



## MEMO

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**TO:** Superintendent Gina Butters, Board President Paul Widdison, WSD Board Members

**FROM:** Dr. Bryan Becherini

**DATE:** June 10, 2026

**SUBJECT:** Purchase Request

Country View Elementary School has been part of the Elevate Grant program which is sponsored by the Utah State Board of Education School Improvement Department. Dr. Gregory Firn oversees this grant and as a recipient of the grant Country View Elementary School is required to partner with a state approved Continuous Improvement Expert (CIE). We began a partnership with the Utah Education Policy Center last year and they have been working closely with the administration, faculty and staff to provide on-going, job-embedded, professional learning and coaching.

As we enter our last year of Elevate, we will continue to partner with our CIE per state requirements for the 2026-2027SY. Utilizing the grant funds we will allocate \$55,650 of our remaining funds to ensure we are in compliance with grant requirements and more importantly continue to build the capacity of Country View faculty and staff.

The attached cost proposal details in more depth what the partnership will entail. If you have any questions please do not hesitate to reach out.

Respectfully,

A handwritten signature in blue ink, appearing to be "B. Becherini", with a long horizontal line extending to the right.

Dr. Bryan Becherini  
Director of Assessment, School Improvement & Research



# Scope of Work

**FEE FOR SERVICE PROPOSAL/AGREEMENT**

**Date: May 22, 2026**

Mary Heslop  
Country View Elementary  
4650 W. 4800 S.  
West Haven, UT 84401  
maheslop@wsd.net  
801-452-4400

PROJECT	TIMELINE
The Utah Education Policy Center (UEPC) is partnering with the Weber School District (WSD) to serve as the Elevate Continuous Improvement Partner for Country View Elementary for their fourth and final year in the Elevate program.	July 1, 2026, through June 30, 2027

DESCRIPTION OF WORK
<p>The UEPC will engage in a professional learning partnership (PLP) with Weber School District and Country View Elementary as part of the USBE Elevate Program to provide comprehensive, research-informed support for continuous school improvement. UEPC will collaborate with the school and district leadership to support the implementation of their Student Success Plan, which is grounded in the comprehensive needs assessment and root cause analyses and aligned with district priorities. UEPC support will include targeted professional learning, leadership coaching, and technical assistance to build the leadership team's capacity (e.g., observation and feedback cycles, embedded coaching, facilitated planning and data analysis, and support for instructional leadership and PLCs). The UEPC will also support monitoring and evaluation of implementation progress and support alignment with broader district initiatives to ensure sustainable improvements in teaching and learning outcomes.</p>

SCHOOL IMPROVEMENT PROFESSIONAL LEARNING PARTNERSHIP
<p>The objectives for the UEPC partnership with Country View Elementary and Weber School District include the following:</p>

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1. **Co-design and implement a Professional Learning Partnership (PLP)** grounded in the school's Student Success Plan, building on readiness conditions and district priorities.
  - a. Engage in a sustained, embedded partnership that supports school leaders in translating priorities into actionable practices
  - b. Identify tools, routines, and feedback mechanisms tailored to the Country View and Weber District context
2. **Strengthen instructional leadership capacity**
  - a. Provide targeted, embedded leadership coaching and professional learning to build the skills and knowledge of the Country View school leaders and leadership team.
  - b. Engage in observation and feedback cycles to improve instructional leadership practices.
  - c. Support effective PLC structures focused on improving teaching and learning, including using student data to inform instruction and intervention strategies.
3. **Support implementation of the Student Success Plan with fidelity and adaptive use of data for continuous improvement**
  - a. Support implementation of the school's Student Success Plan, ensuring alignment with needs assessment findings, root cause analyses, and district priorities.
  - b. Build school leadership team capacity and skills in implementing the Student Success Plan, analyzing and using data for continuous improvement, and leading school improvement efforts.
  - c. Support implementation tracking and progress toward school improvement goals through structured routines (e.g., walk-throughs, coaching logs, and leadership reflections).
  - d. Support the use of implementation data to provide feedback and inform mid-year course corrections.
4. **Promote district-wide coherence and alignment**
  - a. Collaborate with district leaders to ensure alignment between school-level efforts and broader district initiatives.
  - b. Participate in district coherence meetings and provide feedback on cross-school alignment strategies.
5. **Build capacity for sustainability and adaptation for continuous improvement**
  - a. Facilitate s planning to institutionalize effective practices and ensure continued improvement beyond the Elevate grant period for lasting impact.
  - b. Document changes in school systems, leadership routines, and staff capacity for future scaling or replication.
6. **Evaluate project impact and share learnings**
  - a. Collect and analyze data to assess changes in leadership practice, evidence of adult learning, implementation fidelity, instructional quality, and early indicators of impact (e.g., related to student outcomes).

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- b. Produce a final report summarizing activities, implementation fidelity, lessons learned, and recommendations for the next steps.

Below is an overview of the projected timeline for the 2026-27 School Year.

Activities	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Project launch and initial planning (e.g., co-designing professional learning goals, assessing readiness, establishing shared metrics, aligning with district priorities)	X											
Beginning of the year professional learning days		X										
Onsite/virtual instructional leadership coaching, support for SIP implementation, and observations			X	X	X	X	X	X	X	X	X	
Leadership Team professional learning and capacity-building sessions (WSD LIFT Cohort 1, Year 2)			X		X		X		X			X
District coherence and alignment meetings				X		X		X		X		X
Evaluation (e.g., end of session surveys, observation data, data use artifacts, coaching logs, etc.)		X	X	X	X	X	X	X	X	X	X	
Sustainability planning and documentation of capacity and continuous improvement systems									X	X	X	X
PLP Reflection Brief, co-developed with leadership team and including sustainability toolkit summarizing routines and practices to continue											X	X
Final report outlining 2025-2026 project activities, outcomes, and plans for sustainability and adaptation for 2026-27.												<b>D</b>

## DELIVERABLES

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The deliverables for this project include the following:

- A final report summarizing the 2026-2027 project activities, outcomes, plans for lasting impact, and reflections/learning.

The following are excluded from deliverables: instruments for data collection (surveys, questionnaires, and instruments, research protocols); study methodologies; data collected for this project; drafts and working documents; analytical tools and code; professional learning, technical assistance protocols and modules; and internal or third-party confidential information.

## COMMUNICATIONS

To ensure strong collaboration and transparent progress monitoring, the UEPC and Country View Elementary will maintain regular communication throughout the project. Meeting schedules and communication methods will be jointly established at the outset of the partnership. They may include standing planning meetings, onsite support visits, and virtual check-ins.

Monthly status updates will be provided either in writing or via Zoom, based on the preference of school and district leaders. These updates will include:

- Progress on key activities and deliverables outlined in the SIP
- Implementation highlights and emerging successes
- Identified challenges or barriers and proposed adjustments
- Data insights and recommendations for next steps
- Upcoming professional learning or coaching opportunities

Additional ongoing communication will also occur between scheduled meetings to address emerging needs and maintain project momentum. The UEPC will collaborate with school and district leaders to sustain a shared project calendar and ensure timely coordination of all services and deliverables.

## PROJECT CONTINGENCIES

The successful implementation of the services outlined in this agreement is contingent upon several key conditions. These include, but are not limited to: (1) uninterrupted access to key school and district personnel necessary to support planning, implementation, and evaluation activities; (2) timely and sufficient access to relevant data and information, including student performance data, school improvement plans, and other necessary documentation, subject to appropriate permissions and data privacy protections; (3) the active engagement and participation of school and district personnel in professional learning, coaching, and implementation activities; and (4) the continued availability of project funding as allocated by the district and/or the Utah State Board of Education through the Elevate program or other applicable funding sources.

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In the event of disruption due to unforeseen circumstances (e.g., personnel turnover, school closures, scheduling delays, or data system limitations), UEPC will work collaboratively with Country View Elementary and Weber School District to adjust timelines, deliverables, or scope of services as appropriate. Any material changes to the scope, schedule, or funding of this agreement will require mutual written consent by all parties.

In cases where unforeseen circumstances require an immediate change to the scope of work, both parties agree to work collaboratively to expedite the amendment process. This may include temporary adjustments to the project plan while the formal amendment is being drafted and approved.

## **INTELLECTUAL PROPERTY AND ATTRIBUTION**

The Utah Education Policy Center (UEPC) and the University of Utah (Utah) retain all intellectual property rights of ownership in the materials and deliverables created for the project, including, without limitation, copyright, and may use the materials and deliverables for any purpose, subject to the obligation to protect Collaborator's confidential information. Collaborator shall own the copies of the Deliverables as specified in this agreement and Utah hereby grants Collaborator the right to use and reproduce the Deliverables for uses within the scope of the Project Description. Collaborator agrees it will place the following copyright notice *on each page* of any material produced by UEPC that Collaborator displays or provides to any third party: "Created by Utah Education Policy Center, Copyright [year of production], The University of Utah, all rights reserved."

Any UEPC logo placed on the Deliverables may not be removed by Collaborator. Any use of Deliverables by the Collaborator that is outside of the scope of the Project Description requires prior, written approval by UEPC. The UEPC reserves the right to review and approve any manuscripts, presentations, or other outputs derived from this work.

## **AUTHORSHIP OF DERIVATIVE DELIVERABLES**

Any derivative publications, presentations, projects, or outputs that utilize any portion of UEPC materials and deliverables created for this project (e.g., data, methodologies, or insights) shall include appropriate attribution to UEPC team members and receive prior approval by the UEPC Director, or authorized designee. This approval includes, but is not limited to, agreement on UEPC involvement, authorship, acknowledgment, use of deliverables and intellectual property associated with the original project, and compliance with any data sharing agreements. While scholarly authorship standards will be used to determine authorship, the UEPC retains the exclusive right to determine the list of UEPC authors and their respective order.

## **PRIVACY AND DATA SECURITY**

The Utah Education Policy Center (UEPC) considers the security and protection of data to be of the utmost importance. Encrypted data are stored on secure hardware, maintained by highly trained professionals, and safeguarded by the University of Utah's network security, Virtual Private Network (VPN), and firewall. The UEPC

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protects data in compliance with the Family Educational Rights and privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 ("FERPA"), the Government Records and Management Act U.C.A. §62G- 2 ("GRAMA"), U.C.A. §53A-1-1401 et seq, 15 U.S. Code §§ 6501-6506 ("COPPA") and Utah Administrative Code R277-487 ("Student Data Protection Act").

### **TERM AND TERMINATION**

The term of this agreement will begin upon acceptance by the collaborator and will continue until completion of the services at the end of Timeline. Either party may terminate this agreement at any time upon 30 days advance written notice to the other. Termination will not relieve either party of any obligations accruing prior to the termination date.

### **SCOPE OF WORK AMENDMENTS**

The scope of work (SOW) defined in this agreement outlines the tasks, deliverables, timelines, and responsibilities necessary to achieve the project's objectives. Primary alterations to these elements may constitute a change in the scope of work. Either party may request a change in the scope of work at any time during the project. An expanding or limiting the scope of work requires a written amendment that describes the changes to project tasks, responsibilities, deliverables, and timelines.

### **PRICE**

These services will be performed for a fixed price of **\$55,650.00**.

### **ACCEPTANCE**

By signing below, collaborator accepts this proposal and agrees to the terms as outlined herein, at which time this proposal will be deemed a binding agreement between the University of Utah and collaborator. Signature must be from an authorized signatory. Signatures will be obtained digitally through DocuSign. For questions or concerns, please contact Andrea Rorrer ([andrea.rorrer@utah.edu](mailto:andrea.rorrer@utah.edu)) or Cori Groth ([Cori.groth@utah.edu](mailto:Cori.groth@utah.edu)).

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**Collaborator accepts the terms of this agreement by signing below:**

Authorized Signatory: \_\_\_\_\_

Name of Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

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

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**EXHIBIT A**  
**FEE SCHEDULE**

Payments are expected within 30 days of invoice date

<b><i>Invoice Date</i></b>		<b><i>Amount due</i></b>
Upon award of contract		\$22,260.00
January 15, 2027		\$16,695.00
June 30, 2027		\$16,695.00
<b>TOTAL</b>		<b>\$55,650.00</b>

**UEPC shall send invoices identified above to:**

Name(s): \_\_\_\_\_

Title(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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