

Memorandum of Understanding
IMSA FUSION Chicago Public Schools

Application Part 3 – Memorandum of Understanding – **FY16, 2015-2016 Academic Year**

We understand that participation in the IMSA FUSION program requires a commitment on both the part of IMSA and on the part of the participating school and district, and agree to the following:

IMSA Responsibilities

School District Responsibilities

Provide informational materials about the IMSA FUSION program (the Program) for interested parties in the school and district.	Provide an acceptable site and establish a schedule of dates and times in accordance with the Program requirements of 64 student contact hours per year.
Provide criteria for selection of the Program teachers and students.	Recruit, select and retain the Program teachers and students in accordance with IMSA FUSION criteria and submit required records to IMSA FUSION.
Offer support and mentoring for the Program through ongoing contact with the Program teachers.	Provide administrative support for the Program through presence, involvement and needed funding.
Provide high quality professional development to the Program teachers.	Ensure the Program teachers participate in mandatory IMSA FUSION professional development by providing stipends, substitute teachers and travel expenses as necessary.
Develop and provide curriculum materials and specific identified consumables and non-consumables for Program implementation.	Purchase consumables and supply commonly available materials. Inventory curriculum kits and pay for any items that are lost or damaged.
Facilitate peer-to-peer information sharing among participating sites and professional personnel through IMSA FUSION network, email list, online professional development, mailing lists, etc.	Ensure active, regular FUSION participation for students, teachers and administrators and provide opportunities, as possible, for other enrichment (field trips, webinars, guest speakers, parent events)
Provide ongoing Program information along with informational materials about other professional development and funding opportunities	Recruit and retain interested and qualified educators and provide IMSA with contact information for these individuals.
Provide IMSA FUSION criteria for student selection.	Recruit, retain and select students in accordance with IMSA FUSION criteria. Ensure active participation of students. Collect all student participation records and submit to IMSA FUSION.
Provide informational materials about IMSA programs to interested and talented students and their families.	Distribute information material from IMSA and facilitate student interaction opportunities.
Conduct program documentation and evaluation, and report site performance and impact.	Participate in the program evaluation and data collection activities: student, parent, principal and teacher surveys; online teacher feedback; mid/end of year attendance collection; observations; interviews; and other evaluative activities as needed.

An annual Participation Fee is required for each program of IMSA FUSION to help defray program costs. The Participation Fee for 2015-2016 is \$750 per program, payable to IMSA FUSION upon acceptance.

Principal Signature Date

Assistant Principal Signature Date

School

District/Number

Address

Address

City State Zip Code

City State Zip Code

Director of Statewide Educator Initiatives Date
Illinois Mathematics and Science Academy

Executive Director, IMSA Professional Field Services Date
Illinois Mathematics and Science Academy