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**STATE COLLEGE  
Area School District**

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VI-A

**LEARNING ENRICHMENT/GIFTED SUPPORT PROGRAM AND STUDENT SERVICES**

154 WEST NITTANY AVENUE • STATE COLLEGE, PENNSYLVANIA • 16801-4899

TELEPHONE: 814-231-1054 • FAX: 814-231-4103

To: Dr. Robert O'Donnell

From: Jeanne Knouse

Date: June 21, 2014

Re: Memorandum of Services Rendered PSU/Chinese Instruction

The State College Area School District's Learning Enrichment, Delta Program and Curriculum department have been collaborating with the PSU Confucius Institute and PSU Asian Studies Program for several years in the development of offering Chinese language and cultural opportunities in our schools. The attached "Memorandum of Services Rendered" was developed by the following SCASD employees and Penn State University employees: Jeanne Knouse - Director of LE/SS, Shirley Donovan - Learning Enrichment Specialist, Rich Polka - World Languages Department Head, Jon Downs - Director of Educational Alternatives, Jacquelyn Martin - Director of Curriculum 7-12, Ning Yu - Director of Confucius Institute, and On-cho Ng - Professor of History, Asian Studies and Philosophy.

**In summary:** This Memorandum is similar to how we have managed the program and services over the past two years and was put into a formal document this year.

PSU will provide two University employees or graduate students to serve as Lecturers of Asian Studies to teach basic Chinese language courses to the students at State College Area School District during the 2014-15 school year.

In addition, and not part of this memorandum, SCASD has agreed to accept a student teacher of Chinese and French for the 2014-2015 school year, with the expectation of a Chinese Language Certified Teacher upon completion of the placement.

The funds for the services have been budgeted in the SCASD Curriculum and Delta budgets.

The Pennsylvania State University  
Department of Asian Studies/Confucius Institute  
102 Old Botany Building,  
University Park, PA 16802  
814-867-3260  
Ning Yu: Director of Confucius Institute

State College Area School District  
131 W. Nittany Avenue  
State College, Pa  
814-231-1054  
Jeanne Knouse: Director of Learning Enrichment,  
Gifted Support and Student Services

### **Memorandum of Services Rendered**

This is a contract entered into by The Pennsylvania State University, Department of Asian Studies/The Confucius Institute and the State College Area School District on this date, \_\_\_\_\_, 2014.

The State College Area School District engages The Pennsylvania State University to provide services described herein under "Scope and Manner of Services." The Pennsylvania State University agrees to provide the State College Area School District with such services in exchange for consideration described herein under "Payment for Services Rendered."

### **Scope and Manner of Services**

Services to be rendered by The Pennsylvania State University, Department of Asian Studies/The Confucius Institute:

- Provide two University employees or graduate students to serve as Lecturers of Asian Studies to teach basic Chinese language courses to the students at the State College Area School District during the 2014-15 school year.
- University shall conduct a background check on Lecturers being provided and make sure that their educational credentials are valid prior to the start of described Services.

### **Compensation of Lecturer of Asian Studies**

- Each Lecturer will receive a stipend of \$8,000.00 a year from The Pennsylvania State University. They will receive \$4,000.00 a semester. The State College Area School District will pay The Pennsylvania State University for one semester for each Lecturer, totaling \$8,000.00. The Pennsylvania State University, Department of Asian Studies/Confucius Institute will pay one semester for each Lecturer, totaling \$8,000.00.

### **Payment for Services Rendered (shared stipend)**

- The State College Area School District shall pay The Pennsylvania State University, Department of Asian Studies/Confucius Institute for services rendered according to the Payment Schedule attached as Exhibit A.
- The Pennsylvania State University, Department of Asian Studies/Confucius Institute shall pay half of the assigned lecturer's stipend as is outlined in Exhibit A.

**Signatures**

In witness of their agreement to the terms above, the parties or their authorized agents hereby affix their signatures:

State College Area School District

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

The Pennsylvania State University

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

# **EXHIBIT A**

## **Payment Schedule**

### **Fall semester:**

- Lecturer 1: Paid \$4,000.00 in August by The Pennsylvania State University
- Lecturer 2: Paid \$4,000.00 in August by The Pennsylvania State University

### **Spring semester:**

- Invoice sent by The Pennsylvania State University to the State College Area School District for \$8,000.00 with payment due by May 15<sup>th</sup>
- Lecturer 1: Paid \$4,000.00 in January by The Pennsylvania State University
- Lecturer 2: Paid \$4,000.00 in August by The Pennsylvania State University