number of partner teachers** likely to participate in the program and an **estimated enrollment by grade**. Estimates should be input [here](#).
- b. By **Wednesday, June 10**, provide NSSI a roll of partner teachers and administrators/coaches and a **list of enrolled students by grade**.
- c. By **Monday, June 22**, provide NSSI with an assessment of the availability of devices and connectivity for par

By signing this non-binding memorandum of understanding, Partner indicates that its district, network, or organization is strongly interested in participating as a partner in the National Summer School Initiative this summer, and aims to serve a total of ____ students.

Name

Title

Organization

Date