



Navigator Schools and Relay Graduate School of Education
Memorandum of Understanding — Academic Year 2024–2025

This Memorandum of Understanding (“**MOU**”) entered into by and between Navigator Schools (the “**Client**”) and Relay Graduate School of Education (“**Relay**”) establishes the terms of Collaboration between both entities. Hereafter, each entity may be referred to as a “Party” and collectively as the “Parties”.

The Client and Relay propose to enter into a Collaboration whereby Relay will enroll, engage, and support a mutually agreed upon number of school leaders from the Client in at least one of the following programs:

- **National Principal Supervisors Academy (NPSA):** a national instructional leadership program for current principal supervisors operated and run by Relay, with key support provided by the Client during the operation of the program.
- **National Principal Academy Fellowship (NPAF):** a national instructional school leadership program for current principals and other instructional leaders operated and run by Relay, with key support provided by the Client during the operation of the program.
- **Instructional Leadership Professional Development (ILPD):** a national instructional school leadership program for non-principal instructional leaders operated and run by Relay.
- **Inclusive Schools Leadership Institute (ISLI):** a national training program that prepares school leaders and leaders of exceptional learners to build authentically inclusive schools and to improve academic and social-emotional outcomes for exceptional learners.
- **Alumni Refresh Program:** a national instructional leadership program for NPAF, NPSA, and ILPD alumni to re-engage with Relay content, while receiving the most recent revisions and updates.
- **Local Intersessions 1 and 3:** The Client may request that NPSA and NPAF Intersessions 1 and 3 be held on site in their community, with a focus on content that supports their initiatives and priorities.
- **Teacher Professional Education:** a variety of services that empower teachers with the strategies, skills, and mindsets needed to make an actionable, immediate difference for all students.

This MOU outlines the scope of work and delineates the roles and responsibilities of each Party. This MOU shall become effective on the date of signing by the last Party to sign, thereby fully executing the MOU, and shall continue through **June 30, 2025**, unless extended by mutual written agreement of the Parties or terminated earlier in accordance with the terms herein.

I. Instructional Leadership Academies: Program Selection, Costs, and Payment Policies

This MOU serves to confirm that the Client will sponsor participants in the following programs in AY24-25:



Table 1: Instructional Leadership Academies Costs			
Instructional Leadership Academy Programs	Cost per Seat	Number of Units	Amount Due
Instructional Leadership Professional Development (ILPD)	\$9,000*	6	\$54,000
Total Amount Due:			\$54,000

*The program cost will cover the following for participants:

- All course materials
- Breakfast and lunch during in-person sessions
- Hotel accommodations, for the night before in-person programming starts extending until the final day of programming

†The program cost will cover the following for participants:

- All course materials
- Breakfast and lunch during in-person sessions
- Please note that hotel accommodations are NOT covered for Alumni Refresh participants

Relay will provide an invoice to the Client no later than ten (10) business days following Relay’s receipt of this fully executed MOU. The Client will pay the invoice amount within thirty (30) calendar days after receipt of the invoice from Relay.

Relay reserves the right to apply a monthly interest rate of 1.5% to any invoice amount that remains unpaid thirty (30) calendar days after the due date or the maximum rate permitted by law, whichever is less. This interest will accrue from the due date until the invoice is paid in full, including any accrued interest. Relay also reserves the right to suspend services under this MOU should any invoice remain unpaid thirty (30) calendar days beyond the due date.

II. Instructional Leadership Academies: Important Dates

Table 2: Instructional Leadership Academies Deadlines			
Key Client Deadline	Description	Clients with June Cohort Seats	Clients with ONLY July Cohort Seats
MOU Deadline	MOU must be signed. After signing, but prior to the various participant deadlines listed below, the Client can request additional seats (pending availability) via an MOU addendum.	May 24, 2024	June 14, 2024



Participant Entry Deadline	Participant names and information must be submitted, so participants have adequate time to enroll into Relay and register for Summer Intensive. Sessions will be filled on a first-come, first-served basis.	May 27, 2024	June 17, 2024
Participant Registration Deadline	Participants must complete their enrollment and registration forms.	June 3, 2024	June 24, 2024
Payment Deadline	Relay will share an invoice shortly after a fully-executed MOU is returned to Relay. <i>Note: If the Client must submit a purchase order (“PO”) before committing to pay Relay, the Client agrees to provide Relay with a copy of the PO no later than this date.</i>	June 3, 2024	June 24, 2024
Deadline to Confirm Participant Changes*	Any participant replacements must be fully enrolled and registered.	June 14, 2024	July 1, 2024

**While participant replacements are strongly discouraged, the Client may encounter a scenario in which a participant is no longer able to attend the program and may wish to replace a participant during the academic year. This proposed participant replacement must meet the same eligibility criteria outlined in this MOU. Relay reserves the right to review and approve any proposed replacements and may request additional information from the Client to confirm that the proposed replacement has met the prerequisite conditions. Each proposal for a replacement must be communicated to Relay in a written notice and must include an explanation.*

Due to the structured nature and progression of our programs, and to maintain the continuity and integrity of the learning experience for all participants, Relay does not permit replacements of participants after the national leadership programs begin without an additional fee.

Formal notice via email to professionaleducation@relay.edu must be received by the applicable date in the “Deadline to Confirm Participant Changes” row in the table above before any changes can be made. Any funds already paid on behalf of any withdrawn participant will be applied to the replacement.

III. Instructional Leadership Academies: Non-Reduction of Seats; No Refunds for Unfilled Seats

Once the MOU is signed, Relay will not reduce the number of seats, the number of workshops, or the total cost billed. This includes adjustments for reserved but unfilled seats; the Client is liable to pay the total amount for all reserved seats, even if some remain unfilled. This also includes participants who withdraw or are dismissed from the program. The Client acknowledges and agrees that Relay will not provide refunds for any unused seats related to the programs in this MOU. Relay has the right to fill any



vacant seats with more participants at its discretion. If this MOU is terminated, the Client remains liable for payment for all reserved seats and workshops as outlined in Section I, unless the termination is due to a material breach by Relay per the Termination section of this MOU.

If the Client is unable to fill a seat as planned, the Client may have the option of transferring those funds (minus a transfer fee) towards other Professional Education programs for use prior to June 30, 2024. The transfer fee is determined based on the date of transfer.

Please initial to acknowledge and agree to Section III terms: _____

IV. Instructional Leadership Academies: Client Commitment, Participant Selection, and Participant Eligibility

The Client will provide a contact person for all communications prior to and during the engagement. Please see **Appendix C: Responsibilities & Division of Labor** for more information on the Client's responsibilities.

Participants must hold a full-time leadership position that includes managing and coaching teachers or leaders on instructional practices such that they are able to meet fieldwork requirements.

Once participants are selected by the Client via Participant Lists (deadlines listed above in **II. Instructional Leadership Academies: Important Dates**), participants must complete the online Relay enrollment form and Summer Intensive registration form. The Client will work with participants to ensure their understanding of their responsibilities for program attendance and fieldwork.

The Client understands and acknowledges the additional policies outlined in **Appendix A: Conditions for Effective Collaboration**.

V. Contingent Academic Year 2024-25 Modality: Safety and Practicality

Relay is committed to the health and well-being of its participants, faculty, and staff and to supporting school leaders. In response to public health concerns, natural disasters, government mandates, or other significant events that make in-person sessions unsafe or impractical, Relay faculty are prepared to lead all instruction via remote learning and provide participants with the materials necessary for a successful remote learning experience.

Relay will monitor local, state, and federal guidance regarding travel and gatherings and aims to communicate any changes to in-person sessions with reasonable advance notice whenever possible. Under extenuating circumstances, including but not limited to emergencies or sudden changes in



relevant local, state, and federal guidance, Relay reserves the right to adjust the communication timeline accordingly. Such adjustments will be made to provide the Client with the most prompt notice feasible under the circumstances. Any such changes will be communicated to the Client as soon as practicable. Should changes to the modality of sessions be required due to unforeseen circumstances, Relay and the Client commit to engaging in a timely and proactive collaboration to evaluate and undertake necessary adjustments to logistical arrangements to ensure the health and well-being of all individuals involved.

VI. Instructional Leadership Academies: Attendance & Dismissal

Relay reserves the right to dismiss participants due to:

- Failure of the Client to pay tuition by their outlined date of **June 3, 2024** or **June 24, 2024** (based on cohort, as outlined above in **II. Instructional Leadership Academies: Important Dates**).
- Failure of the participant to submit assessments by deadlines or meet benchmarks as determined by Relay
- Poor academic performance
- Poor attendance
- Change in employment status such that the participant is no longer able to complete fieldwork
- Failure to provide required enrollment and event registration documentation by deadlines
- Other substantive violations of Relay’s policies, procedures, or safety rules, as outlined in Relay’s [Code of Conduct](#)

As participation in the program requires full-time employment as a school leader or principal supervisor, The Client commits to notifying Relay of any change of employment status that may impact the participant’s ability to meet the requirements of the program.

If a participant ends their employment with the Client while enrolled in the program, the participant retains the right to complete the current program year. However, the participant must bear any additional costs arising from their change of employment, including travel expenses for in-person sessions. Continuing in the program does not obligate the participant to reimburse any costs previously covered by the Client, nor does it affect any other financial or contractual commitments made to the Client, unless expressly stipulated otherwise.

VII. Data

District & School Data

The Client agrees to share PK-12 student test data with Relay annually, as required for the evaluation of the implementation and outcomes of the programs covered by this MOU, and will comply with all provisions of the Family Educational Rights and Privacy Act (FERPA) when sharing the information. Data on Relay participants in these programs will be provided for each year that the participant is employed by the Client, even if the participant withdraws or is dismissed from the program.



The Client will provide annual aggregate data at the school-, grade-, and subject-level for each school in which program participants are employed. These data will include the distribution of student performance on state student achievement tests by level (e.g.: percentage of students deemed proficient or advanced) and the average scaled score.

Relay agrees that all data collected will be stripped of individually identifiable information as consistent with applicable state and federal laws and will not be shared externally except in aggregate. Relay's use of the data will be consistent with FERPA and applicable state laws.

Surveys

The Client agrees to support the deployment of Relay and/or externally validated surveys to gather feedback from relevant Client staff on participant and program effectiveness no more than three times annually. Support includes providing necessary contact information (e.g., names, email addresses), communicating to pertinent staff on required participation, and allocating necessary time (no more than 30 minutes for each administration) for staff to complete the survey.

Relay agrees to provide the necessary tools and resources to support survey dissemination (e.g.: communication toolkits), support the participant in conducting outreach and gathering feedback, and share survey results with program participants and identified Client staff.

For Teacher Professional Education, the Client will report on outcomes of the PD by allowing Relay to conduct a survey of participants to measure their overall satisfaction with the content and delivery, with final approval of all survey questions by the Client.

VIII. Video Recording

Classroom and other in-school videos provide a valuable tool for supporting leader development, and Relay assignments and assessments may require or encourage the use of video. The Client agrees that participants may film within their schools for instructional purposes, and the Client will assist participants in obtaining the necessary media consent, compliant with relevant privacy laws such as FERPA, whenever required.

IX. Miscellaneous Provisions

Intellectual Property

The Client acknowledges and agrees that Relay shall be the sole and exclusive owner of all programs under this MOU and any other inventions, works or other materials that are created, conceived, or reduced to practice by Relay in connection with this MOU, together with all intellectual property rights embodied therein (collectively, the "Relay IP"). Except as otherwise set forth in this MOU, the school and its teachers and students shall not have any ownership, license or other interest in any Relay IP. Relay



hereby grants the school and its leaders and teachers a limited and non-exclusive license to use the Relay IP solely for non-commercial and educational use while enrolled in the Programs under this MOU.

Modifications and Waivers

No provision of this MOU shall be modified, waived, or discharged unless the modification, waiver, or discharge is agreed to in writing and signed by the Client and by an authorized representative of Relay. No failure by Relay to insist upon the strict performance of any term, covenant, agreement, or provision of this MOU or to exercise any right or remedy consequent upon a breach thereof, and no acceptance by Relay of Services during the continuance of any such breach, shall constitute a waiver of any such breach or of any such term, covenant, agreement, or provision.

Entire Agreement

No other agreements, representations, or understandings (whether oral or written) that are not expressly set forth in this MOU have been made or entered into by either Party with respect to the subject matter of this MOU. This MOU contains the entire understanding of the Parties with respect to the subject matter hereof.

Confidentiality

The Parties acknowledge that, during the term of this MOU, they will disclose certain Confidential Information to each other. For purposes of this provision, Confidential Information shall include but not be limited to personal and educational information about the students attending Client schools as well as the students of Relay, and proprietary information about Relay operations and business plans not readily available to the public. Confidential Information shall include information covered by other provisions of this MOU and information protected by federal, state, and local law, including FERPA. Each Party agrees that neither it nor its employees shall disclose or use Confidential Information except as strictly necessary to perform the obligations under this MOU. Each Party shall protect the other Party's Confidential Information using the same standard of care it uses to protect its own confidential and proprietary information, but in any event not less than a reasonable standard of care.

Indemnity

To the extent permitted by law, the Parties agree to indemnify, defend, and hold harmless each other, and their respective successors, assigns, trustees, directors, officers, employees, agents, and students from and against all actions, causes of action, claim, losses, and demands whatsoever, and from all costs, damages, expenses, charges, debts, and liabilities whatsoever (including attorneys' fees), whether known or unknown, present or future, that arise from or are connected with the provision of services under this MOU, except as to those acts, errors and omissions that are due to the sole negligence of the Party to be indemnified.



Severability

If any term or provision of this MOU is determined to be illegal, unenforceable or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part shall be stricken from this MOU, and such provision shall not affect the legality, enforceability, or validity of the remainder of this MOU. If any provision or part thereof of this MOU is stricken in accordance with the provisions of this section, then such stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as legally possible.

Non-Assignment

Neither this MOU nor any of the rights, interests or obligations under this MOU shall be assigned, in whole or in -part, by operation of law or otherwise by either Party without the prior written consent of the other Party, and any such assignment that is not consented to shall be null and void.

Construction

The headings of sections contained in this MOU are for convenience only, and they do not, expressly or by implication, limit, define, extend, or construe the terms or provisions of the sections of this MOU.

Governing Law and Venue

This MOU shall be construed and enforced in accordance with the substantive laws of the State of New York applicable to agreements made and wholly to be performed in the State of New York without recourse to any principles of choice of laws; and the federal and state courts located in New York County shall have sole and exclusive jurisdiction to construe and enforce the MOU.

Compliance with the Law

The Client and Relay shall comply with the applicable federal, state, and local laws and regulations governing the respective Parties, including without limitation, FERPA, civil rights and non-discrimination, and mandatory reporting of child abuse. In the event that either Party learns of a potential or actual lack of meaningful compliance, the Party shall give notice to the other Party promptly and work to achieve compliance.

Dispute Resolution

Any dispute or controversy between the Client and Relay arising out of or in connection with this MOU can be resolved through binding arbitration by the agreement of the Parties instead of litigation. The Parties will commence the arbitration through the general Arbitration Rules of the American Arbitration Association then in effect (the "Rules") in New York County or, at the agreement of the Parties, a similar dispute resolution company. The Parties shall share the cost of arbitration and each Party shall be responsible for their respective lawyers' fees and costs. Notwithstanding the foregoing sentence, the Parties mutually agree that they shall, before commencing any arbitration or litigation, disclose the facts



and matters relevant to the subject matter of such dispute, claim, or controversy to the other Party and endeavor in good faith to discuss the matter and seek a mutual resolution among the Parties so as to avoid an adversarial proceeding. Each Party shall identify a person who is to be notified in the event of a dispute and who shall be responsible for seeking to comply with the intent of this provision.

Termination

Either Party may terminate this MOU, effective immediately upon written notice to the other Party, if the other Party materially breaches this MOU, and such breach is incapable of cure, or with respect to a material breach capable of cure, the other Party does not cure such breach within ten business days after receipt of written notice of such breach. If a Party terminates per this provision, payment obligations remain due for services already performed.

Notices

Any notice, demand, or other communication required or permitted to be given under this MOU shall be in writing and shall be delivered to an appropriate representative. Both Parties agree to the roles and responsibilities as outlined in this MOU and agree that the collaboration outlined within is critical to developing and implementing a successful school leadership program.



Signatory Attestation:

Each Party hereby represents and warrants that it has the full power and authority to enter into this MOU. The individual executing this MOU on behalf of a Party represents and warrants that they are duly authorized to do so. Any signature on this MOU by an individual not authorized to sign on behalf of a Party shall be deemed unauthorized. Such unauthorized signatures shall not bind the Party but may bind the unauthorized signer personally. A Party may choose to ratify an unauthorized signature, which will then become effective for the purposes of this MOU. Any individual who executes this MOU without proper authorization may be subject to civil or criminal liability. Upon request, each Party shall provide evidence of such authorization to the other Party.

By signing below, the Parties agree to the terms and conditions of this MOU.

Relay Graduate School of Education	Client
_____ Signature	_____ Signature
Mayme Hostetter _____ Print Name	Noël Russell-Unterburger _____ Print Name
President _____ Title	Chief Financial and Operating Officer _____ Title
_____ Date	_____ Date



APPENDIX A: Instructional Leadership Academies—Conditions for Effective Collaboration

Relay Instructional Leadership Academies are designed to enhance leadership practice, and a central focus of our training model is to improve participants’ ability to effectively coach other educators. To ensure successful outcomes, we strongly recommend that the Client have the following structures in place.

1. *School-Wide Structures*

The Client school has, or will have, systems that support the core instructional levers that we explore in our programs. Such core instructional levers include: data-informed instruction, student culture systems and routines, observation and feedback of teachers, instructional planning, and leading adult professional development.

- **Commitment from Client Schools:**

The Client school is committed at the district or network level to do the following:

- Ensure opportunities for observation and feedback, including frequent, informal observations of teacher and coaching debrief meetings.
- Ensure that video can be used to capture the participant's work with teachers. This includes, but is not limited to: video-recording classroom instruction, individual feedback conversations with teachers, data meetings with teachers, and professional development sessions.
- Managers of Instructional Leadership Academy participants will support their development through the implementation of the instructional leadership skills learned and by fulfilling their commitments to Relay programming, including attendance at sessions and submission of assessments.

2. *Program-Specific Requirements*

- **For the National Principal Academy Fellowship (NPAF):**

- All participants must use an electronic observation and feedback tracker that enables leaders to track observations, identify action steps, and see trends across multiple observations. If schools don’t already have one, Relay will provide different models to build from.
- Implement common, standards-aligned interim assessments at least three times per year in the grades for which the leader will be responsible.

- **For the Inclusive Schools Leadership Institute (ISLI):**



- The managers of ISLI participants will support their development through the redesign of instructional and behavioral systems centering the needs of exceptional learners.
- Managers will support participants to meet the commitments to Relay programming. This includes session attendance, completion of performance tasks, and participation in the end-of-the-year Hackathon. .
- ISLI participants also agree to participate in 12 bi-weekly synchronous sessions in the fall and spring.

3. *Selecting Leaders*

For our program to be most impactful on student outcomes and the school or school system, we recommend selecting leaders to participate who demonstrate the following mindsets:

- **Continuously Improving Effectiveness:** Demonstrated openness to feedback with willingness to practice and incorporate feedback to continuously improve.
- **Personal Responsibility:** Sees it as their personal responsibility as a leader to ensure that all students succeed.
- **Work Ethic and Relentless Drive:** Has a strong work ethic and is willing to do what it takes to build a strong school. In particular, they are willing to commit the extra time for this program.
- All participants must commit to the policies as denoted by the table below:



Policy	NPAF	NPSA	ILPD	ISLI
Active participation in the program, including rigorous practice of program content during sessions and application of their learning at school	X	X	X	X
Attendance at 100% of program sessions	X	X	X	X
Completion and timely submission of pre-work, assessments and/or performance tasks that require a significant amount of time and effort throughout the academic year; these include the submission of video, tools, systems and artifacts that demonstrate implementation of core program principles	X	X		X
Implementation of some/ all the following practices in their school: <ul style="list-style-type: none"> ● Student Culture Systems and Routines ● Observation and Feedback of Teachers ● Data-Informed Instruction ● Instructional Planning ● Leading Adult Professional Development 	X	X		X
Directly managing and coaching teachers or school leaders on instructional and cultural practices	X	X	X	X
Implementation of practices aligned to the Relay Framework for Leading Exceptional Learners				X
Directly managing and coaching teachers and/or leaders of Exceptional Learners on core practices learned in program				X



APPENDIX B: Instructional Leadership Academies—Date and Time Commitments

Participants will attend the following sessions listed below based on their program.

Program Commitments <i>Additional details for each program can be found on the Relay Leadership Programs website: https://www.relay.edu/professional-education/leadership-programs</i>	
NPSA & NPAF	<p>Summer Intensive: The National Principal Supervisors Academy (NPSA) begins alongside the National Principal Academy Fellowship (NPAF) with the Summer Intensive. Participants will have the option of attending Summer Intensive in either June or July. The time commitment and content are the same for each cohort.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Option 1: June Cohort (Houston, TX)</p> <ul style="list-style-type: none"> ● June 18-21, 2024: Virtual Orientation <ul style="list-style-type: none"> ○ Participants will pick two half-day sessions out of multiple options within this date range ● June 24-28, 2024: In-Person Summer Intensive Sessions ● July 24-31, 2024: Virtual Triathlon; 3 hours live practice and feedback <ul style="list-style-type: none"> ○ Participants will pick one 3-hour session within this date range </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Option 2: July Cohort (Chicago, IL)</p> <ul style="list-style-type: none"> ● July 10-12, 2024: Virtual Orientation <ul style="list-style-type: none"> ○ Participants will pick two half-day sessions out of multiple options within this date range ● July 15-19, 2024: In- Person Summer Intensive Sessions ● July 24-31, 2024: Virtual Triathlon; 3 hours live practice and feedback <ul style="list-style-type: none"> ○ Note: Participants will pick one 3-hour session within this date range </div> <p>Intersessions: NPSA and NPAF participants will attend three, multi-day Intersessions throughout the year. During each Intersession, leaders will build on their learning from Summer Intensive alongside their colleagues from across the country.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Intersession 1: (Houston, TX) October 17-18, 2024</p> <p>Intersession 2: (Virtual) January 27-February 7, 2025 <i>Note: Participants will pick four, half-day sessions out of multiple options within this</i></p> </div>



	<p><i>date range</i></p> <p>Intersession 3: (Chicago, IL) May 8-9, 2025</p> <p>Learning Teams: Participants will participate in three Learning Team sessions over the year. They will attend one 3-hour virtual session in September, December, and May (for a total of 9 hours of programming.)</p> <p>Alumni Refresh: NPSA and/or NPAF alumni attending the Alumni Refresh program will attend mandatory Alumni Orientation, and then may choose to attend any Summer Intensive sessions (either June or July) and any Intersessions over the year.</p>
<p>ILPD</p>	<p>Summer Intensive: Instructional Leadership Professional Development (ILPD) participants will have the option to attend Summer Intensive in June or July. The time commitment and content are the same for each cohort.</p> <div data-bbox="391 995 1432 1199" style="border: 1px solid black; padding: 5px;"> <p>Option 1: June Cohort (Houston, TX)</p> <ul style="list-style-type: none"> ● June 18-21, 2024: Virtual Orientation <ul style="list-style-type: none"> ○ Participants will pick two half-day sessions out of multiple options within this date range ● June 24-27, 2024: In-Person Summer Intensive Sessions </div> <div data-bbox="391 1241 1432 1444" style="border: 1px solid black; padding: 5px;"> <p>Option 2: July Cohort (Chicago, IL)</p> <ul style="list-style-type: none"> ● July 10-12, 2024: Virtual Orientation <ul style="list-style-type: none"> ○ Participants will pick two half-day sessions out of multiple options within this date range ● July 15-18, 2024: In-Person Summer Intensive Sessions </div> <p>Alumni Refresh: ILPD alumni will attend mandatory Orientation together as an Alumni Cohort, then may choose to attend June Summer Intensive sessions. ILPD alumni are unable to attend the July Summer Intensive or NPSA/NPAF Intersessions.</p>
<p>ISLI</p>	<p>Summer Intensive: The Inclusive Schools Leadership Institute (ISLI) begins with an in-person Summer Intensive, and continues through the year with virtual programming.</p>



	<ul style="list-style-type: none">• July 10, 2024: Virtual half-day Orientation• July 15-18, 2024: In Person Summer Intensive Sessions (Chicago, IL)
	<p>Academic Year Sessions: Participants will attend virtual, bi-weekly sessions twice per month between September 2024 - April 2025. Sessions will be held on Tuesdays during the school day—an exact time will be decided by cohort feedback.</p> <p>End-of-Year Convening: Participants will engage in a virtual, two-day end-of-year convening in May 2025.</p>



Appendix C: Instructional Leadership Academies—Responsibilities & Division of Labor

The programs provided by Relay under this MOU are non-credit-bearing and do not confer any degrees. Participants shall not be considered enrolled students at Relay. Furthermore, participation in these programs does not lead to, nor qualify participants for, any form of certification or licensure. However, upon request by a participant, Relay agrees to provide a letter of attendance. This letter will detail the total number of hours attended by the participant at the conclusion of each term.

Client Responsibilities	Relay Responsibilities
<p>The Client will be responsible for:</p> <ul style="list-style-type: none"> ● Selecting and sponsoring qualified leaders who are dedicated to fully engaging in the full year program. ● Choosing a summer intensive cohort (June or July) for each participant. ● Ensuring that each participant can pay for/provide their own travel accommodations (e.g. flight, ground transportation, etc). Relay will not cover travel accommodations for participants. ● For the Alumni Refresh Program: Ensuring that each participant/Client can pay for the hotel accommodations (which are not covered by Relay for participants in this specific program). ● Ensuring participant names are submitted by the designated deadline. ● Ensuring that all participants register on time for each training. ● Ensuring that participants attend sessions. 	<p>Relay will be responsible for:</p> <ul style="list-style-type: none"> ● Planning and executing instruction and conference logistics outlined in Appendix B. ● Making course materials available online to each registered participant. ● Providing breakfast and lunch during in-person sessions. All other fees (parking, ground transportation, etc.) incurred by participants will be the Client’s responsibility. ● Providing hotel room for each eligible participant (does not apply to Alumni Refresh Program participants).



Appendix D: Teacher Professional Education—Responsibilities & Division of Labor

Note: Appendix D is only applicable for agreements including Teacher Professional Education services.

The programs provided by Relay under this MOU are non-credit-bearing and do not confer any degrees. Participants shall not be considered enrolled students at Relay. Furthermore, participation in these programs does not lead to, nor qualify participants for, any form of certification or licensure. However, upon request by a participant, Relay agrees to provide a letter of attendance. This letter will detail the total number of hours attended by the participant at the conclusion of each term.

To ensure smooth operation of the PD:

Virtual PD	
Client Responsibilities	Relay Responsibilities
<ul style="list-style-type: none"> ● The Client will assign a point of contact to serve as project manager for the coordination of the PD schedule and logistical support. ● The Client will ensure computer access, strong internet, and video conferencing capability for all participants. ● The Client will ensure appropriate in-person venue, technology, and safety measures for any applicable in-person or hybrid sessions in accordance with applicable guidelines and regulations. ● The Client will review the Partner Checklist (to be provided) and complete the indicated actions ● The Client will ensure that all participants join in separate spaces with headphones to ensure the best audio quality. Participants should not be together in a room unless the room is equipped with conference room technology, and Relay is notified in advance. If separate spaces are not feasible in your building, we recommend that no more than 3 participants share 	<ul style="list-style-type: none"> ● Relay Faculty Members and Professional Education Staff will serve as lead designers, authors, and presenters of session materials. ● Relay Events and Operations will serve as Relay’s project manager for the coordination of the PD schedule and logistical support.



<p>the same room and that they spread out as much as possible to avoid echoes and feedback.</p> <ul style="list-style-type: none"> ● The Client will provide a finalized attendance roster two (2) weeks before the session with names, emails, and roles. If the Client fails to provide a roster by this date, Relay reserves the right to reschedule the session for a later date subject to a 50% reschedule fee. ● <Session Dependent> If needed, the Client will communicate information about pre-work, as determined by Relay, for sessions to participants. 	
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In-Person PD	
Client Responsibilities	Relay Responsibilities
<ul style="list-style-type: none"> ● The Client will provide a point of contact for the day-of logistics ● The Client will ensure the room is set up for instruction. <ul style="list-style-type: none"> ○ This includes, but is not limited to: tables, chairs, table numbers, name badges, name tents, and Audio Visual equipment such as a projector, screen, lavalier microphone, and speakers. ● The Client will ensure computer access, power strips, and strong internet for facilitators and participants ● The Client will provide a finalized attendance roster two (2) weeks before the session with names, emails, and roles. 	<ul style="list-style-type: none"> ● Relay Faculty Members and Professional Education Staff will serve as lead designers, authors, and presenters of session materials. ● Relay Events and Operations will serve as Relay’s project manager for the coordination of the PD schedule and logistical support.



<ul style="list-style-type: none">● If the Client prefers, the Client will provide printed copies of session resources.● The Client will provide food and beverage arrangements for PD session, if applicable● <Session Dependent> The Client will communicate information about pre-work, as determined by Relay, for sessions to participants.	
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