



## Governing Board Agenda Item

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Meeting Date: December 12, 2024 Agenda Item No: H.14

From: Kristin Reidy, Assistant Superintendent

Subject: United Way of Tucson and Southern Arizona Memorandum of Understanding

Strategic Priority: To provide rigorous, relevant, and innovative academics

Consent  Action  Discussion

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### Background:

The purpose of the attached Memorandum of Understanding for the Leaders in Literacy Program and Partnership Working to Improve Early Grade Literacy is to define the relationship between the Marana Unified School District and the United Way of Tucson and Southern Arizona regarding the early childhood literacy change agent network. Marana Unified School District is currently engaged in an initiative to improve early grade literacy in partnership with Butterfield Elementary, DeGrazia Elementary, Estes Elementary, Picture Rocks Elementary, Quail Run Elementary, and Roadrunner Elementary.

### Goals of the Partnership:

1. To develop a network of faculty, staff, and administrators versed in improvement science
2. To identify new data-informed strategies and interventions to improve early grade literacy
3. To spread and scale effective approaches to improving early literacy outcomes and eliminating disparities in racial, ethnic, and socio-economic sub-groups within and across districts

As Literacy Change Agents, participating teachers will attend improvement science workshops, monthly meetings with Cradle to Career (C2C) staff, and team meetings as needed. School teams will implement proven problem-solving methodologies to guide educator designed, student-centered solutions to collectively achieve the goals of this partnership.

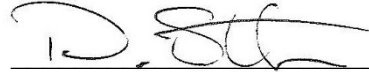
There is no cost to the District.

This Memorandum of Understanding has been approved by District's legal counsel.

**Recommended Motion:**

I move that the Governing Board approve the Memorandum of Understanding for the Leaders in Literacy Program and Partnership Working to Improve Early Grade Literacy between Marana Unified School District and United Way of Tucson and Southern Arizona.

Approved for transmittal to the Governing Board:



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Dr. Daniel Streeter, Superintendent

**Memorandum of Understanding**  
**Leaders in Literacy Program and Partnership Working to Improve Early Grade Literacy**

This Memorandum of Understanding is executed between Marana Unified School District and United Way of Tucson and Southern Arizona. Marana Unified School District is currently engaged in the Leaders in Literacy Program to improve early grade literacy in partnership with Butterfield Elementary, DeGrazia Elementary, Estes Elementary, Picture Rocks Elementary, Quail Run Elementary, and Roadrunner Elementary.

**Goals of the Partnership:**

1. To develop a network of faculty, staff, and administrators versed in improvement science
2. To identify new data-informed strategies and interventions to improve early grade literacy
3. To spread and scale effective approaches to improving early literacy outcomes and eliminating disparities in racial, ethnic, and socio-economic sub-groups within and across districts

Marana Unified School District and United Way of Tucson and Southern Arizona agree to work together to achieve these goals.

**Role and Responsibilities of Partnering Agencies:**

**A. United Way of Tucson and Southern Arizona** houses the Cradle to Career Partnership (C2C). The mission of C2C is to develop strategies focused on improving population-level outcomes and eliminating disparities among students in Pima County using data and evidence-based practices. Cradle to Career serves as the backbone organization for the Leaders in Literacy Collaborative Action Network, of which Marana Unified School District (MUSD) is an active partner.

1. C2C will convene workshops to demonstrate the use of continuous improvement tools, allow for cross-district collaboration, and communicate best practices
2. C2C and StriveTogether coaches will provide weekly/bi-weekly coaching to schools, customized based on needs, for the District Continuous Improvement and Empowered Teaching Program work.
3. C2C will facilitate monthly sessions with identified Leaders in Literacy Program school teams to provide coaching on improving classroom instruction through rapid-cycle improvement projects
4. C2C will provide data analysis and informational visualizations to aid in the understanding of short- and long-term trends in student performance
5. C2C will provide funds to support a \$500 stipend paid to participating Leaders in Literacy Program teachers and staff. Participating teachers and staff are to be identified by the school's principal in writing as members of the C2C site-based team.
6. C2C will donate an additional \$1,000-1,500 per Leaders in Literacy Program team not to exceed a total of \$8,000 to be used exclusively for resources identified by participating teachers and staff to positively impact site-based literacy goals.

7. The point of contact for C2C will be Amber Schlak, Program Director, at [aschlak@unitedwaytucson.org](mailto:aschlak@unitedwaytucson.org)

**B. Marana Unified School District** has identified six elementary schools: Butterfield Elementary, DeGrazia Elementary, Estes Elementary, Picture Rocks Elementary, Quail Run Elementary, and Roadrunner Elementary, as participants in the Leaders in Literacy Collaborative Action Network. In accordance with this MOU, MUSD will:

1. Support the engagement of school-based teams in the Leaders in Literacy Collaborative Action Network by permitting attendance at improvement science workshops, monthly Leaders in Literacy program meetings with C2C staff, and team meetings as needed.
2. Support schools and partnerships with C2C and StriveTogether coaches as requested and agreed upon to further training and coaching on continuous improvement.
3. Communicate with C2C areas of interest to teachers and present topics covered in participating teachers' classrooms.
4. Share student-level data identified by school-based teams as necessary for improvement projects related to student performance to include:
  - a. District name
  - b. School name
  - c. Teacher name
  - d. Number of students in participating classrooms
  - e. Matric or identification number for students
  - f. NSGRA, Acadience, 95% Group, or other identified literacy scores for each student monthly-quarterly
  - g. Ethnicity
  - h. Yes or no status
    - i. Special Education
    - ii. Reading Intervention Support
    - iii. English Language Learner
5. Share student-level data identified by district leadership as necessary for improvement projects related to student performance
  - a. District name
  - b. School name
  - c. Teacher name
  - d. Number of students in participating classrooms
  - e. Matric or identification number for students
  - f. NSGRA, Acadience, 95% Group, or other identified literacy scores for each student quarterly
  - g. Ethnicity
  - h. Yes or no status
    - i. Special Education
    - ii. Reading Intervention Support
    - iii. English Language Learner
6. Upon execution of this MOU, each principal will submit the names of participating staff to C2C
7. Utilize monies provided by C2C to provide additional professional development opportunities to participating teachers and/or provide additional resources as identified by school-based teams

8. The point of contact for MUSD will be Kristen Reidy, Assistant Superintendent, at [k.l.reidy@maranausd.org](mailto:k.l.reidy@maranausd.org)

## Notices

Each party to this agreement will provide written notice to the other party of any change in the organization that would impact collaborative activities under this agreement. Such changes include changes in lead staff, changes in reporting requirements, and modifications to the design of a program in which mutual clients are enrolled. Such notice shall be served by electronic or mail delivery upon the other party.

## Term of MOU

This MOU is effective upon the date signed and executed by the duly authorized representative of the parties to the MOU and shall remain effective until June 30, 2025. Payments will be dispersed to MUSD schools and participants as follows:

- United Way of Tucson and Southern Arizona will donate \$8,000 for literacy resource support upon signing and execution of MOU as follows:
  - \$2,500 to be donated to Butterfield Elementary School for literacy resource support
    - \$1,500 for 2<sup>nd</sup> grade team
    - \$1,000 for 3<sup>rd</sup> grade team
  - \$2,000 to be donated to Estes Elementary School for literacy resource support
    - \$1,000 for kinder team
    - \$1,000 for 1<sup>st</sup> grade team
  - \$1,500 to be donated to Picture Rocks Elementary School for literacy resource support
    - \$1,500 for 1<sup>st</sup> grade team
  - \$1,000 to be donated to Quail Run Elementary School for literacy resource support
    - \$1,000 for 2<sup>nd</sup> grade team
  - \$1,000 to be donated to Roadrunner Elementary School for literacy resource support
    - \$1,000 for 2<sup>nd</sup> grade team
- United Way of Tucson and Southern Arizona will pay each participating teacher and staff a \$500 stipend for a total of \$12,500 upon signing and execution of the MOU. United Way of Tucson and Southern Arizona will disburse payments to the 25 participants no later than March 30<sup>th</sup>, 2025, upon fulfillment of roles and responsibilities of the Leaders in Literacy program as follows:
  - \$2,000 to be paid to Butterfield Elementary School participants in 2<sup>nd</sup> grade cohort.
  - \$4,500 to be paid to Estes Elementary School participants in Kinder and 1<sup>st</sup> grade cohort.
  - \$2,000 to be paid to Picture Rocks Elementary School participants in 1<sup>st</sup> grade cohort.

- \$2,500 to be paid to Quail Run Elementary School participants in 2<sup>nd</sup> grade cohort.
- \$1,500 to be paid to Roadrunner Elementary School participants in 2<sup>nd</sup> grade cohort.
- Butterfield Elementary School agrees to pay \$2,000 to stipend 4 additional participating teachers and staff in 3<sup>rd</sup> grade cohort no later than March 30<sup>th</sup>, 2025.

## **Reporting Requirements**

Reporting requirements shall include:

- Number of students impacted by the project,
- Number of teachers impacted by the project,
- Staff-identified student-level outcomes,
- Additional data as identified through collaborative improvement sessions.

## **Indemnification**

To the extent allowed by law, each party shall indemnify and hold harmless the other party from and against any and all losses, damages, liabilities, costs, expenses (including attorneys' fees) and any other claims whatsoever which the party may suffer arising out of or relating to this agreement or the services provided hereunder if the claim against the party arises out of negligent or intentional acts or omissions of the other party. Indemnification shall include all employees, agents, officers, directors, shareholders and contractors of the party.

## **Insurance**

During the term of the agreement, each party shall maintain, at its sole cost and expense, adequate workers' compensation, commercial general liability, errors and omissions, automobile, sexual/physical abuse and other forms of insurance, with policy limits sufficient to protect and indemnify the other party from any losses resulting from the insured party's conduct, acts, or omissions or the conduct, acts, or omissions of Community Impact Grantee's or United Way's agents, contractors, servants, and employees.

MUSD shall furnish United Way with certificates of insurance as required by this agreement. MUSD agrees to name "United Way of Tucson and Southern Arizona, Inc." as an additional insured under the policies, and will provide a certificate of insurance evidencing the coverage. Such coverage shall provide that MUSD and/or its insurance carrier(s) provide United Way with at least thirty-day (30) prior written notice of any change in such coverage or policy, or any proposed cancellation or non-renewal.

Policies shall contain a waiver of subrogation against United Way of Tucson and Southern Arizona, its board, its officers, officials, agents, and employees for losses arising from work performed by or on behalf of Grantees. Policies can be sent to [grants@unitedwaytucson.org](mailto:grants@unitedwaytucson.org).

## **Compliance with Immigration Laws**

To the extent applicable under A.R.S. § 41-4401, each party warrants compliance with all federal immigration laws and regulations that relate to its Arizona-based employees and, with regard to such employees, agrees to comply with the E-Verify requirements pursuant to A.R.S. § 23-214(A). A party's breach of the above-referenced warranty shall be deemed a material breach of this agreement. To the extent required by Arizona law, the parties each retain the legal right to inspect the papers and records of the other party to ensure compliance with this paragraph.

## **Student Records**

The parties acknowledge and agree that the confidentiality of personally identifiable education records of Marana Unified School District's students ("Student Records") is protected and regulated by a federal law commonly referred to as the Family Educational Rights and Privacy Act ("FERPA"). The parties agree that any disclosure and/or re-disclosure of Student Records shall be in compliance with the requirements of FERPA.

## **Amendment**

This MOU may be amended only by the written agreement of both parties.

## **Termination**

Either party may at any time cancel this agreement, with or without cause, by giving thirty (30) days advance written notice to the other party which shall commence on the date of mailing of the written notice by certified mail or personal delivery.

In addition to the above, in the event of a conflict of interest of the type described by A.R.S. § 38-511, the terms of which statute are deemed incorporated herein, this MOU may be terminated by Marana Unified School District.

MUSD, upon suspension or termination, will do all of the following:

1. Cease the performance of the suspended or terminated activities under this MOU.
2. Take all necessary steps to limit disbursements and minimize costs that include, but are not limited to, the suspension or termination of all contracts correlated to the suspended or terminated MOU activities.
3. Prepare and furnish a report to C2C Staff, as of the date MUSD received the notice of termination or suspension, that describes the status of all MOU activities and includes details of all activities performed and the results of those activities.
4. Perform any other tasks that United Way of Tucson and Southern Arizona requires; and
5. Return unused funds to United Way of Tucson and Southern Arizona.

IN WITNESS THEREOF, the parties have affixed their signatures to this agreement on the date written below.

## Signatures

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Kristin Reidy  
Assistant Superintendent & Title IX Coordinator  
Marana Unified School District

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Date

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Tony Penn  
President & CEO  
United Way of Tucson and Southern Arizona

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Date

Reviewed: 

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Arika Wells 

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Date  
Executive Vice President/Chief Operating Officer, Operations  
United Way of Tucson and Southern Arizona

Reviewed: 

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Allison Titcomb 

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Date  
Senior Vice President, Community Development  
United Way of Tucson and Southern Arizona