



Digital Promise

Accelerating Innovation in Education

September 3, 2015

Donna Hargens
3332 Newburg Road
Louisville, KY 40218

Dear Donna Hargens:

We are pleased to provide you with technical assistance services and a stipend payment of \$20,000 to defray the costs of your participation in the Joyce-Foundation-funded research study of online learning and adult basic education and adult secondary education. Details about the obligations of each party, timing, and payment schedule are below.

Project Description

Digital Promise will work with your site to design and implement professional development and related technical assistance needed in addition to and in coordination with training or technical assistance offered by Reading Horizons. The purpose of Digital Promise's technical assistance is to maximize the likelihood that Reading Horizons Elevate is well implemented, so that students participating in the study have the best opportunity to learn.

A Consultant contracted by Digital Promise will provide the technical assistance services. She will ensure consistent support at each site involved in the project, and share successful practices and lessons between sites. She will be knowledgeable of each tool and intervention.

Benefits to your participation include free licenses to the Reading Horizons Elevate, support and training from Reading Horizons Elevate (as appropriate), and reports from the results of the research study.

Timeframe

This agreement begins October 13, 2015 and ends on June 30, 2016.

The actual timing of research activities will vary by program site depending on dates negotiated with the project team. A general timeline is shown below.

Research Activity	Anticipated Completion Date
Training on Online Product	October 2015
Full-scale Implementation and Evaluation Activities	October 2015 –June 2016
Final Report	Fall 2016

Schedule of Payments

The stipend will be paid in two parts, according to the following schedule:

Within 30 days of a fully executed MOU with Digital Promise and a fully executed Data Use Agreement with SRI International:	\$10,000
180 days after start date:	\$10,000

Obligations of Each Party

Digital Promise agrees to:

- Conduct an initial phone-based survey of your site, and a readiness assessment of any support or training needs needed beyond that offered by Reading Horizons.
- Work with site contact to develop a support plan designed to ensure that instructors and students have the competencies needed to use Reading Horizons Elevate.
- Provide in-person site visits and online training as planned.
- Provide regular check-ins with site contact to monitor progress.
- Advise publishers/developers on any additional training or technical support needed.
- Set up product specific user groups between sites.
- Facilitate monthly conference calls.
- Curate best practices, tips, challenges, etc., along with other relevant resources for each product, and make accessible to relevant staff at your site.
- Provide support and training as listed in the Project Description.

If the performance of this Agreement involves the transfer by JCPS to Digital Promise of any data regarding any JCPS student that is subject to the Family Educational Rights and Privacy Act ("FERPA"), Digital Promise agrees to:

- In all respects comply with the provisions of FERPA, For purposes of this Agreement, "FERPA" includes the requirements of Chapter 99 of Title 34 of the Code of Federal Regulations.
- Use any such data for no purpose other than to fulfill the purposes of the Project, and not share any such data with any person or entity other than Digital Promise and its employees, contractors and agents, without the approval of JCPS.
- Require all employees, contractors and agents of Digital Promise to comply with all applicable provisions of FERPA with respect to any such data.
- Maintain any such data in a secure computer environment, and not copy, reproduce or transmit any such data except as necessary to fulfill the purposes of the Project.
- Conduct the Project in a manner that does not permit the identification of an individual student by anyone other than employees, contractors or agents of Digital Promise having a legitimate interest in knowing such personal identification, and not disclose any such data in a manner that would permit the identification of an individual student in any published results of studies.
- Destroy or return to JCPS any such data obtained under this Agreement within thirty days after the date when it is no longer needed by Digital Promise for the purposes of the Project.

Jefferson County School District agrees to:

- Designate a member of your staff to serve as **site-based coordinator**, who will act as the primary point of contact for Digital Promise.
- Cooperate with Digital Promise to conduct the initial readiness assessment and develop the support plan.
- Identify a minimum of 100 student participants who will be enrolled in adult basic education, workforce development, and adult secondary education programs during the course of the study. Participants should be of working age and not currently enrolled in a traditional high school.
- Provide instructors and students with access to sufficient technology infrastructure that will allow the online products to be used as a core part of instruction during the period of the research.
- Work with the product developer to arrange, as needed, training sessions for instructors who will be using the product as part of the site's participation in the study.
- Make instructors available for product training and encourage their participation.
- Identify comparison group of students. These are students who are or have been enrolled in the program but have not used the online product that can act as a comparison group to help the project team understand the impact of product use on students' academic skills. This group of students should be similar to students in the product use group (age, gender, original skill levels etc.) and for which the program site has the same outcome data as it has for students in the product use group.
- Assist the research team in coordinating data collection activities involving administrators, instructors, and participants, including assisting the project team in obtaining any necessary approvals from the site's research review board. Data collection activities will include program site visits, online instructor and student surveys, additional assessments of students' academic skills (as negotiated with the program site), and obtaining student data from institutional records (as negotiated with the program site). Site visits will take place once an academic year and consist of interviews with administrators, instructors, and students as well as classroom observations.

Termination

In the event that Jefferson County School District does not comply with the site's obligations listed above, this agreement will be automatically terminated, and if such a breach occurs within the first 180 days of this agreement, no additional stipend payments will be paid to your site.

Sincerely,



Kathryn Petrillo-Smith, COO
Digital Promise

I accept this agreement with Digital Promise and agree to the terms and conditions above.

Donna Hargens, Superintendent

Date

APPENDIX A

POINTS OF CONTACT

Digital Promise

Payments and MOU

Andronica Alston

operations@digitalpromise.org

202-450-3675

Digital Promise Program Coordinator

Gabriel Martinez

gabe@digitalpromise.org

646-673-1468

Jefferson County School District

Designated Site-based Coordinator

Name: Joyce Griffith

Phone: (502) 485-7024

Email: joycegriffith@jefferson.kyschools.us

MOU and Payment Contact

(if different from the site-based coordinator)

Name:

Phone:

Email: