

# Memorandum of Understanding

between

Strategic Education Research Partnership Institute  
("SERP")

and

[REDACTED]

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## I. Purpose and Scope

The purpose of this Memorandum of Understanding ("MOU") is to identify the roles and responsibilities of each party as they relate to all aspects of participation in the research study [REDACTED] ([REDACTED] or the "study").

## II. MOU Term

The term of this MOU is the period within which the parties shall perform their responsibilities under this MOU. The term commences August 15, 2011 and terminates June 30, 2015.

## III. SERP Responsibilities

SERP shall conduct the study in compliance with all applicable state and federal laws, rules, and regulations, including all relevant U.S. Education Department General Administrative Regulations ("EDGAR") and terms and conditions of SERP's Grant # [REDACTED] from the U.S. Department of Education ("Grant").

SERP shall undertake the following activities during the MOU term:

### Consultation with the District

1. In each year of the Grant period, SERP will report on the progress of the work conducted under this MOU at each of the [REDACTED] Core Group meetings.
2. The participation of any [REDACTED] school in the study will be subject to the approval of the [REDACTED] Chief Academic Officer or his designee.
3. At the request of the [REDACTED] Chief Academic Officer, SERP will offer a yearly presentation of the study and its progress to a [REDACTED] audience designated by the Chief Academic Officer.
4. On a regular basis, we will provide [REDACTED] with a data file so that student records (as described in the NDA) can be provided to SERP.

5. SERP will collect student consents only for videotaping. SERP will also prepare information on the assessments students will be taking to include in the packets that go home to parents at the beginning of each year so that they are fully informed.

### Word Generation, 2011-2015

In schools selected for implementation, SERP will:

1. Provide Word Generation and Word Generation-Enhanced curricula, and all supporting materials, for participating grades each school year\*
2. Provide coaching (classroom observations, feedback meetings, modeling lessons, etc.) by a Word Generation Coach for all participating teachers, except 6<sup>th</sup> grade teachers in Year Three
3. Provide Criminal Offender Record Information (CORI) for all doctoral students, researchers, and SERP employees working in the school
4. Provide professional development (regular monthly coaching sessions, and a Word Generation Summer Institute for teachers and administrators who are new to the program)
5. Assist with the administration of Fall and Spring assessments and facilitate classroom observations and occasional videotaping\*\*
6. Deliver all assessment results that have been scored and validated to schools and district administrators and provide assistance with interpreting results
7. Provide the school with parent permission forms before videotaping classes, blocking or blurring out images of students for whom parents deny permission to be filmed

\*Year One (2011-2012) 4<sup>th</sup> and 6<sup>th</sup> grade, Year Two (2012-2013) 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade, Year Three (2013-2014) 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade

\*\*Assessments include: RISE/GISA, Academic Language Assessment, Perspective Taking Survey, DiscoTest, and Word Generation Pre and Post Vocabulary Tests

In schools selected as control schools, SERP will:

1. Provide a stipend for each of the school years in which the school participates fully in the assessments and videotaping required by the study for the control condition
2. Assist with the administration of Fall and Spring assessments, classroom observations, and regular videotaping for the grades being studied\*
3. Provide Criminal Offender Record Information (CORI) for all doctoral students, researchers, and SERP employees working in the school
4. Deliver all assessment results that have been scored and validated to schools and district administrators and provide assistance with interpreting results\*\*
5. Provide Word Generation and Word Generation-Enhanced materials and coaching for grades 4-8 for the 2014-2015 school year
6. Work with the district to develop and run a Summer Institute (summer 2014) for all teachers from control schools and any other interested teachers

\*Year One (2011-2012) 4<sup>th</sup> and 6<sup>th</sup> grade, Year Two (2012-2013) 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade, Year Three (2013-2014) 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade

\*\*Assessments include: RISE/GISA, Academic Language Assessment, Perspective Taking Survey, DiscoTest, and Word Generation Pre and Post Vocabulary Tests

### Strategic Adolescent Reading Intervention (“STARI”), 2011-2015

SERP will:

1. Provide all STARI materials for participating teachers and students each of the four years
2. Offer a monthly professional learning community course in school year 2011-2012 and 2012-2013 for first-year STARI teachers for which they will earn two graduate credits from [REDACTED], paid for by the grant.
3. Provide STARI teachers with a stipend every school year except 2014-2015
4. Provide coaching (classroom observations, feedback meetings, modeling lessons, etc.) from a STARI coach for all participating teachers during the 2011-2012, 2012-2013, and 2013-2014 school years
5. SERP coaches will work on developing in-district capacity for continuing STARI during the 2014-2015 school year
6. Provide professional development for new and continuing STARI teachers and administrators (three all day-sessions during the academic year) and a four-day STARI Summer Institute for teachers and administrators.
7. Offer two [REDACTED] graduate credits for first-year teachers who attend the entire STARI Summer Institute and complete a product.
8. Assist with the administration of Fall and Spring assessments and observations of STARI classrooms\*
9. The first year a teacher implements STARI is not a study year. This is a training year for the teacher. Each subsequent year the teacher implements STARI is a study year.
10. Return scored and validated student assessment results by grade, for both students in the STARI classrooms and students in the control condition
11. Give feedback on assessment results to schools
12. Provide Criminal Offender Record Information (CORI) for all doctoral students, researchers, and SERP employees working in the school
13. Provide parent permission forms before videotaping classes, blocking or blurring out images of students for whom parents deny permission to be filmed

\*Assessments Include: RISE/GISA, DiscoTest, Academic Language Assessment, and Perspective Taking Survey

#### **IV. [REDACTED] Responsibilities**

[REDACTED] shall participate in the study in compliance with all applicable state and federal laws, rules, and regulations. SERP bears full responsibility for communicating in this MOU all terms and conditions of the grant that apply to [REDACTED].

[REDACTED] shall undertake the following activities during the MOU term:

1. Facilitate the selection of schools for participation in each year of the study
2. Facilitate the scheduling of professional development to ensure maximum attendance of teachers and administrators participating in the study

3. Endorse the administration of assessments required in each year of the study
4. Endorse the use of random assignment of schools to Word Generation, and of eligible students to the STARI curriculum

## **V. Data and Confidentiality**

1. SERP will annually provide all scored and validated assessment data collected for the [REDACTED] study to the [REDACTED] Assistant Superintendent.
2. SERP and its affiliates will conduct the study in compliance with applicable state and federal laws and regulations regarding human subjects protection and data use, access, and confidentiality and in accordance with the Non-Disclosure Agreement Relating to Student Record Information between SERP and [REDACTED] amended on December 9, 2011 (“Non-Disclosure Agreement”), as renewed for each year of the Grant period.
3. [REDACTED] will provide SERP with data as specified in the Non-Disclosure Agreement in a timely fashion.
4. A person in the [REDACTED] offices will be assigned to work with SERP on the data files and will provide updated student record files every 3 months. All data provided to SERP will have [REDACTED] IDs that are scrambled according to an algorithm. The same algorithm will be used each time. Data files will be returned with student records added to data previously in the file, including SERP’s assessment tags. The files provided to SERP will be population files for all [REDACTED] schools involved in [REDACTED].
5. Identified data will be provided as needed for practice purposes only (e.g., identification of students eligible for STARI.)

## **VI. Publication**

[REDACTED] acknowledges that SERP will report results of research studies conducted as part of the Grant, including [REDACTED], to the U.S. Department of Education under the terms of the Grant and will publish articles concerning [REDACTED] in professional journals. SERP shall not report results of [REDACTED] with reference to the District or any school participating in the study without the written permission of the [REDACTED] Assistant Superintendent. SERP and its affiliates agree to provide all drafts intended for publication to the [REDACTED] Assistant Superintendent a minimum of 30 days in advance of publication in order to allow for correction of inaccuracies or misstatements, and to ensure that the anonymity of the District and its schools is acceptable to the [REDACTED] Assistant Superintendent.

## **VII. Modification and Termination**

Both parties acknowledge that the study requires three years of participation by each of the schools selected for implementation or control in order for successful completion. In the fourth year of the study, SERP will provide the programs to control schools and support the effective use of the programs. Both parties enter into this MOU with the expectation of a four-year commitment to its terms. However, either party may cancel or terminate this MOU without cause by giving (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements. This MOU may be modified only in a writing signed by authorized representatives of both parties.

## **VIII. Miscellaneous Provisions**

This MOU may be executed in counterparts, each of which shall be deemed an original and which together shall constitute one and the same instrument. The parties may rely on facsimile or electronically transmitted signature pages as if such facsimile or electronically transmitted pages were originals.

In the event of a dispute between the parties arising under or relating to the MOU, the parties shall attempt to resolve such dispute in good faith. Upon failure of the parties to reach agreement with respect to such dispute, the parties may submit the dispute to non-binding mediation.

All notices and other notifications given or made pursuant to this MOU shall be in writing, addressed to the receiving party at the address set forth below (as it may be modified by proper notice) and shall be effective (a) when delivered or tendered in person and a written receipt confirms such delivery; (b) if telecopied, when receipt confirmed; (c) if sent by certified mail (return receipt requested), postage pre-paid, five business days after being sent; or (d) if sent by reputable overnight courier, postage prepaid, two business days after being so sent:

If to SERP:

SERP Institute  
1101 Fourteenth Street, N.W., Suite 300  
Washington, D.C. 20005  
Fax: 202-223-8556  
Telephone: 202-223-8555 ext. 12  
Attn: M. Suzanne Donovan, Executive Director

If to [REDACTED]:

[REDACTED]

**IX. Effective Date and Signature**

This MOU shall be effective upon the signature of authorized officials from both organizations. It shall be in force from August 15, 2011 (amended March 14, 2012) to June 30, 2015. Both parties indicate agreement with this MOU by their signatures.

Signatures and dates

\_\_\_\_\_  
*[Authorized signature from SERP  
Institute]*

\_\_\_\_\_  
*[Authorized signature from* *]*  


\_\_\_\_\_  
M. Suzanne Donovan, Ph.D.  
Executive Director

\_\_\_\_\_  
[Insert name and title of signatory]

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date