

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE PALM BEACH COUNTY CLASSROOM TEACHERS ASSOCIATION (CTA)  
AND  
THE SCHOOL DISTRICT OF PALM BEACH COUNTY (DISTRICT)**

The School Board of Palm Beach County (the "District") and the Palm Beach County Classroom Teachers Association (the "CTA") as evidenced by the respective signatures below, agree to this Memorandum of Understanding ("MOU") related to Teach For America's Ignite Fellowship Program implemented in District schools.

In order to implement the Ignite Fellowship Tutoring Program, it is recommended that each participating school identify Individuals to serve as the Ignite Site Leader. Tasks associated with the role of Ignite Site Leader includes, but is not limited to the following, which may occur outside regular work hours:

- Completing asynchronous onboarding modules
  - The "Ignite Site Leader Onboarding Course" is housed in Canvas, and it includes 8 different learning modules that Ignite Site Leaders need to complete. These modules cover the critical responsibilities of the role, sharing guidance, recommendations, and expectations, as well as providing links to resources. The list of modules is as follows:
    - Building A Thriving Ignite Program
    - Academic Goal Setting
    - Preparing Curriculum
    - Facilitating Seamless Logistics
    - Pencil Spaces Overview
    - Fellow Training & Support
    - Collecting & Sharing Data
    - Launching Pencil Spaces in Your School
- Attending two live onboarding calls during the last two weeks of August
- Planning meetings with their Ignite Partner
  - The "Ignite Partner" is the full-time Teach For America staff member on the Ignite team responsible for providing 1:1 support to your Ignite Site Leaders.
- Preparation for the training sessions they will lead with their Ignite fellows
- Preparing the daily lesson plans for Ignite tutoring sessions
- Observing tutoring sessions (asynchronously through recordings) and sharing feedback (both written and voice-to-voice) with their fellows
- Communicating with fellows (answering questions, sharing feedback, etc.)
- Reflecting on program impact and plan adjustments, improvements
- Partner with school leaders to align Ignite to their school's goals and strategy, set a customized vision for impact, and invest school staff in Ignite as a lever to accelerate student learning.



- Engage in virtual Ignite Site Leader onboarding prior to the start of the fellowship, including completing all training modules in Canvas, attending all required synchronous training calls and completing all Pencil Spaces training.
- In partnership with school staff, identify students to participate in Ignite, ensure parents receive the Ignite Family Info & Consent sheet and track any Ignite survey or program opt out requests, and match fellows to students.
- Identify consistent schedules for fellows to work with students virtually, and share with Teach For America by the required deadline. Each fellow should work with the same group of 2-3 students at least 3 times per week (during school hours), for 30-60 minutes per session, for a minimum of at least 2 hours total of tutoring per week.
- Ensure students have a quiet space and technology access: a device with video, and noise-canceling headphones with built-in microphones.
- Work with school leadership and technology staff to ensure students can access Pencil Spaces, Ignite's virtual learning platform.
- Provide fellows with organized daily tutoring session plans and materials aligned to school curriculum for fellows to deliver to students and train fellows in how to implement them effectively.
- Work with school staff to identify and administer academic pre- and post-assessments to measure student achievement of learning goals prioritized for the school's Ignite program, and share pre- and post-data with Teach For America, in alignment with the Memorandum of Understanding agreement between TFA and the school.
- Administer standard, short pre/post-surveys (provided by TFA) to students.
- Ensure both fellow and student attendance are captured accurately by Pencil Spaces' automated system or by taking attendance manually using Ignite's centralized tracking systems.
- Spend approximately 5-7 hours per week supporting approximately 10-12 virtual fellows through the fellowship, including but not limited to the following:
  - Design and lead two onboarding sessions for fellows during the first two weeks of the fellowship ("School Orientation" and "Practice Tutoring")
  - Provide ongoing support and development for fellows throughout the course of the Fellowship through virtual, recorded, and/or written communication and engagement.
  - Observe and provide feedback to fellows to ensure continuous improvement of tutoring quality during the Fellowship, including at minimum:
    - one brief pop-in to a tutoring session for each fellow during the first two weeks of tutoring to ensure proper lesson implementation and smooth logistics,
    - one extended observation of each fellow during the first four weeks of tutoring sessions with students, and
    - one extended observation of each fellow during weeks five through twelve of tutoring sessions with students.
- Share student progress data with fellows at the beginning, middle and end of the fellowship to help them understand and celebrate impact, and to adjust instruction.
- Be available as the main point of contact for fellows and be available for and responsive to questions from fellows.



- Be available, during all tutoring session times to assist students and fellows to begin and end sessions on time, and to troubleshoot any technical, logistical, or instructional issues that arise. Train a member of school administration to assist as needed.
- Promptly notify Teach For America of any problems or issues with a fellow or their Ignite program.
- Communicate with your Ignite Partner regarding the quality and efficacy of your Ignite program, and work together to address challenges and continually strengthen program quality.
- Provide feedback to the Ignite Fellowship team via formal pre- and post-surveys related to the program.

### Compensation

Ignite Site Leaders will receive a financial award of \$2,500 per semester (\$5,000 for the year), to be disbursed in December and May. Should the partner schools decide to have two employees share these responsibilities, the funds will be split equally between the designated Ignite Site Leaders. Payments will be made directly to the Ignite Site Leader by Ignite (Teach For America). In late November and in late April, Ignite Site Leaders receive a unique PIN number and directions to log in to a secure financial portal (ECSI) to accept their compensation and enter their bank details. ECSI then directly deposits the funds into the designated bank account for the Ignite Site Leader.

### General Provisions

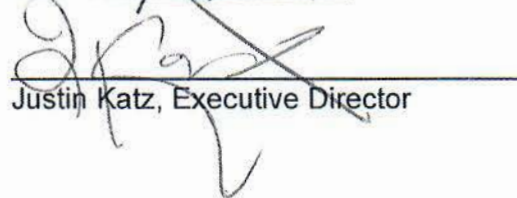
This agreement will remain in effect through the 2024-2025 school year. Further extension may be made through mutual agreement.

**For the Palm Beach County  
Classroom Teachers Association**



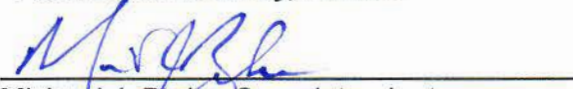
Gordan Longhofer, President

Date: 8/21/2024



Justin Katz, Executive Director

**For the School District of  
Palm Beach County, Florida**



Michael J. Burke, Superintendent

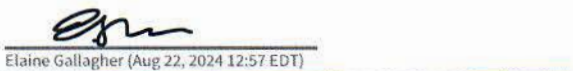
Date: 8/26/24

  
Timothy Kubrick (Aug 23, 2024 11:57 EDT)

Tim Kubrick, Chief of Human Resources



Heather Frederick, Chief Financial Officer

  
Elaine Gallagher (Aug 22, 2024 12:57 EDT)

Elaine Gallagher, Director of Recruitment and Retention