

Memorandum of Understanding

CENTER DESCRIPTION

The Region III Equity Assistance Center (R3EAC) known as the *Midwest and Plains Equity Assistance Center* is a project of the *Great Lakes Equity Center*, an educational research and service center located in Indiana University's School of Education at IUPUI. The R3EAC is funded by U.S. Department of Education under Title IV of the Civil Rights Act to provide equity-focused technical assistance to states, districts, and public schools focused on systemic improvements to ensure educational access, participation and positive outcomes for students who have been historically marginalized based on race, sex, national origin or religion, at the request of school boards and other responsible governmental agencies.

INTRODUCTION

This Memorandum of Understanding is between **Kiel Area School District (KASD), 416 Paine Street, Kiel WI, 53042** and the Trustees of Indiana University, on behalf of the Region III Equity Assistance Center (R3EAC) known as *The Midwest & Plains Equity Assistance Center (Center)*, located at 980 Indiana Avenue, Room 2232, Indianapolis, IN 46202. The project discussed in the Memorandum of Understanding, hereinafter referred to as "MOU" describes the technical assistance services that characterize a systemic partnership and will be performed by the R3EAC, and KASD. **This MOU requires superintendent's review and signature.**

TIME OF PERFORMANCE

The parties will collaborate to complete the goals described herein between **March 2021** and **September 2021**. This MOU will be reviewed and revised as needed.

PARTNERSHIP ACTIVITIES, GOALS, AND OBJECTIVES

The R3EAC will provide customized services and resources, in collaboration with **KASD** staff members, to address and realize the partnership activities, goals, and objectives listed below. Please note that the dates indicated in the activities, goals, and objective statements below are subject to change after the MOU is signed as necessitated by partner or R3EAC circumstances.

Primary Partnership Activities: Provide thought partnership, collaborative consultation, and professional learning related to centering equity in the selection, creation, evaluation, adoption, and use of curricula and curricular materials and creating safe and inclusive learning environments.

Partnership Goal 1: Between March 2021 and April 2021, engage Kiel Area School District leadership in pre-planning and logistic discussions of partnership activities by developing a Technical Assistance Scope and Sequence (TASS) toward increased capacity to lead for equity.

Objectives 1.1: Between March 2021 and April 2021, support KASD in defining, mapping, and reaching consensus on current and future needs and requisite capacities to lead for equity.

Objective 1.2: Between March 2021 and April 2021, engage in thought partnership with KASD in the development, articulation, and timeline of proposed partnership activities.

Technical Assistance Service: Consultation calls, provision of onsite and district facilitation and consultative supports.

Deliverable: The development of technical assistance scope and sequence.

Partnership Goal 2: Between April 2021 and September 2021, assist in advancing partner's capacity related to creating and sustaining safe and inclusive learning environments free from bullying and harassment through the provision of professional learning and research/ practice-based resources and tools.

Objective 2.1: Between April 2021 and September 2021, increase select staff's understanding of foundational educational equity concepts and awareness of civil rights legislation related to race, sex, national origin, and disability via virtual professional learning.

Objective 2.2: Between April 2021 and September 2021, support select staff's understanding of key approaches to enacting safe and inclusive schooling practices via virtual consultation and professional learning.

Objectives 2.3: Between April 2021 and September 2021, assist partner's development of a library of tools, publications, and electronic media of research-based resources related to creating safe and inclusive school cultures and climates.

Technical Assistance Service: Virtual Consultation, Virtual Professional Learning, Dissemination of Equity Products and Tools

Deliverable: Development of an electronic forum (E- Forum) with various equity products and tools.

Partnership Goal 3: Between April 2021 and September 2021, advance select staff's capacity to make equity-focused curricular decisions and to utilize culturally responsive and sustaining instructional practices.

Objectives 3.1: Between April 2021 and September 2021, facilitate a deeper understanding of what it means to center equity in curriculum development, and the pedagogical underpinnings and key characteristics of culturally responsive and sustaining practices among teachers and district/school leaders.

Objectives 3.2: Between April 2021 and September 2021, support the cultivation of a critically conscious learning organization that supports critical reflexivity in educator practice.

Technical Assistance Service: Virtual Professional Learning Experiences, Virtual Consultation Calls.

Deliverable: Virtual Professional Learning session, E-Forum, Equity-Oriented/Research-Based Tools and Resources

ASSURANCES

To accomplish these goals and objectives the **KASD** will:

- In collaboration with R3EAC create and adhere to a work scope that delineates technical assistance activities.
- Ensure that the superintendent will participate in the Professional Learning Scope and Sequence Review and Finalization call, and annual partnership progress calls.
- Communicate any needed adjustments to mutually agreed upon technical assistance activities delineated in work scope in a timely manner.
- Designate personnel to serve as primary contact (s) on the partnership.
- Participate in partnership context analysis and continuous improvement data collection activities.
- Contribute to and participate in regularly scheduled partnership meetings.
- Forward documents in a timely manner to allow sufficient review and preparation.
- Meet technology infrastructure requirements including having reliable access to the internet, email, computer, and telephone, as well as having access to onsite IT support.

To accomplish these goals and objectives **R3EAC** will:

- Designate a highly skilled technical assistance staff to co-lead with designated personnel and serve on the partnership.
- Oversee and coordinate with the scheduling of partnership meetings.

- Participate in regularly scheduled partnership meetings.
- Provide research and practice-based information and equity-focused consultation to inform the work outlined in the scope of work and MOU.
- Forward documents to designated primary contact person(s) in a timely manner to allow sufficient review and preparation.
- Coordinate and conduct partnership context analysis and continuous improvement data collection activities.
- Provide a summary of all data collected as part of the center's needs assessment and continuous improvement progress updates to designated personnel.
- Subscribe selected personnel to all center-produced e-publications.
- Ensure priority registration to center-hosted learning events and networks opportunities.

COST

As a federally funded Equity Assistance Center, the R3EAC provides on demand customized technical assistance and professional learning opportunities to state and local educational agencies in the thirteen-state region of Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin, North Dakota, South Dakota, Missouri, Iowa, Kansas, Nebraska, and Oklahoma. In this collaborative partnership, **KASD** will share costs only associated with project activities as outlined below.

As part of technical assistance provision to assist the partner in accomplishing goals and objectives set forth in this document, **KASD** will receive consultation supports from a MAP Center TA specialist via one hour regularly scheduled virtual meetings or calls at no cost. The frequency, dates, and times of these calls will be mutually agreed upon by the primary partner contacts and the MAP Center TA specialist. If the **KASD** fails to attend more than two scheduled meetings without notifying the TA specialist at least **3 days** in advance of the change in schedule within a year, they will be invoiced for the cost of the call, to be paid to the MAP Center within 30 days of the invoice.

R3EAC: The Center will provide time and expertise in centering equity in the selection, creation, evaluation, adoption, and use of curricula and curricular materials and creating safe and inclusive learning environments at no cost to the partnering organization.

KASD: The Partner will provide resources in the form of cost of travel (i.e., lodging, airfare, local transportation, and meals) **for all designated Center staff members**, as well as be responsible for the coordination of and cost associated with the logistical aspects of any professional learning experiences facilitated by the Center (e.g. participant registration, location, meals, equipment, presentation materials etc.). Additionally, the Partner is responsible for the travel of their staff to requisite professional learning

experiences hosted at the MAP Center. ***Airfare tickets and hotel reservations for all designated Center staff will be purchased upon confirmation of site visit date (s). If the Partner cancels or reschedules a site visit after travel has been confirmed, the Partner is responsible to pay for cost accrued including any non-refundable hotel fees and plane tickets or plane ticket change fees.***

CENTER KEY PERSONNEL

At all times during the term of this MOU, R3EAC services will be provided by the assigned technical assistance state cadre specialist; service performance shall be under the guidance of the Associate Director of Engagement and Partnerships and the supervision and direction of the Center's Director of Operations and Executive Director. Key personnel also supporting this MOU include the Associate Director of Continuous Improvement, Instructional Designer and Equity Analyst.

AGENCY KEY PERSONNEL

At all times during the term of this MOU, **KASD** work shall be under supervision and direction of **Dr. Brad Ebert, Superintendent** and designee **Deb Sixel, Principal and Director of Curriculum**. This person will have the authority to approve or to efficiently obtain approval for decisions and activities related to the provision of the services described in this MOU and outlined in the scope of work.

COMMITMENT TO ADVANCING THE WORK

It is the Center's mission to expand states' and school systems' capacity to provide robust, effective opportunities to learn for all students, regardless of and responsive to race, sex, national origin, and religion and to reduce inequities among and between groups in educational outcomes. **KASD** will endeavor to extend the work initiated during the partnership with the R3EAC by committing to implement the changes in practices, processes, tools or artifacts in policies, practice or interactions with staff, students and families/communities. **KASD** will provide evidence of implementation to the R3EAC through participating in all center's evaluation and continuous improvement data collection activities.

SCHOLARLY RESEARCH

The R3EAC is engaged in a collaborative inquiry research study to explore in what ways and to what extent the assistance it provides to partnering educational agencies in Region III mediates equity-oriented systemic reform. Products from these research endeavors may include journal articles, professional papers, and professional presentations. If you decline to participate in this study, please indicate so by checking the box below.

I **decline** to allow my agency to participate as a study site in this research study.

NOTE: *Declining participation in the research study does not release partners from the expectation of participating in required evaluation activities, including center surveys/interviews and the completion of the EAC Client Survey distributed by the Library of Congress.*



LIABILITY

Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

As **Superintendent** in **Kiel Area School District (KASD), 416 Paine Street, Kiel WI, 53042** I will oversee the required involvement of the staff indicated in the activities listed. In turn, the R3EAC *Midwest & Plains Equity Assistance Center* Director of Operations and Executive Director agree to provide those resources and supports to personnel who participate as required. Because systemic change for equitable and inclusive policy and practice requires full commitment by those in the system, and adequate resources with which to work on an on-going basis, over time, activities included in this agreement will be reviewed on a monthly basis. Adjustments may be made, with the agreement of both parties.

Superintendent

3/15/2021

Date

Midwest and Plains Equity Assistance Center
Director of Operations Signature

3/11/2021

Date

Midwest and Plains Equity Assistance Center
Executive Director & Principal Investigator Signature

3/11/2021

Date

Authorized Representative of Indiana University

3/17/2021

Date