

MEMORANDUM OF UNDERSTANDING
Between
Resource Development Associates, Inc.
And
Mt. Diablo Unified School District
September 1, 2010 – June 30, 2011

This Agreement is made on the 1st day of the month of September 2010 by and between Mt. Diablo Unified School District (hereinafter referred to as MDUSD) and Resource Development Associates, Inc. (hereinafter referred to as RDA).

RECITALS

- A. Whereas, RDA provides evaluation, grant writing and planning, MIS design, and, organizational development and other consulting services in the United States to non-profit, city and county governments and other public or private entities; and;
- B. Whereas, RDA has agreed to undertake specific projects for Mt. Diablo Unified School District as specified for the evaluation of School Improvement grant (SIG) activities.

The purpose of this MOU is to outline the terms and conditions between Resource Development Associates, Inc. (RDA) and Mt. Diablo Unified School District (MDUSD) regarding the evaluation effort of the SIG. The evaluation will include the following four school sites:

- Bel Air Elementary
- Glenbrook Middle
- Rio Vista Elementary
- Shore Acres Elementary

I. SCOPE OF WORK

See **Exhibit A** for the detailed Scope of Work and **Exhibit B** for the timeline for each activity/deliverable.

II. COSTS AND PAYMENT FOR SERVICES

RDA will invoice Mt. Diablo USD on a **monthly** basis for actual hours worked according to the following hourly rates:

- | | |
|--------------------|-------|
| Senior Associate | \$125 |
| Associate | \$100 |
| Research Assistant | \$50 |

Payment is due upon receipt of the invoice.

Total costs for all items under scope of work will not exceed **\$39,475**.

III. AMENDMENTS:

No amendments or additions to this Agreement shall be valid unless made in writing and signed by both Provider and a RDA officer including any attached Exhibits.

IV. TERM:

This Agreement shall be made from September 1, 2010 through June 30, 2011.

V. SIGNATURES:

Patricia Marrone Bennett, CEO, RDA _____

Stephanie Roberts, Mt. Diablo Unified School District _____

Steven Lawrence, Superintendent _____

Exhibit A: Scope of Work

The evaluation work will focus on the following questions:

1. To what extent is the implementation of strategies being carried out according to the improvement plan?
 - Is roll out of strategies adhering to the anticipated timeline?
 - What challenges have been encountered?
 - Are evidence based programs being implemented with attention to fidelity?
 - Have particular strategies been beneficial for different subgroups of youth?
2. In what ways has the new Student Achievement and School Support Division been effective in supporting schools in the transformation process?
 - Are SA&SS Administrators accessible to school principals and staff as needed?
 - Are staff receiving adequate coaching and training to implement the transformation strategies?
 - Are SA&SS Administrators assisting with new curriculum roll out?
3. Are the transformation strategies making a difference for students and schools?
 - Are student achievement indicators improving?
 - Are school improvement indicators improving?
 - Are schools meeting stated SIG goals?
4. What lessons have been learned for disseminating successful strategies throughout the district?
 - For which subgroups of students are particular strategies most effective?
 - What district and school policies must be in place to implement selected strategies?
 - What support structures are needed to implement selected strategies?

Description of Data Sources

- Student level data will be sent to the evaluator for analysis stripped of personal identifiers. Data will include: grade, demographics, Curriculum Associates benchmark measures, Math and English Language Arts CST levels, CELDT and ADEPT levels, attendance and truancy, and disciplinary referrals. Outcomes for each school year will be compared to past years and measured against the school's goals. Analyses will examine high need subgroups identified by the district and each school.
- School level data will be sent to the evaluator for reporting and will be compared to historical and district data. This includes the following performance indicators: instructional minutes, student participation rate on state assessments, dropout rate, teacher performance level, and teacher attendance rate.

- Principal interviews will be conducted by RDA at the end of the year as a way to reflect on progress made on the school improvement strategies and their impact on the school as well as challenges encountered. This includes new or expanded curricula, change in school structure, and administrator training. In addition this will be an opportunity to assess the support provided by the SA&SS Division and opportunities for additional assistance. Interview questions will be generated with input from the SA&SS.
- Online teacher surveys at each of the four schools will be administered at the end of the year as an additional measure of progress made and challenges encountered in implementing improvement strategies. Teachers will be asked to provide feedback on each of the specific strategies implemented at their school. Adequacy of support and leadership provided to implement the transformation strategies and new curricula as well as to utilize assessment data to meet student instructional needs will also be assessed. Survey items will be generated with input from the SA&SS and principals.
- A focus group with the SA&SS team will generate information on successes and challenges in implementing the improvement strategies and providing support to the schools.

Reporting & Synthesis

- Quarter reports – RDA will support SA&SS in their preparation of the quarter reports.
- Annual Report – A written report of findings from all quantitative and qualitative data (except CST data) will be prepared for the schools individually and combined.
- Fall CST Supplemental Report – RDA will provide a supplement to the mid-summer reports incorporating the CST data.
- PowerPoint presentations will be created for schools combined and individually for use by SA&SS Division and principals for the purpose of sharing findings with stakeholder audiences (e.g., board, school staff, parents).
- A half day retreat with the SA&SS team and four principals will be facilitated by RDA. During this time RDA will lead participants in a reflection on findings, review of strategies and supports, and planning for the next year.

Exhibit B: Budget

TIME	ACTIVITY/DELIVERABLE	COST
	Planning & Communication:	
August	Initial planning meetings and finalize eval plan & contract	\$3,125
Ongoing	Check-ins with SA&SS School Support Administrators	\$2,500
Periodically	Work with school and district personnel to obtain data	\$2,250
	Data Collection & Analysis:	
April-May, 2011	Teacher survey: draft, revise, roll out, analyze, write up	\$3,750
April-May, 2011	Principal interviews: draft, revise, conduct, analyze, write up	\$2,250
June, 2011	SA&SS focus group:draft, revise, conduct, analyze, write up	\$1,625
June & Sept 2011	Student level data: combined and for four schools	\$6,875
June, 2011	School level data: obtain and write up, assumes no independent analysis	\$750
	Reporting:	
July-Aug 2011	Annual report: schools combined and school specific	\$5,400
Sept-October, 2011	CST supplement: combined and school specific	\$2,500
October, 2011	PowerPoints: combined and school specific	\$2,250
October, 2011	Data retreat with SA&SS team and principals	\$2,200
Oct, Dec, Mar, Jun	Quarter reports: 8 hrs of support x 4 reports	\$4,000
	TOTAL	\$39,475