

# Stanwood Camano School District #401

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## INSTRUCTIONAL SERVICES

Lloy Schaaf

Assistant Superintendent of Teaching and Learning

### MEMORANDUM

**To:** Stanwood-Camano School Board of Directors

**Fr:** Lloy Schaaf, Ed.D.

**Re:** Approval of the Memorandum of Understanding for Houghton Mifflin Harcourt Publishing  
For participation in the 2018 Math Expressions pilot

**Date:** July 3, 2017

Attached, please find the Memorandum of Understanding between Stanwood-Camano School District and Houghton Mifflin Harcourt Publishing, for participation in the Math Expression 2018 Pilot.

**RECOMMENDATION: That the School Board approve the Memorandum of Understanding between Stanwood-Camano School district and Houghton Mifflin Harcourt Publishing.**



## **PILOT MEMORANDUM OF UNDERSTANDING**

*Between Stanwood SD & Houghton Mifflin Harcourt Publishing  
For Participation in the (Math Expressions 2018) Pilot  
Effective Date: September 1<sup>st</sup>, 2017.*

### **I. Parties**

This Memorandum of Understanding (MOU) is made and entered as of the effective date between Houghton Mifflin Harcourt (HMH) and Stanwood SD.

### **II. Purpose**

This agreement is entered into as a pilot evaluation of **Math Expressions 2018**. Participating pilot teachers will each receive the agreed upon **Math Expressions** materials as outlined in the pilot cost proposal. These pilot materials will be provided at no charge to the district. Additionally, HMH agrees to provide training and support to the pilot teachers during the agreed upon pilot at no charge

### **III. Duration of Evaluation Period**

- 1) The pilot evaluation period will officially begin on September 1, 2017 and conclude on January 31, 2018.
- 2) The anticipated date for a decision on the program selected for implementation is June 1, 2018.

### **IV. School Responsibilities**

It is expected that a district administrator (e.g., Director of Curriculum) will read the **Pilot Proposal**, and:

1. Read, sign, and return this MOU to Michael Kinzler.
2. Identify a district contact person to serve as a point of contact and District Pilot Liaison. The POC will be the main point of contact between the district and HMH and will be expected to assist in the distribution of the materials as well as to facilitate any necessary communication with the district and/or pilot teachers.
3. Provide the name and email of the district technology contact person and undergo a technology discussion to ensure compatibility with district LMS, devices, bandwidth, etc. and HMH digital assets.
4. Support pilot teachers in using the program with fidelity and following intended pacing as agreed upon between HMH and district administration.
5. Allow pilot teachers to be accessible multiple times during the pilot via email, webinar and/or agreed upon site-based training and periodic check-point visits.
6. Provide HMH with an email address, grade level, and building assignment for each pilot teacher, as well as class lists, in xlsx file format for the



purpose of uploading class rosters for online access to the digital resources at least two (2) weeks prior to the start of the pilot.

7. Provide ship-to addresses and names for all pilot materials at least thirty (30) days prior to the first training session.
8. Allow pilot teachers to complete a mid-point and end-of-pilot survey distributed online via HMH.
9. The district will share pilot feedback with the HMH throughout the process.

**V. HMH Responsibilities**

1. Organize an initial meeting with key stakeholders to determine: complete pilot process, number of schools, number of classrooms, grade level, timing and clear metrics for evaluation.
2. Respond to queries via email, phone or webinar within a reasonable period of time.
3. Ensure teachers have the program resources and training needed to successfully implement the program with fidelity.
4. Conduct scheduled check in meetings with all pilot teachers to train, answer questions, and problem solve.
5. Determine technology compatibility between district and Math Expressions digital requirements.
6. Meet with district personnel to finalize decision-making.

**District Pilot Contact**

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**District Tech Coordinator Information**

Name:Mr. Dan Johnston  
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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_ext \_\_\_\_\_  
Phone

**Please complete and return to Account Executive, (name), via email at: [michael.kinzler@hmc.co](mailto:michael.kinzler@hmc.co)**