



Memorandum of Agreement

Rapid Improvement Effort

INTRODUCTION

Congratulations on becoming part of the KASA AND The Center For Education Leadership's productivity and quality initiative for education. This initiative is a community of practice within Kentucky's Education North Star Community, a networking, professional development and best practice program. This agreement sets out the terms and conditions for participation in the program and acceptable use of the information that will be developed in the course of this professional development initiative.

Through a Rapid Improvement Effort, your district will gain an understanding of Process Improvement Performance Excellence (PIPE), which begins with an examination of current processes to identify existing role models and strong practices, and to identify opportunities for improvement in effectiveness, economy, and efficiency. PIPE activities are used to design improvements, execute changes, analyze the impacts of change, share learning of strong practices, and develop controls to sustain improvements. PIPE helps leaders create a culture that seeks evidence-based process improvement and performance excellence in order to create a sustainable organization. This culture is based on key intended outcomes and measures of success, student and other customer engagement and innovation and high performance, mission achievement, improvement of organizational performance, performance leadership, and organizational and personal learning.

In the context of the grant process, PIPE focuses on management operations that support educational functions in order to add value by reducing costs and reallocating savings to better support educational services.

OUTCOMES OF RAPID IMPROVEMENT EFFORT

Your school district will receive in-depth training for embedding PIPE in the district through hands-on project work facilitated by action teams. As a participant, the Boone County school district will receive certain benefits and deliverables from a Rapid Improvement Effort, a Tier 4 Grant valued at \$15,000, including the following:

- Learning where to best deploy process improvement and performance management methodology
- Determining greatest needs for alignment of the work for the best possible return on investment
- Understanding governance systems that measure and monitor ongoing performance and identify improvement priorities
- Ensuring linkages of the district's strategic plan to department and campus plans—even to the classroom level
- Eliminating waste and non-value-added activities to increase ongoing savings
- Documenting and communicating core processes with personnel in your district

DISTRICT OBLIGATIONS FOR TIER 4 GRANT: RAPID IMPROVEMENT EFFORT

1. Identify up to 8 to 10 district team members
2. Commit to an eight week process of learning and hands-on work
3. District leadership and action team participate in planning call to define project scope
4. Complete template for planning the RIE
5. District team members participate in 2-day on-site RIE to work on process redesign and create an action plan for continued project improvement work
6. Participate in four hours virtual coaching and follow-up to ensure changes are successful and sustainable
7. Review comprehensive report of opportunities for improvement
8. Select opportunities and assign action team members
9. Utilize all training materials, templates and related documentation
10. District must submit a report to consulting firm and KASA AND CEL. This report must include project storyboards, solutions to-date, and benefits
11. Designate a manager to serve as the primary point of contact for KASA and the Kentucky Center for Performance Excellence (KYCPE). Our district manager is Karen Cheser.
12. Agree to provide leadership support to ensure this work receives appropriate priority and that onsite and virtual work is completed within the designated time frame.
13. Agree to share project results at conferences and webinars when appropriate.
14. Plan and show the district's sustained commitment to PIPE work.
15. Participate in a brief survey regarding results and leaders' improved effectiveness.
16. Provide in-kind services, including supplies/materials, administrative team members, auditor and/or board attorney services to support the work, if needed.
17. Provide KASA access to requested information.
18. Participate in and contribute to the Kentucky Education North Star Community, an online engagement platform that provides participating districts opportunity to collaborate and share information.
19. Grant permission for all project-related data, reports and storyboards created by the school district for use by KASA and others involved in the work.
20. Agree that training materials and methods of instruction are copyrighted intellectual property of APQC and the unauthorized use of copyrighted materials is a violation of U.S. and international laws and is strictly prohibited. As a participating school district, you agree not to misuse, misrepresent, or sell any of the information learned from the results of other participating groups.

KASA/CEL OBLIGATIONS:

1. Provide coordinated support and guidance for this work as it relates to helping the district carry out its obligations.
2. Ensure KYCPE personnel are highly qualified and credentialed to conduct and lead the school district through a Comprehensive Improvement Effort as described in this agreement.
3. Provide payment direct to KYCPE for all services received by the district.
4. Provide opportunity to the district to share project results at conferences and webinars when appropriate.

PER SIGNATURES BELOW PARTIES AGREE TO TERMS, CONDITIONS AND OBLIGATIONS AS OUTLINED IN THIS AGREEMENT.



Superintendent's Signature

4/4/16

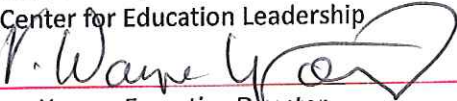
Date



Rhonda Caldwell, Executive Director
The Center for Education Leadership

4/4/16

Date



Wayne Young, Executive Director
Kentucky Association of School Administrators

4-4-16

Date