



DRAFT Memorandum of Understanding *PD System Redesign*

**Mt. Diablo Unified School District and Pivot Learning Partners
October 2014 – January 2016**

Funding to support Mt. Diablo in redesigning components of their PD system has been provided through a grant from the Bill and Melinda Gates Foundation to Pivot Learning Partners. This scope of work describes the mutual responsibilities and commitments of Pivot Learning Partners and Mt. Diablo to reach the goals set forth in this document.

I. Overview

Pivot Learning Partners' Mission and Vision:

Our mission is to revitalize public education by developing the leaders and building the education organizations of the future. We aim to create a future in which race, class, language, gender, and culture no longer predict educational outcomes for students.

Pivot Learning Partners' Theory of Action:

Through a combination of professional development, coaching, consulting, facilitation, project and change management and the use of appropriate tools and strategies, Pivot Learning establishes long-term partnerships with districts to build the capacity of both individuals and organizations to create high-performing organizations, improve the quality of teaching and learning, raise student achievement and narrow the achievement gap.

II. Goals of this Project

The primary objective of this project is to experiment using Pivot's Change Design Model to help Mt. Diablo redesign key components of their PD system. By tapping into the experiences and needs of teachers, we aim to help Mt. Diablo create a comprehensive professional learning system that is more effective, responsive, personalized and teacher-driven. An essential component of this grant is also to build the capacity of key internal staff within the district so that they can continue to use this process for continued improvement after the grant ends.

III. Activities, Deliverables & Timeline

This project starts on October 1, 2014 and ends January 31, 2016. Through a combination of training, coaching, project design, meeting facilitation, research and expert consultation, the Pivot team will assist key staff within the district to design, lead and manage the implementation of significant improvements to the existing PD system. An essential piece of this project will be convening a Design Team of roughly 6-10 teachers, principals and district office staff every 2-3 weeks over the course of the year. The Pivot Team will help the Project Driver design and facilitate each meeting and conduct work in between meetings.

Key milestones for the project are listed within the table below.



Phases of the Change Design Cycle	Milestones and/or Deliverables	Anticipated Date of Completion
1. Pre-work & Project Launch	<ul style="list-style-type: none"> • A plan for the project • PD Redesign Readiness Assessment completed and focus for work identified • Design Team chartered and launched 	November 2014
2. Discover, Interpret & Ideate	<ul style="list-style-type: none"> • Deep understanding of end user experience of the existing system • Clear vision for the project • Prioritized list of potential solutions 	February 2015
3. Prototype, Feedback & Refine	<ul style="list-style-type: none"> • A prototype of a redesigned component of the PD system that merits piloting on a small scale under live conditions. 	Spring or Summer 2015
4. Pilot, Scale & Implement	<ul style="list-style-type: none"> • The redesigned component is piloted under live conditions. • If the pilot is successful, the component is taken to scale district-wide. If not the Design Team reworks the component for another pilot. 	Summer 2015- January 2016
5. Second Iteration of the Design Cycle	<ul style="list-style-type: none"> • Work begins on designing/redesigning an additional component of Mt. Diablo's PD system. 	Summer 2015 – January 2016

IV. Costs

Services as set forth in this MOU, estimated of a value of \$100,000 over 18 months, are free to the district because of the grant from the Bill and Melinda Gates Foundation to Pivot Learning Partners. Pivot or the Bill and Melinda Gates Foundation will also cover any travel expenses outside of the district related to this project, including to visit Riverside Unified, the other district working with Pivot on this project.

Mt. Diablo is responsible for:

- Providing a space and covering meeting expenses for the Design Team which will meet roughly 1-2 times per month.
- Covering any internal staffing costs associated with the work. Based on our experience in other districts, we anticipate the project will take up roughly four hours per month of the Project Sponsor's time; some of the Project Driver's time; and about 4-6 hours per month for each design team member. Please note that these time estimations reflect average time across the project. There are points during the process where the work will be more intensive (e.g. launching the project, getting ready for the pilot, etc.), and times when the work will be less intensive.



- Mt. Diablo will be responsible for covering internal costs associated with the design team, such as substitutes or stipends for teachers.

V. Commitments by Pivot Learning Partners

This project presents the opportunity for Mt. Diablo to join a high profile national network of partners tackling the crucial issue of PD systems in the Common Core era. As a partner, the district will be exposed to cutting edge practices in professional learning systems and a growing set of tools. Most importantly, the district will receive intensive support from systems design experts who can help you make significant improvements to how your teachers are trained and supported to implement new instructional strategies.

On a regular basis, Pivot Learning Partners will solicit formal and informal feedback from district and site leaders involved in the Project. We will use these data and information to improve our work. Sensitive matters discussed by school and district staff with the Pivot Learning Partners staff shall be held in strictest confidence.

Pivot Learning Partners will provide the following staff to the project:

- **Pivot Staff (Project Director):** Will oversee the project and handle much of the coaching, meeting design and facilitation, research, consulting and other duties required. Staff will spend roughly 5-10 days per month on this project.
- **Kit Pappenheimer (Pivot Coach):** Kit will assist in training and coaching district staff. Kit is an experienced PD expert and will spend roughly 40-50 days on the project between now and January 2016.
- **Peggy Green (Project Consultant):** As the Project Lead for other Pivot work being conducted in the district, Peggy will play an instrumental role in ensuring that this project is informed and aligned with other key initiatives in the district. She will consult with the Pivot team on key decisions, and may on occasion directly support implementation activities related to the project.
- **Kari McVeigh (Regional Director-Bay Area):** Kari will make herself available to the Mt. Diablo Superintendent/Project Sponsor to respond to any issues that arise in carrying out this project.
- **Carla Hulce (Chief of Education Programs):** Carla is responsible for vetting all content used in this project and managing the Project Director.

VI. Commitments by the Mt. Diablo

Staff shall be committed to the reciprocal accountability aspect of this project and demonstrate commitment to the very significant roles that each plays. Mt. Diablo Unified shall provide the following staff to the project (please see the attached Quick Guides for more details about these roles):

- **Project Sponsor:** The Project Sponsor will set the overall vision for the project, identify and convene the Design Team and be a public champion for the work. We anticipate



that he or she would spend roughly four hours per month on the project, but their involvement will be more intense at the beginning and other key stages.

- **Project Driver:** In addition to being the district liaison to the Pivot team, the Project Driver will co-lead the project with intensive support from the Pivot coaches. He/she will dedicate some time on the project.
- **Design Team members:** Made up of roughly 6-8 central office staff, teachers and principals, these members will spend roughly four hours per month on the project, and roughly one hour in between meetings to advance the work.

As appropriate, the district will make an effort to contribute to the national iPD initiative. Activities include but are not limited to: (a) attending national network meetings hosted by BMFG; (b) allowing BMFG staff to visit relevant activities associated with the grant; (c) sharing resources and tools created as part of this project with the BMGF and other grantees.

Mt. Diablo Project Sponsor

Date: _____

By: _____

Name: _____

Title: _____

Pivot Learning Partners (Chief of Education Programs)

Date:

By:

Name: Carla Hulce

Title: Chief of Education Programs