

**Memorandum of Understanding
 Early Literacy Professional Learning Community
 November 2011**

This memorandum of understanding is between the Massachusetts Department of Early Education and Care (EEC), and **PARTICIPANT** to participate in the early literacy and numeracy professional learning community (PLC) offered by the Departments of Elementary and Secondary Education (ESE) and Early Education and Care(EEC). EEC and ESE will provide professional development and support to qualified candidates who will utilize the content information in early childhood programs. The PLC will take place from November 2011 through June 2012. The Qualifications of Candidates and ESE and EEC's expectations are detailed below.

Qualification of Candidates: Each Candidate meets or exceeds the criteria listed below:

- Participants must be in a supervisory, managerial role or an instructional leader within their agency or a community leader. An instructional leader may be an educator who spends at least 50% of his/her time outside of the classroom conducting professional development, supervision, curriculum, mentoring or other managerial duties. FCC educators are considered instructional leaders of their programs.


Services to be offered and role of the Candidate:

- Participate in the PLC
 - ✓ Attend one of the three one-day early literacy and numeracy events on November 17, 18 or 19, 2011
 - ✓ Attend a one-day early literacy and numeracy event to be held in June, 2012
 - ✓ Attend 2-3 face-to-face meetings between January 2012 and June 2012
 - All efforts will be made to accommodate candidate's schedule and geography when selecting meeting times and locations.
 - ✓ Participate in any webinars or other technological supports, such as listserv
 - ✓ Participate in peer-to-peer supports, such as peer mentoring and visits to programs of other participants in the PLC
 - Peer mentor selection will be made in conjunction with other participants and a PLC facilitator.
 - ✓ Complete an individual or group project that captures the knowledge learned from the professional learning community and the early literacy and numeracy events
 - ✓ Commit to sharing the knowledge and skills learned at the conference and in the PLC with instructional leaders and staff with whom the participant works or collaborates
- Provide ESE and EEC with materials that are generated as a result of the PLC

Candidates that meet all requirements will receive 1 CEU or 10 PDPs for participation at the completion of the professional development opportunity (June 2012). Signed:

 Candidate Date

 Supervisor of Participant Date


 EEC approval 1 November 2011

 Date