

-----INSERT DISTRICT LETTERHEAD-----

LETTER OF UNDERSTANDING: Scaling Curriculum Based Professional Learning (CBPL) Learning Agenda

TO: Dr. Caryn Ward, Project Director

FROM: DISTRICT CONTACT

I am writing on behalf of DISTRICT NAME in support of the **Scaling CBPL project evaluation**. I understand that you are seeking districts to participate as a case study site for the **2025-26 school year (and possibly the 2026-27 and 2027-28 school years)** to examine outcomes associated with the Scaling CBPL project. The following schools are interested in participating: INSERT SCHOOL NAME(S).

✓ **We understand the PROJECT TEAM will:**

- Provide professional learning services for all participating schools
- Provide all evaluation data collection materials and support data acquisition activities
- Provide a project point of contact to support all evaluation activities throughout the duration of the project
- Maintain confidentiality of all data collected. Only project staff will have access to computerized, password-only accessible data files.
- Provide up to \$20,000 a year for the district in incentives to support data collection, and guidance on appropriate incentives for activities and staff (e.g., teacher survey completion)

✓ **We understand the DISTRICT will:**

- Provide and maintain lines of communication with participating schools and project staff
- Leverage incentive funds, with available guidance from the Project Team, to compensate district and school staff for participation in data collection activities
- Provide existing student survey data (if available) beginning as early as spring 2025
- Provide existing student assessment data beginning with the 2024-25 school year
- Provide existing school leader classroom observation data (if available) beginning fall 2025

✓ **We understand SCHOOLS will:**

- Designate a School Liaison to work with the project team to coordinate data collection activities
- Facilitate collection of an online pre- and post-test teacher survey beginning fall 2025
- Facilitate collection of a teacher focus group and leadership interview/focus group beginning spring 2026
- Facilitate staff participation in feedback loop sessions with professional learning providers and/or publisher partners regularly beginning fall 2025
- In the event that existing data sources are unavailable:
 - Facilitate collection of an online pre- and post-test student survey beginning fall 2025, including assisting RTI in obtaining informed consent from parents for student participation
 - Facilitate in-person or virtual classroom observations of teacher instruction by professional learning providers regularly beginning fall 2025

The following persons will be the points of contact for discussions related to data collection:

District Contact: NAME, TITLE, PHONE, EMAIL

SCHOOL NAME 1 School Liaison: NAME, TITLE, PHONE, EMAIL

SCHOOL NAME 2 School Liaison: NAME, TITLE, PHONE, EMAIL

On behalf of our district, we are excited that we can work together on this important project.