

May 15, 2005

To: Suzanne Richards

Re: GVSU College of Education EDR 685

Godfrey-Lee Public Schools (GLPS) has expressed interest in cooperating with Grand Valley State University (GVSU) to offer a summer tutoring program for eligible GLPS students. The summer tutoring program is part of a graduate level reading practicum course (EDR 685) taught by GVSU that includes a forty (40) hour field practicum. All students enrolled in EDR 685 are certified teachers in the state of Michigan. The tutoring program will be taught in a literacy center format established within the school district and in cooperation with GLPS will work with English as Second Language students under the authority of a designated School District Administrator.

The summer tutoring program will begin on June 14, 2005 and will conclude on July 1, 2005. Hours of instruction will be from 8:30 a.m. through 11:30 a.m. each weekday. GLPS shall designate which building will house the tutoring program. Access to the building will be made available to GVSU no later than 8:00 a.m. and through at least 12:30 p.m. June 13 through July 1, 2005.

Per our conversations, GLPS will recruit 22 ELL students who are struggling in various aspects of literacy (language, reading, and/or writing) and are not participating in any special education programs. At this time the division is 8 elementary and 14 middle/high school students.

As previously described the work completed in the GVSU Literacy Center Program includes assessing each GLPS student for literacy needs and implement an instructional program to help the student with his/her literacy needs. GLPS students will work in small groups and individually with GVSU graduate students and the course instructor. Instruction will focus on improvement of literacy through the use of a topic or thematic unit of study. All Literacy Center work is completed under the supervision of a GVSU College of Education Reading Faculty who has a reading specialist background (resume attached). At the end of the tutoring program the GVSU Graduate students will complete a report for the parents, teacher, and administration.

A memorandum of understanding is attached.

If you have further questions about the GVSU EDR 685 Literacy Center Program, please don't hesitate to contact me.

Thank you for your consideration of this program.

Barbara J. Reinken, Ph.D.
GVSU – College of Education
301 W. Fulton St.
Grand Rapids, MI 49504

EDR 685 Instructor
616-331-3347 (Office)
616-331-6515 (Fax)
reinkenb@gvsu.edu

MEMORANDUM OF UNDERSTANDING
BETWEEN
GODFREY-LEE PUBLIC SCHOOLS AND
GRAND VALLEY STATE UNIVERSITY COLLEGE OF EDUCATION

Godfrey-Lee Public Schools (GLPS) and Grand Valley State University (GVSU) through its College of Education have agreed to the following.

Graduate level students enrolled in EDR 685 at GVSU will conduct a Literacy Center for selected students from GLPS as part of their course requirement. The Literacy Center will include forty hours of literacy instruction/assessment over a three week period commencing on June 14, 2005 and ending on July 1, 2005.

GLPS will assign one district administrator to oversee this program.

GLPS agrees to identify potential student candidates for inclusion in the program and to provide GVSU with information formerly agreed upon between the parties concerning each student prior to the opening of the Literacy Center.

GLPS agrees to contact parents and guardians of selected students to obtain permission and releases prior to the opening of the Literacy Center.

GLPS agrees to provide bilingual translation services (verbal and written) for parents of students participating in this program.

GLPS agrees to provide one school building free of charge to the GVSU Literacy Center program. Within the building, 4 classrooms, one media center, and one computer lab with access to internet will be made available to GVSU for the literacy center. Telephone access will be available for Center use.

GLPS agrees to have district teachers complete the questionnaire and school information forms and have these available prior to the opening of the Literacy Center.

GLPS agrees to work with the GVSU faculty instructor in any situation in which a GLPS student's behavior endangers him/herself or others. GLPS agrees to immediately removing the student from the literacy center until it is deemed safe for the student to return.

GVSU agrees to assess and instruct 22 GLPS students in the areas of language, reading and/or writing for a period of 40 hours starting June 14 and ending July 1.

GVSU agrees to provide parent/caregiver and GLPS final reports concerning the assessment and instruction provided to each student.

GVSU agrees to use research based best practice assessments and instruction that are not harmful to the education of the GLPS students.

GVSU agrees to have the instructor on site throughout the 3 week period to oversee the work of the graduate students.

GVSU agrees that statutory and common law theories and principles of indemnification, contribution, and equitable restitution shall govern and apply to claims, costs, actions, causes of action, losses or expenses (including attorney fees) resulting from or caused by the actions or omissions of the University, its employees and students pursuant to this Memorandum of Understanding. GLPS agrees that, statutory and common law theories and principles of indemnification, contribution, and equitable restitution shall govern and apply to claims, costs, actions, causes of action, losses or expenses (including attorney fees) resulting from or caused by the actions or omissions of GLPS or its employees, students or agents pursuant to this Memorandum of Understanding.

Your signature on this memorandum of understanding indicates your willingness to allow GVSU to hold a Literacy Center in the Godfrey-Lee School District from June 14 to July 1, 2005.

Name: _____
(Please print and sign)

Title: _____
(Please print)

School District Name: _____
(Please print)

GODFREY-LEE PUBLIC SCHOOL INFORMATION FORM

Please have this form complete by a school official: (Please print)

Student Name: _____

Age: _____ Birthdate: _____

Home Address: _____

Home Phone: _____

Emergency Contact Phone: _____

Parent/ Legal Guardian Name: _____

School Attendance: Regular _____ Irregular: _____ Reason:

Ever repeated / skipped a grade? _____ If yes, what grade? _____

What was result: _____

Is non-promotion or special class placement now being considered? _____

What, if any, special service is this student now receiving?

If receiving special services: describe the instructional methods used to help the student.

Reason for selection of this student:

Test Results:

Type of test

Name of Test

Date

Results

Intelligence: _____

Achievement: _____

MEAP: _____

Other: _____
