



**Delaware Literacy Coalition Memorandum of Agreement**

The MOT Charter School agrees to abide by the Delaware Literacy Coalition's Bylaws and joins the Delaware Literacy Coalition partnership.

Signed:

Marian Wolak

Marian Wolak, Director  
Curriculum Instruction & Professional Development  
Delaware Department of Education

10-15-12

Date

Mary Ann Mieczkowski

Mary Ann Mieczkowski, Interim Associate Secretary  
Teaching & Learning Branch  
Delaware Department of Education

10/25/12

Date

Linda Jennings

Linda Jennings, Head of School  
MOT Charter School

11-15-2012

Date

# Delaware Literacy Coalition Bylaws



**2012 – 2013**



# Delaware Department of Education

Teaching and Learning Branch

Delaware Literacy Coalition Bylaws

## **I. PURPOSE**

The Delaware Literacy Coalition Bylaws define the vision, mission, roles and responsibilities of the members of the Delaware Literacy Coalition. The partnership includes literacy representatives from the Department of Education, LEAs (districts and charter schools), higher education representatives, business professionals, and community organizations throughout the state. The Delaware Literacy Coalition is open to all LEAs and stakeholders that agree to collaborate in the systemic improvement of efforts supporting literacy education.

The Delaware Literacy Coalition Bylaws define the conditions under which the Coalition will be financed, principles for operation and the collaborative processes as established by the Coalition. The Bylaws can be modified at any time by majority agreement of the Coalition.

## **II. VISION OF THE DELAWARE LITERACY COALITION**

The Delaware Literacy Coalition envisions that all Delaware students graduating from high school will be college and career ready with sufficient levels of literacy proficiency to be successful in postsecondary institutions or workplace environments.

## **III. MISSION**

The Delaware Literacy Coalition exists to collectively build LEA capacity and support initiatives that ensure all students leave Delaware high schools with levels of proficiency that will benefit them both academically and in the workplace. The Delaware Literacy Coalition will provide high quality professional development, in accordance with the Delaware Department of Education's definition of high quality professional development.

## **IV. GOALS**

Annual goals will be developed by the Delaware Literacy Coalition members. The Goals for 2012-2013 are:

- To promote the alignment of the Common Core Standards through literacy initiatives in order to improve and support K-12 ELA instructional practices;
- To encourage open discussion with all stakeholders on educational research and movements related to the teaching of literacy;
- To promote high quality professional development opportunities for all educators to enhance knowledge, literacy understanding, and instructional practices aligned to the Common Core Standards; and
- To encourage a collaborative partnership with other educational stakeholders in order to communicate and disseminate information about literacy issues among the stakeholders.

## **V. MEMBERSHIP**

Membership in the Literacy Coalition will be comprised of LEA administrators, the Department of Education, post-secondary institutions, businesses and industries, and community organizations. Members agree to support the mission and vision of the Coalition and abide by the Delaware Literacy Coalition Bylaws and operating practices by signing the Memorandum of Agreement.

Members in the Delaware Literacy Coalition agree to:

- Support the mission, the vision, and assist in the development of goals established each year within the Delaware Literacy Coalition Bylaws;
- Develop and support a strategic plan to improve literacy for all students; and
- Support Pre K-12 professional development for all educators.

## **VI. MEETINGS**

The Delaware Literacy Coalition will meet monthly, as scheduled, at the Delaware Department of Education in Dover, Delaware or other suitable location. The Delaware Literacy Coalition meetings will be led by two co-chairs.

## **VII. FUNDING**

The Delaware Literacy Coalition will be funded in accordance with HB 190 FY2012 Budget Act, Section 319(5) for Reading Cadre. Funding will facilitate high quality professional development in alignment to LEA needs. Funding will be utilized for the purpose of supporting Reading/Literacy Cadre members in designing, demonstrating and implementing best practices in reading instruction throughout their districts.

The Delaware Literacy Coalition will be responsible for maintaining a yearly budget.

## **VIII. GOVERNANCE**

The Coalition will be governed by a Delaware Literacy Coalition Steering Committee. Members of the Delaware Literacy Coalition will approve the Delaware Literacy Coalition Steering Committee. The Delaware Literacy Coalition Steering Committee will serve a two-year term, whereas Charter school steering committee members will serve a one-year term (unless the Charter school member is a Co-Chair).

The Delaware Literacy Coalition Steering Committee may establish sub-committees, as needed, to identify and manage projects related to the vision and mission of the Delaware Literacy Coalition.

The purpose of the Delaware Literacy Coalition Steering Committee is to:

- Establish and approve operating policies and practices for the Delaware Literacy Coalition that promote the goals of improving literacy throughout the state;
- Plan an agenda for monthly meetings;
- Take a leadership role in developing and overseeing a strategic plan for Pre K-12 Literacy education in Delaware, including high quality professional development; and

- Promote partnerships among LEAs, universities and stakeholders from business and community to enhance literacy efforts throughout Delaware.

**a. DELAWARE LITERACY COALITION CO-CHAIRS**

The Delaware Literacy Coalition Steering Committee will be led by two elected Co-Chairs who will each serve a two-year term with one LEA Co-Chair serving only one year for the first installation of LEA Co-Chairs. The Co-Chairs will be responsible for collaborating with the Steering Committee to plan monthly meetings, set agendas, and facilitate meetings.

**b. VOTING**

For issues requiring a majority vote that support LEA programs, eligible voters shall be limited to one from each district. Charter schools will be represented collectively as one LEA therefore will have one vote. The Coalition LEA Literacy representative may only vote on items pertaining to the grade configuration within their LEA (e.g., a Delaware Literacy Coalition district LEA representative whose LEA's configuration supports only grades 9-12 may only vote on items relative to 9-12, whereas, a Delaware Literacy Coalition district LEA representative whose LEA's configuration supports grades Pre K-12 may vote on any item relative to Pre K-12).

If the Coalition LEA Literacy representative voting member cannot be present, written consent for an alternate to vote must be given so the vote will be honored.

In an effort to assist LEAs to develop, maintain, and improve literacy efforts for their students, voting on items will be in alignment with the Delaware Literacy Coalition Bylaws.

Every effort will be made to introduce voting items for discussion one month prior to voting. Voting requires a simple majority of the votes cast at a meeting at which there is a quorum. A quorum will consist of a simple majority of the voting members. When a decision or recommendation of the Delaware Literacy Coalition is required, the Co-Chairs will recommend the Delaware Literacy Coalition make a motion for a vote. Any voting member may make a motion for a vote. Other Literacy Coalition members, including DOE, higher education, business and industries, parent representatives and community groups will have one vote per group represented.

**c. STEERING COMMITTEE**

The Delaware Literacy Coalition Steering Committee sets the direction of the projects that focus on grades Pre K–12. The committee monitors results and progress in comparison with the yearly goals developed by the members. The Steering Committee facilitates long term plans aimed at establishing sustainable Pre K–12 literacy efforts that will provide all students with the opportunity to meet the Common Core State Standards in ELA.

The Steering Committee:

- 1) Establishes operating policies and practices for the Delaware Literacy Coalition.
- 2) Sets and approves the annual budget for the Delaware Literacy Coalition and monitors expenditures against this budget.
- 3) Takes a leadership role in developing and overseeing a strategic plan for the Pre K-12 Reading/Literacy Cadre.

- 4) Promotes partnerships among the Pre K–12 systems, higher education, and the business community.
- 5) Communicates regularly about the Delaware Literacy Coalition initiatives to LEAs, and the community at large.

The Steering Committee members will include:

- 2 LEA Administrator Representative Co-Chairs
- LEA Representatives (1 district and 1 charter)
- Department of Education Representatives
- Higher Education Representative
- Business Representative
- Parent/Community Representative(s)

**d. DEPARTMENT OF EDUCATION**

The Department of Education endorses the Delaware Literacy Coalition as an approach to building LEA capacity to ensure that all students have access to the Delaware Common Core State Standards in ELA and can exit our public schools with high levels of literacy proficiency. The Delaware Department of Education views the Delaware Literacy Coalition as a means of supporting a coordinated, comprehensive, coherent approach to high quality professional development for all stakeholders. The Delaware Department of Education will work in tandem with the Delaware Literacy Coalition to support standards-based instruction, and high quality professional development that is aligned to the Delaware Common Core State Standards in ELA. In addition, the Delaware Department of Education will act as the fiscal agent for all activities of the Delaware Literacy Coalition.




# Delaware Department of Education


## Teaching and Learning Branch

September 11, 2012

### MEMORANDUM

TO: District Superintendents/Charter School Chiefs

FROM: Marian Wolak, Director   
Curriculum, Instruction & Professional Development

THROUGH: Mary Ann Mieczkowski   
Acting Associate Secretary, Teaching & Learning Branch

RE: Delaware Science Coalition Memorandum of Agreement  
School Year 2012- 2013

Each year the Science Program requests district superintendents and charter school chiefs to review and sign a Memorandum of Agreement (MOA) for membership with the Delaware Science Coalition. Enclosed you will find two copies of the MOA and a copy of the Science Coalition Bylaws and Procedure Manual. Please sign both copies, retain one for your records, and return one to Jamie Cox, via State Mail at SLC: D370B or U.S. Mail at 401 Federal St., Suite 2, Dover, DE 19901.

Your prompt response is greatly appreciated. Please return as soon as possible. If you have any questions or require any further information, please contact us at 302-735-4180.

We look forward to working with you this school year.

MW/jc

Enclosures  
MOA/Bylaws/Manual

C13-45(29)



## Delaware Science Coalition Memorandum of Agreement

The \_\_\_\_\_ MOT Charter \_\_\_\_\_ agrees to abide by the Delaware Science Coalition's bylaws and join the Delaware Science Coalition partnership. The Delaware Science Coalition program is sustained by local district/charter school fees in combination with state allocations. Professional development; materials acquisitions; distribution, collection and refurbishment of science curricular units; and any other associated costs are supported by these funding sources. The Coalition's bylaws and fee schedule for school year 2012-2013 are attached to this Memorandum of Agreement.

**Signed:**

  
Marian Wolak, Director  
Curriculum, Instruction & Professional Development

7-27-12  
Date

  
Linda Rogers, Associate Secretary  
Teaching & Learning Branch

7/27/12  
Date

  
Karen Field Rogers, Associate Secretary  
Financial Reform & Resource Management

8/3/12  
Date

  
Mark Murphy, Secretary  
Delaware Department of Education

8/14/12  
Date

  
Linda Jennings, Superintendent/Head of School  
MOT Charter

9/25/2012  
Date





DE Science Coalition

MOT Charter
1156 Levels Road
Middletown, DE 19709
N512

Date: July 25, 2012

Invoice: MOT 001

Rep: Marian Wolak

Table with 5 columns: Quantity, Description, Unit Price, Student Count, Total. Includes rows for 'DE Science Coalition Membership Fees' and summary rows for Subtotal, Shipping, and Balance Due.

Handwritten note: 'or to pay' with a signature

C13-45(20)



## Delaware Science Coalition Memorandum of Agreement

The                      MOT Charter                      agrees to abide by the Delaware Science Coalition's bylaws and join the Delaware Science Coalition partnership. The Delaware Science Coalition program is sustained by local district/charter school fees in combination with state allocations. Professional development; materials acquisitions; distribution, collection and refurbishment of science curricular units; and any other associated costs are supported by these funding sources. The Coalition's bylaws and fee schedule for school year 2012-2013 are attached to this Memorandum of Agreement.

**Signed:**

*Marian Wolak*  
**Marian Wolak, Director**  
**Curriculum, Instruction & Professional Development**

7-27-12  
**Date**

*Linda Rogers*  
**Linda Rogers, Associate Secretary**  
**Teaching & Learning Branch**

7/27/12  
**Date**

*Karen Field Rogers*  
**Karen Field Rogers, Associate Secretary**  
**Financial Reform & Resource Management**

8/3/12  
**Date**

*Mark Murphy*  
**Mark Murphy, Secretary**  
**Delaware Department of Education**

8/14/12  
**Date**

*Linda Jennings*  
**Linda Jennings, Superintendent/Head of School**  
**MOT Charter**

9/25/2012  
**Date**

C13-45(29)



## Delaware Science Coalition Memorandum of Agreement

The \_\_\_\_\_ MOT Charter \_\_\_\_\_ agrees to abide by the Delaware Science Coalition's bylaws and join the Delaware Science Coalition partnership. The Delaware Science Coalition program is sustained by local district/charter school fees in combination with state allocations. Professional development; materials acquisitions; distribution, collection and refurbishment of science curricular units; and any other associated costs are supported by these funding sources. The Coalition's bylaws and fee schedule for school year 2012-2013 are attached to this Memorandum of Agreement.

Signed:

  
\_\_\_\_\_  
**Marian Wolak, Director**  
**Curriculum, Instruction & Professional Development**

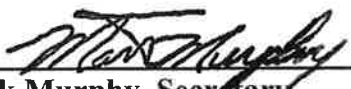
7-27-12  
Date

  
\_\_\_\_\_  
**Linda Rogers, Associate Secretary**  
**Teaching & Learning Branch**

7/27/12  
Date

  
\_\_\_\_\_  
**Karen Field Rogers, Associate Secretary**  
**Financial Reform & Resource Management**

8/3/12  
Date

  
\_\_\_\_\_  
**Mark Murphy, Secretary**  
**Delaware Department of Education**

8/14/12  
Date

  
\_\_\_\_\_  
**Linda Jennings, Superintendent/Head of School**  
**MOT Charter**

9/25/2012  
Date



## DE Science Coalition

MOT Charter  
 1156 Levels Road  
 Middletown, DE 19709  
 N512

Date: July 25, 2012

Invoice: MOT 001

Rep: Marian Wolak

Quantity	Description	Unit Price	Student Count	Total
1	DE Science Coalition Membership Fees	\$7.00	677	\$4739.00
			Subtotal	\$4739.00
			Shipping	
			Balance Due	\$4739.00

*to pay*

## **MEMORANDUM OF UNDERSTANDING THE SOCIAL STUDIES COALITION OF DELAWARE**

### **PURPOSE OF THIS MEMO**

This memorandum of understanding will define the roles and responsibilities of each party in the Social Studies Coalition of Delaware (SSCD). This coalition is a partnership with the purpose to improve the teaching and learning of K-12 social studies in Delaware public schools and to help all Delaware public school students reach the Delaware Social Studies Standards.

The partnership includes the Department of Education, public school districts throughout the state, charter schools, and other agencies involved in standards-based instruction and assessment (Center for Economic Education and Entrepreneurship, Delaware Geography Alliance, Delaware Social Studies Education Project, Democracy Project and State Archives). The partnership is open to all public school entities, including vocational/technology schools and charter schools, that agree to collaborate in the systemic improvement of their K-12 social studies programs as outlined in this memorandum.

This Memorandum of Understanding (MoU) defines the conditions under which the Coalition will be financed, principles for operation and the collaborative processes as established by the Coalition. The MoU can be modified at any time by majority agreement of voting members of the Steering Committee.

### **MISSION**

The Coalition exists to support the creation of the highest quality social studies instruction for the K-12 students in Delaware. The goals of the SSCD are to:

- Assist districts in the development of assessments to guide social studies curriculum development and instruction at the district level.
- Continue the development and alignment of social studies curriculum and instructional materials by designing model lessons for each benchmark to be distributed to members of the Coalition.
- Provide staff development for curriculum development and instructional delivery.
- Provide leadership and an organizational structure to facilitate planning, assist with the development of instructional materials and coordinate the delivery of the items listed above.

### **GUIDING PRINCIPLES**

- The purpose of the partnership is to support continuous standards-based reform of social studies education in Delaware schools.
- Adoption and implementation of curricula is the responsibility of individual school systems. The Coalition is established to assist them in this endeavor and to provide cost effective standards-based education programs.
- Costs will be shared in a way that all parties benefit as equally as possible. Every effort will be made to provide services in support of the program at cost. Member districts and charter schools will pay \$2000 by Sept. 30, 2012 to support Coalition actions beginning July 1, 2012 through June 30, 2013 for professional development, development of products and other activities. Thereafter, annual fees will be determined by the Board.
- Professional development will be provided by the Coalition. Individual districts/charter schools will provide additional support for the participants.
- The Coalition will seek to coordinate financial support from foundations, affiliates and others for implementation of standards-based social studies education for Delaware students.

**GOVERNANCE OF THE COALITION**

The Coalition will be directed by the Board that includes voting and non-voting members. Voting members shall include a representative from each member school district and charter school that has paid its annual fee. Non-voting members shall include two representatives from the Department of Education, affiliate members including the Center for Economic Education and Entrepreneurship, the Delaware Geographic Alliance, the Delaware Social Studies Education Project and the Democracy Project as well as future affiliate members.

The purpose of the Board is to:

- Establish and approve operating policies and practices for the Coalition.
- Set and approve the annual budget for the Coalition and monitor expenditures. The Milford School District has agreed to act as the fiscal agent at no cost, and for this will receive a reduced membership fee for the 2012-2013 school year.
- Establish and implement an effective communications program.
- Take a leadership role in developing and overseeing a strategic plan for K-12 social studies education in Delaware.
- Promote partnerships among the K-12 public schools, higher education and the business community.

Coalition Leadership – SSCD leadership shall be administered by an Executive Committee and directed by the Board. An Executive Secretary and two chairpersons shall be elected by the voting members of the Steering Committee to a two year, staggered term without remuneration and will coordinate the Coalition’s activities and chair meetings. Additionally, the Executive Committee shall consist of two non-voting members from the Department of Education as well as one representative from each of the three counties who are approved by the Board.

The Board will establish sub-committees to manage specific aspects of the Coalition. These committees will be defined as the Coalition membership is firmly established. Meetings of the Coalition’s Executive committee and Board will be held on a monthly basis.

---

---

**Signatures of Agreement – 2012 - 2013**

SSCD Representative \_\_\_\_\_ Date \_\_\_\_\_

 \_\_\_\_\_ 9/20/2012  
Superintendent – S.D./Charter \_\_\_\_\_ Date \_\_\_\_\_

School District/Charter School name MOT Charter School

## **MEMORANDUM OF UNDERSTANDING THE DELAWARE MATHEMATICS COALITION**

---

### **PURPOSE OF THIS MEMORANDUM**

This Memorandum of Understanding defines the roles and responsibilities of each stakeholder in the Delaware Mathematics Coalition. The Coalition is a partnership whose purpose is to improve K-12 mathematics teaching, learning, and professional development. The Coalition will support Delaware teachers in their efforts to help all public school children meet or exceed the Delaware Mathematics standards and assist students in becoming mathematically literate.

The Coalition is a partnership of Delaware public school districts, including charter schools, and the Department of Education (DOE). Advisors to the Coalition include representatives of the Delaware business community acting through the Delaware Foundation for Science and Mathematics Education (DFSME), and Institutions of higher learning. The Coalition and its affiliates will undertake joint projects that are funded through outside grants and community-related mathematics organizations.

### **VISION of the DELAWARE MATHEMATICS COALITION**

The Mathematics Coalition envisions classrooms in which confident and competent problem solvers are developed. All students and teachers are productively engaged in challenging, standards-based mathematics, and are supported by knowledgeable instructional leaders.

### **MISSION of the DELAWARE MATHEMATICS COALITION**

The mission of the Mathematics Coalition is to identify and endorse research-based best practices in mathematics instruction. We advocate, at the state and district level, for the implementation of these practices in every mathematics classroom so that all students achieve the mathematics proficiency necessary to succeed in post-secondary education and the workplace.

### **GUIDING PRINCIPLES**

- The purpose of the partnership is to support continuous standards-based improvement of mathematics education in Delaware schools through many levels of leadership including administration, specialists, lead teachers, and classroom teachers.
- Adoption and implementation of standards-based curricula is the responsibility of individual school systems. The Coalition will assist them in this endeavor and will provide cost effective standards-based mathematics professional development programs.
- Costs will be shared in a way that will equitably benefit all partners.
- DFSME will seek to coordinate business support for implementation of standards-based mathematics education for Delaware students.

## **GOVERNANCE OF THE COALITION**

The Coalition will be governed by a Coalition Board made up of one representative from each school district. Charter schools will be considered a “district,” and the collection of them will have one vote. The Advisors to the Board will include the Executive Director of the Mathematics Coalition, the DOE Education Associate for K-12 Mathematics, the DOE Director of Curriculum, the Director of the DFSME, the Director of the Mathematics and Science Educational Resource Center (MSERC) at the University of Delaware, Project Directors of grants that support the work of the Coalition, and such others as the Coalition Board deems appropriate.

The purpose of the Coalition Board is to:

- Establish and approve operating policies and practices for the Coalition that promote the goals of improving mathematics education,
- Set and approve the annual budget for the Coalition and monitor expenditures,
- Take a leadership role in developing and overseeing a strategic plan for K-12 mathematics education in Delaware and,
- Promote partnerships among the K-12 system, higher education and the business community.

### **Board Operations:**

The Coalition Board will be led by elected co-chairs (no less than two, and up to three people elected annually from district representatives, preferably from different counties). A Coalition Steering Committee will be made up of the elected co-chairs, along with the Math Coalition’s Executive Director, representatives from the Department of Education, a representative from higher education, and the Executive Director of the Delaware Foundation for Science and Mathematics Education. The Steering Committee will meet at least once each quarter to plan meetings. They will also undertake other tasks as appropriate.

For issues requiring a majority vote, eligible voters shall be limited to one representative from each district. Charter schools will be considered a “district,” and the collection of them will have one vote.



### **DEPARTMENT OF EDUCATION**

The Department of Education endorses the Delaware Mathematics Coalition as an approach to helping students meet the Delaware Mathematics Standards through the support of a coordinated, comprehensive, coherent approach to professional development for teachers. DOE will work with the Coalition to support standards-based K-12 mathematics programs as follows:

1. Assist the Delaware Mathematics Coalition in the development of funding sources to maintain Coalition activities.
2. Support professional development programs aligned with the mathematics Standards and GLEs through the leadership of the Education Associate for K-12 Mathematics.
3. Support an independent evaluation of the professional development programs and their impact on student learning in mathematics.
4. Act as fiscal agent for non-MSP funded activities of the Coalition through the leadership of the Education Associate and the Director of Financial Management.

### **SCHOOL DISTRICTS AND CHARTER SCHOOLS PARTICIPATING IN THE DELAWARE MATHEMATICS COALITION**

The Delaware school districts and charter schools participating in the Mathematics Coalition support the implementation of the comprehensive, standards-based K-12 mathematics curriculum in our schools. The goal is to bring about systemic change in the teaching and learning of mathematics in Delaware classrooms.

As members of the Coalition, the school districts and charter schools agree to:

1. Use standards-based mathematics curriculum as the core district/charter curriculum at grades K-12.
2. Support professional development associated with the use of standards-based mathematics with the goal of providing professional development at all grade-levels within an agreed-upon time frame.
3. Identify, in cooperation with program leadership, mathematics specialists who will support lead teachers and be responsible for program implementation and professional support of teachers throughout the district. It is expected that the mathematics specialists will be content and pedagogical leaders.

Memorandum of Understanding, 2011  
The Delaware Mathematics Coalition

4. Support professional development for all principals and selected administrative personnel in participating schools on standards-based instruction, including issues of student assessment, teacher evaluation, district/school mathematics curriculum maps, and district/school mathematics program.
5. Collect and provide data to assess progress in the implementation of the K-12 mathematics program; cooperate with DOE in assessing the impact on student learning and achievement.
6. Promote partnerships with other school districts and local businesses, engaging local industry personnel to support the curriculum implementation process in classroom instruction and school activities.
7. Insure that district curriculum is aligned with the state Mathematics standards.
8. Work towards integration, both among mathematics topics and between mathematics and other areas (language arts, science, career and technical, etc.) as appropriate, to meet desired student outcomes.


We agree to join the Delaware Math Coalition partnership in professional development programs offered for the purpose of improving the K-12 mathematics teaching in Delaware to assist the students in becoming mathematically literate.

**Signed:**

\_\_\_\_\_  
**Marian Wolak, Ed. D.** \_\_\_\_\_  
**Date**  
**Director, Curriculum, Instruction, and Professional Development**

\_\_\_\_\_  
**Linda Rogers, Ed. D., Associate Secretary** \_\_\_\_\_  
**Date**  
**Teaching and Learning Branch**

\_\_\_\_\_  
**Lilian Lowery, Ed. D., Secretary of Education** \_\_\_\_\_  
**Date**  
**Delaware Department of Education**

  
\_\_\_\_\_  
**MOT Charter School District** 6/26/11  
\_\_\_\_\_  
**Date**