



MEMORANDUM
OF
UNDERSTANDING

Prepared for Browning School District #9

Created by Teach Quest International

Memorandum of Understanding

Between

Browning Public School District

and

Teach Quest International

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the **Browning Public School District** and **Teach Quest International** to provide qualified teachers for positions in the School District that meet the requirements of the J1 visa program.

Purpose

This MOU was created to promote strong cross-cultural ties between the citizens of Browning Public School District #9 and the people of the Philippines and to address the shortage of qualified teachers in Browning, Montana.

Responsibilities and Obligations:

The above purpose will be accomplished by undertaking the following activities:

Browning Public School District will:

Provide a letter on official school district letterhead indicating the **estimated number of teaching position(s)** the district intends to fill through **Teach Quest International LLC**. Completion of this requirement does **not guarantee teacher placement**, and the final number of teachers hired may differ from the estimate provided.

For international recruitment compliance purposes, a **Manpower Estimate** is required by the recruitment agency to demonstrate that legitimate positions exist and to ensure ethical and transparent recruitment practices in accordance with applicable international labor and employment regulations.

Initials: _____

Provide a contact person to be available to discuss personnel issues before, during, and after the selection process.

Initials: _____

Streamline the hiring process to allow for interviews of a pool of screened and qualified applicants using the Zoom application with teachers in their home country.

Initials: _____

Assist Teach Quest International LLC in finding volunteer Host Sponsors for incoming teachers by sharing information with school staff and community members. Host Sponsors may help welcome teachers by picking them up from the airport, introducing them to local resources and services, and recommending housing options to Teach Quest International LLC.

Initials: _____

Provide a teacher mentor for the incoming teacher(s). This mentor will help and support the teacher(s) with school/classroom issues, will help the teacher(s) with necessary paperwork, and will give general help to

overcome the culture adaptation in the school environment. This mentoring relationship is a key to the success of the program.

Initials: _____

Provide any additional support to ensure a successful and positive adaptation experience for both the school and the teacher(s).

Initials: _____

Deduct applicable federal, state and local income taxes, union dues, etc., from incoming teachers' pay just as they normally would for non-visiting teachers. However, per U.S. IRS Publication 515, which details an exemption for nonresident aliens who are temporarily living and working in the U.S. under authority of a J1 visa, School District will not deduct Medicare (FICA) or Social Security taxes while the visiting teachers are working under contract in the U.S.

Initials: _____

Contracts offered to incoming teachers must ensure adequate due process and intervention safeguards if their performance falls into an unsatisfactory status or if there is an allegation of misconduct.

Initials: _____

Provide local school/district orientation for the incoming teacher(s).

Initials: _____

Provide a contract to the incoming teacher that contains the same salary and benefits that any other teacher would receive, based on his or her educational attainment and years of experience. Visiting teachers should receive the same amount of sick/personal leave as other teachers in the district or school. Where collective bargaining agreements are in place for all teachers, compensation and benefits for visiting teachers must be in compliance with the terms of those agreements.

Initials: _____

Help teachers find housing, set up utilities, obtain a Social Security number, open bank accounts, and meet their basic needs as they adjust to the community.

Initials: _____

Comply with the conditions and regulations of the U.S. Department of State's J-1 Visa Exchange Visitor Program, which affords foreign teachers with the opportunity to teach in accredited U.S. primary and secondary schools, learn U.S. teaching methods, engage in rich cross-cultural experiences and bring an international perspective to U.S. classrooms.

Initials: _____

Teach Quest International LLC will:

Make the recruitment and hiring process easy, convenient and reliable at no cost to **Browning Public Schools District #9**

Initials: _____

Screen applicants' English language capabilities to ensure proficiency.

Initials: _____

Provide a contact person to be available to discuss personnel issues before, during, and after the selection process.

Initials: _____

Ensure that all candidates will have at least four (4) years teaching experience with educational degrees that match the subject areas the school district needs.

Initials: _____

Ensure that applicants are fully qualified and properly licensed in the academic and teaching requirements of their countries of origin.

Initials: _____

Organize necessary documents for entry into the United States.

Initials: _____

Work with the School District in establishing effective processes for screening, selecting, contracting with, and credentialing exchange teachers with _____

Initials: _____

Provide the teachers with Classroom Management Training before they report to the district or before they start work, whichever is practicable due to the circumstances of the recruitment schedule.

Initials: _____

Provide the teachers with a thorough orientation of possible challenges that may be encountered once deployed. This includes almost all aspects of the teachers' personal and living expenses, taxes and the like. This includes preparing and helping the candidates create a budget to ensure that whatever expenses they may have incurred in the course of their application can be easily recuperated within one (1) year from deployment.

Initials: _____

Ensure that each visiting teacher has purchased the following types of insurance coverage required by the U.S. Department of State, and U.S. Homeland Security at all times, beginning on the day the teacher arrives in the United States through his/her last day in the country:

- Employee health insurance (minimum of \$100,000 benefit per accident/illness)
- Medical evacuation insurance (minimum of \$50,000 coverage) *
- Repatriation of remains insurance (minimum of \$25,000 coverage) *

Initials: _____

Provide participants with pre-arrival information prior to their departure from their home country and an orientation upon their arrival in the United States.

Initials: _____

Provide participants with pre-arrival information on what to expect from American Culture with an emphasis on the State of Montana and further cultural competency orientation and adjustment strategies upon their arrival in the United States.

Initials: _____

Comply with the conditions and regulations of the U.S. Department of State's J-1 Visa Exchange Visitor Program, which affords foreign teachers with the opportunity to teach in accredited U.S. primary and secondary schools, learn U.S. teaching methods, engage in rich cross-cultural experiences and bring an international perspective to U.S. classrooms.

Initials: _____

Funding

There will be no cost to Browning Public School District for hiring teachers in the J1 visa program. All fees are paid by applicants. Teach Quest International LLC will not require the School District to deduct any money from the paychecks of participating teachers.

Duration

This Memorandum of Understanding (MOU) is entered into on an **at-will basis** and may be modified at any time by **mutual written consent** of the authorized officials of the **Browning Public School District** and **Teach Quest International LLC**.

This MOU shall become effective upon signature by the authorized representatives of both parties and shall **remain in effect for a period of two (2) years**, unless modified or terminated earlier by either party upon **sixty (60) days' written notice** to the other party.

Contact Information:

Rebecca Rappold
Superintendent
Browning Public School #9

Roy Tiggos
J1 Teacher Program Director,
Teach Quest International LLC
8029 Date Ave.
Lubbock Texas
Roy.ceo@teachquestusa.com

Browning Public Schools

Rebecca Rappold

Signature _____

Date _____

Teach Quest International LLC

Roy Allan Tiggos

Signature _____

Date: _____