

# Memorandum of Agreement

## Between

The School Board of Sarasota County ("School Board"), Any Given Child Program

**and**

The University of South Florida Board of Trustees, a public body corporate on behalf of  
The University of South Sarasota-Manatee ("USFSM" or "Evaluator"), Center for Partnerships for Arts-Integrated  
Teaching (PAInT)

## For

### **Project Elevate Evaluation**

**Project Date:** 10/01/2018 to 09/30/2019

The School Board is extending **Project Elevate**

### Background

Project objectives:

- (1) Students will improve academic performance and learning engagement through consistent and sequential arts-integrated experiences;
- (2) Teachers receiving professional development via Project Elevate will demonstrate greater arts-integrated instructional practice than teachers who haven't.

In conducting *Project Elevate* the School Board will work with USFSM and its Center for PAInT to place pre-service teachers and serve as the project's Principal Investigator and Evaluator. The School Board's partnership with USFSM and its Center for PAInT will ensure that *Project Elevate* is designed to positively impact Sarasota County Schools' teachers and students, as well as its future teachers, while establishing an experimental design to produce evidence of promise.

## Partnership Memorandum of Agreement

### **Partner 1:**

School Board of Sarasota County  
1960 Landings Boulevard  
Sarasota, FL 34231

Contact Info: Brian Hersh, Program Director  
Any Given Child Sarasota  
941-927-9000, Ext. 31182  
[Brian.hersh@sarasotacountyschools.net](mailto:Brian.hersh@sarasotacountyschools.net)

Maria Schaedler-Luera, Project Manager  
Project Elevate  
941-927-9000, Ext. 31184  
[Maria.Schaedler-Luera@sarasotacountyschools.net](mailto:Maria.Schaedler-Luera@sarasotacountyschools.net)

## Partner 2: The Evaluator

The University of South Florida Board of Trustees, a public body corporate on behalf of  
The University of South Sarasota-Manatee, Center for PAInT

Program Contact Info: Karen A. Holbrook, Ph.D., Regional Chancellor  
941-359-4340  
[kholbrook@usf.edu](mailto:kholbrook@usf.edu)

MOU Administrative Contacts: Sandra Justice, Office of Research  
941-359-4618  
[sjustice@usf.edu](mailto:sjustice@usf.edu)

Amanda Cook, Sponsored Research Administrator  
813-974-1595  
[cooka@usf.edu](mailto:cooka@usf.edu)

**Description of Service Framework:** The evaluation framework is based upon and guided by *Project Elevate's* objectives and competitive priority. The quality of the project evaluation includes both formative and summative objective measurement of the performance measures identified in the project goals: student academic performance and learning engagement and teacher increased use of arts-integrated activities in their instructional practice. In addition, data will be gathered to assess the competitive priority, the use of high-quality digital tools by teachers (technology).

**Scope of Work:** The Evaluator will provide the materials to execute the items and deliverables as described in this memorandum. The scope of this work includes: (a) performing teacher/student surveys to gauge perceived opinions, (b) data collection that relates to the evaluation questions, (c) agreed upon subject interviews, (d) portfolios and lesson plans review, (e) generation of data files and data analysis and, (f) preparation of final report describing evaluation findings.

**Work Steps:** Steps in this evaluation shall include the following:(a) develop evaluation questions,(b) design the evaluation plan for the formative and summative evaluations (c) construct an evaluation schedule, (d) create collection data instruments including surveys and observation checklists, (e) collect data and conduct visits, (f) analyze and compile data,(g) provide measures and formative evaluation findings for the annual performance reports, and (h) prepare final evaluation report.

**School Visits:** Visits will be conducted after agreement between the Evaluator and the project manager. Agreement on visit dates will be done through e-mail communication.

The Evaluator agrees to comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who are to be permitted access to school grounds when students are present will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by the School Board in advance of Evaluator's personnel coming onto school grounds. The Evaluator shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Evaluator and its personnel. The School Board has the right to refuse entry onto its school grounds of any individual whose background check discloses information that is inconsistent with School Board standards.

The Evaluator assures that all USF volunteers, employees or agents associated with the project will abide by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 12329; 34 CFR Part 99) when dealing with student records and all personally identifiable student information. This information will be kept strictly confidential and will not be disclosed to any other person or organization without the prior permission of the district or parent.

**Project Management:** Throughout this evaluation process, the Evaluator will provide updates of the process to the program manager as deemed necessary. Program evaluation deliverables will be provided to the program manager through e-mail communication. Program deliverables, such as surveys and observational checklist, will be reviewed and approved by the program director. During this communication, the program manager and program director may provide additional requests or provide additional assistance in the resolution of problems that may arise during the evaluation.

**Data:** Sarasota County Schools agrees to provide available and educationally relevant data (in a mutually agreed upon time frame) and support that will be necessary for the Evaluator to meet the terms of this agreement. Specifically: (a) demographic and academic performance data on participating and control students, (b) demographic and evaluation data on participating and control faculty, (c) additional data and analysis requests as required to complete the project. School Board acknowledges that Evaluator’s performance of its obligations under this Agreement are contingent upon Sarasota County Schools providing such data. Upon completion of the evaluation and submittal of the final report, USF shall dispose of and shall not maintain personally identifiable student data.

**Associated Deliverables:**

**Deliverable 1: Evaluation Plan.** Includes evaluation questions, data collection and analysis methodology, observation checklist, evaluation schedule, and assessment tools to be used during the project. The Evaluator will provide the evaluation plan via e-mail communication and the program director may make suggestions or recommendations to the evaluation. Final evaluation plan will be agreed upon by both partners.

**Deliverable 2: Annual Reports.** The Evaluator will provide written annual reports reflecting the program performance measures data.

**Deliverable 3: Final Evaluation Report.** The evaluator will provide an evaluation report that provides detailed commentary and data on the project. Final Evaluation Report to be provided in November 2019 (Exact Date to be determined by The U.S. Department of Education) via e-mail communication.

**Timeline for Deliverables**

The Evaluator will provide all documentation/deliverables based on the below schedule. Any change in schedule will be communicated to the program manager via e-mail communication.

Deliverable	Date
Written Reports	To be provided as required by the U. S. Department of Education until the end of the grant period. Exact deliverable date(s) to be communicated in writing by the program manager.
Final Evaluation Report	November, 2019 (Exact Date to be determined by The U.S. Department of Education)

**Changes to the statement of work:** Because of the framework of the project, the dates of all deliverables may need to be amended based on visits and survey collections. Any change of dates will be mutually agreed upon by the parties and

communicated to the program manager via e-mail communication.

**Payment:** Evaluator should submit a detailed invoice describing delivered services in accordance to the budget allocation in the grant. Payment shall be made with submission of an approved invoice to the School Board as follows:

- December 31, 2018: \$8,750.00
- March 31, 2019: \$8,750.00
- June 30, 2019: \$8,750.00
- Due Upon Submission of Final Evaluation Report: \$8,750.00

**Legal Compliance:** The program will be accessible to all people. The parties agree not to discriminate on the basis of race, sex, national origin, religion, handicap, disability, sexual orientation, genetic information, age or marital status.

This Agreement shall be governed by and construed in accordance with the law of the State of Florida. The sole and exclusive jurisdiction for any action brought to enforce this Agreement shall be in the Twelfth Judicial Circuit in and for Sarasota County, Florida.

**Term/Termination:** This agreement can be changed or amended only with the signed consent of both parties.

This Agreement will commence upon full execution and terminate upon submission of, and payment for, the Final Evaluation Report, estimated to be in November 2019. Notwithstanding any other provision of this Agreement, either party may terminate this Agreement, without cause, upon thirty (30) days written notice to the other. In the event of such termination, summary data resulting from analysis and draft reports created by the date of the notice shall be provided to the School Board.

**Signature/Date:** The parties have caused this Agreement to be executed by their undersigned duly authorized officials.

**The School Board of Sarasota County**

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Bridget Ziegler  
Board Chair, Sarasota County Schools

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Date

Approved for Legal Content  
September 26, 2018, by Matthews, Eastmoore,  
Hardy, Crauwels & Garcia, Attorneys for  
The School Board of Sarasota County, Florida  
Signed:     ASH    

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Todd Bowden, Ph.D.  
Superintendent, Sarasota County Schools

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Date

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Chris Renouf, Ed.S.  
Executive Director of Elementary Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Denise Cantalupo, Ph.D.  
Director of Research, Assessment & Evaluation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Brian Hersh  
Any Given Child, Program Director

\_\_\_\_\_  
Date

**The University of South Florida Board of Trustees, a public body corporate**

\_\_\_\_\_  
Rebecca Puig, M.S.  
Associate Vice President  
USF Research & Innovation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karen A. Holbrook, Ph.D.  
Regional Chancellor  
University of South Florida Sarasota-Manatee

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Date

\_\_\_\_\_  
Brett E. Kemker, Ph.D.  
Regional Vice Chancellor for Academic & Student Affairs  
University of South Florida Sarasota-Manatee

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Date