

Memorandum of Understanding

The University of West Florida

and

School District of Santa Rosa County

This Memorandum of Understanding (“MOU”) is entered between University of West Florida, for and on behalf of The University of West Florida Board of Trustees, a public body corporate (hereinafter "UWF") and Santa Rosa County School Board, (hereinafter "Team Member"), and collectively known as “the Parties.

WHEREAS, the Parties, because of their complementary capabilities, have determined that they would benefit from a team arrangement between their respective organizations, in order to develop a response to Florida Department of Education Request for Proposals for the 2015-2016: K-12 Mathematics and Science Partnership (MSP) STEM (the “Solicitation”); and

WHEREAS, each of the parties has concluded that a mutual effort in preparation of a proposal in response to the Solicitation (hereinafter the “Proposal”) would enhance the likelihood of the award of a prime award to UWF (a “Prime Award”);

NOW THEREFORE, in consideration of the mutual covenants and promises set forth herein, and other good and valuable consideration, the parties agree as follows:

ARTICLE I—RELATIONSHIP OF THE PARTIES

- 1.1 The Parties shall act as independent contractors and the employees of one shall not be deemed the employees of the other. This Agreement shall not constitute or create a joint venture, partnership, or formal business organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth herein.
- 1.2 UWF will act as the lead applicant to prepare a proposal on behalf of the Team in response to the “Solicitation.” The proposal will provide that grant funds will be used to pay for stipends to teacher participants, IT supplies and materials, course kit materials, and evaluation of lesson plans by CPALMS (“Collaborate, Plan, Align, Learn, Motivate, Share” State of Florida’s official source for standards information and course descriptions housed at Florida State University). Equipment and supplies will be purchased by UWF and will be assigned to schools and teacher participants.
- 1.3 Except as specifically included in the Program Budget to be funded with grant funds, each party shall bear its own costs, expenses, and liabilities caused by or arising out of this Agreement, its performance, amendment, or expansion and neither party shall be liable for any such costs, expenses, or liabilities incurred or other obligations undertaken by the other party.

1.4 Term of Agreement. This Agreement shall begin on the date of the last signature and if the Prime Award is funded, the Parties agree to build and sustain the program for the full term of the anticipated grant (one year) with no obligation of Team Member to provide resources not compensated through the Prime Award.

1.5 This Agreement shall relate only to the Program specified herein.

ARTICLE II—SOLICITATION AND PROPOSAL

2.1 Solicitation: The Solicitation is funded by the US Department of Education Title II, Part B, Sections 2201-2203 of the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001 (P.L. 107-110); 20 U.S.C 6661-6663, CFDA 84.366B, and is incorporated into this MOU in its entirety as shown in Attachment A. The Mathematics and Science Partnerships (MSP) program (“Program”) is intended to increase the academic achievement of students in mathematics and science by enhancing the content knowledge and teaching skills of classroom teachers through partnerships between high-need school districts and the science, technology, engineering, and mathematics (STEM) faculty in institutions of higher education (IHE). MSP programs should focus on the following priorities:

- The education of STEM teachers as a career-long process through lesson study;
- Bringing STEM teachers together with scientists, mathematicians, and engineers to improve their content knowledge and teaching skills; and
- Developing rigorous STEM model lessons and professional development modules that are aligned to Florida’s standards for mathematics and science.

2.2 Proposal: UWF plans to prepare and submit a proposal entitled “Data Centric STEM Instruction” in response to this Solicitation to plan and develop curriculum using discovery labs as a method of instruction.

2.3 Contacts. Contact information for the parties is set forth on Attachment B.

2.4 Governing Law. This agreement shall be construed and interpreted in accordance with the laws of the State of Florida.

ARTICLE III--RESPONSIBILITIES OF PARTIES:

3.1 UWF Responsibilities:

- 3.1.1. To develop a proposal that is responsive to the Solicitation and to submit on behalf of the Parties. Should funding be received, UWF will collaborate closely with the Math/Science coordinators in each District to provide a program that will accomplish goals and objectives of the Program.
- 3.1.2. To manage the day-to-day activities in accordance with all existing policies and procedures of the District. No data or records that would identify an individual

student participating in the activities developed in this Program will be shared with UWF. Aggregate data and narrative comments from the teacher participants may be used in the evaluation phase but will adhere to any applicable District requirements.

- 3.1.3 Provide all materials and supplies purchased through grant funds (including information technology supplies) necessary to offer the proposed curriculum activities as part of the professional development of participating teachers. All technology acquisition, installation, and operation will be completed in collaboration with the District IT Coordinators.
- 3.1.4 Complete a detailed Teacher Requirements (needs) assessment necessary to create, distribute and analyze teacher/administration response to PDSTD, determine teacher proficiency in content, technology and workshop.
- 3.1.5 Familiarize all team members with Curriculum Planning and Learning Management System ("CPALMS" - Florida's official source for standards information and course descriptions housed at Florida State University), requirements including but not limited to writing guidelines, benchmarks, quality plans, and use of relevant technology.
- 3.1.6 Develop a summer conference to provide training for the participating teachers in developing and using the curriculum and lesson plans to provide for additional content and background in the STEM disciplines targeted. This will include specifics of metrics to measure effectiveness and research goals.
- 3.1.7 Organize and provide the Pre-Conference, Conference, and Post Conference activities and coordinate with District Math/Science Coordinators.

3.2 Team Member Responsibilities:

- 3.2.1 Identify Math/Science Coordinators to serve as members of the project development advisory team and assist in the development of the Teacher Requirements (needs) assessment. The advisory team will review all proposed curriculum, advise on refinements and assist in identifying training needed by teacher participants.
- 3.2.2 Assist in identifying and selecting teacher participants from the designated high schools.
- 3.2.3 Identify IT Coordinators in each District who will coordinate all technology needs and installation with the UWF Technology Coordinator.

3.2.4 Assist in review of all curriculum and activities developed in the project. Assist in identifying locations, times, and methods of delivering conference and training to teacher participants.

3.2.5 Required Teacher Interactions:

- 1) Receive, Review and Respond to both a pre-conference and post-conference survey;
- 2) Receive monthly status updates via e-mail;
- 3) Interact via an online helpdesk and forum, including email and telephone correspondence to resolve technical issues;
- 4) Attend and participate in a 2 week conference in summer;
- 5) Develop lesson plans to be published on CPALMS;
- 6) Work with other participating teachers during the conference;
- 7) Work with CPALMS personnel during the conference;
- 6) Interact with existing CPALMS resources; and
- 7) Communicate with school and district IT support regarding installation preferences.

Selected Teachers (based on strategic choice and proximity)

- 1) Participate in interviews to discover student / teacher weaknesses and problems they face in the curriculum.
- 2) Participate in online or in-school demos of technology and have a conversation about ease of use and preference.

3.3 Mutual Responsibilities:

3.3.1 The Parties will provide the best talent and capabilities available to meet Program requirements.

3.3.2 The Parties will provide information and response on requests in a prompt manner and will participate in good faith to provide a quality teacher professional education experience and to develop curriculum which meets the required standards and is feasible for implementation in the District.

3.4 Miscellaneous:

3.4.1 Severability: If any provision of this Agreement or part of such provision is or becomes invalid or unenforceable, then the remaining provisions hereof shall continue to be effective. Nothing in this Agreement shall be construed as requiring any Party to take any action which is prohibited under any applicable governmental laws or regulations, or as prohibiting any Party from complying with such laws or regulations.

3.4.2 Entire Agreement: This Agreement contains the entire understanding between the Parties and is the complete and exclusive expression of the Agreement between the Parties with respect to the Program. This Agreement supersedes all prior or contemporaneous communications, agreements or understandings between the Parties on the subject matter of this Agreement. A modification to this Agreement may only be made in writing and must be signed by authorized representatives of both Parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the day and year last written below.

<p>The University of West Florida, for and on behalf of its Board of Trustees.</p> <p>By: _____ Richard S. Podemski, PhD Date Associate Vice President for Research</p> <p>Approved for form and legality.</p> <p>By: _____ Office of University Counsel</p>	<p>Santa Rosa County School Board</p> <p>By: _____ Tim Wyrosdick Date Superintendent</p> <p>Attest:</p> <p>By: _____ Insert Name Chairperson</p>
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Attachment A:

Florida Department of Education

Request for Proposals for the 2014-2017:

K-12 Mathematics and Science Partnership (the “Solicitation”)

is included by reference as if fully set forth herein.

Attachment B
CONTACT REPRESENTATIVES

Team Member Contacts		University of West Florida Contacts	
Administrative Point of Contact		Administrative Point of Contact	
Name: Title: Address: City ST Zip Phone: Fax: E-mail:		Name: Title: Address: City ST Zip Phone: Fax: E-mail:	M. C. (Carol) Rafalski, CRA Grants Specialist Supervisor Research and Sponsored Programs 11000 University Parkway Pensacola FL 32514-5750 (850) 474-2825 / Cell 450-3268 (850) 474-2082 crafalsk@uwf.edu
Program/Technical Point of Contact		Program/Technical Point of Contact	
Name: Title: Address: City ST Zip Phone: Fax: E-mail:		Name: Title: Address: City ST Zip Phone: Fax: E-mail:	Lakshmi Prayaga, Ed.D Assistant Professor/Program Dir Applied Science and Technology Administration Department 11000 University Parkway Pensacola FL 32514-5750 (850) 474-2484 (850) 474-2082 lprayaga@uwf.edu
Financial Point of Contact		Financial Point of Contact	
Name: Title: Address: City ST Zip Phone: Fax: E-mail:		Name: Title: Address: City ST Zip Phone: Fax: E-mail:	Donna Frazee Assoc. Dir. Research & Sponsored Programs Research and Sponsored Programs 11000 University Parkway Pensacola FL 32514-5750 (850) 473-7111 (850) 474-2082 dfrazee@uwf.edu
Authorized Official		Authorized Official	
Name: Title: Address: City ST Zip Phone: Fax: E-mail:		Name: Title: Address: City ST Zip Phone: Fax: E-mail:	Richard S. Podemski, Ph.D. Associate Vice President for Research Research & Sponsored Programs 11000 University Parkway Pensacola FL 32514-5750 (850) 473-7713 (850) 474-2082 rpodemski@uwf.edu