EVALUATION AGREEMENT

between

THE SAN DIEGO COUNTY OFFICE OF EDUCATION’S

EVALUATION SERVICES

and

THE REGION 9 LITERACY PROJECT

This agreement, effective the 25th day of August 2021 and ending the 1st day of September, 2024 is between the SAN DIEGO COUNTY OFFICE OF EDUCATION’s EVALUATION SERVICES Unit, having a mailing address of 6401 Linda Vista Road, San Diego, CA 91911 and the REGION 9 LITERACY PROJECT having the same mailing address.

**A. General Information**

EVALUATION SERVICES agree to conduct EVALUATION SERVICES for REGION 9 LITERACY PROJECT as an INTERNAL EVALUATOR as outlined in the attached proposal.

Scope of Work: EVALUATION SERVICES will provide the materials to execute the items and deliverables as described in this contract. The scope of this work includes gathering (a) parent registration forms, (b) surveys, (c) program records, and (d) student assessments. All families complete a registration form before their student begins school. This form includes basic demographic information we will use to understand who the grant served. Additionally, prior to beginning the program and at the end of the program, teachers and administrators will complete a short assets-based mindset survey. EVALUATION SERVICES will capture all of the data using Qualtrics. EVALUATION SERVICES will also capture information from parents about their involvement with their child’s learning, homework, and other ways they support their child’s literacy and language development. EVALUATION SERVICES will gather information from program records to capture evidence about literacy plan and practice profile development, stages of implementation of these plans and practice profiles, and alignment between plans and LCAPs, SPSAs, and EL Master plans. Additionally, EVALUATION SERVICES will use program records in the form of observational ratings of the professional learning events, based on QPLS and Professional Learning System Review: A Companion Tool for the Quality Professional Learning Standards to assess the quality of the learning events. Finally, EVALUATION SERVICES will capture standardized assessment data from each district’s data system both prior to the intervention and directly after to investigate changes in reading, writing, and oracy development.

**B. Work Steps**

Steps in this evaluation shall include the following: (a) develop a working theory of the program with program staff, (b) develop evaluation questions that will guide the evaluation process, (c) construct an evaluation schedule, (d) create collection data instruments including survey and observation checklists, (e) complete observational visits of professional learning workshops and school activities, (g) collect data, (h) analyze and compile data and (i) prepare final evaluation report.

Field Visits: Visit and observations will be conducted after agreement between the evaluator and the project director of the REGION 9 LITERACY PROJECT. Agreement on visit date will be done through email communication.

**C. Project Management**

Throughout this evaluation process, the evaluator will provide updates of the process to the program director as deemed necessary.

Background: This evaluation process is in response to the need to evaluate the effectiveness of literacy work in the Orange Unified, Valley Center, National School District, Calexico, and San Pasqual School Districts.

Performance: The work on this evaluation will begin once this contract is agreed upon and signed by the program director. The observational visits and other items will be delivered on the date listed in this contract.

Type of Contract: This is an internal contract with the REGION 9 LITERACY PROJECT.

**D. Rates and Costs**

*Funding for EVALUATION SERVICES will be paid directly through the grant*. Invoices will be sent for actual time and expenses on an annual basis, including travel costs, to document the services specified in Section A. The total cost of these services to REGION 9 LITERACY PROJECT will not exceed **$10,000** annually.

**E. General Requirements**

1. This program evaluation requires access to student information files.
2. There will be no access to students outside of the observational visits where the evaluator will be observing class activities only.
3. Students, teachers, and administrators will be surveyed or interviewed but no additional work activities will be placed on them.
4. The evaluator and program director will communicate through email to coordinate observational visit.
5. Program evaluation deliverables will be provided to the program director through email communication unless otherwise requested by the program coordinator.
6. All program deliverables such as the survey and observational checklist may be reviewed, if requested, by the program director.

**F. Specific Mandatory Tasks and Associated Deliverables**

Description of Tasks and Associated Deliverables: The evaluator will provide the following deliverables described below.

Task 1: The evaluator will conduct the evaluation study in compliance with this evaluation contract, management plan, and the applicable evaluation questions. The program director, if inclined to do so, may make suggestions or recommendations to the evaluation. The evaluator will provide an evaluation plan with evaluation requirements. This evaluation plan will be submitted to the program coordinator via email communication.

Deliverable 1: Evaluation Plan

Task 2: The evaluator will devise evaluation questions that will guide the process. Evaluation questions will be delivered to the program director through email communication.

Deliverable 2: Evaluation Questions

Task 3: The evaluator will provide a draft report for the interim and annual evaluations to be reviewed by the program director. The director may make suggestions or requests based on this report. The draft evaluation reports will be delivered to director by email communication.

Deliverable 3: Draft Report

Task 4: The evaluator will provide a evaluation reports that provides detailed commentary and data on the evaluation topic. Observations will occur during the agreed upon time schedule with the interim evaluation reports provided on or before July 31st, 2022 and 2023. The evaluator will submit the final report to the program director on or before August 30, 2024 via email communication.

Deliverable 4: Interim and Final Evaluation Report

**G. Schedule for Deliverables**

The evaluator will provide all documentation/deliverables based on the below schedule. Any change in schedule will be communicated to the program coordinator via email communication.

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| --- | --- |
| **Deliverable** | **Date** |
| Evaluation Questions | December 31, 2021 |
| Evaluation Plan (includes the following)   * Background Information on Program to be Evaluated * Evaluation Questions * Sampling Plan * Evaluation Instruments * Data Collection Plan | December 31, 2021 |
| Data Collection | Ongoing through May 21, 2024 |
| Interim Report for Evaluation Client to Review | May 31, 2022, 2023 |
| Final Evaluation Report | August 30, 2024 |
| Presentation to Evaluation Client and Organization | TBA |

**H. Changes to Statement of Work**

Because of the time frame and flexibility needed to operate schools effectively, the dates of all deliverables may need to be amended based on the observational visits, interviews, and survey collection. Any change of dates will be communicated to the program director via email communication.

**I. Reporting Requirements**

Based on the needs and requirements of the program director, the evaluator will provide updates on the program evaluation via email communication. During this communication, the program director may provide additional requests or provide additional assistance in the resolution of problems that may arise during the evaluation.

**J. Travel and Site Visits**

The observational site visits will be limited to a one week window. This will ensure little disruption to the instructional activities of both the teachers and the students.

**E. Acceptance**

Acceptance will be based upon adequate performance of the work authorized by Jeanette Rodriguez-Chien, Assistant Superintendent, Learning and Leadership Services, San Diego County Office of Education as outlined in the attached proposal dated August 25, 2021.

**F. Contract Limits**

Expansion of the scope or extent of this contract beyond the effort outlined in Section A may be made only through mutual agreement by both parties as evidenced in writing.

**G. Hold Harmless**

REGION 9 LITERACY PROJECT agrees to indemnify and hold EVALUATION SERVICES harmless from any damages, expenses and costs incurred from any property damages or bodily injury with respect to this contract.

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**H. Termination**

This contract can be terminated by either party upon 15-day written notice. REGION 9 LITERACY PROJECT agrees to pay EVALUATION SERVICES for any reasonable costs or services performed on behalf of this contract prior to the termination date.

**I. Copyright**

Data tables and reports produced under this contract will be the exclusive property of REGION 9 LITERACY PROJECT and its clients Orange Unified, Valley Center, National School District, Calexico, and San Pasqual School Districts. EVALUATION SERVICES will not disseminate data tables or reports to anyone outside of the scope of the grant without express permission from the REGION 9 LITERACY PROJECT.

There will be joint copyright between REGION 9 LITERACY PROJECT and EVALUATION SERVICES for all research instruments developed and constructs created for the purpose of this contract. The evaluation tools and constructs may be used by each organization without seeking permission.

**J. Confidentiality**

EVALUATION SERVICES agree not to disclose any information about this contract to anyone not associated with this contract without express permission from REGION 9 LITERACY PROJECT. Confidentiality includes non-disclosure of information observed directly or viewed from data collection instruments. At no time will EVALUATION SERVICES reveal the identity of any person from or about whom data were collected for this project.

**K. Hard Copies of Data**

EVALUATION SERVICES agree to retain any hard copies of data for up to three months after the end of the contract. EVALUATION SERVICES agree to retain electronic versions of data created through this contract for up to three years. Should REGION 9 LITERACY PROJECT like to keep the hard copy data or receive an electronic copy of data collected through this contract, it is the REGION 9 LITERACY PROJECT’s responsibility to contact EVALUATION SERVICES and retrieve the data prior to the end of the designated time period.

For any new data that EVALUATION SERVICES directly collects on behalf of this evaluation and provides to the REGION 9 LITERACY PROJECT, identifying information about participants will be excluded from that data. The REGION 9 LITERACY PROJECT agrees to pay any costs that EVALUATION SERVICES incur related to the de-identification and submission of such hard copy data or electronic data.

1. **Statement of Work**

EVALUATION SERVICES agree to perform the activities outlined in the attached proposal (“CLSD Evaluation”). The REGION 9 LITERACY PROJECT agrees to their named activities within this project and the listed assumptions in the attached proposal.

A duly authorized representatives of REGION 9 LITERACY PROJECT and EVALUATION SERVICES, the signatures below indicate agreement with the aforementioned provisions.

REGION 9 LITERACY PROJECT Authorized Agent:

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVALUATION SERVICES Authorized Agent:

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_