



MEMORANDUM OF UNDERSTANDING BETWEEN SAN RAFAEL HIGH SCHOOL DISTRICT AND SCHOOL OF ENVIRONMENTAL LEADERSHIP AT TERRA LINDA HIGH SCHOOL

Recitals:

- San Rafael High School District (SRHSD) is a public school district existing under the laws of the State of California.
- Marin School of Environmental Leadership (MarinSEL) is a school within a school established as part of Terra Linda High School (TLHS). Students of Marin SEL will be registered students of TLHS. Classes outside of the MarinSEL curriculum will be regular TLHS classes.
- The School of Environmental Leadership (SEL) is a comprehensive and immersive 4-year high school academic program for students intended to develop independent thinkers and innovators through a multi-disciplinary, project-based high school education with a focus on environmental issues. The SEL controls the intellectual property rights to SEL materials and is maintained by an appointed SEL Board to oversee agreements with districts to establish an accredited SEL Campus, as found with MarinSEL at TLHS.
- Strategic Energy Innovations (SEI) is a registered nonprofit corporation headquartered in San Rafael and contracted by the SEL to provide support and curriculum to the MarinSEL program at TLHS.

This MOU states the commitment that the San Rafael High School District and The SEL makes to maintaining and ensuring the ongoing success of the MarinSEL school within a school at TLHS.

Defining MarinSEL, a School Within a School:

MarinSEL is a rigorous project-based, environmentally-focused school within a school that emphasizes development in leadership and 21st century skills. The four-year program is designed to give students a readiness for college and career by providing opportunities to develop a deep knowledge of academic content with greater understanding as to how it applies to the real world and to progressively increase ownership and independence over their learning experiences. MarinSEL does this by integrating goals for academics, leadership, personal development, public speaking, creative arts, technology, engineering, project management, teamwork, environmental justice, and community service. All of which focus on the "Four C's": Collaboration, Communication, Critical Thinking, and Creativity.

MarinSEL is purposely designed around three key components. A cohort of students, currently limited to thirty (30) students per grade level, attend an annual off-campus, overnight retreat and MarinSEL themed classes together for 4 years. A group of trained MarinSEL teachers work collaboratively in a small school educational community focusing on integrating curriculum, educational development and student achievement. A network of external partnerships with parents, community groups, business and nonprofit organizations provide expertise and support to develop MarinSEL opportunities including internships, real world curriculum and other program innovations.

MarinSEL is part of a 4-year comprehensive high school program at TLHS, designed to both maintain the small school environment and allow students to take additional course work outside of MarinSEL and pursue personal interests in traditional extracurricular activities such as the arts and sports.

Key Elements of Success

- Additional funds beyond those provided by the state are required to support MarinSEL teachers, professional development, equipment, dedicated facility space / classroom, program projects, external support staff, and annual School of Environmental Leadership Program Accreditation Fee.
- The TLHS master schedule needs to allow each MarinSEL cohort to attend classes together and for the cohort students to have flexibility to participate in an elective course per year. This effectively is an additional period during the daily bell schedule that students can participate in art, drama, music, foreign language, non-MarinSEL academic courses, etc. MarinSEL Seminar is a privately funded course offered by the SEL at each grade level and does not count as an elective.
- An admissions process needs to be in place to ensure all students and families understand the rigor and required commitment for the 4-year school within a school.
- Participating MarinSEL teachers are part of a professional community with time allocated for collaboration and professional development on how to achieve student learning goals annually.
- Unique thematic curriculum that is common core compliant, but focused on the unique nature of MarinSEL will be included in all MarinSEL course offerings. These courses, using curriculum developed by SEI for the SEL, must be provided by MarinSEL teachers as part of their course instruction. Additional annual Environmental Leadership Seminar courses will be included in the program to handle and help coordinate the extensive project and external work required to educate SEL students beyond the classroom. See Curriculum section.
- External partnerships are required for project support, curriculum development, internship and real world experiences for the students.
- Dedicated TLHS administrative support: Assistant Principal (AP) and Lead Teacher leads the internal communication and coordination with participating teachers, parents, students and addresses unique challenges and issues as they arise.

- Establish and maintain an Advisory Fundraising Committee to be developed before the start of the school year, consisting of parent volunteers and partners that will act as the body overseeing MarinSEL events and fundraising. This Committee will offer suggestions to the SEL Board regarding use of funding or programmatic changes, but the SEL Board will need to approve any funding spends or programmatic changes suggested by this Committee, MarinSEL staff, TLHS administration, or the SRCS.

Funding

MarinSEL will maintain an ongoing fundraising program to generate additional funding necessary to support its program. Based on available funding, program design and goals will be reviewed annually. An annual budget identifying the program design and staffing will be created, approved by the SEL Board, and agreed to by all parties.

Master Schedule

As part of developing the TLHS master schedule the MarinSEL courses will be structured to allow each year's cohort to take MarinSEL classes together. MarinSEL courses during zero period may be required for MarinSEL students to maintain the integrity of the program and enable the students to pursue additional course offerings.

Admissions

MarinSEL is a rigorous 4-year program for students who want to deepen their learning and develop leadership skills. The program requires extensive collaboration with peers and significant time outside the classroom including weekends and evenings. MarinSEL might not be suitable to all students thus an admissions process is required to ensure a comprehensive understanding and commitment for each student and family prior to enrollment in MarinSEL.

The design of the admissions process must strive to serve a variety of backgrounds, including but not limited to a socio-economically, racially, and culturally diverse student body reflective of the community where it exists.

Professional Learning Community & Staffing

The staff teaching the MarinSEL courses will work collaboratively on grade level and program specific goals and curriculum. Annually, time for initial collaboration and preparation will occur during three days of dedicated MarinSEL team professional development with costs covered by the MarinSEL budget. Additional ongoing professional development and meetings will be required by the full MarinSEL and grade level teams throughout the school year, and will be provided by SRCS. A collaboration lead or lead teacher(s) will be identified each year to complete tasks as assigned. Stipends for additional work beyond classroom teaching will be identified in the MarinSEL budget.

Dedicated Facility Space

MarinSEL is a project-based learning program that constantly has students engaged in team projects that include work with outside partners and parents. This style of learning requires dedicated space that can be utilized in various configurations and can

accommodate the creation of large project deliverables that are presented to partners. The program requires the ability for MarinSEL staff and teams of students working on projects simultaneously to leave these projects in this space in various stages during development without concern. A dedicated classroom (s) for the MarinSEL program is necessary to sufficiently accommodate these parameters and allow for flexibility during partner presentations.

Curriculum

Curriculum unique to the program has been created and provided to the staff of MarinSEL by Strategic Energy Innovations (SEI) and the School of Environmental Leadership (SEL.) The SEL contracts directly with SEI to provide services and curriculum to support the MarinSEL program. This curriculum requires ongoing teacher learning and professional development, and will be offered by SEI and SEL each year to the staff of MarinSEL. SEL and SEI will hold three teacher professional development days to solidify program requirements and grade level projects during the early stages of the fall semester. Additional days will be required throughout the academic school year to continue these discussions.

The funds required to support these consultant-provided trainings will be at a cost assumed by the program and the district or school site. The program management and scheduling of trainings will be annually discussed with the TLHS administrator and approved prior to the consultants providing services.

Curriculum development and strategies for learning goals/objectives developed by the MarinSEL teachers are an important factor of the success of the program. Their expertise and skills found in implementing and adapting the SEL curriculum into course's common core concepts is encouraged. Through these professional development days, MarinSEL teachers will continue to enhance their curriculum and projects with their grade level bands and vertically align key elements for core instruction.

Environmental Leadership Seminar 1, 2 and 3 and the capstone internship is a required SEL course sequence and the curriculum is specific to the SEL as licensed by SEI. The 3-course seminar sequence, to be followed by a capstone internship course in the 12th grade, requires teachers and faculty to meet the expectations of these courses and TLHS to offer and support these courses annually, to maintain the certification of the MarinSEL program as an accredited SEL Campus.

Administrative Support

To manage the unique nature of MarinSEL, a TLHS administrator will be identified with 10% dedicated time allocated specifically to MarinSEL. The administrator's primary responsibilities include being the lead TLHS liaison with the SEL Board and MarinSEL parent steering committee; in coordination with the MarinSEL teachers, select incoming cohorts of students into the MarinSEL program using the annual admissions process data provided by SEL and SEI; coaching and supporting participating MarinSEL teachers; participating in and supporting the recruitment of future middle school applicants; troubleshooting student and parent issues; and ensuring the annual class schedule is developed as described above. The administrator will have a key role in planning for MarinSEL future growth and sustainability.

External Partnerships

A core value of MarinSEL is involvement in real life situation through project work and internships. Staffing will need to be identified to search out, find and maintain these relationships. This person to act as external partner coordinator for MarinSEL and consistently develop relationships to meet needs of teacher and student driven projects. Currently this individual is contracted by the SEL as part of agreement with SEI. MarinSEL depends on external sources in developing curriculum that is anchored in current and real life experiences. Teacher time will need to be dedicated to ongoing development and understanding of unique curriculum created for MarinSEL courses. The SEL has contracted with SEI to use and develop curriculum created directly for the SEL and other courses with an emphasis on energy, leadership and environmental content. See Curriculum section.

TERM

This MOU between the SEL Board and SRCS is intended to apply for a period of no less than one (1) year after which time the parties shall have the opportunity to discuss any necessary or desired modifications or amendments to the understanding of the above commitments.

By signing this MOU, the San Rafael High School District agrees to support the Marin School of Environmental Leadership at Terra Linda High School and adhere to this agreement.

Doug Marquand, San Rafael High School District

Date

Bruce Abbott, SEL Board President

Date



MarinSEL Budget 2016-17

Income:	Family Giving Campaign	\$157,300
	Fundraising and Events	\$59,390
	Grants	\$9,000
	Community Giving	\$2,152
	Leadership Retreat Fees	\$38,515
	SEI In-Kind	\$210,000
	SEI Other Programs	\$60,000
	Total Income:	\$536,357
Expenses:	SRCS (.6 FTE)	\$78,887
	Lead Teacher Stipend	\$12,000
	Teacher Trainings	\$1,600
	Teacher Stipends	\$12,650
	Fundraising Events	\$10,122
	Administrative	\$8,033
	Program and Project Expenses	\$4,309
	Leadership Retreat	\$38,515
	SEI Curriculum Dev. & Accreditation	\$94,000
	SEI Support – Classroom Support	\$100,000
	SEI Fundraising	\$80,000
	SEI Volunteer Management	\$50,000
	SEI Internship Management	\$20,000
	SEI Administration	\$20,000
	Total Expenses:	\$530,116