This cooperative agreement is entered into between Swain County Public Schools and Southwestern Community College for the purpose of providing a collaborative family literacy program for young children and their parents. The purpose of the family literacy program is to improve the educational opportunities of children and adults by integrating early childhood education and adult education for parents into a unified program. These programs are family centered and address areas of early childhood education, adult basic skills education, parent time, and parent and child interaction. It is essential that the family literacy program be an on-going collaborative effort which builds upon existing community resources. Therefore, to enhance the success of the family literacy program in our community the parties to this agreement do hereby agree to the following:

A. ROLE OF THE FAMILY LITERACY PROGRAM STAFF

1. The adult instructor will provide instruction in adult basic skills. Provision will be made, whenever possible, for the adult instructor to provide instruction in parent time, and parent and child interaction components of the family literacy program which are viable portions of the adult education program. All three of these adult education components will be planned and coordinated with the early childhood component.

2. The early childhood teacher will provide developmentally appropriate environments and practices for young children. The instructor will provide opportunity and support for parent and child interaction time and may also assist with parent time. All components delivered by the early childhood teacher will be planned and coordinated with the adult component.

3. The parent education component will be delivered by the adult instructor, early childhood teacher, program coordinator, additional parent educator(s), or may be a shared responsibility. The provision of this component will also be planned and coordinated with the adult and early childhood components.

B. STAFF DEVELOPMENT OF PERSONNEL

1. Appropriate pre-service and in-service training will be provided to all members of the family literacy program staff to ensure quality programs that meet all requirements.

2. If mutually agreed upon by the Local Education Agency (LEA) and the community college, time and pay to attend such training may be included in the contracted hours of the adult instructor(s).

C. PLANNING, COORDINATION, AND COLLABORATION

1. The collaborative efforts begun during the planning of the program will continue during its implementation.
2. Ample time will be provided for all staff of the family literacy program to plan and coordinate the adult, early childhood, and parenting components, as well as any home-based components, when applicable. This will ensure an intergenerational and integrated approach to our unified program. Planning time is paid by the LEA.

D. SUPERVISION OF INSTRUCTIONAL PERSONNEL

1. Instructional personnel will be supervised in their daily activities by the principal of the school housing the family literacy program, the Family Literacy Program Coordinator, and the Basic Skills Director of the community college.

2. Any personnel concerns will be resolved through the Family Literacy Program Coordinator.

E. EMPLOYMENT OF ADULT EDUCATION INSTRUCTOR (S)

1. The selection and employment of the adult education instructor(s) for family literacy programs is the responsibility of the community college, with the concurrence of the LEA.

2. By virtue of the community college paying the majority of the instructional cost of the adult education delivered, the college is eligible to report student hours for budget reimbursement.

3. The contracted hours for family literacy programs may include time for the adult education instructor to deliver instruction in the adult basic skills, parenting, and parent and child interaction components of the program.

F. ADULT INSTRUCTOR (S) PARTICIPATION IN COMMUNITY COLLEGE ACTIVITIES

1. The adult education instructor will be responsible for completing all records and reports needed by the Basic Skills Program of the community college.

2. The Family Literacy Program Coordinator will cooperate with the Basic Skills Director at the community college in allowing the adult education instructor to participate in those activities of the college deemed essential to keeping the adult education instructor current with activities of the Basic Skills Program of the college.

G. AUDITING AND MONITORING THE FAMILY LITERACY PROGRAM

1. The family literacy program's three adult components may be audited by the audit staff of the community college system to ensure that they comply with community college requirements for FTE purposes.

2. Local staff of the community college and the LEA will monitor the family literacy program to fulfill their responsibilities as a collaborative partner and to ensure compliance with local, state, and federal requirements.
3. The family literacy program will be monitored by state staff from the Department of Public Instruction and the Department of Community Colleges to assess compliance with state and federal requirements.

4. The U. S. Department of Education may also monitor this program, at specified times, throughout the duration of any federal grant.

5. All monitoring visits will be arranged through the Family Literacy Program Coordinator.

The above provisions are agreed to on this date 7-1-04 for the 2004-2005 school year by the parties signing below as representatives of their respective agencies:

[Signatures]

Superintendent

Community College President

Principal

Basic Skills Director

Family Literacy Program Coordinator