Linda McCulloch, Superintendent
Montana Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
www.opi.state.mt.us

OPI Interactive Video Conferencing Project

September 2006 – June 2007

Memorandum of Understanding

The Montana Office of Public Instruction, in cooperation with METNET and VisionNet, is increasing the opportunities for professional development of Montana school staff and community members through the use of on-site interactive video conferencing. Additional information about this project and a calendar of events is available at http://www.opi.mt.gov/calendar/calendar.php.

Other video conferencing information is available at http://www.opi.mt.gov/Streamer/iConference/index.html.

This school district is interested in the opportunity to participate in interactive video conferencing opportunities at local or regional sites that will help reduce the loss of student/staff contact time needed for travel to conferences and workshops to increase staff knowledge and skills in areas of teaching, learning, and educational program administration.

_____ _____ _____,
Print Name of District Facilitator Phone Email address

has agreed to serve as this district's facilitator of interactive video conferencing and will participate in training provided by VisionNet staff.

The parties pledge to work cooperatively with each other and with other interested parties to diligently work for the success of this effort and to consider ways that will successfully utilize the video conferencing facilities.

Responsibilities of the Office of Public Instruction: Provide training in cooperation with VisionNet to district facilitator, provide a web-based calendar of OPI training events, post training materials as appropriate on the OPI website, manage arrangements at the two OPI video sites (1227 11th Avenue and 1300 11th Avenue), provide a checklist of items to be completed before, during, and after the video event, notify district facilitator of any video program modifications as soon as possible.

Responsibilities of the District: Identify a district facilitator to attend training conducted by VisionNet, facilitate access to calendar of OPI training events and training materials, manage arrangements at the district video site, follow the checklist of items to be completed before, during, and after the video event, inform district staff on any video program modifications as soon as possible.

In accordance with the foregoing, the Parties have signed this Memorandum of Understanding.

For the Office of Public Instruction:

_____ _____
Linda McCulloch, State Superintendent Date

For the District:

_____ _____
Name of District Legal Entity Number

_____ _____
Authorized Representative of District Date

Please return to Gale Kramlick at OPI, PO Box 202501, Helena, MT 59620-2501 no later than September 30, 2006