

# NASBE

National Association of  
State Boards of Education

## **Memorandum of Understanding Between the Washington State Board of Education and the National Association of State Boards of Education**

### ***2016 Stipend Award***

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#### **I. PARTIES**

This Memorandum of Understanding (MOU) is entered into by the Washington State Board of Education (SBE) and the National Association of State Boards of Education (NASBE) pertaining to the organizations' partnership to strengthen the work of the SBE in 2016-17 related to Deeper Learning. The funding is granted directly from NASBE and is provided for through the William and Flora Hewlett Foundation.

#### **II. PURPOSE**

The purpose of this MOU is to outline the work, expectations, compensation and general provisions attached to the stipend award.

#### **III. THE STATE BOARD'S SCOPE OF WORK**

- The scope of work by the SBE required by this MOU is outlined in the attached documents and remain as they were submitted by the SBE.
- State board members and appropriate staff will participate in regular conference calls with NASBE staff and attend appropriate convenings of awardees.
- The SBE shall submit an interim report by October 15<sup>th</sup> of each grant year and a yearly final report by March 15<sup>th</sup> of each grant year, the form of which will be provided by NASBE.

#### **IV. NASBE'S ROLE AND RESPONSIBILITIES**

NASBE staff members will provide support for state's project activities above and beyond routine stipend monitoring. NASBE activities for this project are as follows:

- Facilitating regular conference calls between the state board and NASBE staff.
- Providing technical support for the development of stipend applications and overall implementation.
- Facilitating connections with experts.
- Facilitating an in-state policy workshop to provide guidance and coordination to state's board of education to improve the quality and effectiveness of work plans, evaluation strategies, and collaborative activities with other agencies and organizations.
- Supporting ongoing opportunities to foster networking, communication, coordination, and collaboration.
- Collaborating to assemble and publish accomplishments, best practices, and lessons learned during the project period.

## **V. COMMUNICATIONS**

- NASBE will issue an official press release announcing stipend awardees upon the completion of the application/MOU process, and dispersal of stipend funds. NASBE Director of Communications will work with state liaisons on dissemination to appropriate state media, trade press, and other stakeholder. State-issued press releases must be coordinated with the NASBE Director of Communications.
- A primary goal for NASBE is to highlight the work of each stipend state, and to share state's experiences and lessons with the NASBE member network, and the public. This will be accomplished in a variety of ways including via published reports, case studies (State Innovations), commentary, and social media.

## **VI. TERMS AND CONDITIONS**

- The work performed under this MOU shall be subject to all the terms and conditions outlined in this document.
- Neither party shall perform, provide, or request any service or materials that is unlawful, or is to be used in any unlawful manner, or which could be found offensive or which might otherwise be detrimental to the interests of either party.
- NASBE and the SBE are independent entities bound in the relationship of contractor and subcontractor respectively. The work hereunder shall be performed in accordance with generally accepted professional standards.
- As part of this agreement, NASBE and the SBE will jointly determine the tasks, timelines, outcomes and resources related to the work.
- In the event that the SBE fails to commence services or, having commenced the services abandons them in part or in whole, or fails to complete the work to the satisfaction of NASBE, then NASBE reserves the right to cancel or terminate this agreement and the SBE will turn over to NASBE the products completed as of the date of cancellation as well as any unexpended funds.
- This MOU shall not be subject to any special conditions unless such special conditions are specifically identified in this agreement or its attachments.
- All terms and conditions of this MOU are herein set out and no other conditions, promises, or representations have been made. The parties' concurrence with the terms and conditions set forth above shall be evidenced by the signatures of their respective agents as set forth below.

## **VII. COMPENSATION AND TERMS OF PAYMENT**

- The total compensation amount under this MOU is \$6,000 which will be paid within 30 days of the joint signing of this MOU and an additional \$9,000 subsequently to fulfill the demand for year 2 activities.
- The SBE shall maintain and make available upon request, all relevant financial and accounting records and evidence pertaining to this agreement in accordance with generally accepted accounting principles.

## **VIII. DATES**

This MOU will commence on the date of its signing and end on December 31, 2017.

**IX. CANCELLATION**

- Cancellation of the Agreement by NASBE may be for (1) default by the SBE, or (2) lack of further need for the service by NASBE. Default is defined as the failure of the agency to fulfill the obligations of this agreement. In case of default by the SBE, NASBE may cancel this agreement immediately and procure the services from other sources. In the event NASBE no longer needs the services specified in this agreement due to program changes, changes in funding, or other reasons, NASBE may cancel the MOU by giving the SBE written notice of such cancellation thirty (30) days prior to the date of cancellation.
- The SBE has the right to cancel this agreement. In the event the agency decides to terminate this agreement, it can do so by giving NASBE written notice thirty (30) days prior to the date of the intended cancellation date. Unexpended funds shall be returned to NASBE prior to the stated cancellation date.

**X. RESPONSIBLE PERSONS AND CONTACT INFORMATION**

**National Association of State Boards of Education**

Executive Management

Kristen Amundson

Executive Director

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Finance

Laura Morrison

Director of Finance and Human Resources

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Project Oversight

Robert Hull

Director, Center for College, Career, and  
Civic Readiness

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703.684.4000 ext. 4837

Project Liaison

Ace Parsi

Deeper Learning Project Director

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**State Board of Education**

Linda Drake

Director of Career and College Readiness Initiatives

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Isabel Muñoz-Colón

Chair, Washington State Board of Education

[sbe@k12.wa.us](mailto:sbe@k12.wa.us)

360-725-6027

**XI. SIGNATURES**

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Isabel Muñoz-Colón  
Chair  
Washington State Board of Education

\_\_\_\_\_  
Date

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Kristen Amundson  
Executive Director  
National Association of State Boards of Education

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Date