



Maine Mathematics Coaching Project

2018-2019

Annual Membership Application*

*Must be completed for each coach
Deadline February 15, 2018

Section I: Mathematics Coach

Mathematics Coach Name*: _____

* The coach must have successfully completed 2 years of the Maine Mathematics Coaching Project program.

Section II: School and District Information

The school/district site where Maine Mathematics Coaching Project (MMCP) will be on going:

School 1 Name: _____

Principal: _____

Phone: _____ **Email:** _____

School 2 Name (*if applicable*): _____

Principal: _____

Phone: _____ **Email:** _____

Curriculum Coordinator (*if applicable*): _____

Phone: _____ **Email:** _____

Superintendent: _____

Phone: _____ **Email:** _____

Section III: Assurances

As a participant in Maine Mathematics Coaching Project, (district/unit) _____ agrees to the following commitments and assigns (Administrator) _____ to facilitate the fulfillment of these responsibilities:

Year 1 2018-2019

Annual Membership

The Coach:

- Will Convene/Continue a school-based or district Mathematics Leadership Team to support the on-going implementation of the Maine Mathematics Coaching Project.
- Will maintain a coaching log.
- Will attend the full 2018 Summer Institute.
- Will receive two coaching supervisor visits per semester.* The coach must complete a coaching cycle either in the morning or the afternoon of the same day. The building administrator is expected to participate.
- Will prepare an annual report each year on the status of the project in accordance with the University of Maine at Farmington guidelines.
- May choose to attend MMCP Dine and Discuss events.

The Administrators:

- *Building Administrator will participate in the above coaching cycles during the coaching supervisor's two visits each semester.
- Superintendent, principal, and curriculum coordinator will attend one day of the 2018 Summer Institute with the coach.
- Will provide the coach with mobile technology (laptop or tablet) that is compatible with MLTI Image.
- Will enroll the coach in either NCMS and/or NCTMS.
- Will assist the coach as he/she prepares an annual report each year on the status of the project in accordance with the University of Maine at Farmington guidelines.
- Will provide the coach with adequate resources and release time for the successful on-going implementation of the math coaching project program.
- May choose to attend MMCP Dine and Discuss events.

Finances - Submit the membership payment of \$2,500/per MMCP coach by July 1, 2018

If the school unit/district wishes to increase the number of site visits, they must contract with UMF and not the individual UMF staff member (full time or adjunct) unless granted permission by UMF.

Signatures

Please carefully read the following and submit the requested signatures.

The success of Maine Mathematics Coaching Project depends on the commitment of the Coach to fully participate in both the 2018 Summer Institute at the University of Maine at Farmington and on-going implementation of Maine Mathematics Coaching Project in his/her building/district.

I have read and understand the responsibilities of the Maine Mathematics Coach.

Coach: _____

Coach Signature: _____ Date: _____

We, the district administrators, support the continued MMCP membership for _____
applicant name
participation in the Maine Mathematics Coaching Project at the University of Maine at Farmington. The signatures of the School Principals, Curriculum Coordinator, and the Superintendent indicate that each agrees to comply with the ASSURANCES listed in Section II of this document and the following:

- has read this entire document;
- approves the membership; and
- agrees to the financial commitment of \$2,500 per year of continued membership.

Principal 1 Signature: _____

Principal 2 Signature (*if applicable*): _____

Curriculum Coordinator Signature (*if applicable*): _____

Superintendent Signature: _____

Please send the completed application to:

Sandra MacArthur, Director of Educational Outreach
UMF Office of Graduate Studies
111 South Street
Farmington, Maine 04938

Coach Responsibility	District Responsibility	UMF Responsibility