

## ATTACHMENT XIII-F

ATTACHMENT XIII-F:	Approval of ECRA Letter of Agreement
Suggested Motion:	Move to approve the ECRA Letter of Agreement
Recommended Action:	Approve as presented

As presented at the regular Board meeting in April, effective September 2012, all principals, and assistant principals must be evaluated under new criteria encompassing a student achievement component. We have used ECRA to provide that data. Effective in 2016, the teacher evaluation will require similar inclusions. In working with the principals and the NBEA, we believe that it is important to provide that information to teachers as soon as possible, so they will be able to prepare for the 2016 implementation of the PERA rules. In the next month we should be getting the growth data from the 2012-2013 school year.

We plan to use the ECRA data services to evaluate our pre-school programming, the new math curriculum as well as the summer library program. The NBHS staff is looking at potentially using ECRA data to more efficiently schedule ninth graders in the future as well. They are working on a new data dashboard which we will be able to make available in the next couple of months.

ECRA is a well-established company that is highly recommended by AASA. They would be essential in providing skilled services to support the district in research, assessment, evaluation, data warehousing, data analysis, reporting, professional development and planning. Last year, the service contract was for \$36,166 including 100 hours of consulting. They have modified their contract process to provide unlimited consulting and training for \$37,054.



## **LETTER OF AGREEMENT**

### **Purpose**

The purpose of this Letter of Agreement (the “Agreement”) is to document the working arrangement between ECRA Group, Inc. (“ECRA”), and North Boone Community Unit School District 200 (the “District”). ECRA will provide to the District a Collaborative Research and Information Service Solution (“ECRISS”) to support the District in areas related to, but not limited to research, assessment, evaluation, data warehousing, data analysis, reporting, professional development, growth models and planning, and personnel appraisal.

### **ECRA Responsibilities**

ECRA shall devote its best efforts, skill, and attention to the performance of services. ECRA shall be available at such times and places as may be mutually agreed to by the parties for the performance of services under this Agreement. ECRA shall provide all technology and research staff necessary to deliver expected services.

### **District Responsibilities**

The District shall furnish to ECRA in a prompt manner all such data, documents, information, materials, decisions, or approvals of the District as ECRA shall reasonably request or require in performance of expected services.

### **Scope of Services**

District desires to retain ECRA to provide services, which shall include, but shall not be limited to:

- Management of a student achievement data warehouse
- An online portal to manage research and reports, security implemented to the building-level
- Local Growth Model developed based on local district norms, ECRA, or publisher norms
- Linking student achievement to teacher and administrator evaluation
- AYP subgroup analysis
- Individual student projection lists by class
- Program evaluation
- Special data analysis requests
- Student identification and cut score development, benchmark analysis
- Individual student growth analysis
- Unlimited phone access to ECRA
- Dedicated ECRA consultant
- Professional Development as needed (online or onsite)
- Public Dashboard

### **Compensation and Fees**

- \$37,054 per year for Services as outlined above.
- \$180 per hour for additional projects beyond the scope of this proposal.

ECRA out-of-pocket expenses related, but not limited to printing, postage, and excessive travel will be billed to the District for reimbursement.



**Invoicing**

ECRA will invoice the District in two equal installments of \$18,527 each, beginning July 1, 2013, and each July 1 that the Agreement is in effect. The second installment of \$18,527 will be invoiced each January 1 that the Agreement is in effect.

ECRA out-of-pocket expenses related, but not limited to printing, postage, and excessive travel will be billed to the District for reimbursement at the time they are incurred.

**Business Relationship**

The District and ECRA agree that ECRA does not have the status of employee, shall not be entitled to any employee fringe benefits, and shall function as an independent contractor.

The District agrees that any and all intellectual property and technology designed, made, or conceived by ECRA (solely or jointly with others) arising from ECRA's work for the District, is the sole property of ECRA, without royalty or other consideration to the District.

The District understands that it is unlawful for it to either disclose to any person outside of the District's employment or make any unauthorized use of ECRA trade secrets or confidential information unless it can be shown that such information has become public knowledge through no act of the District.

**Term**

This Agreement shall become effective upon signing and will continue in effect through June 30, 2016.

**Use and Receipt of Student Data**

ECRA and the District recognize that in the course of working together, ECRA will be provided with access to individually identifiable student information, including personally identifiable information. ECRA will comply with all applicable laws and/or regulations, including FERPA with respect to privacy and data security relative to information and data about students and their parents.

**ECRA Group, Inc.:****North Boone Community Unit School District 200:**

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Signature

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Signature

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Printed Name

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Printed Name

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Title

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Title

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Date

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Date