

Arkansas Ed-Fi Dashboard System Pilot Memorandum of Understanding

I. Purpose

This agreement is between the Arkansas Department of Education (“ADE”), _____ School District (“School District”), and _____ Educational Cooperative (“Educational Cooperative”) and is an outline of a process by which the three identified organizations may collaborate and share information for the purpose of developing and improving educational software for the time period covered by this Memorandum of Understanding. Such software may use student demographic, enrollment, course, registration, grade, discipline, attendance assessment, and other related data for the purpose of developing software that will lead to the improvement of educational and training programs and policies under the ADE’s oversight and authority.

II. Background

The ADE partnered with the Michael & Susan Dell Foundation (MSDF) to implement the Ed-Fi Student Dashboards in Arkansas for use by Arkansas public schools. The project started in August 2012. In October 2012, the ADE hosted stakeholder engagement sessions at three educational cooperatives in the State. Over 200 educators reviewed preliminary Ed-Fi Student Dashboards at the student, classroom and district levels and provided feedback with regard to the usefulness of the dashboards as well possible additions or deletions. School district representatives indicated preference to join the Arkansas Ed-Fi Advisory Committee and based off the districts represented, a small number of districts were selected by the ADE to participate in a pilot of the Arkansas Ed-Fi Dashboards.

This memorandum of understanding sets forth the responsibilities and expectations between the ADE, School District and Educational Cooperative.

III. Acknowledgement of Pilot Role & In-Development System Status

Participation in this pilot study requires the partnering organizations to work together to test the dashboards. School districts will be expected to troubleshoot problems, provide feedback on the usefulness and accuracy of the features, attend and support teacher and administrator training and provide information on potential improvements before the electronic dashboards are deployed to all school districts using the eSchoolPlus student management system in Fall 2013. It is critical for pilot districts to view the dashboards as “in-development” during this process. Districts were selected to promote awareness of the system and help facilitate state-wide adoption. It is essential to note that the main objective of this pilot is to identify and address potential obstacles to the state-wide adoption of the dashboards.

IV. School District Expectations

a. Use

Districts selected to pilot the Arkansas Ed-Fi Dashboards are expected to encourage and support educators using the dashboards throughout the duration of the pilot. Districts must ensure adequate data is being reported through eSchoolPlus in order to effectively power the dashboards.

The intent of the Arkansas Ed-Fi Dashboards is to use existing data entered into eSchoolPlus. However, there will be some areas of the dashboards which can be powered if districts enter optional data, such as classroom attendance and course grades by marking period. Although these fields are optional in the state-wide implementation, pilot districts are required to enter

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the supplemental data into eSchoolPlus so the dashboard functionality may be tested as part of the pilot.

b. Feedback

Pilot districts are expected to provide feedback to the Arkansas Department of Education concerning the implementation of the dashboards within their district. The district will designate at least one person who will serve on the Arkansas Ed-Fi Advisory Council. Members of the council are expected to provide feedback and input on the use of the dashboards for their district.

c. Ed-Fi System Administrator

The pilot district will assign at least one person the role of Ed-Fi System Administrator for their district. The person shall be responsible for the following areas of implementation:

1. Assign district employees to proper security roles/memberships
2. Serve as Ed-Fi point of contact for district employees.
3. Escalate dashboard issues that cannot be addressed at the district level to the ADE.
4. Document issues with the dashboards throughout the pilot
5. Collaborate with district administrators to set district and building level goals for the dashboards.

d. Training/Mentoring/Coaching

The district will make reasonable accommodations to allow educators to attend training on the Arkansas Ed-Fi Dashboards either at the district or at the educational cooperative which serves the district. Additionally, the district will designate at least one person who will attend a “Train-the-Trainer” session at their local educational cooperative to help build capacity and to help further support the implementation of the dashboards.

V. Educational Cooperative Expectations

The Educational Cooperative will provide support, training and other services to facilitate implementation of the Arkansas Ed-Fi Dashboard:

a. Support Escalation

1. Identify a point of contact at the cooperative to serve as an escalation point for school districts.
2. Document issues with the dashboards throughout the pilot.
Escalate issues unable to be resolved at the district or cooperative levels to ADE Ed-Fi support.

b. Training/Mentoring/Coaching

1. Serve on the Arkansas Ed-Fi Dashboard Advisory Council.
2. Host the Train-the-Trainer sessions at the educational cooperative.

VI. Arkansas Department of Education Expectations

a. System

1. The system code will be maintained by ADE.
2. ADE will provide necessary computer hardware and software to operate the dashboard system.

b. Support Escalation

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1. ADE will provide a designated point of contact for troubleshooting problems that cannot be resolved at the district or cooperative levels.
2. ADE will serve as the point of contact for escalating problems from the state-level to the dashboard vendor and implementation subcontractors.

c. Training/Mentoring/Coaching

The ADE will provide professional development and support for the dashboards.

1. Online training materials and resources that may be distributed and customized by school districts or educational cooperatives.
2. Provide training at local cooperatives through “train the trainer” sessions.
3. Provide phone and/or email support to district and educational cooperatives.

VII. Process

The proposal and acceptance must be by an appropriate authorized representative of each organization. The authorized representatives of each organization include: Arkansas Department of Education (Assistant Commissioner-Research & Technology), School District (Superintendent) and Educational Cooperative (Director).

VIII. Security and Privacy Protection Requirements

All sharing of data shall be in full and complete compliance with the Privacy Act of 1974, the Family Educational Rights Privacy Act (FERPA), all applicable amendments thereof, and any guidance letters and/or regulations of the United States Department of Education. Any and all sharing of data shall be performed in a secure manner.

IX. Non-Disclosure

All personally identifiable data obtained through this Memorandum of Understanding shall be considered confidential and must be safeguarded from unauthorized access, use, disclosure, or dissemination. Its access and use shall be restricted to those authorized individuals who need the data to perform their official duties in connection with this Memorandum of Understanding. Such data shall not be disclosed or disseminated to a third party except as provided by Federal or State law.

X. Terms of Agreement, Amendments, Fees, and Termination

The terms and provisions herein shall become effective when signed by authorized representatives of each organization and apply for the duration of time specified herein. Any amendments to this Memorandum of Understanding shall be agreed to, in writing, by all parties and attached hereto. There shall be no cost or fees charged to or paid by any organization or individual participating in this Memorandum of Understanding unless agreed to in writing by an authorized representative of each organization. Any organization may terminate its participation in this agreement upon the submission of written notice to do so to the other organization.

XI. Effective Date and Duration of Agreement

This agreement will be effective upon the signature of the appropriate representatives of all parties to the agreement and will remain in effect until July 31, 2013 unless terminated sooner.

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XII. Execution

Arkansas Department of Education:

Printed Name: Jim Boardman

Title: ADE Assistant Commissioner-Research & Technology

Signature: _____

Date: _____

School District

Printed Name: _____

Title: School District Superintendent

Signature: _____

Date: _____

Educational Cooperative:

Printed Name: _____

Title: Educational Cooperative Director

Signature: _____

Date: _____

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Appendix I. Points of Contact

School District Superintendent

Name: _____

Email: _____

Phone: (_____) _____

Primary District Ed-Fi Steward

Name: _____

Email: _____

Phone: (_____) _____

Primary District Ed-Fi Trainer (If different from Ed-Fi Steward)

Name: _____

Email: _____

Phone: (_____) _____

Primary Educational Cooperative Ed-Fi Steward

Name: _____

Email: _____

Phone: (_____) _____