



**THE PUBLIC SCHOOLS OF BROOKLINE**  
BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425  
FAX 617-730-2108

ANDREW BOTT  
SUPERINTENDENT OF SCHOOLS

MARY ELLEN N. DUNN  
DEPUTY SUPERINTENDENT  
FOR ADMINISTRATION AND FINANCE

**Request for Grant Acceptance**  
November 5, 2018

The School Department requires specifically authorized accounts for new grants.

School Committee Action Requested: The School Department would like to request that the School Committee authorize the Town Accountant to set up a Grant Account for the following:

- Boston University - Saudi Teacher Collaboration
  - Program Description: Funds are provided to the district by Boston University Wheelock College of Education and Human Development to host 24 Saudi teacher participants September 2018 through January 2019. The participant educators will observe district classrooms at the direction of appointed host educators, engage in weekly reflective discussions, and may visit other districts as deemed suitable by the host educator and district liaison. More detail is available in the attached memorandum of understanding. “Other Charges” includes funds allocated at the building-level, for which principals will submit proposals on use of the funds on work related to equity, diversity, or inclusion given the cross-cultural nature of the immersion program, to be approved by the Office of Teaching and Learning

<b>BU Saudi Teacher Collaboration</b>	
<b><u>Budget</u></b>	<b><u>Amount</u></b>
Salaries	\$44,000
Outside Services	-
Supplies	-
Other Charges	\$51,000
Fringe Benefits	-
Capital	-
<b>Total</b>	<b>\$95,000</b>

Motion: Approve account creation for “BU – Saudi Teacher Collaboration” per the attached documentation.



## THE PUBLIC SCHOOLS OF BROOKLINE

Office of Teaching and Learning  
333 Washington Street, 5<sup>th</sup> Floor  
Brookline, MA 02445  
Phone: 617-730-2432  
FAX: 617-264-6451

**Andrew J. Bott**  
*Superintendent of Schools*

**Gabriel McCormick**  
*Director of Professional Development*

### Memorandum of Understanding between the Public Schools of Brookline and Boston University to host Saudi Teachers during the 2018-2019 Academic Year.

This Memorandum of Understanding covers the affiliation of the Public Schools of Brookline ("the District") with Boston University Wheelock College of Education and Human Development ("the University") and the Public Schools of Brookline ("the District"), for the District to host 24 Saudi teacher participants (the "Participants") beginning in September 2018 through January 2019. The elements of the District's affiliation with the University are as follows:

#### Program Description:

##### 1. The University Shall:

- a. Compensate the district \$95,000 for hosting the Saudi Participants and assigning a Brookline educator to serve as a liaison.
- b. These funds shall be disbursed by the University to the District in three payments by the end of the business day on:
  - i. \$30,000 within thirty (30) days after the agreement is executed by the parties
  - ii. \$30,000 on October 31<sup>st</sup>, 2018
  - iii. \$35,000 on January 31<sup>st</sup>, 2019
- c. Confirm that all participating Saudi teachers have completed the necessary fingerprinting requirements, and assume all responsibility for any fees related to the processing of that registration.

##### 2. The District Shall:

- a. Appoint a liaison to fulfill the responsibilities outlined in section 3.
- b. Accept up to 24 Saudi Participants to participate in the immersion experience from September 4, 2018 through January 17, 2019.
- c. Provide an immersion experience as outlined in Section 4 below
- d. Once funds are disbursed to the district, the District Superintendent shall determine how the funds are to be used by the District.
- e. Confirm that all participating Saudi Participants have completed the necessary CORI and SORI requirements, and assume all responsibility for any fees related to the processing of that registration.

##### 3. The Public Schools of Brookline Liaison shall:

- a. Guide the selection of participating Brookline schools and up to twenty-four host educators; one for each participating Saudi teacher.
- b. Collaborate with the BU Project Director to orient school leaders, host educators, and Saudi Participants to program goals and expectations.
- c. Make observation visits to each participating school to assure project progress during the September-January immersion experience. (See section 4.a below for details)
- d. Provide a written evaluation for each Saudi Participant at the end of Program.
- e. Notify the University of any changes that will affect the Program.
- f. Serve as a trouble-shooter and link to BU if any unusual issues arise involving Saudi participants and host educators.

##### 4. The Public Schools of Brookline Host Educators Shall:

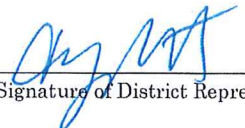

- a. Accept one Saudi Participant as an observer in their classroom, Mondays through Thursdays, with the exception of school holidays, from 9:00 a.m. to 2:30 p.m. during the course of the immersion experience September 4, 2018 to January 17, 2019
- b. Allow Saudi Participants to provide any classroom assistance that the host educator deems valuable through the course of the experience

- c. Facilitate opportunities for Saudi Participants to observe in other than assigned classrooms to enable them to gain a broader understanding of the school as a whole.
- d. Engage in weekly 25-30 minute reflective discussions with each Participant, designed to enable the Participant to increase his/her understanding of instructional approaches and challenges.
- e. Assist in keeping track and reporting of the Participant's attendance and punctuality record.
- f. Attend one orientation session prior to the immersion experience that shall be scheduled between August 20<sup>th</sup>, 2018 and September 7<sup>th</sup>, 2018.
- g. Attend up to two host educator check-in meetings near the midpoint and at the endpoint of the immersion experience scheduled after school hours.

**5. The Public Schools of Brookline Host Educators May:**

- a. Support their assigned Saudi Participant in visiting other nearby schools so as to expand the Saudi Participant's understanding of the District.

This agreement shall remain valid from the date of signing through January 31<sup>st</sup>, 2019.

 _____ Signature of District Representative/Date	, 9.14.18	 _____ Signature of University Representative/Date
Andrew J. Bott _____ Printed Name		Martin J. Howard _____ Printed Name Treasurer
Superintendent _____ Title		_____ Title

## Proposed Budget

ITEM	COST
Total funds from BU	\$ 95,000.00
Stipends for 24 host teachers	\$ (24,000.00)
<b>Baker</b> (5 teachers)	\$ (10,000.00)
<b>BHS</b> (3 teachers)	\$ (6,000.00)
<b>Coolidge Corner</b> (1 teacher)	\$ (2,000.00)
<b>Driscoll</b> (2 teacher)	\$ (4,000.00)
<b>Heath</b> (2 teachers)	\$ (4,000.00)
<b>Lincoln</b> (3 teachers)	\$ (6,000.00)
<b>Pierce</b> (7 teachers)	\$ (14,000.00)
Stipend for Liaison (Gabe McCormick)	\$ (20,000.00)
One more teacher to place (school TBD - Likely CCS)	\$ (2,000.00)
<b>Funds Remaining</b>	<b>\$ 3,000.00</b>

**Boston University  
Wheelock College of Education & Human Development**

**Field Education Agreement**

This Agreement between Trustees of Boston University on behalf of the Wheelock College of Education & Human Development (the "School") and Public Schools of Brookline (the "Facility") sets forth the terms and conditions under which an immersive experience for 24 Saudi educators (the "Participants") at the School (the "Program") will be conducted at the Facility. The specific terms of the Program are contained in a Memorandum of Understanding that is incorporated into and shall be deemed a part of this Agreement.

This Agreement shall be in effect as of the date written below and will remain in effect until the termination of this Agreement in the manner provided herein.

**I. General**

1. The Program shall be designed to meet the School's requirements for field education for the Participants based on applicable accreditation, professional licensure, and other pertinent standards.
2. The educational program for the participants remains under the control of the School and its faculty.
3. The Facility retains full responsibility for its operations and services and for the care and welfare of its students. All educational services at the Facility shall be under the complete and immediate direction, control, and professional supervision, of the appropriate staff and authorized agents of the Facility.
4. The parties will each appoint a coordinator for the Program. The parties will cooperate and communicate with each other to assess the Program, to address concerns that may arise, and to implement improvements.

**II. Responsibilities of the School:**

1. The School shall notify the Facility of its field education objectives and standards.
2. The School represents that each Participant participating in the Program is covered by Student Professional Liability insurance with limits of at least \$1,000,000 per occurrence and at least \$3,000,000 in the aggregate. The School shall furnish the Facility a certificate evidencing such insurance upon request.
3. The School shall inform the Facility of the level of training the Participants have received prior to placement at the Facility.
4. The School shall notify each Participant that he or she is responsible for:
  - a. Adhering to the policies and procedures of the Facility of which the Participants are informed;

- b. Respecting the confidentiality of information regarding students at the Facility and their records in accordance with the Facility's policies and procedures in compliance with applicable laws;
- c. Providing to the Facility evidence of health status and routine medical tests and immunizations as are required for the Facility's employees, if required also for the Participants;
- d. Providing to the Facility evidence of health insurance if required;
- e. Obtaining the prior written approval of the Facility and the School before publishing any material based on the field education experience.

### III. Responsibilities of the Facility:

1. The Facility shall appoint a supervisor for the Program (the "Supervisor") that meets the supervisor requirements set forth by the School. The Facility shall ensure that the professionals having responsibility for teaching and supervising students in the Program will have appropriate qualifications and experience.
2. The Facility shall ensure that the Program meets the experiential requirements set forth by the School.
3. The Facility shall submit to the School a description of the field education experience, including information regarding the objectives, learning activities, available facilities, responsibilities of the students, nature of supervision, name, profession and academic credentials of the Facility's coordinator, transportation, health and immunization requirements, any other special requirements or restrictions, and any other information that may be requested or may be important to know in advance. The Facility shall promptly inform the School of any changes that will affect the field education experience.
4. The Facility shall provide an orientation to the Participants, including the instruction on the relevant policies and procedures of the Facility. The Facility shall provide the same information, training and protection to the students in matters of health and safety as it provides to its employees in compliance with the standards set by the Occupational Safety and Health Administration (OSHA) and applicable law.
5. The Facility shall arrange for immediate emergency medical care for the School's students in the event of injury, illness, or exposure to blood or infectious body fluids or to environmental or occupational hazards while at the Facility. The Facility shall provide an emergency contact person at all times that the Participants are on the Facility premises.
6. The Facility shall ensure that the students receive appropriate and timely evaluation and feedback concerning their achievement and that the School receives timely reports of such evaluations as requested. At a minimum, the Facility shall provide each Participant with at least one hour of supervision with their Supervisor each week and a formal evaluation each semester.
7. The School typically requires that the Facility shall maintain and keep in effect a Comprehensive General Liability insurance policy which shall include Professional Liability covering the Facility and all employees and agents involved in the Program, limits of at least \$1,000,000 per occurrence and at least \$3,000,000 in the aggregate. The School has agreed to accept self insurance by the Town of Brookline in lieu of a third party policy.

8. The Facility agrees to comply with all applicable federal, state, and local laws, regulations, rules, orders and decrees. The Facility and its staff shall have all professional licenses and other licenses, permits, and authorizations to conduct their activities related whatsoever to the Program, as required by applicable law.

#### IV. Additional Terms and Conditions:

1. The School agrees to hold harmless the Facility and its directors, trustees, officers, and employees from and against all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) involving personal injury or property damage to the extent arising out of intentional misconduct by or negligent acts or omissions of the School's faculty members, employees or agents or the Participants in connection with their duties under or participation in the Program.

The Facility agrees to hold harmless the School and its trustees, officers, employees and students from and against any and all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) involving personal injury or property damage to the extent arising out of conditions existing at the Facility or arising out of the negligent acts or omissions of the Facility's employees or agents in connection with their duties at the Facility, including without limitation their supervisory duties under the Program.

Each party agrees that it shall give the other party prompt notice of any claim, threatened or made, or suit instituted against it which could result in a claim for indemnification above.

2. The Facility may temporarily suspend, and/or may request the School to withdraw, any Participant from the Program whose conduct or health status will have a detrimental effect on the Facility. Wherever possible, such suspension or withdrawal shall be planned cooperatively by the Facility and the School, and any grievance against any Participant shall be discussed with the student and the School's Program coordinator.

The School may temporarily suspend or withdraw any Participant from the Program if appropriate or necessary in its sole determination.

3. This Agreement is not intended and, to the extent permitted by law, shall not be construed to create an employment relationship between the Facility and the Participants in the Program. The School and the Facility shall be treated for all purposes as independent contractors.
4. The Program shall be conducted in accordance with all applicable laws. No person shall be subject to discrimination in connection with the Program based on race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation, or other unlawful basis.
5. The School will disclose information from a Participant's record, as appropriate, to personnel at the Facility who have a legitimate need to know in accordance with the Family Educational Rights and Privacy Act (FERPA). The Facility hereby agrees that its personnel will use such information only in furtherance of the field education program for the Participants, and that the information will not be disclosed to any other person without the Participant's prior written consent as required by FERPA.



6. This Agreement may be terminated by either party's giving sixty days' notice in writing to the other party by certified or registered mail at the address hereafter set forth. Such termination shall not take effect, however, until the Participants already accepted for placement in the Program have completed their scheduled field education period.
7. This Agreement may be modified only by written amendment signed by duly authorized representatives of each party.
8. The Facility and the School agree to recognize their affiliation with each other accurately in all publications and public statements. The Facility shall not use the name, logo, or other identification of the School without prior written consent of the School.

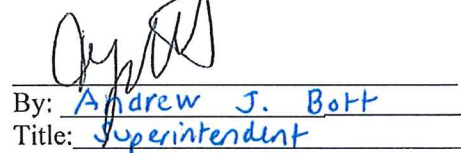
This Agreement shall be effective as of \_\_\_\_\_ upon execution by both parties.

TRUSTEES OF BOSTON UNIVERSITY



By: Martin J. Howard  
Title: Treasurer

PUBLIC SCHOOLS OF BROOKLINE



By: Andrew J. Bott  
Title: Superintendent

**School address for notices:**

Boston University  
Wheelock College of Education & Human Development  
Two Silber Way  
Boston, MA 02215  
Attn: Paul Akoury

**Facility address for notices:**

Office of Teaching and Learning  
333 Washington Street, 5<sup>th</sup> Floor  
Brookline, MA 02445

Attn: Gabriel McCormick