

Memorandum of Understanding and Promissory Note

LIGHT Leadership Program

Under the terms and conditions of this Memorandum of Understanding (“MOU”), by and between String Theory Schools (“STS”), **\$Resident** (“Resident”), and **\$School** (the “Partner School”), Resident is admitted to the LIGHT Leadership Program (“Program”). Resident, Partner School, and STS hereby agree that:

Article I. Recitals

Section I.1 Resident has applied for and been accepted to the Program, conditional upon Resident’s execution of this MOU.

Article II. The Program

Section II.1 Introduction.

String Theory Schools’ LIGHT Leadership Program is a Continuing Education Post-Baccalaureate certification program for Principals, approved by the Pennsylvania Department of Education. LIGHT Leadership Residents leverage Design Thinking and collaborate with their mentor principal, LIGHT leadership coach, and cohort to improve student achievement and engagement at their school. Upon successful completion of the two-year residency and the School Leadership Licensure Exam, residents earn their Pennsylvania principal certification.

Section II.2 Term.

- (a) The Program’s Start Date for Year 1 is June 19, 2023.
- (b) The Program’s Start Date for Year 2 is June 17, 2024.
- (c) The Program’s term is two years.

Article III. Responsibilities of Parties

Section III.1 Responsibilities of Partner School employing a Program Resident:

- (a) The Mentor Principal of the Partner School will confirm that the Resident will be employed in good standing at the school full-time for the 2023-24 School Year in a leadership, instructional, coaching, or counseling role and that you will likewise serve as school leader during that year.
- (b) The Mentor Principal will ensure that the Resident has a schedule that provides at least 25% release time (10 hours weekly) for Leadership Residency responsibilities and tasks. This release time may include Leadership Team meetings, instructional rounds,

observation/feedback sessions, and other direct leadership actions and planning. The release time may not include duties (hall, lunch, ISS, etc.), classes, student supervision, or non-leadership meetings.

- (c) Commit to the development and mentoring of an aspiring school administrator that includes providing professional guidance and support for the Resident and includes a weekly one-to-one standing meeting of 30 minutes.
- (d) Collaborate with the Resident and LIGHT Leadership Coach in designing a personalized residency experience that will ensure the acquisition of the highest level of knowledge, skills, and competencies in context at your school
- (e) Regularly engage in reflective dialogue with the Resident and LIGHT Leadership Coach on the Resident's progress and assist the Resident in becoming a reflective practitioner.
- (f) Attend LIGHT Leadership Residency orientation and program evaluation sessions to plan and evaluate the Residency process.
- (g) Establish the Resident as an integral part of the administration team and the school community.
- (h) Involve the Resident in significant administrative work at the PRINCIPAL level, delegating additional responsibilities as the Resident gains in experience. Avoid multi-management task assignments that have little to do with leadership responsibilities.
- (i) Involve the Resident in supervising, developing/improving, and implementing curriculum and instruction plans and processes.
- (j) Allow the Resident to design and implement six Design Projects over two years aligned to Leadership Competencies leveraging data and feedback from stakeholders in the school community.
- (k) Include the Resident in system level principal meetings, including professional growth activities.
- (l) Host your Resident's cohort for 2 hours of Clinical Rounds aligned to course competencies on site at your school each trimester and provide a space for 4-8 residents and coaches to debrief the experience.
- (m) Provide experiences in each of the required Leadership Competencies described in the LIGHT Leadership Residency rubric.
- (n) Showcase the Resident by allowing them to conduct staff development, represent the school at system level meetings, participate in a school and system-level decision making team, etc.

Section III.2 Responsibilities of Program Resident

- (a) LIGHT Leadership Residents must remain employed by the Partner School in good standing to maintain their placement in the LIGHT Leadership Program.
- (b) Complete all required Summer Intensive coursework

- (c) Score Competency Knowledge Ratings of Achieved or above on the LIGHT Leadership Residency Course Rubrics
- (d) Actively participate and engage in onsite Clinical Rounds aligned to LIGHT Program courses
- (e) Complete six Design Thinking Projects
- (f) Complete Program Self-Reflection (Project 6) and Post-Certification Plan
- (g) Show consistent growth on Formative Assessments
- (h) Score Competency Skills Ratings of Evidenced or above on the LIGHT Leadership Residency Summative Rubric
- (i) Submit Application to Lead Form
- (j) Achieve passing score on School Leadership Licensure Examination
- (k) Apply for Certification through TIMS

Section III.3 Responsibilities of STS

- (a) Provide Resident with enriching practical experience and training during the Program so long as Resident and Partner School fulfill their responsibilities.
- (b) Assign Resident a Program Coach annually
- (c) Provide Program Competencies and Assessments to Resident

Article IV. Tuition

Section IV.1 Responsible Party for Tuition

- (a) Tuition for the Program is Ten Thousand Dollars (\$10,000.00).
 - (i) Tuition is payable in two installments of Five Thousand Dollars (\$5,000.00) due at least one (1) week before the Program's Start Date in Year 1 and Year 2.
- (b) _____ ("Payor") acknowledges they are responsible for full payment of tuition.
 - (i) Should a Resident leave the Program before completion of the Program, Payor is not entitled to a refund of tuition.
 - (ii) If Payor defaults on tuition payment, STS shall have the following rights and remedies, none of which shall be construed as an election to forego any other remedy in the future:
 - 1) Accelerate the whole balance of bills, and all other sums payable hereunder by Resident, for the entire balance, and other sums.

Section IV.2 Taxes / Indemnification.

STS does not make any representations as to the taxability of any benefit conferred by this MOU to Resident. Resident and Partner School agree that Payor shall have sole responsibility, and be liable, for any federal or state taxes which may be required by virtue of Payor's receipt of funds, benefits, or loan forgiveness pursuant to this MOU. Resident and Partner School thus agree to indemnify and hold harmless STS against any and all liabilities including, but not limited to, taxes due, penalties assessed for unpaid taxes, or any costs or fees incurred by STS should the taxability of any part of the Severance Pay be challenged by any taxing authority.

Article V. Miscellaneous

Section V.1 Notices.

Notices between the Parties shall be deemed duly given if (i) delivered personally with a signed receipt evidencing such delivery, (ii) transmitted by facsimile or email with confirmation of transmission, or (iii) mailed to the following addresses:

STS

String Theory Schools
/ICO/ Dani Shylit, Director of Innovation and Program Director
1600 VINE STREET | PHILADELPHIA, PA 19102
Email: dshylit@stringtheoryschools.org

Resident

\$Resident

\$RAddress

Email: _____; or as designated by Resident by written communication to STS from time to time.

Section V.2 Governing Law and Choice of Forum. This MOU is entered into in the Commonwealth of Pennsylvania and, in the event of any controversy or litigation, shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without regard to its principles of conflicts of laws. Any action arising out of or in connection with this MOU or the conduct, acts or activities of the parties hereunder shall be brought in the federal or state courts located in Philadelphia County, and the parties hereby submit to the exclusive jurisdiction of those courts and consent to venue in those courts for any such actions or proceedings.

Section V.3 Severability. The invalidity or unenforceability of any particular provision of this MOU shall not affect the other provisions hereof, and this MOU shall be construed in all respects as if such invalid or unenforceable provision were omitted.

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SIGNATURES FOLLOW ON NEXT PAGE

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands as of the date first above written.

By Resident

String Theory Schools

\$Resident

Dani Shylit, Program Director

Date Signed _____

Date Signed _____

By Mentor Principal

\$Mentor Principal, \$Title, \$School

Date Signed _____

PAYMENT REQUEST

Memorandum of Understanding by and between STS and _____ (“Payor”):

AMOUNT: _____

PAYABLE TO: String Theory Schools

REASON: Tuition Payments (Section IV.1(a) of the MOU). Please attach Tuition Bill.

The Payment Request is incorporated into the Memorandum of Understanding dated _____, 2023 by and between String Theory Schools and \$Payor.

ACKNOWLEDGED AND ACCEPTED BY:

By Payor

By String Theory Schools

\$Payor

Dani Shylit, Program Director

Date Signed _____

Date Signed _____

