

**School Administrative Unit Memorandum of Understanding
for Support of Teachers' Professional Development on Integration of Technology
in Teaching and Learning.**

For the Maine Learning Technology Initiative (MLTI) professional development to succeed,

_____ (School Administrative Unit) and the hosting school(s) agree to provide participating teachers support they need to complete eight professional development sessions of approximately four hours each or an amount agreed on with the Department of Education,. The SAU, in exchange, will receive the professional development support provided by a Certified MLTI/eMINTS Trainer Mentor at no charge. The SAU and participating school(s) hereby assure Maine Department of Education that:

- The SAU will identify the “critical number” of teachers needed to participate in the professional development .
- The building principal will be the SAU contact person to facilitate the participation of the teachers in the MLTI professional development program. The principal agrees to participate in an MLTI regional meeting before the professional development commences.
- The SAU technology coordinator will participate in an MLTI Technical Support Workshop provided by the State Technology Coordinator.
- SAU personnel will fulfill all agreed upon program professional development, implementation, and evaluation activities and requirements including providing student data as requested by the Maine Department of Education to facilitate program evaluation.
- The SAU will provide participating teachers with the resources necessary for successful participation in the program including 32 hours of program professional development sessions outside the regular class time or schedules agreed upon by the teachers and administrators..
- SAU personnel agree to use professional development provided by the program in accordance with the intent of the MLTI program and its provisions.
- Successful participation requires that teachers attend ALL agreed upon professional development sessions unless a valid excuse is presented.
- The SAU and school will allow classroom visits by regional MLTI Coach/Mentors, Maine Department of Education personnel, college of education faculty, preservice teachers, and other appropriate educators.
- Participants will be provided with meals and required materials for the program.
- Participants will be provided with one email address per person and server space for a classroom website if required.

Teacher Signature

Date

Teacher Name (print)

e-mail

Teacher Signature

Date

Teacher Name (print)

e-mail

Teacher Signature

Date

Teacher Name (print)

e-mail

Teacher Signature

Date

Teacher Name (print)

e-mail

Teacher Signature

Date

Teacher Name (print)

e-mail

Use additional pages as needed for teacher/leader signatures

SAU Technology Coordinator Signature

Date

Technology Coordinator Name (print)

email

SAU Building Principal Signature

Date

Building Principal Name (print)

email

SAU Superintendent Signature

Date

Superintendent Name (print)

email