Iowa's Race to the Top
Participating Local Education Agency (LEA)
Memorandum of Understanding

Purposes:

Signing this Memorandum of Understanding is required for districts to access their share of the 50% of Iowa's Race to the Top funds that will be allocated directly to participating districts.

Instructions to Complete Participating LEA Memorandum of Understanding (MOU):

1. Make every effort to obtain the signatures of the school board president (required), superintendent, and local teachers' association president.

2. Return signed MOU and Exhibit I—Preliminary Scope of Work

    a. Email a signed MOU in PDF format to Bonnie McIntosh at bonnie@westwinded.com by 4:30 p.m. on January 14, 2010.

    b. Call Bonnie McIntosh to confirm receipt: 877-354-9378 ext. 102 (toll free).

3. If the State is awarded a Race to the Top grant, participating LEAs must submit a Final Scope of Work within 90 days from the date of the award. The Final Scope of Work Award must contain detailed work plan consistent with the preliminary scope of work aligned with the State's grant application, and must include the LEAs specific goals, activities, timelines, budgets, key personnel, and annual targets for key performance measures. The Department will develop a template for the Final Scope of Work and disseminate it to Participating LEAs.

4. Contact Kevin Fangman at Kevin.Fangman@iowa.gov or 515-281-3333 if you have any questions about the contents of the MOU.

5. Contact Bonnie McIntosh at bonnie@westwinded.com or 877-354-9378 ext. 102 with technical questions about submitting the MOU.

IOWA'S RACE TO THE TOP
PARTICIPATING LOCAL EDUCATION AGENCY
MEMORANDUM OF UNDERSTANDING (MOU)

I. SCOPE OF WORK:

This Memorandum of Understanding ("MOU") is entered into by and between the Iowa Department of Education ("Department") and _____ ("Participating LEA"). The purpose of this agreement is to establish a framework of collaboration, as well as articulate specific roles and responsibilities in support of the Department in its implementation of an approved Race to the Top grant application. Exhibit I, the Preliminary Scope of Work, indicates that the Participating LEA agrees to implement all listed components of the State's proposed reform plans, should the State's application be approved by the USED.

II. PROJECT ADMINISTRATION:

A. PARTICIPATING LEA RESPONSIBILITIES:

The Participating LEA will assist the Department in implementing the tasks and activities described in the State's Race to the Top application, should the State's application be approved by the USED. The Participating LEA subgrantee will:

1) Implement the LEA plan as identified in Exhibit I of this agreement.

2) Actively participate in all relevant convenings, communities of practice, or other practice-sharing events that are organized or sponsored by the Department or by USED.

4) Participate, as requested, in evaluations of this grant conducted by the Department or USED.

5) Be responsive to Department or USED requests for information including the status of the project, project implementation, outcomes, and any problems anticipated or encountered.

6) Provide appropriate professional development to teachers and administrators to successfully implement activities outlined in the scope of work.

7) Participate in meetings and telephone conferences with the Department to discuss (a) progress of the project, (b) potential dissemination of resulting non-proprietary products andlessons learned, (c) plans for subsequent years of the Race to the Top grant period, and (d) other matters related to the Race to the Top grant and associated plans.

B. DEPARTMENT RESPONSIBILITIES:

In assisting the Participating LEA in implementing its tasks and activities described in the State's Race to the Top application, the Department grantee will:

1) Work collaboratively with and support the Participating LEA in carrying out the LEA Plan as identified in Exhibit I of this agreement.

2) Timely distribute the Participating LEA's portion of Race to the Top grant funds during the course of the project period and in accordance with the LEA Plan.

3) Provide feedback on the Participating LEA's status updates, annual reports, any interim reports, and project plans and products.

4) Provide or coordinate technical assistance, professional development, and other necessary support;

5) Align the detailed scope of work, to the extent possible, with the Iowa Core Implementation Plan.

C. JOINT RESPONSIBILITIES:

1) The Department and the Participating LEA will each appoint a key contact person for the Race to the Top grant.

2) These key contacts from the Department and the Participating LEA will maintain frequent communication to facilitate cooperation under this MOU.

3) Department and Participating LEA grant personnel will work together to determine appropriate timelines for project updates throughout the whole grant period.

4) Department and Participating LEA grant personnel will negotiate in good faith to continue to achieve the overall goals of the State's Race to the Top grant, even when the State Plan requires modifications that affect the Participating LEA, or when the LEA Plan requires modifications.

D. DEPARTMENT RECOURSE FOR LEA NON-PERFORMANCE:

If the Department determines that the LEA is not acting in good faith to fulfill the applicable requirements, the Department grantee will take appropriate action, starting with a collaborative process between the Department and the LEA. The Department may need to use measures detailed in 34 CFR section 80.43.

III. ASSURANCES:

The Participating LEA hereby certifies and represents that it:

A. Has all requisite power and authority to execute this MOU.

B. Is familiar with the participating district's requirements within the State's Race to the Top grant application and is supportive of the goals and plans for implementation and is committed to working on all applicable portions of the State Plan.

C. Agrees to be a Participating LEA and will implement those portions of the State Plan indicated in Exhibit I, if the State application is funded.

D. Will provide a Final Scope of Work in a format provided by the Department. The Final Scope of Work will describe the LEA's specific goals, activities, timelines, budgets, key personnel, and annual targets for key performance measures ("LEA Plan ") in a manner that is consistent with the Preliminary Scope of Work (Exhibit I) and with the State Plan. The Final Scope of Work is due and must be submitted no later than 90 days after the grant is awarded to the State of Iowa, should the State be awarded the grant.

E. Will comply with all of the terms of the grant, the Department's subgrant, and all applicable Federal and State laws and regulations, including laws and regulations applicable to the Program, and the applicable provisions of EDGAR (34 CFR Parts 75, 77, 79, 80, 82, 84, 85, 86, 97, 98 and 99).

F. Agrees to be a Participating LEA and, if the application is funded, the signatories agree to work together in good faith to implement those portions of Iowa's Plan indicated in the Preliminary Scope of Work. Nothing in this MOU shall be construed to override any rights or duties as provided by collective bargaining law or collective bargaining agreements. The LEA and the local collective bargaining agent agree to negotiate in good faith, and those portions subject to collective bargaining shall be implemented only upon the agreement of the LEA and the local bargaining agent.

IV. MODIFICATIONS:

This MOU may be amended only by written agreement signed by each of the parties to the MOU, and in consultation with USED.

V. DURATION/TERMINATION:

This MOU shall be effective beginning with the date of the last signature hereon and, if a grant is received, ending upon the expiration of the grant project period, or upon mutual agreement of the parties, whichever occurs first.

In order to participate, the LEA must agree to implement all portions of the State Plan as detailed in the attached Exhibit I, and return the signed MOU in PDF format by email to bonnie@westwinded.com no later than 4:30 p.m. on January 14, 2010.

VI. SIGNATURES

President of School Board for the LEA (required):

_____

Signature/Date

_____

Print Name/Title

Superintendent for the LEA:

_____

Signature/Date

_____

Print Name/Title

Authorized Representative of Local Teachers' Association:

_____

Signature/Date

_____

Print Name/Title

Iowa Director of Education:

_____

Signature/Date

_____

Print Name/Title

EXHIBIT I—PRELIMINARY SCOPE OF WORK

Participating LEA (LEA) hereby agrees to participate in implementing the State Plan in each of the areas identified below.

Elements of State Reform Plans	
(A) State Success Factors	
(A)(1) Articulating the state's education reform agenda	**Comments from LEA (optional)**
LEA affirms they will submit their Iowa Core implementation plan to the Iowa Department of Education by July 1, 2010, as required by Iowa law.	
LEA will develop a plan for a competency-based option for a grade span, content area, or 21st century skill by the end of the third year of Iowa's Race to the Top program, using guidance from the pilot state project, and will begin implementing the plan during the fourth year.	
(A)(2) Building strong statewide capacity to scale up, implement and sustain proposed plans	**Comments from LEA (optional)**
LEA will take part in a survey in the fall of 2010 to gather baseline data necessary for tracking implementation of the Iowa Core. (Costs of the evaluation will be covered by the state.)	
LEA affirms they will work with community members and other supporting agencies in implementing the Iowa Core.	
LEA will collaborate with other school districts, AEAs, community colleges, higher education institutions, and other supporting agencies to meet the requirements of the Race to the Top program.	
(A)(3) Demonstrating significant progress in raising achievement and closing gaps	**Comments from LEA (optional)**
LEA will demonstrate in an annual report to the public progress on increasing achievement overall and reductions in achievement disparities among subgroups of students.	

(B) Standards and Assessments	
(B)(3) Supporting the transition to enhanced standards and high-quality assessments	**Comments from LEA (optional)**
LEA will implement a local instructional improvement program to ensure students acquire the essential concepts and skills embodied in the Iowa Core. Such a program incorporates: • a strong and enacted curriculum, • effective curricular materials, • professional development, • district-wide balanced assessment system, • the use of information on student achievement and growth to inform and improve instruction.	
LEA will share implementation data/information/lessons learned with the state.	
LEA will submit samples of multiple, authentic measures of student work to the state once the data platform is operational.	
LEA will implement competency-based promotion for at least one subset of students or content areas by the end of the third year of Iowa's Race to the Top program, using guidance from the pilot state project.	
LEA will adjust reports to parents to reflect student attainment of the Iowa Core, as required in the Iowa Code.	
(C) Data Systems	
(C)(3) Using data to improve instruction:	
(i) Use of local instructional improvement systems	**Comments from LEA (optional)**
LEA will collect and submit examples of student and teacher work for the purpose of developing multiple, authentic measures of student achievement and growth and teacher work for the purpose of professional development, respecting student and teacher confidentiality.	

LEA will implement a local instructional improvement system to provide teachers, principals, and administrators with the information and resources they need to inform and improve their instructional practices, decision-making, and student achievement and growth.	
LEA affirms they will use their Iowa Core implementation plans to support student achievement of the essential concepts and skills outlined in the Iowa Core.	
(ii) Professional development on use of data	**Comments from LEA (optional)**
LEA will offer professional development to teachers, principals, and administrators in collaboration with the state provided by the state on using data in the balanced assessment and instructional improvement systems.	
(iii) Availability and accessibility of data to researchers	**Comments from LEA (optional)**
The district will make data on student achievement and growth available to researchers as appropriate and as allowed by FERPA with respect to student and teacher confidentiality.	
(D) Great Teachers and Leaders	
(D)(2) Improving teacher and principal effectiveness based on performance:	
(i) Measure student growth	**Comments from LEA (optional)**
LEA will contribute to the development of authentic/multiple measures of achievement and growth (described in section B).	
(ii) Design and implement evaluation systems	**Comments from LEA (optional)**
LEA affirms they engage in teacher and principal evaluation as required in the Iowa Code.	
LEA, in collaboration with their teacher association, will work toward increasing the inclusion of student achievement and growth as a more significant factor in teacher and principal evaluation.	

(iii) Conduct annual evaluations	**Comments from LEA (optional)**
LEA affirms that: (a) for teachers holding an initial license, they conduct annual summative evaluations; (b) for career teachers with a standard license, they conduct formative evaluations of performance every first and second year of the evaluation cycle for each teacher and a summative evaluation every third year; (c) for principals with an initial license, they conduct annual summative evaluations; (d) for principals with a professional administrator license, they conduct formative evaluations of performance every first and second year of the evaluation cycle for each principal and a summative evaluation every third year; (e) for superintendents, they conduct formative evaluations of performance every first and second year of the evaluation cycle and a summative evaluation every third year.	
(iv)(a) Use evaluations to inform professional development	**Comments from LEA (optional)**
LEA affirms they use evaluations to inform individual and school/district-wide professional development.	
(iv)(b) Use evaluations to inform promotion and retention	**Comments from LEA (optional)**
LEA affirms they use teacher, principal, and superintendent evaluations to inform decisions about employment as provided in the Iowa Code.	
(iv)(c) Use evaluations to inform tenure and/or full certification	**Comments from LEA (optional)**
LEA affirms they use teacher and principal evaluations to inform tenure and/or full certification.	
(iv)(d) Use evaluations to inform removal	**Comments from LEA (optional)**
LEA affirms they use teacher, principal, and superintendent evaluations to inform decisions about employment as provided in the Iowa Code.	

(D)(3) Ensuring equitable distribution of effective teachers and principals:	
(i) High-poverty and/or high-minority schools	**Comments from LEA(optional)**
LEA affirms they will track and ensure equitable distribution of effective teachers and principals in high-poverty and/or high-minority schools, as the available pool of teachers and principals allows.	
(ii) Hard-to-staff subjects and specialty areas	**Comments from LEA (optional)**
LEA affirms they will track and ensure equitable distribution of effective teachers in hard-to-staff subjects and specialty areas, as the available pool of teachers allows	
(D)(5) Providing effective support to teachers and principals:	
(i) Quality professional development	**Comments from LEA (optional)**
LEA, in collaboration with their Teacher Quality Committee where applicable, will ensure their professional development to improve teaching and learning follows the Iowa Professional Development Model.	
LEA will submit teacher and student artifacts to support professional development.	
LEA will use data on student achievement and growth to determine the professional development it provides/requires.	
(ii) Measure effectiveness of professional development	**Comments from LEA (optional)**
LEA, with their Teacher Quality Committee where applicable, will evaluate of the impact of professional development on teacher practice and the resulting impact on student achievement and growth and improve professional development as a result.	

EXHIBIT I SIGNATURES

President of School Board for the LEA (required):

_____

Signature/Date

_____

Print Name/Title

Superintendent for the LEA:

_____

Signature/Date

_____

Print Name/Title

Authorized Representative of Local Teachers' Association:

_____

Signature/Date

_____

Print Name/Title

Iowa Director of Education:

_____

Signature/Date

_____

Print Name/Title