

February 10, 2014

«DSB»  
«Address\_1»  
«Address\_2»  
«City», «Province»  
«Pcode»

Dear «Name»:

This letter, when signed below by both parties, shall constitute an agreement ("Agreement") between «DSB» (the "Participant") and the Council of Ontario Directors of Education ("CODE") to support the Participant's implementation of, and financial accountability for, the **21<sup>st</sup> Century Innovation Research Initiative, 2013-14** ("Research Initiative").

#### Overall Goals of the Research Initiative

CODE, in partnership with the Ministry of Education, is pleased to provide funding for round 3 of the 21<sup>st</sup> Century Innovation Research Initiative, 2013-14. The overall goals of the Research Initiative are to:

- Gain insights into the role of technology in changing teaching practice and strengthening student engagement, learning, well-being and achievement;
- Focus on important higher order "21<sup>st</sup> century skills" and habits of mind such as critical thinking, creativity, communication, collaboration and entrepreneurship;
- Build local innovation and leadership capacity for 21<sup>st</sup> century (next generation) teaching and learning;
- Support evidence- and research-informed decision-making that is focussed on the instructional core;
- Situate Ontario's local innovation efforts within the wider context of current international research on the features of strong districts, whole system reform that integrates effective technology-enabled pedagogy, and emerging evidence on '21<sup>st</sup> century effectiveness' in innovative learning environments;
- Promote knowledge mobilization about scaling up pedagogy-driven, technology-enabled practices for optimizing learning.

#### Funding Requirements

In keeping with the Research Initiative's overall goals, there are two funding requirements under this Agreement:

- The Participant will organize, implement and report back to the Research Team (the "Research Team"), once in place, on results achieved, including impact evidence on changes to teaching practice, student engagement, learning, well-being, and acquisition of higher-order 21<sup>st</sup> century skills and habits of mind; and,
- The Participant will organize, implement and report back on strategies undertaken and the outcomes achieved in connection with local capacity building and knowledge mobilization in moving to scale-up pedagogy-driven, technology-enabled practices for optimizing learning. A minimum of one artefact will be created for local capacity building and knowledge mobilization and will be shared with the Research Team for analysis and for potential wider dissemination in the sector, including sharing with other district school boards and the Ministry of Education.

In keeping with the Research Initiative's goals and funding requirements, the following deliverables, terms/expectations, timelines, and funding will result from this contract.

Deliverables:

The following actions will be completed by the Participant to achieve the Participant's contributions to the goals of the Research Initiative:

- Ensure implementation and completion of the Research as described in Appendix A;
- Designate an appropriate team, and suitable resources required to fully complete the Research;
- Collaborate and participate in the External Research Evaluation component of the Research including, but not limited to, the application and/or adoption of metrics and/or research questions as defined by the Research Team for purposes of evaluating and reporting results publicly, and the provision of related research data, including student achievement data where applicable, to the Research Team. This component may also involve meeting with and/or providing additional information as may be requested by the Research Team, for example, details on observable 21<sup>st</sup> century skills and habits of mind arising through curriculum-based, technology-enabled teaching and learning practices;
- Host mutually agreed upon possible site visit(s), including virtual visits, as may be requested from time to time by other district school board(s), the Ministry of Education, CODE and/or the Research Team;
- Participate in one or more meetings (face-to-face or virtual) to be hosted by CODE, the Ministry of Education and/or the Research Team to bring together representatives of district school boards for the purpose of sharing lessons learned through the Research;
- Deliver an interim and a final report or electronic template detailing information such as:
  - a) a description of how the Participant's results build upon lessons learned through prior innovation project(s) undertaken in round 1 and/or 2 (such as inquiry focus, change in scope, system goals);
  - b) the inquiry question(s) and research basis/theory of action that underpin the Participant's results;
  - c) the desired impact results and outcome measures (including success indicators and data that demonstrate findings) for 2013-14. In Round 3, CODE and the Ministry of Education are particularly interested in enhancing robust evidence of student achievement gains and how technology-enabled pedagogical models mobilize for deep learning;
  - d) a description of how the Participant's results contribute to system learning, scaling up, and sustainability (including lessons learned), with reference to measures established by the Participant, as well as criteria to be defined and requested by the Research Team for purposes of reporting on overall provincial findings;
  - e) results achieved through capacity-building and knowledge-mobilization activities for teachers and administrators in moving to scale-up pedagogy-driven, technology-enabled practices for optimizing learning (e.g. workshops, learning fairs, summer institutes, webinars, resource development, job-embedded learning supports, co-planning across departments, professional learning networks, additional research studies, exemplars, technology acquisitions to support professional / student learning, community partnerships);
  - f) descriptions of specific dimensions of the Participant's results, such as technology-enabled components, implementation context and connections to important higher order, 21<sup>st</sup> century skills and habits of mind.
- Provide artefacts to the Research Team, such as video narratives (digital media clips) and/or other tangible assets (such as lesson plan/learning module exemplars, research data/reports, training guides) that will contribute to knowledge mobilization, research exchange, and the ability to showcase effective technology-enabled teaching and learning practices to build provincial capacity for 21<sup>st</sup> Century teaching and learning.
- Agree to participate in the development of digital media by a designated media provider, if requested, and at a mutually agreeable time.
- Manage and provide reports of funds used and capacity building activities undertaken for implementation of the Research, in accordance with eligible funding expenses: teacher release, professional learning, resource development, coordination, research, and acquisition of technology to support professional/student learning (technology acquisition may not exceed 50% of total allocation) in moving to scale-up effective practice.

Terms/Expectations

The Participant will:

- Implement the deliverables related to the Research Initiative during the 2013-14 school year;
- Communicate to parents regarding the Participant’s Research undertaking described in Appendix A and their child’s participation, obtaining appropriate consents where required (e.g., for digital media clips and/or focus group participation);
- Respect privacy and confidentiality principles when discussing and reporting on outcomes in various forums (including e.g., private e-communities of practice) and when disclosing data to the Research Team;
- Seek to provide opportunities, where appropriate and applicable, for student input and voice in contributing to the Participant’s Research results; and,
- Share impact evidence and lessons learned with peers, CODE, the Ministry of Education and the Research Team in keeping with the key goals of promoting system-wide learning and knowledge mobilization about what is working at the local level and why, and, where relevant, identifying lessons, strategic vision and/or skills frameworks that may contribute to policy and program development at the provincial level.

Timelines

The period of this contract is February 21, 2014 to August 31, 2014.

The following are anticipated timelines:

Timing	Deliverables	Recipient of Deliverable(s)
By February 21, 2014	Signed LOA and completed Appendix A submitted	CODE
On receipt of signed LOA and completed Appendix A	Payment of funding allocation by CODE	District School Board*
April 30 <sup>th</sup> 2014	Board* Interim Reports	External Research Team
July 4, 2014	Board Final Reports	External Research Team
August 31, 2014	One or more artefact(s) - e.g. video narratives, professional learning and/or implementation resources, board research reports	External Research Team
August 31, 2014	Board reporting of Funds, including capacity-building activities and related technology acquisitions to implement the Research Initiative	CODE

\*For purposes of this Agreement, the terms District School Board and Board are considered to include and apply to Provincial Schools as participants in the Research.

Terms of Reference, Record Keeping, Reimbursement

1. Accurate and current records of all deliverables will be maintained by the Participant;
2. The Participant will provide:
  - a) an interim report on the board’s planned Research (as described in Appendix A);
  - b) a final report on the outcomes achieved and lessons learned, including progress on moving to scale-up effective innovative practice within the board, and, any lessons for consideration for provincial policy/program development (see two funding requirements above as part of this agreement);
  - c) a minimum of one artefact that supports local capacity building and knowledge mobilization and for consideration for potential wider dissemination in the sector, including to other district school boards and the Ministry of Education; and,
  - d) periodic updates as required (e.g. teleconference/Adobe Connect);
3. A detailed financial reconciliation of accounts will be received by CODE by August 31, 2014. This will include itemized details on capacity-building activities and any related technology acquisitions to implement the Research Initiative.
4. Tasks, data and/or reports as required by the research team will be completed.

**Funding and Reporting Breakdown:**

The Participant will be reimbursed as follows:

Date	Deliverable	Allocation
February 21, 2014	DSB signed LOA received by CODE including Round 3 Board Contact and Innovation Research Information (Appendix A)	85% of DSB allocation = _____ (upon receipt of deliverable)
July 4, 2014	DSB final research report received by external research team	15% of DSB allocation = _____ (upon receipt of deliverable)
August 31, 2014	DSB Financial Report for Round 3 received by CODE	

Termination

This agreement may be terminated before the end of its term only upon mutual consent of both parties and the Ministry of Education.

If you agree with the terms of this Letter of Agreement, please sign and date two copies of this letter and return one (1) copy of the signed letter to: Frank Kelly, Executive Director, Council of Ontario Directors of Education, 1123 Glenashton Drive, Oakville, ON, L6H 5M1 by February 21, 2014. Thank you for agreeing to support this important collaborative initiative.

Sincerely,

Frank Kelly

Executive Director, CODE

**I AGREE WITH ALL OF THE ABOVE TERMS AND CONDITIONS OF THIS AGREEMENT. I APPROVE THE DISTRICT SCHOOL BOARD'S PARTICIPATION IN THE 21<sup>st</sup> CENTURY INNOVATION RESEARCH INITIATIVE 2013-2014, AND ASSOCIATED ROLE AND CONTRIBUTION OF DATA, FINDINGS AND AT LEAST ONE ARTEFACT TO THE INITIATIVE'S EXTERNAL RESEARCH EVALUATION COMPONENT IN COLLABORATION WITH THE RESEARCH TEAM.**

\_\_\_\_\_  
Director of Education (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date