



**DATE:** November 3, 2010

Appendix MMM-5-21

November 29, 2010

**TO:** BOARD OF EDUCATION

**FROM:** Susan Abplanalp, Deputy Superintendent  
Brad Kose, Director, Professional Development

**RE:** UW-Madison School of Education – Contract for Professional Development  
School Supervisors/Coordinators

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1. **Project Title:** UW-Madison School of Education – Contract for Professional Development School Supervisors/Coordinators
  2. **Project Description:** This agreement provides for the interchange of three teachers in an effort to further the goals of the Madison Professional Development School Partnership (PDS). The teachers will assume the duties and responsibilities of PDS Supervisors/Coordinators for Memorial High School, West High School, and Midvale/Lincoln Elementary Schools. The teachers will provide assistance in curriculum development and evaluation to teachers at the identified schools; coordinate placement of practicum and student teachers assigned by UW-Madison; give workshops; hold regular seminars for practicum students, student teachers, and building teachers; and assist UW staff in research and curriculum development efforts involving the PDS program.
  3. **Analysis:** MMSD has had a longstanding relationship with the University of Wisconsin-Madison in providing schools as sites for practicum and student teachers to learn throughout their two years in the School of Education. Each of these schools had an Instructional Resource Teacher who provided support to UW students as well as professional development for all school staff. The UW, school, and central office all shared costs of these positions.
  4. **Applicable Board Policies:** N/A
  5. **Advertising/Notices/Invites :** N/A
  6. **Vendors Receiving RFP:** N/A
  7. **Bids Respondents:** N/A
  8. **Estimate:** \$82,000 (to be received from UW-Madison School of Education)  
\$97,649 (total MMSD cost for PDS allocation)
  9. **Previous Fiscal Year Expenditures:** \$83,625

- 10. Funding Source:** Contract with UW-Madison School of Education and Elementary Department Allocations, General Operations (Fund 10)
- 11. Project Schedule:** 2010-11 school year
- 12. Contract Compliance:** The University of Wisconsin System is exempt. UW-Madison school of Education is part of the University of Wisconsin System. As such, UW-Madison School of Education is exempt from compliance with the Contract Compliance Policy.
- 13. Recommendation:** It is recommended that the Board accept and approve the attached contract with the University of Wisconsin -Madison, School of Education, Department of Curriculum and Instruction (UW) whereby the UW will pay the District up to \$82,000 towards the salary of three District employees during the 2010-11 school year in exchange for the employees assisting UW staff in research and curriculum development involving the professional development schools, providing assistance in curriculum development to regular teachers, coordinating the placement of practicum and student teachers, and providing workshops and seminars to practicum and student teachers .

Professional Development School  
Professional Development School Supervisors/Coordinators  
MEMORANDUM AGREEMENT for EMPLOYEE INTERCHANGE  
between  
MADISON METROPOLITAN SCHOOL DISTRICT  
and  
DEPARTMENT OF CURRICULUM AND INSTRUCTION

This Memorandum Agreement is entered into this 11th day of October, 2010, by and between the Madison Metropolitan School District, located at 545 West Dayton Street, Madison, WI 53703 (hereinafter "the sending agency") and the UW-Madison School of Education, Department of Curriculum and Instruction, 225 North Mills Street, Madison, WI 53706 (hereinafter "the receiving agency"), and shall be effective during the 2010-11 school year (September 1, 2010 through June 10, 2011).

1. **AUTHORITY and PURPOSE:**

As authorized by Section 230.047, Wisconsin Statutes, this Memorandum Agreement provides an understanding for the interchange of three (3) Teachers, namely Mary Klehr, Jay Affeldt, and Elizabeth Kingston, employed by the sending agency to the receiving agency in an effort to further the goals of the Madison Professional Development School Partnership.

2. **ASSIGNMENTS:**

The Teachers shall assume the duties and responsibilities of Professional Development School Supervisors/Coordinators for Memorial High School, West High School, and Midvale/Lincoln paired elementary schools. Such duties and responsibilities are more completely set forth in the Appendices attached hereto.

3. **HEADQUARTERS/ GENERAL SUPERVISION:**

The teachers will be located at the schools as described in the Appendices hereto, and shall be supervised by their respective school's principal when on detail for the sending agency and supervised by Ms. Molly Garner, Director of the Partner School Network, School of Education, while on detail for the receiving agency.

4. **EMPLOYEE STATUS:**

Teachers shall remain employees of the sending agency, and be entitled to salary and benefits as determined by their Collective Bargaining agreement and individual contract(s). Provided, however, when performing services/on detail for the receiving agency, Teachers shall be considered to be solely responsible to the receiving agency while performing services for that agency.

5. **KEY PERSONS:**

If for some reason a Teacher named herein is unable to perform or complete the duties related to this memorandum of understanding, said duties shall not be transferred or a replacement named without the written approval of Ms. Molly Garner and the principal of his/her respective school.

6. **TRAVEL:**

All travel expenses incurred in connection with a Teacher's assignments at the receiving agency will require prior approval from Ms. Molly Garner, and Teacher shall be reimbursed by the receiving agency on the same basis as if he/she were a regular employee of the receiving agency.

7. **COST REIMBURSEMENT:**

The receiving agency will reimburse the sending agency a total amount limited to and not to exceed \$82,000.00 for a part of the Teachers' salary plus fringe benefit charges for the duration of this memorandum of understanding.

Payment will be made upon receipt of invoice from the sending agency. Original plus three (3) copies of the invoice should be sent to Joyce Zander, Academic Department Manager, Department of Curriculum and Instruction, 225 North Mills Street, Madison, WI 53706.

8. **SPECIAL CONDITIONS:**

With regard to duties performed for the receiving agency, it is understood that the employee is subject to the provisions of Wisconsin Administrative Code, Chapter 24 (code of ethics).

In Accordance with Wisconsin Statutes, sec. 895.46, the sending agency shall defend and indemnify each Teacher against claims brought against her while providing services for the sending agency under the provisions set forth herein.

In accordance with Wisconsin Statutes, sec. 895.46, the receiving agency agrees to defend and indemnify each Teacher against claims brought against her while providing services for the receiving agency pursuant to the provisions set forth herein.

MADISON METROPOLITAN SCHOOL DISTRICT

\_\_\_\_\_  
Erik Kass /date  
Board of Education Secretary

\_\_\_\_\_  
Brad Kose /date  
Dir of Professional Development

\_\_\_\_\_  
Jay Affeldt /date

\_\_\_\_\_  
Bruce Dahmen /date  
Memorial H. S. Principal

\_\_\_\_\_  
Elizabeth Kingston /date

\_\_\_\_\_  
Ed Holmes /date  
West H.S. Principal

\_\_\_\_\_  
Mary Klehr /date

\_\_\_\_\_  
Teresa Caranza /date  
Midvale E. S. Principal

\_\_\_\_\_  
Deborah Hoffman /date  
Lincoln E.S. Principal

UNIVERSITY OF WISCONSIN-MADISON

\_\_\_\_\_  
Molly Garner /date  
Director, Partner School Network

\_\_\_\_\_  
Chair, C & I /date

\_\_\_\_\_  
Kathy Blomker /date

\_\_\_\_\_  
Dean/Director /date

\_\_\_\_\_  
Vice Chancellor /date  
Academic Affairs

## APPENDIX A – Mary Klehr

2010-11 school year (September 1, 2010 to June 10, 2011)

Detail for UW will be 50% of her time, evenly split between Lincoln Elementary School and Midvale Elementary School (25% of her total time at each school)

Duties for the UW at both schools shall include:

- provide assistance in curriculum development and evaluation to regular teachers at the above-identified schools
- coordinate placement of practicum and student teachers assigned by UW-Madison education programs (secondary or elementary, as appropriate) to the above-identified schools
- give occasional workshops – the number agreed upon between Teacher and Ms. Molly Garner of the UW-Madison, School of Education, Director of the Partner School Network
- hold regular seminars for said practicum and student teachers; and
- assist University staff in research and curriculum development efforts involving the professional development school program

## APPENDIX B – Jay Affeldt

2010-11 school year (September 1, 2010 to June 10, 2011)

Detail for UW at Memorial High School for 25% of his time

Duties for the UW at above school shall include:

- provide assistance in curriculum development and evaluation to regular teachers at the above-identified schools
- coordinate placement of practicum and student teachers assigned by UW-Madison education programs (secondary or elementary, as appropriate) to the above-identified schools
- give occasional workshops -- the number agreed upon between Teacher and Ms. Molly Garner of the UW-Madison, School of Education, Director of the Partner School Network
- hold regular seminars for said practicum and student teachers; and
- assist University staff in research and curriculum development efforts involving the professional development school program

APPENDIX C – Elizabeth Kingston

2010-11 school year (September 1, 2010 to June 10, 2011)

Detail for UW at West High School for 25% of his/her time

Duties for the UW at above school shall include:

- provide assistance in curriculum development and evaluation to regular teachers at the above-identified schools
- coordinate placement of practicum and student teachers assigned by UW-Madison education programs (secondary or elementary, as appropriate) to the above-identified schools
- give occasional workshops – the number agreed upon between Teacher and Ms. Molly Garner of the UW-Madison, School of Education, Director of the Partner School Network
- hold regular seminars for said practicum and student teachers; and
- assist University staff in research and curriculum development efforts involving the professional development school program