



## Memorandum of Understanding

LEA		District Liaison	
School		Principal	
		Process Manager	

North Carolina LEAs participating in the NC Indistar® online planning process are asked to review the expectations, roles, and responsibilities noted below in order to ensure fidelity of implementation. The memorandum of understanding (MOU) shall be effective upon receipt of this signed document by the North Carolina Department of Public Instruction (NCDPI).

### School Improvement Teams

- Establish a meeting schedule for the entire year – teams should meet a minimum of twice per month
- Select a team member to serve as *Process Manager*. This role is critical, and should not be assigned to the school principal. The *Process Manager* will assist in the documentation and tracking of progress in NC Indistar® by:
  - Planning team meetings with agendas and recording minutes (agendas and minutes should be housed in NC Indistar®)
  - Utilizing evidence-based research with NC Indistar® WiseWays to facilitate regular meetings
  - Electronically submitting reports
- Assess indicators and create a vision of what the indicator will look like at “Full Implementation”
- Establish logical work teams from the entire staff (with a leader from the team to oversee areas of specialty, to create plans, and to complete tasks)
- Provide a monthly progress report to the entire staff
- Assess, plan, assign tasks, and monitor indicators
- Make recommendations for continued progress and/or accept evidence of full implementation
- Liaison with LEA support personnel on a monthly basis

**Local Education Agency (LEA)**

- Appoints district liaison to attend school level team meetings regularly (or coordinate the work of other district personnel who are responsible for attending meetings)
- Works with and reviews the school Leadership Team's:
  - Meeting agendas and minutes
  - Assessment and Implementation of indicators
  - Implementation of plans and tasks
- Provides support and feedback to the principal as needed or requested
- Takes an active role in problem-solving with the school team by making *Coaching Comments* on a monthly basis
- Reviews forms or indicator work before it is submitted

**State Education Agency (SEA) – NC Department of Public Instruction**

- Sets indicator benchmarks, due dates and expectations for school and district team
- Works with the LEA to determine “Forms to Complete” and due dates for each participating school
- Reviews the Leadership Team's progress by documenting:
  - Meeting agendas and minutes
  - Assessment and Implementation of indicators
  - Implementation of plans and tasks
  - Progress of form completion and submission
- Supports school and district teams through webinars, trainings, etc.

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*I have reviewed the expectations, roles, and responsibilities noted above with the participating school team have been authorized to submit this MOU on behalf of our local education agency.*

\_\_\_\_\_  
*Signature of District Liaison*

\_\_\_\_\_  
*Date*

*For additional information regarding NC Indistar, please visit our wikispace at:  
<http://ncprioritysigssupport.wikispaces.com/>*