



**Sinclair Research Group**  
**PO Box 5032 • Sacramento, CA 95817**  
**916-767-3117 • [sgc@sinclairgroup.org](mailto:sgc@sinclairgroup.org)**

In consideration of the mutual covenants and promises contained herein, this *Memorandum of Understanding* (MOU) is agreed between Sinclair Research Group, Inc. (hereafter called SRG), a legal non-profit corporation in the State of California (Tax Identification Number 86-3768863) and the following entity:

Clovis Unified School District  
Teacher Induction Program  
1450 Herndon Ave.  
Clovis, CA 93611

1. This MOU will commence on July 1, 2023, and will end on June 30, 2024, and outlines the current understanding of both parties.
2. Sinclair Research Group (SRG) will provide support for the *California Commission on Teacher Credentialing* accreditation process. In particular, SRG will implement a comprehensive program evaluation process for the program name above for the 2023-2024 academic year.
3. The program evaluation system is based on the formative program assessment process, the California Commission on Teacher Credentialing Accreditation Process, and the *CTC Pre-Conditions, Common Standards, and Program Standards*. Each evaluation question, all survey questions, their reporting, and all conclusions, commendations, and recommendations are aligned with the relevant Standards.
4. The program evaluation adheres to *Common Standard 4: Continuous Improvement (CTC 2015)*, which reads as follows:

The education *unit* develops and implements a comprehensive continuous improvement process at both the *unit* level and within each of its *programs* that identifies program and *unit* effectiveness and makes appropriate modifications based on findings.

- The education *unit* and its programs regularly assess their effectiveness in relation to the course of study offered, fieldwork and clinical practice, and *support* services for candidates.
- Both the *unit* and its *programs* regularly and systematically collect, analyze, and use candidate and *program completer* data as well as data reflecting the effectiveness of *unit* operations to improve *programs* and their *services*.
- The continuous improvement process includes multiple sources of data including 1) the extent to which candidates are prepared to enter professional practice, and 2) feedback from *key stakeholders* such as employers and community *partners* about the quality of the preparation.



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5. All SRG tools and processes are available to this program for the 2023-2024 academic year. The program director (for the contracting entity) may choose any or all of the SRG tools it wishes to use for this academic year. These selections will be written into the Scope of Work and attached to this Memorandum of Understanding as Exhibit A and incorporated herein. During the time of this agreement, the program may use the tools and surveys copyrighted by SRG, as shown in the Scope of Work.
6. The program director for the contracting entity will have the opportunity to review survey questions with other program directors and suggest changes or additions. In addition, during the time of this agreement, if SRG develops additional tools that this program may wish to pilot test, they will be able to do so at no charge.
7. All survey data will be collected electronically by either program sharing SRG's survey link with participants or by SRG invitation (at the program's discretion). When SRG is instructed by the program director to "close" the survey, SRG will hand-clean all data and analyze the data, ensuring the reliability, validity, and accuracy of results. In-depth reports on each instrument will be returned to the program within one month (or less) of the survey closing date.
8. Reports will be sent electronically via email to the program director and stored in a cloud facility shared only between the program and SRG (either Dropbox or Google Drive). The reports will be in Microsoft Word format so that they may be changed and used by the program at its discretion. The program evaluation reports will be the property of the program once released by SRG. All reports will be stored for seven years or until the program ceases to be a client of SRG, whichever comes first.
9. The contracting entity agrees that all such evaluation tool material shall remain under the exclusive ownership of SRG. This includes all survey questions, data collection designs, and alignments. The contracting entity may not reproduce or in any way utilize survey questions, data collection designs, and standards alignments for competitive purposes or provide them to others, including the use of the materials to provide substantially similar evaluations within or outside of the contracting entity.
10. SRG has included the contracting entity as an additional insured party on its comprehensive General Liability Insurance Policy (P100-252-247-4). The policy covers all activities of SRG's personnel performing the obligations of this MOU with coverage of one million dollars (\$1,000,000) for any incident (\$2,000,000 aggregate). A copy of this policy has been sent to the program named above, naming it as an additional insured entity.
11. Employees of SRG do not, at any time, travel to or physically visit the students or staff in this program.

In consideration of Sinclair Research Group fulfilling this program evaluation work, the program shall pay Sinclair Research Group a total fee of \$14,898.00. This amount includes the additional cost for (1) disaggregation by General Education, (2) Education Specialist credentials, (3) Program Partner, and (4) the Invitation and Reminder System. The fee may be paid in full by



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September 1, 2023, or in three equal payments due September 1, 2023, January 1, 2024, and May 1, 2024.

Modifications to this Memorandum of Understanding may be made with the written consent of both parties.

The authorized signatures affixed and dated below indicate the consent to this Memorandum of Understanding.

By: W. B. Rolland Date: 7/20/23  
William B. Rolland, Ph.D., Chief Executive Officer  
Sinclair Research Group, Inc. (Tax Identification Number: 86-3768863)

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title \_\_\_\_\_

(The Scope of Work for services will be attached upon program selection and incorporated as "Exhibit A" below.)



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