

## **Memorandum of Understanding: Math Textbook Selection and Preparation Support**

### **Purpose.**

For the 2018-2019 school year, districts in Florida will go through the math textbook adoption process. Research has demonstrated how important and impactful high-quality materials are in the work of improving student achievement. This is an important decision for each system. Research also demonstrates, while high quality materials alone can make some difference, the implementation for the materials plays a significant role in governing the learning. Providing teachers and leaders with the right support, while also aligning the underlying systems to support the implementation efforts, will be critical.

Instruction Partners has spent the last year studying the decisions that lead to implementation success across three phases: selection, preparation and use. Instruction Partners will work with NEFEC and with participating districts to support the selection and preparation for implementation in order to support greater math success for students in the coming years.

### **Term.**

July 1, 2018 – June 30, 2019

### **Financial Agreements.**

1. There is no cost of services per district.
2. All travel and lodging expenses will be at the District's expense and will not be reimbursed by Instruction Partners.

### **Public Records.**

The District acknowledges that some, or all, of the materials, documents, and correspondence it creates, develops, produces, or shares with Instruction Partners may be subject to Public Records Act requests, inspection, and copying. The District acknowledges that Instruction Partners cannot guarantee the anonymity of District's officials or employees as it relates to public records.

Accepted and Agreed to By:

The District:

X: Rex L. Mitchell

By: REX L. MITCHELL

Email: rex.mitchell@hamschools.org  
Emily.Freitag@instructionpartners.org

Title: Superintendent

Date: 8/14/18

Instruction Partners:

X:

By: Emily Freitag

Email:

Title: Chief Executive Officer

Date:

APPROVED BY HAMILTON SCHOOL BOARD

ON 8/14/18  
Rex L. Mitchell  
SUPERINTENDENT

## **Exhibit A**

Instruction Partners will facilitate four one-day meetings regionally and one conference with members from the North East Florida Educational Consortium. In between these shared experiences, participating districts will also receive monthly virtual check-ins to provide individualized support. Together, these experiences will help the District think through the selection and preparation phases of curriculum implementation work.

1. Each district will select a team of up to seven members to include:

- District CAO/Curriculum Directors
- Principals
- Coaches
- Teacher leaders (up to 4)

2. Meetings will occur four (4) times across the year.

- August 30<sup>th</sup>
- October 10<sup>th</sup>
- January 9<sup>th</sup>
- February 26<sup>th</sup>

The textbook fairs will take place October 23-24<sup>th</sup>.

3. The District may also receive optional services:

- Six (6) individual check ins with the District point of contact
- Monthly resource and research sharing for all District participants across instructional topics with a specific call out of relevant resources for this work
- Follow up check ins with principals of any schools that host (with a short report and a planning conversation)