



## Lancaster-Lebanon IU 13 Literacy Design Collaborative Letter of Understanding

This Letter of Understanding (LOU) is developed between Lancaster-Lebanon Intermediate Unit 13 and the participating school districts in the Lancaster-Lebanon IU 13 Literacy Design Collaborative project. This LOU will be in effect until August 30, 2013.

### Project Implementation Plan: Exhibit A

Literacy Design Collaborative project participants will fulfill their roles and responsibilities and complete deliverables as outlined in Exhibit A.

### Global Access

The technologies and information arising from the project will be conducted and managed consistent with the Bill and Melinda Gates Foundation's charitable purpose of ensuring "Global Access" which requires that the knowledge gained during the project be promptly and broadly disseminated and the intended product(s) be made available and accessible. Global Access obligations in regarding project technologies and information will survive the grant period.

### Grant Announcements, Public Reports and Use of Foundation Name and Logo

The Foundation will include information on this grant in their periodic public reports and may make grant information public at any time on its web page and as part of press releases, public reports, speeches, newsletters, etc. Project participants may not make any statement or otherwise imply to donors, investors, media or the general public that they are a direct grantee of the Bill & Melinda Gates Foundation ("Foundation").

### Use of Student Work

Teacher participants will submit student work to IU 13 that could potentially be posted on educational websites (PDE SAS, LDC, etc.) in the form of student exemplars. Prior to sending student work to IU 13, student names and any identifying indicators (school, class period, teacher) should be removed. Districts will be responsible for obtaining permission to release student work if necessary.

### Data Release

The College Board and ACT will provide aggregated test participation, test results, and other data for the school year 2011- 2012 and each year thereafter through 2018-2019 ("Test Data") to the Bill & Melinda Gates Foundation, at the Foundation's expense, for the limited purpose described in this release. The Test Data is the property of either the College Board or ACT respectively and that it will not be required to provide any Test Data directly to the Foundation. No student level data and no personally identifiable information of individual students will be provided to or associated with the Test Data released to the Foundation. The Test Data provided to the Foundation may be accessed and used by Foundation employees and contractors authorized by the Foundation to study the Foundation grantees receiving education-related funding and for other charitable purposes.

Name of School(s)/School District: \_\_\_\_\_

Superintendent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_

## Lancaster-Lebanon IU 13 Literacy Design Collaborative Project Implementation Plan

### PARTICIPATING SCHOOLS

#### How will schools benefit?

- Increases instructional rigor across the curriculum through high quality common assignments
- Integates literacy and subject area content in a systematic, distributed way
- Introduces an effective implementation strategy for the Common Core State Standards
- Builds capacity through customized sustained professional development
- Enhances the learning culture within the school through authentic collaboration using a shared language and knowledge base

#### What will schools receive?

- Print and electronic resources to implement LDC
- 2 days of customized technical assistance per year. An additional follow up day will be provided to cohort 1 in 2012-2013
- Reimbursement for actual substitute costs for cohort 1 2011-2012 (7 teachers) up to \$125.00 per day for 4 days. Reimbursement for cohort 2 2012-2013 for 3 days
- Reimbursement for teacher participation in summer showcase (actual costs up to \$38.00/6 hrs for 7 teachers) held for cohort 1 in 2012 and cohort 2 in 2013
- \$1,000 in funding per year to defray the costs associated with planning and meeting as an LDC launch team

#### What will schools provide?

DELIVERABLES	2011-2012	2012-2013
Completed LDC Invitation	September 15, 2011	
Cohort 2 contact information		May 15, 2012
Signed Letter of Understanding	September 15, 2011	
Pre-Implementation Survey Monkey	October 1, 2011	June 1, 2012
Gates Foundation Fall Survey	October 21, 2011	TBD
My learning plan sign ins/evaluations	Completed at IU 13 sessions	Completed at IU 13 sessions
LDC Launch Team Log (sign ins and minutes attached)	March 15, 2012; July 15, 2012	March 15, 2013; July 15, 2013
Invoices	March 15, 2012; July 15, 2012	March 15, 2013; July 15, 2013
Modules: 2 juried modules with student exemplars (per teacher/subject area)	Cohort 1 May 15, 2012	Cohort 1 May 15, 2013 Cohort 2 May 15, 2013
LDC Launch plan (action plan)	June 15, 2012	June 15, 2013
Post-Implementation Survey Monkey	June 30, 2012	June 30, 2013

## Lancaster-Lebanon IU 13 Literacy Design Collaborative Project Implementation Plan

### ROLES AND RESPONSIBILITIES

#### **District Point of Contact**

- Monitor the project and maintain appropriate documentation at the district level
- Work with district administrators to identify two middle and/or high schools for participation in two year project (schools will be identified as cohort 1 and cohort 2)
- Work with Building Administrator to eliminate implementation roadblocks and barriers to success
- Participate in research activities and expectations of the Bill and Melinda Gates Foundation
- Serve as the district liaison for the Lancaster-Lebanon IU 13 Literacy Design Collaborative (LLLDC)

#### **Building Administrator/Point of Contact**

- Recruit and lead a seven member LDC Launch team (2 ELA, 2 Science, 2 Social Studies and 1 additional support teacher) to implement LDC in their classrooms and school
- Participate in all professional development sessions held at IU 13 for LDC launch teams on the Common Core State Standards and the Literacy Design Collaborative framework (4 days 2011-2012; 3 days 2012-2013)
- Participate in a regional summer showcase for the purpose of collaboratively sharing modules, student exemplars, and implementation successes and challenges
- Become a SAS registered user and access resources through the SAS portal
- Work with District Point of Contact to eliminate implementation roadblocks and barriers to success
- Coordinate substitute coverage for project teachers
- Oversee task completion, maintain appropriate documentation, and submit information to District Point of Contact and/or IU 13
- Coordinate 24 hours of ongoing professional development (virtual professional development, team meetings, etc.) for LDC launch team within the school
- Communicate with IU 13 to problem solve issues and plan technical assistance (2 days 2011-2012; 3 days 2012-2013)
- Participate in research activities and expectations of the Bill and Melinda Gates Foundation.
- Develop an LDC Launch plan to implement LDC in the school

#### **Teacher**

- Participate in all professional development sessions held at IU 13 for LDC launch teams on the Common Core State Standards and the Literacy Design Collaborative framework (4 days 2011-2012; 3 days 2012-2013)
- Participate in 24 hours of ongoing professional development (virtual professional development, team meetings, etc.) for LDC launch teams
- Participate in technical assistance opportunities as appropriate
- Use the Common Core State Standards, Content Standards, district curriculum and the Literacy Design Collaborative framework to develop, implement, and refine two high quality modules for possible inclusion on the SAS portal:
  - Cohort 1 will develop 2 modules in 2011-12 and 2 modules in 2012-13
  - Cohort 2 will develop 2 modules in 2012-2013
- Plan and provide instruction needed for students to successfully undertake the teaching task
- Collect student samples for the teaching task
- Participate in a regional summer showcase for the purpose of collaboratively sharing modules, student exemplars, and implementation successes and challenges
- Become a SAS registered user and access resources through the SAS portal
- Complete data collection processes including professional development participation evaluations and surveys, jurying tasks and modules and scoring student work
- Participate in research activities and expectations of the Bill and Melinda Gates Foundation
- Contribute to the development and implementation of an LDC Launch plan for the school

## Lancaster-Lebanon IU 13 Literacy Design Collaborative Project Implementation Plan

### Intermediate Unit 13

- Monitor task completion, deliverable attainment, timeline adherence, and resource allocation at the regional level
- Develop a regional model for jurying modules and student work using area educators as technical assistants
- Create a virtual networking and data-sharing site for project participants using a web-based collaboration tool
- Participate in research activities and expectations of the Bill and Melinda Gates Foundation (BMGF)
- Communicate with District Point of Contacts and Building Administrators/Point of Contacts to plan technical assistance, problem solve issues and share progress reports
- Serve as a liaison with the Gates Program Officer, MetaMetrics, school districts, and other project staff
- Coordinate professional development and supporting activities across all sites
- Provide 4 days of regional professional development during the 2011-2012 school year and 3 days of regional professional development during the 2012-2013 school year
- Provide virtual professional development through 8 one-hour online sessions to develop content knowledge and application
- Offer opportunities for discussion and collaboration through virtual office hours (9 hours)
- Provide 2 days of customized technical assistance to each school. An additional follow up day will be provided in 2012-13 to cohort one
- Facilitate a regional summer showcase for project participants
- Design a hybrid professional development model for LDC that is sustainable and scalable