Memorandum of Understanding
Implementing Activities Associated with the I3 Grant (Part A & B)

Parties. Texas Tech University (TTU), through its College of Education at Texas Tech University (TTU COE) and its Information Technology Division (T TUIT D) are collaborating with Fort Worth Independent School District (Fort Worth ISD) to improve educator preparation, with an end goal of improving Fort Worth ISD student achievement.

Purpose. The purpose of this Memorandum of Understanding (MOU) is to articulate the goals and responsibilities for reform, and to specify each party’s responsibilities associated with implementing the activities associated with the I3 Grant (Part A & B) (the “Program”).

A. COLLABORATIVE GOALS

Goal 1: Preparing Effective Teachers
Design and implement within Fort Worth ISD, a district-based, clinically intensive teacher education program with the aim of mentoring TTUCOE students who are undergraduate students preparing to be teachers ("Teacher Candidates") to become rated as highly competent in their subject-area, pedagogy and by the second year of teaching, to produce student achievement gain scores greater than the district average.

Goal 2: Supporting Instructional Coaches and Teachers
Implement and test the impact of a model of technology-enabled competency-based facilitation in math at six historically low-performing middle and high schools in Fort Worth ISD. This will result in:
   a) Ethnically diverse, high-need and historically falling students achieving one and one-half grade levels in an academic year, and performing at the “commended” (i.e., college readiness benchmark) level on state math exam (STAAR);
   b) Demonstrate math teachers’ in grades 6-9 mastery of content knowledge, engaging and inquiry-based pedagogy, and measured impact on the academic growth of a range of diverse learners; and
   c) Demonstrated mastery of teacher leaders and administrators to independently lead the facilitation of competency-based professional development and instructional support at their building, maximizing teacher mastery and student achievement.

Goal 3: Supporting Evaluation through Data Sharing
Establish a framework for transferring de-identified Fort Worth ISD student data between the Fort Worth ISD and TTUITD for the purposes of monitoring and evaluating Teacher Candidates quality (Goal 1) and impact on student achievement (Goal 2).

B. TTUCOE RESPONSIBILITIES

Related to Goal 1:
   1) Screen and recruit talented and committed Teacher Candidates into competency-based teacher education programs.
   2) Offer district immersion-style, competency-based teacher education programs in certification areas of expressed Fort Worth ISD need (e.g., Elementary Bilingual, ESL and Special Education)
   3) Use Teacher Candidate clinical competency data (i.e. information about subject-area, pedagogy, impact on formative and summative student achievement) to modify and adjust teacher education programs to better foster graduates’ mastery of competencies. Clinical competency data will include the regular and frequent use of video-capture as one mechanism by which improvement of Teacher Candidates’ instructional practices is achieved. In recognition of the sensitivity of this practice, video of candidates’ instruction will be captured under the district media permission (see C.4. below) in the following manner:
      a. Capture of video. TTUCOE will:
         i. Center the Teacher Candidate as the focal point of the video; and
         ii. Unless otherwise required, the camera will be positioned in the classroom in such a manner so as to minimize capture of Fort Worth ISD students’ faces, though some exposure is likely.

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iii. Direct its Teacher Candidates to verify with Cooperating Teachers (Fort Worth ISD teachers under whom TTUCOE Teacher Candidate work) whether any students have circumstances forbidding recording – and in such cases, the student or the camera will be positioned in such a way so as to not capture this student in the recording.

iv. Fort Worth ISD will inform parents of the teacher assessment activity, and the measures taken to specifically avoid video capturing children.

b. Handling and storage of video capture. TTUCOE will:

i. Permit authorized individuals to use their TTU eRaider credentials to access videos (access authorization will be established by the TTUCOE program director with concurrence from the dean);

ii. Prepare all Teacher Candidates to utilize the Teachscape application, a video capture software solution, for any recording associated with TTUCOE course assignments or performance assessments;

iii. Train Teacher Candidates to upload to the secure Teachscape site all video associated with course assignments or performance assessments within 24 hours of capture;

iv. Ensure the use of the app provides the security assurances necessary for recording in classrooms such that video captured with the Teachscape app is automatically erased from the device once uploaded to the secure website;

v. Coordinate maintenance of the video on the secure Teachscape website for a period not to exceed 10 years from time of capture; and

vi. In the event of contract termination with Teachscape, TTU will retain all video content, and will store the content on a TTUCOE server in the University Data Center. Note that if another vendor is engaged, every effort will be made to ensure that vendor complies with the terms of this MOU.

c. Use of video for instructional purposes. TTUCOE will upload video to the secure Teachscape site:

i. For purpose of self-observation and self-evaluation of instructional practices;

ii. To be used by TTU faculty members for purposes of observation and evaluation of the teacher candidates’ instructional skill;

iii. To be used for purposes of program evaluation;

iv. To possibly be used by TTU researchers to extract data relevant to instructional competencies of teacher candidates, contingent on TTU Institutional Research Board Human Subjects Committee review and approval; and

v. In no case will images of students appear in a public forum for purposes of self, candidate, or program evaluation, or for purposes of research presentation unless the identity of students is completely masked (e.g., blurring of facial or other identifying features).

4) Provide for Fort Worth ISD a full-time person to serve as teacher education program coordinator and district-program liaison ("TTU Program Coordinator").

5) Work with Fort Worth ISD personnel to collaboratively select, train, support and evaluate Fort Worth ISD teachers serving as Mentors Teachers to Teacher Candidates.

6) Require its Teacher Candidates to abide by the rules of conduct contained within the TTUCOE Student Handbook and the Fort Worth ISD Policies and Procedures. In the event of non-academic student misconduct that violates criminal law or requires disciplinary action, all applicable Fort Worth ISD and TTUCOE policies will be followed.

7) Prior to working with Fort Worth ISD students in classrooms, TTUCOE will inform its Teacher Candidates of any requirements to submit to any security screens imposed by Fort Worth ISD, including a fingerprint background check.

8) Provide a TTUCOE liaison to work with Fort Worth ISD technology operations.

Related to Goal 2:

9) Collaborate with Fort Worth ISD leadership to select competency criteria and rubrics for math-area knowledge, pedagogical skills, and agree on benchmark assessments and frequency.
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10) Collaborate with Fort Worth ISD leadership to implement calibration training that results in inter-rater reliability on the scoring rubrics among site teachers, teacher leaders, principals, TTU faculty, and TTU personnel.

11) Collaborate with Fort Worth ISD to enact Teachscape for ongoing observation of practice and set a TTU work structure that provides analysis of classroom teaching, Professional Learning Communities (PLCs), post-conferences, school leadership meetings on a timely basis. This structure will replicate those established for preservice preparation above concerning method of capture, handling and storage of video, and uses (5.3.a through 5.c above). In addition, however, results from analyses of video will be shared with instructional coaches so that post-conferences may be informed by thorough video analysis, and this information may, in turn, be used for “just-in-time” professional development (see 8.13, below).

12) Create a database for recording and analyzing rubric and student performance data, accessible to both Fort Worth ISD and TTU using procedures specified in C.11., below (under controlled conditions and in compliance with FERPA)

13) Using competency scoring and student achievement data, collaborate with Fort Worth ISD personnel to plan and implement “just-in-time” PLC events and post-conferences for teachers as well as teacher leader, principal and leadership team professional development.

14) Collaboratively train teacher leaders and principals to enact 4-to-6 cycles of rubric-scored teacher evaluation for participating math teachers – each cycle to include a pre-conference, teaching observation and post-instruction-conference.

15) Collaborate with Fort Worth ISD and Teachscape to create and refine a website with competency-based resources.

C. FORT WORTH ISD RESPONSIBILITIES
Related to Goal 1: Fort Worth ISD will inform parents of the teacher assessment activity, and explain the measures taken to specifically avoid video capturing their students. Fort Worth ISD will:

1) Collaborate with TTUCOE to identify schools, principals and up to 100 Cooperating Teachers to participate in the Program’s initial teacher preparation initiative, and support fidelity of implementation;

2) If space is available, provide a school-based classroom to be used for TTU Teacher Candidate coursework that is sufficient in size to hold up to 30 Teacher Candidates and equipped with all the technologies commonly available in most classrooms within the designated school building;

3) Provide office space for the TTU Program Coordinator on, at least, one campus where TTU Teacher Candidates are placed. The space should be secure, and adequate for administrative duties and conferences with Individual Teacher Candidates. If no space can be provided at a campus, then a similar space can be utilized at a Fort Worth ISD administrative office location;

4) Incorporate on its parent-permission media coverage includes the use of video-capture technology in classrooms for purposes of evaluating and improving the instructional practice of TTUCOE Teacher Candidates; and

5) *Permit a twice-yearly administration of K-12 student feedback about Teacher Candidates utilizing the Classroom Engagement Inventory (CEI) (Wang, Bergin, & Bergin, 2014) or a similar survey, in a manner that permits linkage of student responses, student demographic information and student achievement results to individual Teacher Candidates. TTUCOE and Fort Worth ISD will repeat the following steps twice yearly (pretest and posttest) for each Mentor Teacher / Teacher Candidate pair, that will help Fort Worth ISD de-identify information about Fort Worth ISD students:
   a. TTUCOE will identify classrooms where Teacher Candidates are placed, and where the CEI is to be administered. A spreadsheet containing matched pairs of Teacher Candidates and Cooperating Teachers will be sent to the district data contact in advance of administration of the inventory to allow for more time to pull records and create the match between Fort Worth ISD students and Cooperating Teachers.
   b. Scantron forms will be printed with forms numbered 1-25 for students (i.e., the “Scantron number”) and a six-digit number for the Teacher Candidate (i.e., 000001).
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c. TTUCOE will assign a TC number to specific pairs of Teacher Candidates and Cooperating Teachers, and distribute the forms to the Teacher Candidates. The same number will be used for pre and post-test.
d. The Mentor Teacher will record students’ names next to the Scantron number on a roster provided, administer the questionnaire, collect, and return questionnaires to the Program Coordinator, who then returns the form to TTUCOE.
e. The Mentor Teacher sends a copy of the roster [i.e., containing Scantron number and student name] to the district data contact specified at the end of this agreement, and maintains a copy for historical record. The Mentor Teacher uses this list to distribute the questionnaire at post-test.
f. The Fort Worth ISD data contact matches student name to district number, creates a “masked” number for each record, and then sends
   i. A table showing the Scantron number and the masked number ONLY;
   ii. Background data requested (C.10. below)
g. TTUCOE will produce a Teacher Candidate-level report showing class averages on each variable disaggregated by gender and race/ethnicity enabling the Teacher Candidate to focus improvement efforts on specific groups of Fort Worth ISD students. Should any identifiable data be inadvertently provided, TTU will destroy immediately."

Related to Goal 2:
6) Collaborate with TTUCOE to identify schools, principals and Cooperating Teachers participating in TTU-Fort Worth ISD school interventions and support fidelity of implementation;
7) Incorporate on its parent-permission for media coverage includes the use of video-capture technology in classrooms for purposes of evaluating and improving the instructional practice of TTUCOE Teacher Candidates;
8) Share data as necessary to enable recording and analyzing rubric and student performance data; accessible to both Fort Worth ISD and TTU (under controlled conditions and in compliance with FERPA);
9) Gain governing board and other approvals necessary to enact school interventions such as evaluations of teachers for professional development purposes (e.g., use of subject-area and pedagogical rubrics, review of teachers by teacher leaders and/or principals 4- to 6 times per academic year for the purpose of improving practice).

Related to Goal 3:
Using the list provided by TTUITD (D.1 through 3., below), provide a data table containing the following information about Fort Worth ISD students taught by Cooperating Teachers:

10) For each student in the list, Fort Worth ISD will provide to TTUITD (if available) twice yearly (January and June) the following data fields associated with k-12 students assigned to the identified Cooperating Teachers:
   a. Ethnic code
   b. Gender
   c. Economic disadvantage code (free and reduced lunch)
   d. Special education status
   e. Cumulative grade point average
   f. Student gain/growth score for previous two years (if available)
   g. District Assessment Test scores by subject
   h. District Assessment Test scores by standard (criteria)
   i. State Assessment Test scores by subject
   j. State Assessment Test scores by standard (criteria)
   k. Limited English status
   l. G&T status
   m. At-risk indicator

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n. Mobility (moves per year)
o. Disciplinary counts
p. Attendance counts
q. Tardy counts
r. Campus code

11) This list will be created in the following manner so that student demographic and performance data will be de-identified.
   a. Fort Worth ISD will take two steps in de-identifying the data to be transferred to TTUITD:
      i. Requested data will be consolidated into a single table, identifying students by their Fort
         Worth ISD student ID; and
      ii. Fort Worth ISD will generate a unique, random number to be used only to identify
         students in data exchanges with TTUITD.
   b. Fort Worth ISD will transfer the de-identified data to TTUITD, that will then provide the data to
      TTUCOE.
   c. Fort Worth ISD, as the custodian of the confidential student data, will maintain the translation
      tables and at no time will share the conversion tables with anyone at TTU. Only Fort Worth ISD
      will have the ability to match individual student identity with the data being transferred.

D. TTUITD RESPONSIBILITIES
Related to Goal 3:
   1) TTUITD will provide Fort Worth ISD with the names of specific Cooperating Teachers to be included in the
      data request as outlined in C.10., above.
   2) TTUITD will use procedures to maintain anonymity of individual Fort Worth ISD students. This will be
      accomplished by TTUITD having access only to de-identified information for students, and never
      possessing the data ID translation table enabling identification of individual students associated with the
      demographic and assessment data being transferred. No exceptions will be granted under this MOU.
   3) TTUITD will provide Fort Worth ISD with the names of specific Teacher Candidates from TTU hired by
      district-ISD for whom data is requests as outlined in C.10., above.
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E. JOINT RESPONSIBILITIES
   1) Conduct research for the purpose of improving the collaborative projects elaborated in this agreement and for disseminating such results upon the agreement of both parties.
   2) Seek external funding for these collaborative projects and others that serve both parties.
   3) The superintendent and dean of the college, or mutually accepted leader designees, and other key Fort Worth ISD and TTU leaders will attend monthly shared-governance meetings.
   4) Provide an annual presentation of research to the governing board.

F. CONTACTS
   Technical contacts for the agreement execution described herein are as follows:

   **TTU**
   - Katherine A. Austin, Ph.D.
   - Assistant Vice President
   - Office of the CIO
   - Texas Tech University
   - kathy.austin@ttu.edu
   - (806) 742-5156

   Mike Simmons
   - Managing Director
   - Application Development and Support, TTU
   - Texas Tech University
   - mike.simmons@ttu.edu

   **TTCOE**
   - Doug Hamman, Ph.D.
   - Professor & Chair, Department of Teacher Education
   - Texas Tech University
   - doug.hamman@ttu.edu
   - (806) 834-4113

   Irma Almager, Ph.D.
   - Adjunct Professor
   - Department of Curriculum & Instruction
   - Texas Tech University
   - irma.almager@ttu.edu
   - (806) 834-0062

   Implementation and further technical contacts will be exchanged upon execution of the agreement. Executive contacts for this agreement:

   **TTU**
   - Sam Segran
   - Chief Information Officer
   - Office of the CIO
   - Texas Tech University
   - sam.segran@ttu.edu
   - (806) 742-5151

   **Fort Worth Independent School District**
   - Patricia Linares, Ph.D.
   - Interim Superintendent
   - Fort Worth Independent School District
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   - (817) 814-2000

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G. TERM
This Agreement will be effective from the date of signing and shall terminate on December 31, 2016. This Agreement may be modified or extended at any time by mutual written consent of both parties.

H. MODIFICATIONS/TERMINATIONS
This MOU shall be effective upon signature by both parties and may be amended at any time by mutual written agreement of the parties. Either party may terminate this MOU without cause and without penalty by providing forty-five (45) days written notice to the other party. Throughout the term of this MOU, and upon termination, each party shall be solely responsible for data in its possession, and neither party shall have the authority to use transferred data tables for purposes other than those outlined in this agreement, or required by law.

I. DISASTER RECOVERY
The TTU IT Division is the central IT support unit of TTU. As such, in the event of a disaster, data transfer processes may be deferred in order to concentrate efforts on the recovery of mission-critical central IT and other TTU systems.

J. EXECUTION OF UNDERSTANDING
The undersigned authorize this cooperative understanding under the aforementioned terms.

For Sam Segran

Sam Segran
Chief Information Officer
Office of the CIO
Texas Tech University

Patricia Linares, Ph.D.
Interim Superintendent
Fort Worth Independent School District

Date

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