

MEMORANDUM OF UNDERSTANDING  
between  
Arkansas Department of Education and  
Arkansas Educational Television Network

I. Purpose

This agreement is between the Arkansas Department of Education (ADE) and the Arkansas Educational Television Network (AETN) and is an outline of a process by which the two identified organizations may share information for the purpose of developing educational software for the time period covered by this Memorandum of Understanding. Such software may use educational data obtained from the ADE Statewide Information System (SIS), Triand, the state's electronic transcript system, the Arkansas Professional Licensure System (APLS) and other related data from the Arkansas Department of Education for the purpose of developing software that will lead to the improvement of educational and training programs and policies under the Arkansas Department of Education's oversight and authority.

II. Background

ADE and AETN have a great need to share information in order to develop educational software and systems that may lead to improvement in academic programs, and educational policies for the ADE and the educational institutions under its purview. This Memorandum of Understanding continues for the duration of the project or until terminated by either organization.

III. Process

When a project is required, the organizations referenced above shall agree to the details of the project before sharing data or starting software development. These details shall be proposed and accepted in writing and descriptive of the work to be performed. For this process, the details may be proposed and accepted in an email, fax, or printed document. However, said document shall be filed for future reference and documentation of the details and acceptance. The proposal and acceptance must be by an appropriate authorized representative of each organization. The authorized representatives of each organization include:

- Arkansas Department of Education (Assistant Commissioner for Research and Technology)
- Arkansas Educational Television Network (Director of Education).

IV. Security and Privacy Protection Requirements

All sharing of data shall be in full and complete compliance with the Privacy Act of 1974, the Family Educational Rights Privacy Act (FERPA), all applicable

amendments thereof, and any guidance letters and/or regulations of the United States Department of Education. Any and all sharing of data shall be performed in a secure manner.

V. Non-Disclosure

All data obtained through this Memorandum of Understanding shall be considered confidential and must be safeguarded from unauthorized access, use, disclosure, or dissemination. Its access and use shall be restricted to those authorized individuals who need the data to perform their official duties in connection with this Memorandum of Understanding. Such data shall not be disclosed or disseminated to a third party except as provided by Federal or State law.

VI. Terms of Agreement, Amendments, Fees, and Termination

The terms and provisions herein shall become effective when signed by authorized representatives of each organization and apply for the duration of time specified herein. Any amendments to this Memorandum of Understanding shall be agreed to, in writing, by all parties and attached hereto. There shall be no cost or fees charged to or paid by any organization participating in this Memorandum of Understanding unless agreed to in writing by an authorized representative of each organization. Either organization may terminate its participation in this agreement upon the submission of written notice to do so to the other organization.

VII. Publicity

Neither party shall use the name of the other party, nor name of the Principal Investigator(s), staff member or employee of the other party in connection with any products, publicity, promotion, financing, advertising, or other public disclosure without the prior written permission of the other party. All requests for Arkansas Department of Education approval shall be forwarded to the following:

Jim Boardman, Assistant Commissioner  
Arkansas Department of Education  
101 E. Capitol St., Suite 101  
Little Rock, AR 72201  
[jim.boardman@arkansas.gov](mailto:jim.boardman@arkansas.gov)

Chris Caram, Ph.D., Director of Education  
AETN  
350 S. Donaghey  
Conway, AR 72034  
[ccaram@aetn.org](mailto:ccaram@aetn.org)

VIII. Effective Date and Duration of Agreement

This agreement will be effective upon the signature of the appropriate representatives of all parties to the agreement and will remain in effect until June 30, 2011 unless terminated sooner.

IX. Execution

Arkansas Department of Education

Printed Name: Jim Boardman

Title: Assistant Commissioner-Research & Technology

Signature: 

Date: 11-29-2010

Arkansas Educational Television Network

Printed Name: Chris Caram

Title: Director of Education

Signature: 

Date: 11-16-10

Arkansas Educational Television Network  
Project Proposal

Project Name: ArkansasIDEAS Database for All Licensed Educators in the State of Arkansas  
Date: 11.16.10  
Agency: AETN/ArkansasIDEAS/ADE  
Prepared by: Colleen Flory

**Goal:**

To establish one comprehensive Database for All Licensed Educators (DALE) in the state of Arkansas

**Project Rational:**

In order to confirm that only licensed Arkansas educators access the ArkansasIDEAS website, a method of establishing whether or not the person holds a license must be established. All licensed educators in the state, whether assigned to an LEA, a private school, or not currently working in a K-12 public school (retired or currently unemployed), status must be identified and authenticated. Currently, no database exists that contains this information.

**Process:**

At a meeting held November 1, 2010, at ADE it was established that multiple ADE databases contain various parts of this information (including APLS, SMS, APSCN, SIS and TRIAND). However, none contain all of it.

The information that AETN/ArkansasIDEAS needs from these various databases in order to verify identity and licensure and form the DALE was established as the following:

Name  
State Identification Number  
Local Education Agency (LEA)  
Job Code  
Date of Birth  
Last Four Digits of Social Security Number  
(with an additional addendum defining job codes)

It was established that ADE will merge Cycle 2 information from SIS for all public schools with APLS data to form the DALE, and with duplicates deleted from this list before ArkansasIDEAS receives it.

It was established that annually on November 15 the data will be updated using Cycle 2 information from SIS, and pulling manually the information from APLS to form one cohesive and comprehensive DALE report containing the information listed above excluding duplications. This DALE report will be submitted to ArkansasIDEAS by November 15 of each year.

More frequent updates may be determined to be needed for efficiency and accuracy. It may be decided that quarterly or monthly updates are needed (TBD).

Arkansas Educational Television Network  
Project Proposal

**Barriers:**

The following are remaining obstacles to project completion:

- approvals for exchange of data must be attained from the various parties responsible for the databases listed.
- scheduling for manually pulling APLS data must be explored to keep the DALE as up-to-date as possible.

**Timelines/Deadlines**

1. November 1, 2010 initial meeting
2. December TBD follow-up meeting