

**M-DCPS/UTD
LETTER OF UNDERSTANDING
CONTRACT MODIFICATION/IMPLEMENTATION
ADVANCED PLACEMENT PROGRAM**

This Letter of Understanding (LOU) confirms the collaborative agreement between Miami-Dade County Public Schools (M-DCPS) and the United Teachers of Dade (UTD) regarding the M-DCPS/UTD contract, Article XXV, Incentive Pay Plans and Article XXVI, Section 37, In-service Education to provide three (3) Advanced Placement Teaching Initiatives for the 2013-2014 school year.

Pursuant to meetings held with the Office of Academics and Transformation, Division of Academic Support, the Office of Labor Relations, Compensation Administration, and the UTD, the following statements represent the agreements which have been reached for the implementation of the Advanced Placement Teacher Curriculum Review (APTCR), the Advanced Placement Student Curriculum Review (APSCR), and the Mentoring and Induction of Novice Advanced Placement Teacher Program (MINATP).

I. Advanced Placement Teacher Curriculum Review (APTCR)

Advanced placement teacher/facilitators will be selected from a pool of applicants to develop, prepare, and deliver a workshop for other Advanced Placement (AP) teachers who would like further guidance and assistance with delivering AP course content. This workshop will provide AP teachers with instruction in the areas of AP content scope/sequence and pacing, AP curriculum development, assessment techniques, AP data analysis, and College Board Curricular requirements. The workshop is intended to prepare AP teachers to be successful in the delivery of the AP curriculum. To facilitate the delivery of this workshop, the parties agree to the following:

- A six-hour workshop will be provided on Friday, November 8, 2013, by the APTCR facilitators for AP teachers who would like further guidance and assistance with delivering AP course content. Participation is on a voluntary basis.
- Teacher/facilitators must meet these minimum requirements:
Hold a valid professional teaching certificate; and, documentation of four years successful teaching experience in the AP subject applying to present with an above average AP passing rate as determined by the mean passing rate for individual subjects on the previous year's AP exam Administration.
- Teacher/participants must register in advance on the M-DCPS' Professional Development Portal in order to receive master plan points and must meet these minimum requirements:
Hold a valid professional teaching certificate; and, appear on his/her school's master schedule as teaching an AP course for the 2013-2014 school year.

- Following the completion of the APTCR workshop, a \$500 stipend will be paid to the facilitators for preparation and planning of the AP course workshop. The AP teacher/participants will receive seven master plan points upon submission of the follow-up activity/participant product.

II. Advanced Placement Student Curriculum Review (APSCR)

AP teacher/facilitators will be selected from a pool of applicants to develop, prepare, and deliver a workshop for students currently enrolled in AP courses that complies with the course requirements of the specific AP course. The workshop is intended to prepare AP students to be successful in the AP examinations. The workshop presentations will address AP course content reviews, test-taking skills, and study strategies. In order to implement this program, the parties agree to the following:

- A five-hour Fall review workshop will be held on Saturday, November 16, 2013, and will be provided by the APSCR facilitators for the AP students.
- A five-hour Spring review workshop will be held on Saturday, April 5, 2014, and will be provided by the APSCR facilitators for the AP students.
- Teacher/facilitators must meet these minimum requirements:
 - Hold a valid professional teaching certificate; and, documentation of four years successful teaching experience in the AP subject applying to present with an above average AP passing rate as determined by the mean passing rate for individual subjects on the previous year's AP exam Administration.
- Following the completion of the APSCR workshop, a \$500 stipend will be paid to the facilitators for preparation and delivery for each of the AP course reviews. AP teachers who serve as chaperones for students attending the APSCR will receive a stipend of \$100 for attending each of the workshops with students.

III. Mentoring and Induction of Novice Advanced Placement Teachers Program (MINATP)

MINATP is a full-year voluntary program to provide support and mentoring to teachers with less than two years teaching experience in AP courses (Mentee). AP Mentor Teachers will provide guidance, support and feedback in the areas of lesson planning, AP content scope/sequence and pacing, classroom management, curriculum development, assessment techniques, AP data analysis, and College Board Curricular requirements to the new AP instructors. To facilitate the implementation of this mentoring initiative the parties agree to the following:

- MINATP will begin in the Fall of 2013 and conclude at the end of the 2013-2014 school year. New Mentor Teachers will be required to attend one mandatory two-hour Coaching Seminar.
- AP Mentor Teachers must meet these minimum requirements:
 - Must hold a valid professional certificate; and, minimum of four years successful teaching experience in the AP subject with an above average AP passing rate.

- AP Mentor Teachers who have participated in the MINATP in the previous years, must have successfully completed the year-long mentoring experience.
- Once identified, AP Mentor Teachers will be assigned one Mentee and will be responsible for the following actions and tasks:
 - Mentoring for a total of 40 hours beyond the regular school day in the areas of lesson planning, classroom management, curriculum development, assessment techniques, AP data analysis, College Board Curricular requirements; and, complete documentation/mentor logs of all communications with Mentee.

Upon agreement by the AP Mentor Teacher, the Mentor Teacher may be assigned up to two additional Mentees.


- Interested AP Mentees must complete a Mentee teacher application.
- Opportunities to observe experienced AP teachers will be provided to the Mentee through the use of substitute coverage for a release day. The same will apply to Mentors to observe their Mentees.
- In order to receive the stipend of \$1,600, each Mentor Teacher must meet all the requirements as identified on the application form.
- In order to receive the stipend of \$1,600, and as a way to ensure and guide the successful completion of the program, each Mentor Teacher must submit the first 20 hours of mentoring logs by Friday, December 13, 2013. Upon review, these logs will be returned to the AP Mentor Teacher. All 40 hours of logs and accompanying documents supporting the work completed together, must be submitted by Tuesday, May 27, 2014.
- Mentor Logs must be accompanied by the AP Mentor/Mentee Rubric for Completion. The requirements listed on the rubric must be followed and all requirements met in order for payment to be issued.
- AP Mentee teachers are required to keep a log documenting the mentoring support they received. A stipend of \$100 will be provided to the AP Mentee for submitting the completed Mentee logs by Tuesday, May 27, 2014.

There will be no payment for partial completion of any of the aforementioned AP initiatives. No partial payment will be awarded for partial completion of course requirements, preparation and/or course delivery; however, in the event of extreme extenuating circumstances and upon reasonable and timely notification to M-DCPS District staff, applicable M-DCPS administrators, in collaboration with representatives from UTD, will determine the prorated compensation amount to be paid based on the number of hours completed.

Each of the three AP initiatives is subject to annual review by all parties which shall address successes, opportunities for improvements, available funding, and other issues or concerns. The parties will meet as needed to address renewal or discontinuance.

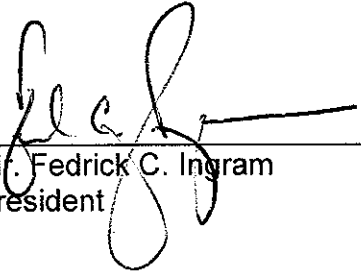
MIAMI-DADE COUNTY PUBLIC SCHOOLS

UNITED TEACHERS OF DADE



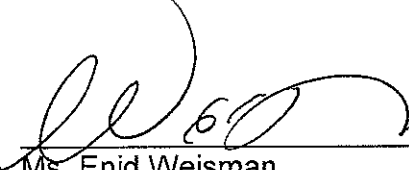
Ms. Milagros R. Fornell
Chief Academic Officer
Office of Academics and Transformation

8/27/13
Date



Mr. Fedrick C. Ingram
President

8/27/14
Date



Ms. Enid Weisman
Chief Human Capital Officer
Office of Human Capital Management

8/28/13
Date



Mr. Jorge L. Garcia
Administrative Director
Office of Labor Relations

8/27/13
Date