



Department of Education

Dennis M. Walcott, Chancellor

OFFICE OF ADULT AND CONTINUING EDUCATION
ALTERNATIVE SCHOOLS & PROGRAMS
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Dr. Jann Coles
Superintendent

Lianne Friedman
Chief Operating Officer

EPA - Air Pollution Training Program

Memorandum of Understanding

This memorandum of understanding outlines the responsibilities of the New York City Department of Education, Office of Adult and Continuing Education (OACE) and the New York City Department of Environmental Protection (DEP) for the Air Pollution training program held at Coop Tech, Alfred E. Smith and Aviation High Schools.

Recruitment: Recruitment of students will occur through the referrals of external agencies. DEP will be responsible for advertising the program. OACE will provide information about the program and refer students to the program when appropriate.

Supervisors: OACE will provide certified supervisors to oversee the Air Pollution classes held at the respective schools. The OACE site supervisor will be responsible for the overall supervision of the Air Pollution classes and teachers.

Teachers: OACE will provide certified teachers for all Air Pollution classes. It is OACE's responsibility to supervise, observe, and discipline all teaching staff.

Materials & Supplies: OACE will procure instructional materials and supplies, including textbooks, for teachers and will invoice DEP accordingly.

Space and Furniture: OACE will provide classrooms with adequate space for the number of students enrolled. There will also be space for teachers to keep textbooks, files and materials. Teachers will also have access to a copy machine, telephone and fax where possible.

Program Reimbursement: DEP will be responsible for reimbursing OACE for all supervisors per session, teachers per session, and materials/supplies costs associated with the Air Pollution training program. DEP will be invoiced for the 2011-2012 school year on or about June 15, 2012.

Child Care: OACE does not provide childcare. If this is a need for your students then DEP must provide for such care. Students are not permitted to have their children attend classes with them.

I agree to the provisions in this memorandum of understanding.

Signature Geraldine Lee NYC DEP Date June 30, 2011

Signature Larry Williams Date June 30, 2011