Memorandum of Understanding
Implementing Activities Associated with the SEED Grant
(TechTeach and Certificate)

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

Purpose. This 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 SEED grant (the “Program”).

A. COLLABORATIVE GOALS

Goal 1: Preparing Effective Teachers
Design and implement within Frenship 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, produce student achievement gain scores greater than the district average;

Goal 2: Supporting TAP Teachers
Provide existing teachers in TAP schools with advanced certification training in effective Literacy and/or STEM instruction and/or Leadership that is technology-enabled with ongoing competency-based feedback and instructional shaping in the classroom;

Goal 3: Supporting TAP Leaders
Ensure full-fidelity implementation of the TAP Comprehensive School Reform model by providing TAP school leaders (Master & Mentor Teachers, Principals) with technology-enabled, ongoing competency-based feedback and shaping on TAP school processes; and

Goal 4: Supporting Evaluation through Data Sharing
Establish a framework for transferring de-identified Frenship ISD student data between the Frenship ISD and TTUITD for the purposes of monitoring and evaluating instructional quality, leadership quality, and impact on student achievement.

B. TTUCOE RESPONSIBILITIES

Related to Goal 1:
1) Screen and recruit the most talented and committed Teacher Candidates into the competency-based teacher education programs.
2) Offer district immersion-style, competency-based teacher education programs in certification areas of expressed Frenship 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.7. 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 Frenship ISD students’ faces, though some exposure is likely.
      iii. Direct its Teacher Candidates to verify with Mentor Teachers (Frenship ISD teachers under whom TTUCOE Teacher Candidates work) whether any students have
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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. School district 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 will 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 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 engaged, ever 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 Frenship ISD a full-time person to serve as teacher education Program Coordinator and district-program liaison ("TTU Program Coordinator").
5) Work with Frenship ISD personnel to collaboratively select, train, support, and evaluate district 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 Frenship ISD Policies and Procedures. In the event of non-academic student misconduct that violates criminal law or requires disciplinary action, all applicable Frenship ISD and TTUCOE policies will be followed.
7) Prior to working with Frenship ISD students in classrooms, TTUCOE will inform its Teacher Candidates of any requirements to submit to any security screens imposed by Frenship ISD, including a fingerprint background check.
8) Provide a TTUCOE liaison to work with Frenship ISD technology operations.

Related to Goal 2: Supporting TAP Teachers
9) Collaborate with Frenship ISD to identify targeted teachers / teacher leaders / grade levels with the greatest need for literacy and / or STEM professional development.
10) Collaborate with Frenship ISD to provide targeted teachers with competency-based literacy, STEM and / or Leadership advanced certification professional development through live, web-based coursework that includes formative classroom clinical shaping experiences in each course and during each semester.

11) Collaborate with Frenship ISD to enact Teachscape for ongoing observation of practice and set a TTU work structure that provides analysis of classroom teaching on a timely basis. This structure will replicate those established for the GYO preparation above concerning method of capture, handling and storage of video, and uses (B.3.a through 3.c. above). In addition, Texas Tech graduate instructors will access video for purpose of supporting participating TAP teachers through video analysis in order to accomplish competency goals associated with each course in the certificate program.

Related to Goal 3: Supporting TAP Leaders

12) Conduct research aimed at refining and enriching the TAP System Model.

13) Provide ongoing, technology-enabled, competency-based shaping feedback on key TAP processes (i.e., pre/post conferences, cluster groups) via Teachscape.

C. FRENSHIP ISD RESPONSIBILITIES

Related to Goal 1: TAP-Ready Teachers

1) Collaborate with TTUCOE to identify schools, principals, and Mentor Teachers participating in the Program’s school interventions and support fidelity of implementation.

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

3) 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 Frenship ISD will repeat the following steps twice yearly (pretest and posttest) for each Mentor Teacher / Teacher Candidate pair, that will help Frenship ISD de-identify information about Frenship 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 Mentor 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 Frenship ISD students and Mentor 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).

   c. TTUCOE will assign a TC number to specific pairs of Teacher Candidates and Mentor 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 Frenship 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.9. below)
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g. TTU COE 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 Frenship ISD students. Should any identifiable data be
   inadvertently provided, TTU will destroy immediately.

Related to Goal 2: Supporting TAP Teachers
4) Collaborate with TTU COE to identify targeted teachers / teacher leaders / grade levels with the greatest
   need for literacy and / or STEM professional development.
5) Collaborate with TTU COE to provide targeted teachers with competency-based literacy, STEM and / or
   Leadership advanced certification professional development through live, web-based coursework that
   includes formative classroom clinical shaping experiences in each course and during each semester.
6) Collaborate with Frenship ISD to enact Teachscape for ongoing observation of practice and set a TTU work
   structure that provides analysis of classroom teaching on a timely basis. This structure will replicate those
   established for the teacher preparation portion of this agreement (B.3.a through 3.c. above) concerning
   method of capture, handling and storage of video, and uses. In addition, Texas Tech graduate instructors
   will access video for purpose of supporting participating TAP teachers through video analysis in order to
   accomplish competency goals associated with each course in the certificate program.
7) Agree that the parent-permission for media coverage includes the use of video-capture technology in
   classrooms for purposes of evaluating and improving the instructional practice of teacher.

Related to Goal 3: Supporting TAP Leaders
8) Collaborate with TTU COE to identify campuses for quasi-experimental research on the TAP System Model
   (B.12., above).

Related to Goal 4: Supporting Evaluation through Data Sharing
Using the list provided by TTUITD (D.1 through 3., below), provide a data table containing the following
information about Frenship ISD students taught by Teacher Candidates, Mentor Teachers working with TechTeach
GYO candidates, and TAP teachers.

9) For each student in the list, Frenship 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 Mentor 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
   n. Mobility (moves per year)
   o. Disciplinary counts
   p. Attendance counts
   q. Tardy counts
   r. Campus code
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10) This list will be created in the following manner so that student demographic and performance data will be de-identified.
   a. Freshiph 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 Freshiph ISD student ID; and
      ii. Freshiph ISD will generate a unique, random number to be used only to identify students in data exchanges with TTUITD.
   b. Freshiph ISD will transfer the de-identified data to TTUITD, that will then provide the data to TTUCOE.
   c. Freshiph 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 Freshiph ISD will have the ability to match individual student identity with the data being transferred.

D. TTUITD RESPONSIBILITIES
Related to Goal 4:
1) TTUITD will provide Freshiph ISD with the names of specific Mentor Teachers working with TechTeach GYO Teacher Candidates, and certification-seeking TAP teachers to be included in the data request as outlined in C.9., above.
2) TTUITD will use procedures to maintain anonymity of individual Freshiph 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 Freshiph ISD with the names of specific Teacher Candidates from TTU hired by Freshiph ISD for whom data is requests as outlined in C.9., above.
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E. CONTACTS
Technical contacts for the agreement execution described herein are as follows:

TTUITD
Katherine A. Austin, Ph.D.
Assistant Vice President
Office of the CIO
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kathy.austin@ttu.edu

(806) 742-5156

Mike Simmons
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TTUCOE
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Professor & Chair, Department of Teacher Education
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(806) 834-4113

Margaret Johnson, Ph.D.
Vice-Dean
College of Education
Texas Tech University
peggy.johnson@ttu.edu

(806) 742-1998

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

TTUITD
Sam Segran
Chief Information Officer
Office of the CIO
Texas Tech University
sam.segran@ttu.edu

(806) 742-5151

Frenship Independent School District
Cindi Cobb
Director of Curriculum
Frenship ISD
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806-866-9541

Frenship Independent School District
Dr. David Vroonland
Superintendent
Frenship Independent School District
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(806) 866-9541
F. 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.

G. 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.

H. 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.

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

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

Date 4/16/15

Dr. David Vroonland
Superintendent
Frenship Independent School District

Date 3/25/14