



# **EAST Initiative Upgrade Grant 2018-2019**

## ***RFP Overview***

Dear Facilitator,

In cooperation with the Arkansas Department of Education, the EAST Initiative is excited to once again offer the EAST Upgrade Grant Program. This program leverages our collective support in partnership with local funds to ensure the technological capacity of local EAST programs. While local programs are expected to plan and maintain up-to-date technological capacity, we recognize the need to help supplement these efforts when funding is available.

Funding for this grant will be coordinated and validated by the EAST Initiative. The Upgrade Grants will be awarded per funds available. Higher priority may be given based upon last receipt of EAST Upgrade Grant funding. Only completed applications will be considered for funding. These applications will be considered in chronological order by time/date received. Incomplete applications will not be considered. It is the responsibility of the facilitator to verify that the grant application is complete before submission. All applications must be submitted digitally through the Upgrade Grant Submission link on the EAST Website. Any applications received after the submission deadline or via fax, email, or mail will be not be accepted. These grants require corresponding matching funds from your local district of \$1,000 to \$5,000 per school, for a total local upgrade potential of \$2,000 to \$10,000. The district is welcome (and certainly encouraged) to allocate more, though this grant will award a maximum of \$5,000 per qualified program. All items purchased with funds from this grant and the necessary matching funds are to be dedicated to the local EAST program.

To be eligible to apply for the upgrade grant, your EAST program must be fully in compliance and have fully participated in various functions for SY16/17 and SY17/18. You also will be committing to continue full participation for SY18/19 and SY19/20. Any deviation from the assurance commitment signed by you and your administration for the specified term will result in forfeiture of funding and required repayment of all Upgrade Grant funds disbursed to your program by EAST Initiative. The district will commit to match the funding amount requested and to support the assurances, which allow for overall student and program growth. These items are detailed on the pages that follow and included EAST Statement of Assurances.

It is our sincere hope that your school takes advantage of this opportunity. If you should have any questions or need help in any way with this grant, please do not hesitate to email Fred Rickert ([fred@eaststaff.org](mailto:fred@eaststaff.org)) or call me at 501-371-5011. As always, we are here for you and to help make your program the best it can be.

Sincerely,  
Fred Rickert  
Program Coordinator

## Details

The EAST Upgrade Grant Request for Proposal (RFP) is divided into Nine categories of: 1) eligibility, 2) past participation, 3) current inventory, 4) future commitment, 5) application documentation, 6) submission, 7) verification visit, 8) grant timeline, and 9) EAST Statement of Assurances.

### 1. Eligibility

- EAST can offer a non-competitive Upgrade Grant to Arkansas public school EAST programs
  - implemented in the 2014-2015 school year
  - OR implemented prior to the 2014-2015 school year that have not received an EAST/ADE Upgrade Grant in the past four years.
- Eligible schools must have provided a minimum of three sections of EAST during SY 2017-18.
- Eligible schools must meet all other grant requirements.
- EAST continues to support programs in all states but currently funding for upgrades is only available to Arkansas public school programs.
- All eligible schools are listed on the Upgrade Grant webpage ([link](#))

### 2. Past Participation

As part of the ongoing growth and professional development process, EAST offers a number of opportunities for programs to be active in the EAST community by collaborating, networking, and sharing best practices. There are events that require participation. To be eligible for the Upgrade Grant, your program must have:

- school administration current with EAST Administration Training.
- been represented at EAST Conference with *full participation* for the past two years
- attended Summer Seminar the past three years (or substitute Summer Remix for one of the three years, if applicable)
- participated in a minimum of two Student Trainings in the past two school years (one training each year must be an EAST published/coordinated training at a designated location)

In addition, your program must have been active in at least four of the following:

- Additional recognized EAST Student Trainings
- EAST Night Out 2017 and 2018
- Presentation at EAST Night In/Encounter EAST (EAST's version of EAST Night Out held at EAST offices)
- Student presentation(s) before the local school board and/or EAST Board of Directors (SY 2017-18)
- Presentation at regional/national conferences (such as ESRI but not including Annual EAST Conference)
- EAST Beyond the Bell Grant (2015, 2016, or 2017) with all documentation for the grant submitted and approved by EAST
- Student(s) served on an EAST Conference Leadership Team (2018)
- Successfully submitted an application for the EAST Founder's Award or an EAST Founder's Program of Excellence Award (2017 and/or 2018)
- Recognized as finalist in the EAST Project Competition, an EAST Hosted Competition or a Sponsored Competition (EAST Conference 2108)
- Represented EAST at regional/state/national conference/event in collaboration with the EAST Initiative where students are used to showcase EAST (e.g., TICAL, Forward, Legislature, NLR Tinkerfest, etc)

There is also an option to include other events/activities that you would like for EAST to consider. Please use the provided space or a separate page to give details to include dates, locations, participants, purpose, etc. A checklist is provided to help compile this information.

### **3. Current Inventory**

The EAST classroom is a student administered network that resides in an environment with active student involvement where students are responsible for most aspects of maintenance and upgrade. A current inventory of hardware and software should be on file with a school administrator. This includes licensing information, passwords for network (server) and workstations (local admin), and updated copies of applications (software). The district agrees to have a current inventory of hardware, software, licensing, and passwords on file in a secure location separate from the EAST classroom. In addition, this current inventory file must also be uploaded to the school's digital filing cabinet by the Upgrade Grant deadline. To get to the school's digital filing cabinet, login on the EAST Initiative website, and click on "School History and Digital File Cabinet" under the "School" section of your Dashboard. This inventory can be audited by an EAST staff member during the verification visit.

### **4. Future Commitment (SY 2018-19 & 2019-20)**

#### *EAST Administrator Training*

EAST Administrator Training is designed for administrators of the local EAST program. This training covers some of the historical foundations of EAST, the unique traits of the EAST classroom environment, events, training, budget, policies, procedures, and other helpful information to better support the local EAST program. This three-hour training is held throughout the year at various locations around the state. Attendance is required for building-level administrators of new EAST programs, and new building administrators (due to turnover, additions, etc.) designated to oversee the EAST program. Attendance is required once every five years. Dates and locations are shared through a Commissioner's Memo and with all EAST Facilitators. At no time are facilitators and/or students eligible to fulfill a school's obligation to attend EAST Administrator Training.

#### *EAST Conference*

Each year the EAST Conference brings all EAST programs around the nation to one location. Participants not only exhibit the projects underway in their EAST classroom but also collaborate with other programs, attend presentation and student training break-out sessions, take part in a formal celebratory event, and demonstrate to visitors the uniqueness of EAST at their school. This three-day event is typically held in the spring. Your district commits to full participation in this event annually. Full participation is defined as attendance for the entire conference by both the students and facilitator(s); and includes, but is not limited to, utilizing your assigned booth space, participating in the presentation judging, attending all General Sessions and staying for the duration of the event.

#### *Student Training*

An estimated 75-training opportunities will be offered to students each school year. These include face-to-face trainings as well as online trainings. These trainings greatly increase students' problem solving capacities and knowledge/use of technologies available in the EAST classrooms. These trainings are of a "boot-camp" nature where a wealth of information is covered in a very short period of time. Your district commits to participating in at least two trainings per year for the next two years. Qualifying student trainings are those offered on the published EAST training calendar or approved by the EAST training team. EAST programs are required to attend one of these hosted sessions annually. An additional required training can be met via online resources, approved local training, or attending an additional EAST hosted training.



### *Summer Seminar*

Each summer, EAST offers ongoing facilitator professional development opportunities at the Annual EAST Summer Seminar. This event is two and one-half days taking place during the summer. Summer Seminar is only for facilitators who have been in the EAST classroom for at least one year. It is a required event, and your district commits to participating in this event (or substitute Summer Remix for one of the three years, if applicable).

**Note:** Programs with facilitator turnover are not required to attend the EAST Summer Seminar during the school year when the new facilitator will attend the EAST Phase Trainings. Please note this on the Participation Checklist if applicable.

## **5. Application Documentation**

A complete application includes the following six documents: A) grant application, B) participation checklist, C) purchase narrative letter, D) EAST upgrade purchase list, E) matching funds letter, and F) EAST Statement of Assurances. These are all included in this PDF.

- A. The Grant Application is a one-page document containing contact information and grant related details. This form requires the EAST facilitator's signature.
- B. The Participation Checklist is a worksheet of various mandatory and voluntary activities and events provided to identify grant qualification.
- C. The Purchase Narrative Letter is a one-page description of the technology that the program proposes to purchase and a narrative describing how this technology will enhance their EAST program. The technology must be for the local EAST program and/or a specific EAST project. This letter can be written by the facilitator but requires both the facilitator's and building administrator's signatures.
- D. The EAST Upgrade Purchase List is where you outline all of the items you **will** purchase with the upgrade monies. This letter can be completed by the facilitator but requires both the facilitator's and building administrator's signatures.
- E. The Matching Funds Letter describes the district's commitment to: 1) provide the required matching funds (please state the specific dollar amount provided by the school district, even if the amount is larger than the \$5,000 maximum amount to be matched by EAST) 2) the commitment of ongoing support for the local EAST program 3) and the acknowledgement of the grant timeline. This letter requires submission and signature by the Superintendent or designee.
- F. The EAST Statement of Assurances is the agreement between EAST, Inc. and its member schools which outlines the needs and expectations of the participating EAST programs and the obligations and support EAST provides. This document requires a signature by the District Superintendent or designee.

## 6. Submission

Application packets MUST be submitted **digitally** through the [Upgrade Grant Submission link](#) found on the EAST website. This PDF is fillable and savable. Follow these general instructions for submission.

--Download this pdf, rename it by putting your school name at the front of the file name, open it with Adobe Acrobat Reader DC (a free download), fill it in, use "Fill & Sign" for signatures (in the right column of Acrobat Reader DC), save it, upload it through the EAST website. --

Please print and keep the full original copy of your Upgrade Grant application packet submission for your program records. **Faxes, emails, and/or physically mailed packets and incomplete applications will NOT be accepted.** Once uploaded, you will receive a verification email. Any disqualifying information will result in the program being ineligible during this grant cycle. Please email Fred Rickert ([fred@eaststaff.org](mailto:fred@eaststaff.org)) for any questions regarding submissions.

## 7. Verification Visit

Each program that accepts Upgrade Grant funds will receive an onsite visit from an EAST staff member verifying purchases and compliance.

## 8. Grant Timeline

- Grant announcement – Tuesday, April 10, 2018
- EAST will begin accepting submissions (link opens) – Tuesday, May 29, 2018 at 9:00 AM
- Deadline for submissions (link closes) - Friday, June 29, 2018 at 5:00 PM
- Award announcement – Tuesday, September 11, 2018
- Purchase deadline – Friday, November 2, 2018
- Verification visit from EAST staff member – November 2018 thru May 2019

## Frequently Asked Questions

1. *If my district is providing more than \$5,000 can I include that in the equipment list?*
  - Certainly. The final purchase amount can be in any amount. The grant will match up to \$5,000 maximum.
2. *What if we can't commit this round?*
  - You will be eligible for future grant cycles; however, this is a year-to-year grant pool. Annual funding for this grant is not guaranteed.
3. *Are there only specific items that can be purchased?*
  - The EAST Upgrade Grant is for the purchase of hardware and software for the local EAST program. You do not have to purchase from the EAST specifications; however, items on the EAST specification list are readily accepted. You are encouraged to submit other hardware/software items for consideration that you believe would be of great benefit for your EAST program. Items of a consumable nature (e.g. toner) and classroom furniture/fixtures are not eligible.
4. *Can we amend what is ordered after submission?*
  - Any deviation from the grant process or purchase list **must** be approved in writing **prior** to the purchase of equipment. Any changes would need to be of a comparable nature (upgrade make/model (e.g. server model Y instead of server model X) versus total change (e.g. 3D Printer instead of Server). Departure from the approved list **will** result in forfeiture of grant funds.

5. *Can the district use funding spent prior to grant application for matching?*
  - Only funds expended after July 1, 2018 may be used for the match.
6. *What if we did not fully participate in required events?*
  - If you did not fully participate in the required events, you will not be eligible for this cycle. You are eligible when you meet all of the following:
    - Fully participate in Conference for two consecutive years, AND
    - Fully participate in Summer Seminar for three consecutive years (or substitute Summer Remix for one of the three years, if applicable), AND
    - Participate in *at least* two Student Trainings in each of the previous two school years, AND
    - If applicable, fully participate in all sessions of Phase Training.
7. *What if our program didn't meet the minimum of four additional events?*
  - If you have not participated in at least four additional events, please remedy and apply next cycle. These are critical to program growth.
8. *What about taxes and shipping?*
  - Taxes, shipping and handling should be figured into the total.
9. *What documentation do I need to keep and make available for the validation visit?*
  - Be prepared to produce physical items (workstations, cameras, servers,), purchase documentation, and classroom inventory.)
10. *Can I get assistance on purchases with recommendations from the EAST staff?*
  - Absolutely, in fact you are encouraged to speak with members of the EAST staff that are most familiar with equipping the EAST classrooms with the latest in technologies and resources available.
11. *What is the Upgrade Submission Link? Where do I find it?*
  - We are requiring all grant applications to be submitted digitally through the Upgrade Grant Submission link. The link will be active starting at 9:00 AM on May 29, 2018. The link will then close at 5:00 PM on June 29, 2018. **Any applications received after the submission deadline or via fax, email, or mail will NOT be accepted,**
  - The Upgrade Grant Submission Link is located on the EAST Initiative Website, then click on “Grants” under the “New & Opportunities” section. From there click on the “EAST Upgrade Grant for Arkansas Schools” and the [Upgrade Submission Link](#) will be on that page.
12. *Are there any items that cannot be considered for purchasing?*
  - Drones cannot be purchased using upgrade money
  - Supplies like toner and paper cannot be purchased but items like memory cards, accessories are allowed.
  - Items not in a typical EAST classroom will be considered. Please detail reasoning to assist in the process.
  - Subscription items (e.g. Adobe Creative Cloud, Office 365) will be considered, please work with your local purchasing agent for best pricing. Online prices are often inflated in comparison.
  - Extreme items (e.g. a server or a video camera at a cost of \$3,000 each will be considered though needs details explaining the need for going well beyond typical)
13. *Can I buy from any vendor?*
  - Yes - we encourage districts to work with vendors for which they have good relationships. We can assist if needed on pricing or vendor recommendations.





## A. EAST Upgrade Grant Application 2018-19

School Name:

School District:

School Tax ID Number:

School Address:

Administrator Name:

Facilitator Name(s):

School LEA Number:

Funds Provided by School District: \$

Sections of EAST:

Matching Funds Requested from EAST: \$

Total Number of Students in EAST:

Total Funding Amount: \$

Grade Levels:

### Documentation Forms

***Please check the boxes indicating that the following documents are included with this application:***

A. EAST Upgrade Grant Application (this page – requires facilitator’s signature)

B. Participation Checklist

C. Purchase Narrative (requires facilitator’s and building administrator’s signatures)

D. Purchase List (requires facilitator’s and building administrator’s signatures)

E. Matching Funds Letter (requires superintendent’s or designee’s signature)

F. Statement of Assurances (requires superintendent’s or designee’s signature)

### Inventory

Current inventory uploaded to school’s digital file cabinet on EAST Initiative website

***The information in this application has been reported to the best of my knowledge. Information can be documented upon request.***

Facilitator’s Printed Name:

Title:

Facilitator’s Signature:

Date:



## B. Participation Checklist

(Check all items that pertain to your program.)

	Program implemented SY 2014-2015 or earlier		
	Provided a minimum of three sections of EAST during SY 2017-18		
	Administrators/school officials have attended EAST Administrator Training		
	Name:	Date Attended:	
	Name:	Date Attended:	
	Additional EAST Administrator Training Participant		
	Name:	Title:	Date:
	EAST Administrator Training Future Commitment		
	Name:	Title:	
	Attended EAST Conference (Spring 2018)		
	Attended EAST Conference (Spring 2017)		
	Attended EAST Summer Seminar 2016	<b>OR</b>	Attended EAST Summer Remix 2016
	Attended EAST Summer Seminar 2017	<b>OR</b>	Attended EAST Summer Remix 2017
	Will Attend EAST Summer Seminar 2018	<b>OR</b>	Will Attend EAST Summer Remix 2018
	Participated in a minimum of two Student Trainings during SY 2016-2017		
	Name of Training:	Date(s):	
	Name of Training:	Date(s):	
	Participated in a minimum of two Student Trainings during SY 2017-2018		
	Name of Training:	Date(s):	
	Name of Training:	Date(s):	
<b><i>A minimum of four (4) items from this section are required for this grant.</i></b>			
	Additional Recognized EAST Student Training (completed during SY16/17 or 17/18)		
	Name of Training:	Date(s):	
	Name of Training:	Date(s):	
	Participated in EAST Night Out (ENO) 2016-2017 (must be registered on EAST website)		Date:
	Participated in EAST Night Out (ENO) 2017-2018 (must be registered on EAST website)		Date:
	Presentation at EAST Night In/Encounter EAST 2016 or 2017 (EAST's version of EAST Night Out)		





Student presentation(s) before the local school board and/or EAST Board of Directors (SY 2017-18)	Date:
Presentation at regional/state/national conference (not including EAST) (SY 2017-18)	
Details:	
Received EAST Beyond the Bell Grant 2015 (all documentation has been submitted and approved by EAST)	
Received EAST Beyond the Bell Grant 2016 (all documentation has been submitted and approved by EAST)	
Received EAST Beyond the Bell Grant 2017 (all documentation has been submitted and approved by EAST)	
Student(s) served on an EAST Conference Leadership Team 2018	
Successfully submitted an application for the EAST Founder's Award or an EAST Founder's Program of Excellence Award (2017 and/or 2018)	
Recognized as finalist in the EAST Project Competition, an EAST Hosted Competition or a Sponsored Competition (EAST Conference 2108)	
Represented EAST at regional/state/national conference/event in collaboration with the EAST Initiative where students are used to showcase EAST (e.g., TICAL, Forward, Legislature, NLR Tinkerfest, etc) (SY 2017-18)	
Other events/activities you would like to be considered (SY 2017-18)	
Details:	

## C. Purchase Narrative

(requires facilitator's and building administrator's signatures)

Facilitator's Signature:

Building Administrator's Signature:





## E. Matching Funds Letter

(requires superintendent's or designee's signature)

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

School District: \_\_\_\_\_

School: \_\_\_\_\_

To whom it may concern:

Our school district commits to providing funds in the sum of \$ \_\_\_\_\_ to match the EAST Upgrade Grant being requested to maintain our EAST program.

Furthermore, we will continue to provide ongoing support for our EAST program as needed.

We also acknowledge and will adhere to the grant timeline as stated here:

- EAST will begin accepting submissions (link opens) – Tuesday, May 29, 2018 at 9:00 AM
- Deadline for submissions (link closes) - Friday, June 29, 2018 at 5:00 PM
- Award announcement – Tuesday, September 11, 2018
- Purchase deadline – Friday, November 2, 2018
- Verification visit from EAST staff member – November 2018 thru May 2019

Sincerely,

Superintendent's Signature: \_\_\_\_\_

## F. Statement of Assurances

(requires superintendent's or designee's signature)

This Statement of Assurances (hereinafter "Assurances") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the "Effective Date"), by and between the EAST Initiative ("EAST"), and \_\_\_\_\_, the Local Educational Agency, school or district (hereinafter "LEA").

In consideration of the mutual interest and agreements set forth herein, the parties hereto do hereby agree as follows:

### 1. *Term*

These Assurances shall remain in effect for so long as the LEA operates a program based upon the EAST model within its agency, school or district.

### 2. *Definitions*

- a. **EAST Classroom** – The physical environment of the Local EAST Program.
- b. **EAST Community Council** – An LEA designated group of local stakeholders who meet to encourage and support the EAST Classes within the LEA.
- c. **EAST Conference** – 2 ½ day conference where facilitators and students across the country come together to network, attend breakout sessions, and participate in large group celebrations.
- d. **EAST Course Codes**
  - **204990** - EAST (Kindergarten-Grade 4)
  - **399190** - EAST (Grades 5-8)
  - **560010** - EAST I (Grades 9-12)
  - **560020** - EAST II (Grades 9-12)
  - **560030** - EAST III (Grades 9-12)
  - **560040** - EAST IV (Grades 9-12)
- e. **EAST Initiative** – The 501 (c)(3) non-profit organization that recruits, trains and supports Local EAST Programs as the schools implement the EAST educational model into those programs. The EAST Initiative holds the intellectual property that comprises the training and support regimen for the Local EAST Programs and holds the trademarks for the EAST name.
- f. **EAST Administrator Training** – Three hour professional development for LEA administration and direct support staff for the local EAST Program.
- g. **EAST Program** – Specific EAST classes offered as part of the LEA's curriculum.
- h. **EAST Students** - Students selected to participate in the EAST Program.
- i. **Facilitator** - The classroom teacher who oversees a local EAST Program.
- j. **Local Educational Agency (LEA)** – A public school or district that has oversight of educational services for a specific community. Each district and school site has an identifying LEA number which will be used as an identifier within the EAST Program.

- k. **Phase Training** – The professional development model used to train facilitators. Using sound educational theory and practice, delivered by instructor-and facilitator-led training in graduated phases over the course of a school year.
- l. **Student Training** – Provides students with introductory to advanced level skills in software applications and project management available in their classrooms. The new skills will provide an opportunity for the student to further their current EAST projects and hopefully foster new project ideas. Students that attend training sessions are expected to share their new skills with classmates. Student training may occur both during regular contract hours as well as non-contract hours. EAST programs are required to complete two (2) student trainings per school year with a minimum of one physically attended at the Little Rock or Fayetteville Training Centers or regionally at a cooperative or similar location.
- m. **Summer Seminar** – Ongoing facilitator professional development offered during non-contract hours.
- n. **Network Topology** – A network topology is the arrangement of a network, including its nodes and connecting lines.

### 3. *Involvement, Participation, and Administrative Support in Planning and Decision Making*

One of the intents of these Assurances is to develop a broad base of local support for the implementation and success of the applicable EAST Program. Community involvement and community-based projects are key to this success. In furtherance of this goal, EAST recommends the formation of a representative council to be named EAST Community Council that will include as many key people as possible in establishing, supporting, and maintaining the Program. When considering decisions regarding the Program, it is suggested that the EAST Community Council be consulted. Possible council members may include board of education members, teachers, students, parents, local business members and other interested community members.

Additionally, it is agreed that administrative support (district level and building level, including counselors), has an understanding of the undergirding EAST philosophy and critical factors to the success of the Program. **Therefore, LEA commits to notifying EAST of changes in administrative personnel as soon as possible leading up to and after the change.**

### 4. *Professional Development*

LEA agrees to:

- a. require its Facilitator(s) to actively and fully participate in professional development activities (including, but not limited to Phase Training, EAST Conference, and Summer Seminar) on a continuing basis as a part of his/her normal duties
- b. participate in student training (minimum of 2 per year--see Section 2I above)
- c. participate in EAST Administrative training, a three hour professional development for LEA administration and direct support staff for the local EAST Program

Facilitator professional development, administrative professional development, and student training shall occur both during regular contract hours as well as during non-contract hours. LEA agrees to complete all subsequent professional development designated as *required* by EAST.



## 5. *Commitment, Ownership, and Responsibility*

LEA agrees to provide the resources required and the necessary funding to ensure the ongoing success of the EAST Program

### a. Classroom

- The LEA will provide telephone access within the EAST Classroom.
- The LEA will provide internet access within the EAST Classroom.
- The LEA will provide ample bandwidth to enable reasonable speeds of streaming.
- The LEA will provide access to email accounts for students and faculty.
- The LEA will provide lockable storage for peripherals, EAST documentation, or other needs as the EAST Program develops.

### b. Technology

- The LEA and LEA's technical personnel agree to adhere to the initial specifications and network configuration for the EAST Classroom as developed by EAST in the initial year, retaining the classroom network as a separate subnetwork (subnet) of the school's overall network with a student managed router and server.
- The LEA will not rebuild or otherwise restructure any component of the EAST Classroom to meet the school district (or any other) configurations without input from the Facilitator and approval from EAST prior to changes being made.
- The LEA will not move or relocate the EAST Classroom without consent from EAST (and possibly the grantors, for EAST Grant recipients).
- The LEA will not extend the EAST Classroom into other non-compatible rooms.
- The LEA will be solely responsible for internet access.
- The LEA and LEA's technical personnel will abide by the process outlined by EAST for technical support in the EAST Classroom.

### c. Funding

- The LEA will provide necessary funds for travel to and from all required professional development activities, Student Training, and EAST Conference.
- The LEA recognizes that upon receipt of grant (if applicable) and implementation of the EAST Program that it is the sole owner of the technology placed in the EAST Classroom (subject to provisions of the EAST grant).
- The LEA will provide necessary funds to maintain a computer system adequate for the EAST Program, which shall include the periodic upgrading of hardware and software.
- The LEA will provide necessary funds for adequate insurance for all EAST Classroom equipment.
- The LEA will provide a budget that includes necessary operational funds for the EAST Program. Fundraising by the local program for these budgetary needs is not an adequate substitute for the district commitment to maintain the program.

LEA agrees that the resources within the EAST Classroom shall be used in association with EAST educational activities and purposes only, and that the integrity of software and licensing agreements shall be strictly maintained.

LEA agrees to maintain and annually update a documented inventory list of all EAST equipment, resources, and software licenses to be produced upon request of EAST.



## 6. *Program Integration*

LEA agrees that the EAST Program shall be an integral part of LEA's curriculum and agrees to adopt, integrate and expand the advanced applications, project-based and service-oriented methodology inherent in EAST's educational model. Projects that are more narrowly focused on mere fundraising and collecting of items or monies for other organizations or charities are highly discouraged. LEA further agrees to offer a minimum of three sections (or equivalent) of EAST in its class schedule during the first year with plans to expand the EAST Program to its maximum potential in subsequent years (a full day scheduling is recommended). Variance from these minimum offering requirements may be granted at EAST's reasonable discretion, or at the discretion of the participating state Department of Education (if applicable) based on local circumstances. The LEA commits to immediately notifying EAST if it anticipates that these minimum requirements may not be met. As the EAST Program is NOT designed as a survey course, LEA commits to allowing students to take the course as a year-long (or equivalent) offering.

## 7. *Facilitator Selection and Recruitment*

Facilitator selection and maintenance shall be LEA's responsibility; however, LEA agrees to select a Facilitator who shall have no more than one other preparatory subject and not be in Track 3 of the TESS evaluation protocol at the time of assignment. A Facilitator who is assigned to the EAST Program on a full-time basis is recommended. A Facilitator should possess advanced people management skills, basic understanding of technology, and the ability to form constructive relationships with students and clients. Prospective Facilitators who have responsibility for other performance-based classes are not recommended. Those responsible for extracurricular responsibilities are strongly discouraged as the EAST environment requires a great deal of focus and energy to properly manage. Projects can often dictate time needed outside of school hours.

Due to unforeseen circumstances, LEA may be placed in situations where, for a short time, it is forced to conduct the EAST Program without a trained Facilitator. In this situation, LEA agrees to contact EAST and arrange for special consideration training. EAST staff shall work with LEA and new Facilitator(s) to ensure that EAST Students are provided with the continuing opportunity to participate in a successful EAST Program.

## 8. *Student Selection and Recruitment*

Students selected and recruited for the EAST Program shall represent the diversity of the applicable LEA's student population in terms of gender, academic performance, age, race and socioeconomic status. LEA agrees to inform EAST Students of, and encourage them to attend, off-campus training and educational opportunities sponsored or endorsed by EAST. LEA agrees to obtain any and all permission necessary for students' participation in these opportunities. All EAST Courses (Elementary, Middle School, Junior High, and I-IV depending on setting) shall be offered within the same class period. No class period shall be populated with a single subpopulation.

## 9. *Class Size and Environment*

LEA agrees to use its best efforts to create an environment within the EAST Classroom wherein the effectiveness of team development and project management are encouraged, while maintaining the integrity of EAST's philosophy. As this is a developmental and evolutionary model, LEA commits to ensuring that class size is maintained as EAST recommends, namely:

- a. During the first year of Program implementation, during which time EAST Students are more involved in tutorials and learning team building skills, LEA commits to maintaining class size at no greater than twenty (20) students per section offered for secondary grades and no more than fifteen (15) students per section offered for elementary grades.
- b. During the second year and subsequent years, where experienced EAST Students are often teamed with new EAST Students, class size may not be greater than twenty-five (25) students per section offered for secondary grades and no more than twenty (20) students per section offered for elementary grades.
- c. During years of Facilitator turnover or when additional Facilitators are added for EAST Program expansion, LEA commits to maintaining class size at no greater than twenty (20) students per section offered for secondary grades and no more than fifteen (15) students per section offered for elementary grades for classes facilitated by new Facilitators.
- d. Troubleshooting technical issues in an EAST classroom should be a learning experience—more specifically, it should promote *solving* problems, not fixing problems. Therefore, EAST advocates a method for resolving technical issues, so that students learn how to solve problems themselves, instead of simply getting the end answer from someone else.

## 10. *Program Evaluation*

LEA agrees to participate in periodic on-site evaluation by EAST personnel for the purpose of EAST Program improvement and enhancement. EAST shall schedule these visits and provide documented feedback to LEA.

## 11. *Miscellaneous*

LEA may receive access to certain of EAST's trade secrets and/or proprietary, secret, confidential and/or other information including, but not limited to, donor identities and prospect lists, donor-giving history, donor biographical data, donor demographic data, fundraising and business strategies, materials, processes, procedures, systems, computer programs, devices, individuals associated with business, internal operations, personnel records, trade secrets, financial information, and any other data, of any kind, not generally available to the public (the "Confidential Information"). LEA is prohibited from disclosing Confidential Information to any third party unless (a) authorized in writing by EAST's President and CEO or her/his designee, and (b) said third party recipient agrees to maintain the secrecy of the Confidential Information. LEA shall take all steps requested by EAST to protect the Confidential Information except to the extent disclosure is required by state or federal law, including but not limited to any requirements under the Arkansas Freedom of Information Act.



These Assurances are neither intended to, nor shall they be construed as, creating a joint venture, partnership, agency, employment relationship, or any other relationship that may result in vicarious liability between the parties hereto. LEA agrees to defend, hold harmless, and indemnify EAST, along with EAST’s agents, directors, representatives, successors, assigns, employees, and volunteers, from any and all claims, demands, damages, actions, causes of action, and liabilities which may result from, arise out of, or relate in any way to LEA’s conduct, misconduct, or negligence in connection with these Assurances.

These Assurances may be executed in multiple counterparts which, when read together, shall constitute and comprise a single document. Facsimile signatures hereto shall be as enforceable and binding as manual signatures hereto. These Assurances shall be governed by the laws of the State of Arkansas, and all disputes that might arise hereunder shall be adjudicated exclusively in Pulaski County, Arkansas. These Assurances may only be modified or amended by a written document which is executed by and between the parties hereto. These Assurances constitute the entire agreement and understanding between the parties hereto relating to the subject matter contained herein. Each party executing these Assurances covenants that he/she has the power to enter into these Assurances and bind his/her principal, if any, thereto. Headings are for the convenience of the reader only and shall not be binding on the parties. Each provision of these Assurances is severable and to the extent any such provision shall be deemed to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining provisions of these Assurances, and these Assurances shall be automatically amended to the least extent possible to allow the enforcement of the invalid or unenforceable provision.

LEA agrees that failure to comply with the terms and conditions contained in these Assurances, including but not limited to LEA’s failure to implement the EAST Program as designed and agreed upon, may result in termination of the EAST Program and/or LEA’s return of funds granted specific to the EAST Classroom.

IN WITNESS WHEREOF, the parties hereto do hereby execute this Agreement as of the date first referenced above.

**Signed for and on behalf of LEA:**

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator's Title \_\_\_\_\_

District Name \_\_\_\_\_ District LEA# \_\_\_\_\_

School Name \_\_\_\_\_ School LEA# \_\_\_\_\_