

CONFIDENTIAL WORK PRODUCT – DO NOT DISTRIBUTE

YPI Charter Schools and Relay Graduate School of Education

2019-20 Los Angeles Instructional Leadership Professional Development Program

This Memorandum of Understanding (MOU) is entered into by and between the following entities: YPI Charter Schools and Relay Graduate School of Education (Relay).

YPI Charter Schools and Relay propose to enter into a partnership in which Relay engages and supports a mutually agreed upon number of school leaders from YPI Charter Schools in the 2019-20 Los Angeles Instructional Leadership Professional Development (ILPD) program.

This agreement shall become effective on the date of signing and shall continue through August 31, 2020. This Memorandum of Understanding outlines the scope of work and delineates the roles and responsibilities of each party.

I. Selection/Admission of Participants and Program Costs

YPI Charter Schools will work to identify a targeted group of participants from their organization who will participate in this year-long program. YPI Charter Schools will provide a contact person for all communications prior to and during the school year.

Participants from YPI Charter Schools must hold full-time leadership positions that include coaching teachers or leaders on instructional and cultural practices such that they are able to meet fieldwork requirements.

Once selected by YPI Charter Schools, participants must commit to:

- Attendance at 100% of program sessions listed below in Section II (or giving prior notice to YPI Charter Schools and Relay). Any participant who misses more than 2 days of in-person training will not receive a certificate of completion at the end of the year.
- Active participation in the program, including rigorous practice of program content during sessions and application of their learning at school.
- Completing all required pre-work in advance of sessions.
- Completion and timely submission of pre-work and assessments that *require time and effort throughout the school year*; these include the submission of video, tools, systems and artifacts that demonstrate implementation of core program principles.
- Implementation of the following practices in their school:
 - Observation and Feedback of Teachers
 - Data-Driven Instruction

While participant transfers are strongly discouraged, YPI Charter Schools may encounter a scenario in which a participant is no longer able to attend the program and may wish to send another, equally-qualified participant. If YPI Charter Schools wishes to replace a participant admitted into any program with a different participant on or before June 21, 2019, the substitution can be made. Formal written notice must be received by this date before any changes can be made. Any funds already paid on

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behalf of any withdrawn participant will be applied to the replacement. **After June 21, 2019, no substitutions will be allowed and no refunds will be provided.**

For the 2019-20 school year, YPI Charter Schools will sponsor the following number of school leaders in the program:

Participant Track	Tuition Per Participant	Number of Participants with Scholarships Granted* <i>(\$10K scholarship each - \$2K paid by partner)</i>	Number of Seats Granted At Full Tuition <i>(\$12K per seat)</i>	Total Tuition Due From Partner
Principal Track <i>(any leader who manages/coaches teachers)</i>	\$12,000	2	3	\$40,000
Principal Supervisor Track <i>(any leader who coaches/manages principals)</i>	\$12,000	1	7	\$86,000

Total Cost to Sponsoring Org: \$126,000

YPI Charter Schools will pay this total amount on or before **Friday, June 21st, 2019**. Relay will provide an invoice after this MOU has been fully executed.

II. Training Dates & Logistics

Participants are expected to attend each of the following trainings:

Principal Track:

Training	Location	Dates
Summer Intensive	Los Angeles	July 16 - 19, 2019
Intersession 1	Los Angeles	September 19 - 20, 2019
Intersession 2	Los Angeles	November 7 - 8, 2019
Intersession 3	Los Angeles	January 16 - 17, 2019
Intersession 4	Los Angeles	March 17, 2020

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Principal Supervisor Track:

Training	Location	Dates
Summer Intensive	Los Angeles	July 16 - 19, 2019
Intersession 1	Bay Area	September 16 - 27, 2019
Intersession 2	Los Angeles	November 7 - 8, 2019
Intersession 3	Bay Area	January 28 - 29, 2019
Intersession 4	Los Angeles	March 17, 2020

Please note that due to the size of the principal managers/supervisors cohort, we will be combining supervisor sessions for the Bay Area and Los Angeles cohorts. This may require principal managers/supervisors to travel if they wish to attend sessions. The specific location of each session will be confirmed by the end of May 2019.

III. Program Costs & Responsibilities/Division of Labor

There will be no adjustments to this agreement and to total tuition billed. No adjustments to fees shall be made for reserved, unfilled seats or for participants who withdraw or are dismissed from the program.

This program is neither credit-bearing nor degree-bearing. Participants are not enrolled students at Relay. The program does not lead to any certification or licensure. Upon participant request, Relay will furnish a letter attesting to the number of hours a participant has attended at the end of each term.

YPI Charter Schools Responsibilities	Relay Responsibilities
<p>YPI Charter Schools will be responsible for:</p> <ul style="list-style-type: none"> • Selecting and sponsoring qualified leaders who are dedicated to fully engaging in the full year program. • Ensuring that each participant can pay for/provide their own travel accommodations (e.g. flight, hotel, ground transportation, etc). <i>Relay will not cover travel accommodations for participants.</i> 	<p>Relay will be responsible for:</p> <ul style="list-style-type: none"> • Planning and executing instruction and conference logistics outlined in Section II. • Making course materials available online to each registered participant. • Providing breakfast and lunch for each participant during sessions. All other fees (parking, ground transportation, etc.) incurred by participants will be YPI Charter Schools' responsibility.

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<ul style="list-style-type: none">• Ensuring that all participants register for each training.	
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IV. Attendance and Dismissal

Participants are expected to attend each session outlined in Section II above. Participants should communicate directly to YPI Charter Schools and Relay if they are unable to attend any session for any reason.

Relay reserves the right to recommend participant dismissal due to:

- Failure to consistently attend cohort trainings.
- Failure to consistently complete training pre-work.
- Change in employment status such that the participant is no longer able to complete fieldwork.
- Consistent lack of participation/engagement during sessions.

As participation in the program requires full-time employment, YPI Charter Schools commits to notifying Relay of any change of employment status that may impact the participant’s ability to meet the requirements of the program.

V. District and School Data

YPI Charter Schools agrees to share PK-12 student data with Relay annually, as required for the evaluation of the implementation and outcomes of the Los Angeles ILPD program, and will comply with all provisions of the Family Educational Rights and Privacy Act (FERPA) when sharing the information. Data on Los Angeles ILPD participants will be provided for each year that the participant is employed by the Partner, even if the participant withdraws or is dismissed from the program.

YPI Charter Schools will provide annual aggregate data at the school-, grade-, and subject-level for each school in which Los Angeles ILPD participants are employed. These data will include the distribution of student performance on state student achievement tests by level (e.g., percentage of students deemed proficient or advanced) and the average scaled score.

Relay agrees that all data collected will be stripped of individually identifiable information as consistent with applicable state and federal laws and will not be shared externally except in aggregate. Relay’s use of the data will be consistent with FERPA and applicable state laws.

VI. School Leadership Alignment

YPI Charter Schools understands and acknowledges the policies outlined in the School Leadership Alignment below.

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School Leadership Alignment

There are two fundamental areas of alignment required between Relay and YPI Charter Schools to ensure successful outcomes in the program:

1. *Partner Leadership Commitment*

The district or organization has leadership commitment at the district and principal manager level to do this work now:

- The district or organization ensures that video can be used in participants' work with teachers (including, but not limited to: video-recording classroom instruction, individual feedback conversations with teachers, data meetings with teachers, and professional development sessions).

2. *Leadership Selection*

The district or organization select leaders for the program to whom they are committed for the long term. These leaders demonstrate the mindsets required for success as a leader in the program:

- **Continuously Improving Effectiveness:** Has demonstrated openness to feedback with willingness to practice and incorporate feedback to continuously improve.
- **Belief and Personal Responsibility:** Sees it as their personal responsibility as principal to ensure that ALL of their students succeed. Takes ownership of mistakes and does not make excuses.
- **Work Ethic and Relentless Drive:** Has a strong work ethic and is willing to do what it takes to build a strong school. In particular, is willing to commit the extra time for this program.

VII. Intellectual Property

YPI Charter Schools understands and acknowledges that Relay creates its own intellectual property (IP)—including but not limited to curricula, instructional materials, multimedia, technologies, software, videos, trademarks, trade names, and logos—and licenses others' IP in order to deliver its educational programs. YPI Charter Schools (and its participating schools and educators) agrees that Relay (and/or its licensors) retain all right, title, and interest in and to the IP that Relay provides to YPI Charter Schools and its participants in Relay's programs. Relay makes this IP available to YPI Charter Schools and its participants through a limited, revocable, non-exclusive, non-transferable, and non-sublicensable license solely for YPI Charter Schools participants' personal, noncommercial, educational use while enrolled in Relay's programs. YPI Charter Schools agrees that neither it nor its participants shall distribute, make derivative works from, or otherwise make available Relay's or its licensors' IP for any other purpose. YPI Charter Schools understands and acknowledges that Relay may revoke this limited license at Relay's sole discretion. Other than as expressly set forth here, no license or other rights in Relay's or its licensors' IP are granted to YPI Charter Schools or its participants, and all such rights are hereby expressly reserved.

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Both parties agree to the roles and responsibilities as outlined in this MOU and agree that the collaboration outlined within are critical to developing and implementing a successful school leadership program. This MOU shall be effective upon the signatures of both parties and will be in force from signing until August 31, 2020. Both parties indicate agreement with this MOU by their signatures below.

Relay Graduate School of Education		YPI Charter Schools	
Signature	_____	Signature	_____
Print Name	<u>Pamela Inbasekaran</u>	Print Name	_____
Title	<u>Executive Vice President</u>	Title	_____
Date	_____	Date	_____