

Memorandum of Understanding

between

Arizona State University

and

Jefferson County Public Schools
Newburg Middle School and
W.E.B. DuBois Academy

SUMMARY

This Memorandum of Understanding ("Agreement") is entered into by and between Arizona State University ("ASU") and Jefferson County Public Schools ("District"), setting forth the terms and understanding by which the parties will implement the Verizon Innovative Learning ("VIL") Lab program (the "Project") at the school sites, Newburg Middle School and W.E.B. DuBois Academy ("School"). If the District does not comply, appropriate action will be taken by ASU. This may include improvement plans, intervention activities, and/or dismissal from the program.

BACKGROUND

The Project is part of a grant given to the Arizona Board of Regents for and on behalf of Arizona State University (ASU) by Verizon having its principal office at One Verizon Way, Basking Ridge, New Jersey 07920. The Verizon Innovative Learning Lab program is a multi-year initiative that combines immersive cutting-edge technology with an innovative project-based curriculum and real-world problem solving in a custom-designed, state-of-the art Innovation Lab, all within the school building.

This Project is led by three core entities: Verizon, ASU, through Entrepreneurship + Innovation, and Heart of America ("HOA"). Verizon is responsible for overall program management including but not limited to: program design, district identification, partner management, program assessment and iteration, and program marketing, branding and public relations.

HOA is a 501(c)3 nonprofit organization, based in the Washington, DC area. HOA transforms educational spaces into modern learning environments, so students and communities can learn and grow. HOA is dedicated to supporting and cultivating opportunities for increased learning and literacy in K-12 schools in under-resourced communities. HOA is responsible for space design and transformation which includes but is not limited to: school space vetting, lab design and buildout, space transformation and project management, and core technology procurement. As part of the space transformation process, HOA manages the architectural design plans and contracted services and trades such as general contracting and in some regards plumbing, space furniture, lighting, flooring, wall treatments, technology, and more. HOA also develops and leads a celebratory grand-opening event with community and district stakeholders.

ASU is a public research university ranked by U.S. News and World Report #1 in the U.S. for innovation, dedicated to accessibility and excellence. ASU has developed a model for the New American University, creating an institution that is committed to access, excellence and impact. ASU, through Entrepreneurship + Innovation, is responsible for curriculum development and program implementation. ASU Entrepreneurship + Innovation develops, facilitates, and manages the elective curriculum, curriculum technology, professional learning, program implementation, and program measurement.

In addition, in markets where Verizon 5G is available, the Project will explore providing the designated School lab space with access to the Verizon 5G network.

PURPOSE

The purpose of this Agreement is to provide an outline of how ASU E+I, the District, and the Schools will work together to implement the Project. This Agreement sets forth the required commitment from partners to ensure a meaningful and productive program experience for teachers, students, and the Schools community as a whole.

ASU Entrepreneurship + Innovation COMMITMENT

ASU will provide the following to Jefferson County Public Schools:

- Four technology and/or supplies packages that are aligned to the curriculum and online courses developed by ASU. Technology Kits and content are subject to change.
 - Immersive Media (Virtual Reality and Augmented Reality) Kit
 - Smart Solutions (Electronics and Wearables) Kit
 - Artificial Intelligence (Coding) Kit
 - Digital Product Innovations (3D Modeling & Printing) Kit
- Teacher access to the VIL online course hosted on the Canvas learning management system. ASU will pay the per-user-fee for up to 15 teachers per School to access, administer, and manage the course.
- Student access to the VIL online course hosted on the Canvas learning management system. ASU will pay the per-user fee for up to 600 students annually per School to access, use, and complete the course.
- Professional learning for all teachers and staff involved in the Project will be delivered in accordance with Jefferson County Public Schools: guidelines, which could include:
 - Face-to-face professional learning
 - Virtual professional learning
 - Blended professional learning
 - Self-directed professional learning
 - In-class, one on one, and small group coaching
 - Virtual communities of practice
- Ongoing Project planning and implementation support, including for curriculum and Verizon 5G Education Technology applications
- Asynchronous methodology for content and curriculum implementation.
- Prior to any data collection, including teacher and student surveys, ASU must obtain approval from JCPS IRB. Applications can be submitted at the following link
<https://www.jefferson.kyschools.us/about/data-reports-and-research/institutional-review-board>
to determine if data should be provided through a formal data request, open records request or Data Sharing Agreement.

Jefferson County Public Schools COMMITMENT

The Jefferson County Public Schools commits to:

- Provide points of contact who will participate in regular meetings with ASU.
- Support the participating School in the facilitation, implementation and management of the Project.
- Assist ASU in documenting the implementation and outcomes of the Project throughout the Term of this Agreement.
- Work with Verizon, ASU and HOA to deploy Verizon 5G, where available, to the designated lab space, through a 5G Node on or near School premises.
- Participate in marketing and publicity efforts in collaboration with ASU and Verizon, in accordance with District policies.

The Newburg Middle School and W.E.B. DuBois Academy commits to:

- Assist ASU and Verizon in securing media releases from participating staff, students, teachers, and community members.
- Each school provide regular updates and impact information from Project participants, including but not limited to educators, VIL Lab Mentors, and students.
- Each school participate in live and virtual events, including site visits and showcases, which may include a media presence.
- Each school participate in the VIL Lab Mentor Role (details below).
- Provide feedback on the space, emerging technologies, curriculum, Verizon 5G Educational Technology applications and/or learning experiences, as applicable.

Verizon Innovative Learning Lab Mentor with Stipend:

The participating Schools in Jefferson County Public Schools will provide the Point of Contact for the VIL Lab Mentor Role (one for each school site) who will fulfill the below key duties and responsibilities. The VIL Lab Mentor will abide by the expectations of the Project, participate in required elements, and implement with fidelity for the duration of the program.

Implement the elective course for two full academic years ("AY"):

- AY 1: August/September <2021> through <May/June 2022>
- AY 2: August/September <2022> through <May/June 2023>

Space Management

- Manage Lab space and all technology/equipment.

Professional Learning

- Schedule Lab use/training sessions.
- Attend monthly check-in meetings with ASU.
- Attend or view monthly VIL Labs trainings with ASU.

- Participate in virtual trainings twice during the school year.
- Support in the design, development and delivery of virtual and in person professional development in collaboration with ASU.
- Help with coordination and scheduling of ASU and/or Verizon school site visits.

Schools, District and Community Engagement

- Encourage use of Lab space across the school and community, including across multiple content areas and subjects.
- Host at minimum two STEM events per year that are community-facing.
- Help secure ASU and Verizon media releases for students in the program.
- For Subject Matter Teachers, where applicable, **encourage to:**
 - Participate in the in-person/virtual training twice during the school year.
 - Contact Lab Mentor if any issues with application/device.
 - Develop lesson plan using 5G application based on guidance, where applicable.
 - Ensure 100% students studying respective subjects experience application as part of their standard curriculum.
 - Provide feedback to Lab Mentor on issues/improvement recommendations for applications.

Impact & Reporting

- Enroll at least 30% of the student population in the elective each academic year
- Endeavor to create an environment in which 100% of School student and staff population engages with the VIL Lab each academic year
- Provide student digital media artifacts to ASU every month
- Complete required educator surveys each year (pre, mid-year, and post)
- Submit progress reports each year (mid-year and end-of-year)
- Submit annual school engagement plan and elective course plan to ASU
- Collaborate with administrator(s) to complete grant and progress reports

Verizon 5G

- Where applicable, thoroughly understand Verizon 5G Educational Technology applications and:
 - Coordinate loading of AR applications onto provided technology with School IT
 - Test AR applications over 5G to ensure they are working properly
 - Understand how 5G applications work within elective, if applicable
 - Understand how 5G applications work within broader curriculum to support subject matter teachers
- Provide school site support for subject matter teachers around usability and functionality of Verizon 5G Educational Technology applications
- Regular communication with Verizon and Verizon 5G Educational Technology solution application developers, as needed
- Contact the appropriate partner for support, if needed
 - Verizon 5G support: Verizon Network Contact
 - Curriculum & 5G solution support: ASU

If there are any issues with the Verizon 5G connectivity or applications, the School is to submit a helpdesk ticket with the support query via email to: helpdesk@vils.freshservice.com.

Tickets can also be created from the [VILS Helpdesk Portal](#). New users will need to sign up first. In the portal, the School can submit tickets, check ticket details and status, and open any tickets previously submitted.

Qualifications and Characteristics

- Strong leadership skills

- Interest in and engagement with educational technology
- Relationship with local community members and organizations
- Motivator and collaborator at the school and district level
- Commit at minimum 8 hours per week

Preferred Qualifications

- Knowledge of Verizon 5G and related applications, where applicable
- Experience with Verizon Innovative Learning programming
- Understanding of grant-funded programs and associated reporting

Compensation

- \$15,000 stipend per academic year for up to two years for each participating school site
- Renewable at the end of the year if all grant requirements are met

If there are changes to the role, the district is responsible for notifying ASU in writing via email within one week of the change. ASU will support the district for orientation of the new employee in their role within the VIL Lab program.

DATE	COMMITMENT
<Q1 2021> Jan., Feb., Mar.	<ul style="list-style-type: none"> • Complete and submit teacher pre-survey #1. • Attend and participate in multi-day VIL Institute. • Participate in ASU welcome and onboarding calls. • Participate in quarterly administrator check-in call.
<Q2 2021> Apr., May, June	<ul style="list-style-type: none"> • Facilitate at least one staff culture-building activity in the lab*. • Participate in monthly planning calls with ASU. • Participate in quarterly administrator check-in call. • Attend one virtual collaboration session each month. • Submit final elective plan to ASU. • Submit final School engagement plan to ASU. • Submit monthly Digital Media artifacts* <p><i>*Contingent upon lab transformation completion.</i></p>
<Q3 2021> July, Aug., Sept.	<ul style="list-style-type: none"> • Launch elective course in August/September. • Launch School engagement plan in August/September. • Complete and submit teacher mid-survey #1. • Ensure 100% of students complete and submit student pre-survey #1. • Participate in ASU <AY21/22> School Site Visit #1. • Participate in monthly planning calls with ASU. • Participate in quarterly administrator check-in call. • Attend one virtual collaboration session each month*. • Submit monthly Digital Media artifacts*. <p><i>*July and August excluded.</i></p>

<p><Q4 2021> Oct., Nov., Dec.</p>	<ul style="list-style-type: none"> • Participate in ASU <AY21/22> School Site Visit #2. • Participate in monthly planning calls with ASU. • Participate in quarterly administrator check-in call. • Attend one virtual collaboration session each month. • Submit monthly Digital Media artifacts. • Complete and submit <AY21/22> Mid-Year Progress Report.
<p><Q1 2022> Jan., Feb., Mar.</p>	<ul style="list-style-type: none"> • Complete and submit teacher mid-survey #1. • Ensure 100% of students complete and submit student mid-survey #1. • Participate in ASU <AY21/22> School Site Visit #3. • Participate in monthly planning calls with ASU. • Participate in quarterly administrator check-in call. • Attend one virtual collaboration session each month. • Submit monthly Digital Media artifacts.
<p><Q2 2022> Apr., May, June</p>	<ul style="list-style-type: none"> • Complete and submit teacher post-survey #1. • Ensure 100% of students complete and submit student post-survey #1. • Participate in ASU <AY21/22> School Site Visit #4. • Host culminating showcase event onsite at VIL Lab. • Participate in monthly planning calls with ASU. • Participate in quarterly administrator check-in call. • Attend one virtual collaboration session each month. • Submit monthly Digital Media artifacts. • Complete and submit <AY21/22> Annual Progress Report (APR).
<p><Q3 2022> July, Aug., Sept.</p>	<ul style="list-style-type: none"> • Submit updated elective plan to ASU. • Submit updated School engagement plan to ASU. • Launch elective course in August/September. • Launch School engagement plan in August/September. • Complete and submit teacher pre-survey #2. • Ensure 100% of students complete and submit student pre-survey #2. • Participate in ASU <AY22/23> School Site Visit #5. • Participate in monthly planning calls with ASU. • Participate in quarterly administrator check-in call. • Attend one virtual collaboration session each month*. • Submit monthly Digital Media artifacts*. <p>*July and August excluded.</p>

<p><Q4 2022> Oct., Nov., Dec.</p>	<ul style="list-style-type: none"> • Participate in ASU <AY22/23> School Site Visit #6. • Participate in monthly planning calls with ASU. • Participate in quarterly administrator check-in call. • Attend one virtual collaboration session each month. • Submit monthly Digital Media artifacts. • Complete and submit <AY22/23> Mid-Year Progress Report. • Provide sustainability plan
<p><Q1 2023> Jan., Feb., Mar.</p>	<ul style="list-style-type: none"> • Complete and submit teacher mid-survey #2. • Ensure 100% of students complete and submit student mid-survey #2. • Participate in ASU <AY22/23> School Site Visit #7. • Participate in monthly planning calls with ASU. • Participate in quarterly administrator check-in call. • Attend one virtual collaboration session each month. • Submit monthly Digital Media artifacts. •
<p><Q2 2023> Apr., May, June</p>	<ul style="list-style-type: none"> • Complete and submit teacher post-survey #2. • Ensure 100% of students complete and submit student post-survey #2. • Participate in ASU <AY22/23> School Site Visit #8. • Host culminating showcase event onsite at VIL Lab. • Participate in monthly planning calls with ASU. • Participate in quarterly administrator check-in call. • Attend one virtual collaboration session each month. • Submit monthly Digital Media artifacts. • Complete and submit <AY22/23> Annual Progress Report (APR).

Compliance with Applicable Laws, Regulations, Policies, Bargaining Agreements

The parties hereto will comply with all applicable laws, including without limitation Federal, state, and local laws, regulations and District policies governing student privacy. The terms and conditions of employment of Jefferson County Public Schools educators and other employees are governed by applicable laws, regulations, District policies and collective bargaining agreements.

Media Releases

Jefferson County Public Schools will assist ASU and Verizon in securing media releases. Parents of students or students who are 18 or older may opt in to image use, thereby agreeing to the release of photographs and video/audio recordings made during School hours, School events, and other similar activities. If students or parents of students have not opted in, then these students' likenesses and voices may not be used in any photographic or audio storytelling done as part of this Project, and the District will help manage this process.

Escalation Process

Should the District or School not fulfill the expectations of the Project, the escalation process will be followed.

1. District or School will be informed of issue. District will be informed of School-specific issues.
2. District or School will have 30 days to resolve issue and communicate resolution to ASU.
3. Any issues not resolved within 30 days may result in a District or School improvement plan and evaluation process.
4. Failure to meet the expectations of the District or School improvement plan may result in termination from the program.

Districts or Schools terminated from the program will be ineligible to be considered for additional Verizon Innovative Learning opportunities. Examples of issues that may result in escalation include but are not limited to the following:

- Using a learning management system other than Canvas, or using no learning management system, to facilitate the elective courses.
- Lack of demonstrated effort to engage at least 30% of student population in the elective courses each year.
- Routine absences from virtual engagements such as quarterly administrator check-in call, monthly virtual collaboration sessions, etc.
- Inability to secure media releases from participating staff, students, teachers, and community members in a timely manner.
- Frequent lack of communication and responsiveness or significantly delayed communication.
- Failure to adhere to reporting requirements such as completion and submission of teacher surveys.

Compliance with Applicable Laws, Regulations, Policies, Bargaining Agreements

The parties hereto will comply with all applicable laws, including without limitation Federal, state, and local laws, regulations and Jefferson County Public Schoolst policies governing student privacy. The terms and conditions of employment of Jefferson County Public Schools educators and other employees are governed by applicable laws, regulations, Jefferson County Public Schoolst policies and collective bargaining agreements.

Non-Discrimination Statement

ASU shall not discriminate on the basis of race, color, national origin, age, religion, marital or parental status, political affiliations or beliefs, sex, sexual orientation, gender identity, gender expression, veteran status, genetic information, disability, or limitations related to pregnancy, childbirth, or related medical conditions.

Modification; Term of the Agreement

This Agreement is at-will and may be modified by mutual consent of authorized officials from ASU and Jefferson County Public Schools, via written agreement executed and approved in the same manner as this Agreement. This Agreement shall become effective upon signature by the authorized officials from ASU and the District and will remain in effect until June 30, 2023 (the "Term"), unless modified by mutual consent of the parties as provided for herein, or unless terminated earlier by either or both of the parties as provided for herein.

Contact Information

Arizona State University
Ji Mi Choi, Associate Vice President leading Entrepreneurship + Innovation
Knowledge Enterprise =
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Scottsdale, AZ 85257
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Jimi.Choi@asu.edu

Jefferson County Public Schools,
<District Contact>
<Title>
<Address>
<Phone>
<Email>
<District Federal EIN>
(Signature block follows on the next page.)

Party Signatures to the Agreement

Ji Mi Choi Digitally signed by Ji Mi Choi
Date: 2020.08.13 05:09:51 -07'00' **08/13/2020**
Date: _____

Ji Mi Choi, Associate Vice President, leading Entrepreneurship + Innovation
Knowledge Enterprise
Arizona State University

_____ Date: _____

<District Contact>, <Title>

Jefferson County Public Schools

*Pursuant to Jefferson County Public Schools Board of Education <Resolution #> approved on <Date>. **

**If applicable.*