

Memorandum of Understanding
LiNK Striving Readers Consortium
July 1, 2018-June 30, 2021

This agreement is between the Southeast Kansas Education Service Center - Greenbush (SEKESC), a recipient of Kansas Literacy Network of Kansas (LiNK) program and **USD 434 Santa Fe Trail** for the purpose of implementing the consortium funded grant project through the Kansas State Department of Education (KSDE). The purpose of the project is to provide professional development to improve literacy skills in children birth-12th grade.

1. DISTRICT RESPONSIBILITIES:

- Coordinate with SEKESC to provide appropriate management, reporting and evaluation requirements.
- Identify and coordinate LEA staff to participate in project over the three year period by maintaining a district literacy team.
- Engage in consortium professional learning strategies to support local goals and impact literacy growth of disadvantaged students.
- Manage facilitation of a comprehensive literacy plans which include prioritized goals, data-driven rationale, and action steps determined by a review of recent, relevant research and evidence-based strategies.
- Collect and submit essential data to adhere to grant requirements and support project evaluation and share that data with SEKESC.
- Commit key personnel and align local resources to support the effective implementation of district plans and consortium goals, including release time for professional development.
- Collaborate with other LiNK grantees to contribute to the body of knowledge and resources to develop sustainable, replicable strategies through the sharing of PD, videos and written materials.
- Student data may be disclosed to the authorized personnel of SEKESC or the project's external evaluator who is performing a function of instruction, assessment or longitudinal reporting, per the data-sharing agreement.
- Videos of teachers and students will be shared in a platform that is restricted to LiNK participants. Videos with students should be referenced and will need to have appropriate parental releases.
- Ensure compliance with all grant requirements

2. SEKESC RESPONSIBILITIES:

- Manage all fiscal and reporting responsibilities to KSDE.
- Hire and manage instructional coaching staff who will provide coaching support onsite, virtually and through a managed communication platform.
- Coordinate professional learning strands utilizing efficient and effective delivery methods to improve literacy instructional practices in the following areas:
 - Writing
 - Reading Foundations
 - Interventions
 - Environment and Engagement
- Provide technical assistance for local literacy teams to support implementation of local literacy plans
- District Literacy Plans will guide the process of the project, with periodic review and adjustments made based on continuous improvement processes.
- Collaborate with the Kansas Parent Information and Resource Center (KPIRC) to provide consultation to enhance local family engagement and family literacy practices
- Implement eduCLIMBER data management system to facilitate review of student performance data to guide analysis, instruction, and interventions to build capacity to utilize data management system among administrators, literacy team members, instructional coaches, and targeted classroom teachers
- Facilitate collaboration with cadre of literacy instructional coaches, district literacy teams, and evaluator to support district identification of valid literacy assessments
- Utilize advisory committee to engage in monitoring project implementation and progress, guide processes for resource allocation, evaluation, and continuous improvement.
- Provide individualized coaching for coaches with structured observation and feedback
- Contribute to LiNK Virtual Network by adding video recorded modeling and feedback sessions using the Torsh platform

- Collect and submit essential data to adhere to grant requirements and support project evaluation
- Manage a formal evaluation in conjunction with KSDE

Data Sharing Agreement:

The person or entity requesting and receiving data understands it derives from students and may constitute a confidential record. It is agreed that the original data, to the extent that it is a student record, shall be kept confidential in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.

- The distribution of any data obtained under this agreement through sale, donation, transfer, exchange, or in any way is prohibited. Upon completion of the described analysis, the original database and all copies, including any electronic copies, shall be destroyed.
- These data provided to SEKESC and the project's external evaluator may be used only for non-commercial purposes.
- Neither the supplied data product, nor enhanced products generated from the supplied data product are to be provided or sold to other persons without prior written consent of the district and SEKESC. Non-Commercial means that the party will not:
 - make the data product available to a third party by sale or otherwise;
 - sell products derived from or incorporating the data product originally provided;
 - use the data product to cause substantial distortion to normal competitive arrangements; or
 - use the data product to derive income or gain a financial return.

I have read and understand the SEKESC MOU and Data Sharing Agreement and agree to abide by all requirements.

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Date

Date