

2017 Professional Services Agreement

Project:	#001-Evaluation of TIF 5 EEP Project 2017 Basis Policy Research	POC: Becky Stacks, EEP (rcs8924@gmail.com)	
Phase:	1st Year Evaluation	Contract #:	001BP004
#001 Team Lead: Matthew J Pepper		Title: Senior Associate	Team Lead Number: 303.552.1579
<p>SCOPE: Conduct a rigorous and comprehensive evaluation of the implementation and impact of the Educator Effectiveness Process (EEP).</p> <ol style="list-style-type: none"> 1. Evaluate the observation process and other components of the Performance Based Compensation System (PBCS) 2. Evaluate the districts' HCMS with a focus on the use of the PBCS to inform decisions concerning educator hiring, placement, assignment, and retention. 3. Evaluation of educator performance and outcomes. 4. Overall evaluation of all TIF 5 activities. 			
INITIAL COMMUNICATION SCOPE DETAILS:		ADDITIONAL SCOPE DETAILS:	
<p><i>January</i></p> <ul style="list-style-type: none"> - Participate in initial grant orientation meeting and relevant follow-up meetings for program monitoring - Conduct Planning Meeting(s) with EEP leadership to share background documentation and identify program evaluation priorities. Identify a survey administration window. - Schedule a call with each Superintendent and/or designee to discuss program evaluation partnership <p><i>February -March</i></p> <ul style="list-style-type: none"> - Develop interview, focus group, and survey protocols Share protocols with EEP leadership, solicit feedback - Conduct focus groups with teachers and leaders <p><i>April</i></p> <ul style="list-style-type: none"> - Administer survey to teachers and leaders <p><i>May - July</i></p> <ul style="list-style-type: none"> - Conduct semi-structured interviews with EEP and district leaders - Collect and code governing board minutes and educator-level administrative records <p><i>August</i></p> <ul style="list-style-type: none"> - Collect and analyze educator evaluation data <p>All data collection activities will end by August 31, 2017</p>		<p><i>Unless otherwise indicated, the audience for all program evaluation deliverables will be grant leadership.</i></p> <ol style="list-style-type: none"> 1. Within two weeks of focus groups, provide a brief describing implementation successes and challenges, stakeholder perceptions, and implementation recommendations. 2. Within two weeks of the closure of the survey window, provide a grant-wide survey brief that describes the fidelity of implementation of the EEP, perceptions of stakeholders, the use of HCMS elements, and professional development practices. 3. Within four weeks of the closure of the survey window provide each district leader and grant leadership a district- specific brief with survey findings and recommendations pertinent to each district. 4. By July 31st, 2017, provide a brief describing findings from semi-structured interviews, including stakeholder perceptions, diverging and converging viewpoints between grant and district leaders. 5. By September 30th, 2017, provide a summative report that triangulates findings from 1-4 above, document reviews, an analysis of administrative data 	
<p>What does winning look like? (performance measures and outcomes): Pg 41-43 of Grant Narrative</p> <ul style="list-style-type: none"> o Successful survey administration with greater than 50% educator participation for each district and overall o Focus groups conducted and brief shared, with teacher and administrator participation from each district o Interview and survey results shared with recommendations that are concrete, feasible, and would contribute to the success of the grant o An annual report delivered on time that highlights grant celebrations and improvement needs 			
<p>Project Details:</p> <ul style="list-style-type: none"> o <u>Approved Budget:</u> \$100,000.00 Amounts totaling no more than \$98,959.00 will be paid periodically as invoices are received. All invoices required written confirmation of any and all activities being invoiced including sign-ins, agendas, communications, and draft evaluation reports. o <u>Approved Project Period:</u> January 1, 2017 – September 30, 2017 All services, activities, planned performances must be completed no later than close of business September 30, 2017. Final invoices are due by October 30, 2017 o <u>Summer Institute:</u> Attend the EEP Summer Institute in June 2017. o <u>TIF5 Evaluation:</u> Cooperation with our grant evaluators is required. o <u>Invoice Requirements:</u> Invoices must include a) vendor name, contact information and phone number; b) the contract number assigned to this EEP contract listed in the upper right hand corner of this document; c) submitted a minimum of 15 days before payment expected, c) include Team Lead's confirmation signature/initials. o <u>Final Payment:</u> 10% of the total contract will be held until all final reports and deliverables are submitted. o <u>Attachments:</u> All attachments are included as part of the "Project Details" by reference. 			
	Date	Printed Name and Signature	
Youth Empowerment Services:			
Battelle for Kids:			

Youth Empowerment Services, Inc. – EEP

2017 Professional Services Agreement

Project:	#002 – Principle Coaching TIF 5 2017 Battelle For Kids	POC: Connie Perez, EEP (mimaperez001@gmail.com) and Joseph Rendon, Por Vida (jrendon@por-vida.org)	
Phase:	Year 1 Principle Coaching	Contract #:	002BK006
#002 Team Lead: Paul Hawkins Title: Senior Director of Learning & Leading			Team Lead Number: (757) 634-7173
SCOPE: Provide executive coaching for 15 principals in the 4 charter districts EEP serves.			
INITIAL COMMUNICATION SCOPE DETAILS: (Please insert your timeline here with major activities and milestones) some examples are below. <ul style="list-style-type: none"> ○ Meet with EEP to establish alignment with session focus and dates for PD Academies. ○ Conduct initial leadership survey to analyze teacher perception and self-awareness of leader with a 1 hour follow up on the survey results. 		ADDITIONAL SCOPE DETAILS: (Please insert your timeline here with major activities and milestones) <ul style="list-style-type: none"> ○ Six (6) onsite Principle Coaching sessions: Exploring leadership styles and strengths, setting strategic direction, building capacity, creating a culture for success, improving instruction, measuring what matters, and communicating effectively. ○ Five (5) 60-minute webinars to reinforce professional learning with principles ○ Virtual collaboration between team and participants ○ Develop a strong community of practice that builds collective capacity within the group and across the system. ○ Sustain a culture that prioritizes opportunities for educators to come together and reflect, share, and learn from one another—coaching and mentoring processes. ○ Model a process that helps principals define areas of need, goals, and what improvement will look like. ○ Effectively integrate multiple forms of data, at the school and system levels, into their practice to inform coaching and evaluation processes. ○ Improve the management of principals' time to ensure instructional leadership activities consume the majority of the day. ○ Respond to gaps identified from the observation systems and formative and summative student data. ○ Demonstrate how to approach and facilitate challenging conversations with teachers and staff that are focused on moving teachers to effectiveness. ○ Implement an evaluation system that helps leaders recognize and respond to opportunities to coach and mentor educators and, where appropriate, lead tough conversations that are focused on moving teachers to effectiveness. 	
What does winning look like by September 30, 2017: <ul style="list-style-type: none"> ○ 5 of Webinars with principles ○ 6 of on site sessions with principles 			
Project Details: <ul style="list-style-type: none"> ○ <u>Approved Budget:</u> \$46,500 Amounts totaling no more than \$46,500 will be paid periodically as invoices are received. All invoices required written confirmation of any and all activities being invoiced including sign-ins, agendas, and communications. ○ <u>Approved Project Period:</u> January 1, 2017 – September 30, 2017 All services, activities, planned performances must be completed no later than close of business September 30, 2017. Final invoices are due by October 30, 2017. ○ <u>Summer Institute:</u> Attend the EEP Summer Institute in June 2017. ○ <u>TIF5 Evaluation:</u> Cooperation with our grant evaluators is required. ○ <u>Invoice Requirements:</u> Invoices must include a) vendor name, contact information and phone number; b) the contract number assigned to this EEP contract listed in the upper right hand corner of this document; c) submitted a minimum of 15 days before payment expected, c) include Team Lead's confirmation signature/initials. ○ <u>Final Payment:</u> 10% of the total contract will be held until all final reports and deliverables are submitted. ○ <u>Attachments:</u> All attachments are included as part of the "Project Details" by reference. 			
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Battelle for Kids:			

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Project:	#002 – Coaching TIF5 Principals 2017 N2 Learning	POC: Connie Perez, EEP (mimaperez001@gmail.com) and Joseph Rendon, Por Vida (jrendon@por-vida.org)	
Phase:	Year 1 Principle Coaching	Contract #:	002NL005
#002 Team Lead: Susan Borg Title: Senior Associate			Team Lead Number: (713) 775-1610
<p>SCOPE: Conduct coaching for TIF5 Principals through professional development to support the Educator Effectiveness Process' (EEP) implementation for four (4) individual Charter Districts.</p> <ol style="list-style-type: none"> 1) Develop a “Leading for Learners” Leadership Development Plan for each participating principal. 2) Design opportunities for executive leadership development. 			
INITIAL COMMUNICATION SCOPE DETAILS:		ADDITIONAL SCOPE DETAILS:	
<ul style="list-style-type: none"> ○ Schedule with EEP and Superintendents initial kickoff meeting to establish ground rules, priorities and timelines ○ Schedule all meetings to end by August 31, 2017 ○ Work with executive leaders to establish convenient times to meet for leadership development ○ Share with EEP the individual leadership plans and targeted goals ○ Prepare reports with evidence of attendance of all required members for each meeting 		<ul style="list-style-type: none"> ○ Identify the current status of executive leadership ○ Imagine and articulate aspirations for leadership goals ○ Conduct at least eight (8) sessions of executive leadership development ○ Report to EEP the implementation timeline for the individual leadership plans ○ Provide copies of reports given to Superintendents, including notes made while observing in the school environment 	
What does winning look like by September 30, 2017:			
<ul style="list-style-type: none"> ○ # of in person executive leadership developments between January 2017 and August 2017 ○ # of virtual executive leadership developments between January 2017 and August 2017 ○ # of on site visits to observe leader in school environment ○ # of reports given to update Superintendents on progress 			
Project Details:			
<ul style="list-style-type: none"> ○ <u>Approved Budget:</u> \$5,000.00 per participant Amounts totaling no more than \$5,000.00 per participant will be paid periodically as invoices are received. All invoices required written confirmation of any and all activities being invoiced including sign-ins, agendas, and communications. ○ <u>Approved Project Period:</u> January 1, 2017 – September 30, 2017 All services, activities, planned performances must be completed no later than close of business September 30, 2017. Final invoices are due by October 30, 2017 ○ <u>Summer Institute:</u> Attend the EEP Summer Institute in June 2017. ○ <u>TIF5 Evaluation:</u> Cooperation with our grant evaluators is required. ○ <u>Invoice Requirements:</u> Invoices must include a) vendor name, contact information and phone number; b) the contract number assigned to this EEP contract listed in the upper right hand corner of this document; c) submitted a minimum of 15 days before payment expected, c) include Team Lead’s confirmation signature/initials. ○ <u>Attachments:</u> All attachments are included as part of the “Project Details” by reference. ○ <u>Final Payment:</u> 10% of the total contract will be held until all final reports and deliverables are submitted. 			
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Youth Empowerment Services:			
N2 Learning:			

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Project:	#003 – Mentor/Coaching TIF 5 2017 EdConnective	POC: Arlene Gorman, EEP (Arlene7616@att.net)
Phase:	Implementation of Teacher Mentoring	Contract #: 003ED007
#003 Team Lead: Will Morris Title: CEO		Team Lead Number: (804) 229-5410
SCOPE: Provide coaching and mentoring professional development for up to 60 new teachers in the 4 charter districts EEP serves.		
INITIAL COMMUNICATION SCOPE DETAILS: (Please insert your timeline here with major activities and milestones) some examples are below. <ul style="list-style-type: none"> ○ Discovery and planning meeting with EEP, leadership, and stakeholders. ○ Conduct initial leadership survey to analyze teacher perception and self-awareness of leader with a 1 hour follow up on the survey results. 		ADDITIONAL SCOPE DETAILS: (Please insert your timeline here with major activities and milestones) <ul style="list-style-type: none"> ○ Seven (7) 20-30 minute observations ○ Seven (7) feedback sessions ○ 1 pre observation coaching call ○ Create comprehensive growth plans
What Winning Looks Like? (Performance measures and outcomes): <ul style="list-style-type: none"> ○ <input checked="" type="checkbox"/> observation videos uploaded to app by each teacher ○ <input checked="" type="checkbox"/> observation videos reviewed by coach <ul style="list-style-type: none"> ○ If any teachers fail to share all X videos to coach by the end of the school year, YES still pays EdConnective for the full amount of observations due to the cost of retaining the coaches of those teachers for this contract. ○ If for any reason teachers upload observation videos and EdConnective coaches do not review those videos, YES will not be responsible for paying for those sessions. ○ <input checked="" type="checkbox"/> feedback sessions executed <ul style="list-style-type: none"> ○ If any teachers fail to participate in all X feedback sessions by the end of the school year because they don't correspond with their coach to schedule the session, are unresponsive to their EdConnective coach, or choose not to participate in the feedback sessions, YES still pays EdConnective for the full amount of feedback sessions due to the cost of retaining the coaches of those teachers for this contract. ○ If any teachers fail to participate in all X feedback sessions due to EdConnective coaches being unresponsive to teacher correspondence, then YES will not be responsible for paying for any unused sessions. ○ One (1) comprehensive coaching report per participating teacher Detailing strategies covered and observable growth of each teacher's progress 		
Project Details: <ul style="list-style-type: none"> ○ <u>Approved Budget:</u> 75,000.00 Amounts totaling no more than \$75,000.00 will be paid periodically as invoices are received. All invoices required written confirmation of any and all activities being invoiced including sign-ins, agendas, and communications. ○ <u>Approved Project Period:</u> January 1, 2017 – September 30, 2017 All services, activities, planned performances must be completed no later than close of business September 30, 2017. Final invoices are due by October 30, 2017 ○ <u>Summer Institute:</u> Attend the EEP Summer Institute in June 2017. ○ <u>TIF5 Evaluation:</u> Cooperation with our grant evaluators is required. ○ <u>Invoice Requirements:</u> Invoices must include a) vendor name, contact information and phone number; b) the contract number assigned to this EEP contract listed in the upper right hand corner of this document; c) submitted a minimum of 15 days before payment expected, c) include Team Lead's confirmation signature/initials. ○ <u>Final Payment:</u> 10% of the total contract will be held until all final reports and deliverables are submitted. ○ <u>Attachments:</u> All attachments are included as part of the "Project Details" by reference. 		
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Youth Empowerment Services:		
EdConnective:		

Youth Empowerment Services, Inc. – EEP Project TIF5

2017 Professional Services Agreement

Project:	#004 – Human Capital Management System Development 2017 Battelle for Kids	POC: Brenda Waters, EEP Brenbren1@gvtc.com
Phase:	1st Year 2016-2017 Development Phase	Contract #: 004BK001
#004 Team Lead: Tracy Njera Title: Senior Director		Team Lead Number: 614-488-5437
SCOPE: Create and develop a human capital management system that supports the Educator Effectiveness Process' (EEP) implementation for four (4) individual Charter Districts. <ol style="list-style-type: none"> 1) Develop HCMS components for all educators at all districts including teachers, principals, Superintendents and other professional staff. 2) Create, develop, and support the implementation of an online application processing program that will be a part of the overall HCMS. 		
INITIAL COMMUNICATION SCOPE DETAILS: (Please insert your timeline here with major activities and milestones) some examples are below. <ul style="list-style-type: none"> o Schedule with EEP and Superintendents initial kickoff meeting to establish ground rules, priorities and timelines o Work with EEP to create and establish the HCMS Advisory Council to include non-leadership educators from all EEP campuses o Schedule all meetings to end by August 31, 2017 o Prepare reports with evidence of attendance of all required members for each meeting o Create a change management and communication plan o Calibrate and test tool o Train staff on use and management of tool o Implement tool with completed job descriptions o Evaluate performance after each round of hiring 		ADDITIONAL SCOPE DETAILS: (Please insert your timeline here with major activities and milestones) <ul style="list-style-type: none"> o Collect job descriptions o Survey work roles/tasks o Hold stakeholder meetings/focus groups o Research and gather standards o Requisite licensure and alternative certification o Identify current evaluation framework o Develop revised job descriptions (If Needed) o Develop evaluation framework o Recommend process to identify performance metrics o Collect current processes used for application and hiring of new staff at each of the sites. o Recommend process to identify pre-screening metrics o Refine tool or implement process improvements
What Winning Looks Like: (Project Performance Measures) Page 22-25 of Grant Narrative <ul style="list-style-type: none"> o January 2017 - 1 of Advisory Council Meetings (ACM) has occurred for each district o 1 Stakeholder Meeting has occurred for each district o February 1st draft HCMS deliverables of the Nine (9) specified areas – o March 2017 Recommendations for pre-screening metrics for online application process o # of conferences with EEP staff between January 2017 and April o # of dates scheduled for October 1st 2017 through June 2018 o April 2017 # of questions asked and answered in FAQ document created after each ACM – January and March 2017 o # of conferences with Innovative Architects to set up HCMS like systems within the online evaluation system- Sept.30,2017 o Development of Change Management and Communication Plan- o May 2017 Professional Development Plan to trained evaluators between (Year 2)- o June 2017 Draft of Establishment of Long-Term performance goals. (Year2)- Attend Summer Institute (DFW). o July gather job descriptions (Revise if needed) o August 2017 Development of imbedded coach and mentor roles for new employees and those identified in need of refinement between (Year 2) – o September- Summative report of services provided and their Projected ROI (Return on Investment) o Written projections for meetings, deliverables and ROI for Year 2 2017-2018 		
Project Details: <ul style="list-style-type: none"> o <u>Approved Budget:</u> \$110,000.00 Amounts totaling no more than \$110,000.00 will be paid periodically as invoices are received. All invoices required written confirmation of any and all activities being invoiced including sign-ins, agendas, communications and draft HCMS plans o <u>Approved Project Period:</u> January 1, 2017 – September 30, 2017 All services, activities, planned performances must be completed no later than close of business September 30, 2017. Final invoices are due by October 30, 2017. o <u>Summer Institute:</u> Attend the EEP Summer Institute in June 2017. o <u>TIF5 Evaluation:</u> Cooperation with our grant evaluators is required. o <u>Invoice Requirements:</u> Invoices must include a) vendor name, contact information and phone number; b) the contract number assigned to this EEP contract listed in the upper right hand corner of this document; c) submitted a minimum of 15 days before payment expected, c) include Team Lead's confirmation signature/initials. o <u>Final Payment:</u> 10% of the total contract will be held until all final reports and deliverables are submitted. o <u>Attachments:</u> All attachments are included as part of the "Project Details" by reference. 		
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Youth Empowerment Services:		
Battelle for Kids:		

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2017 Professional Services Agreement

Project:	#005 – Superintendent's Evaluation System Development 2017 Insight Education Group	POC: Milton Roberts, EEP Email: teamrob31@gmail.com
Phase:	Superintendent's Evaluation Completion	Contract #: 005IE002
#005 Team Lead: Dr. Anissa Dickerman Title: CofS Svc Delivery		Team Lead Number: 1.800.935.7022
<p>SCOPE: Create and develop a Superintendent's evaluation system that supports the Educator Effectiveness Process' (EEP) implementation for four (4) individual Charter Districts.</p> <ol style="list-style-type: none"> 1) Create, Develop, and support the creation of a comprehensive evaluation system for all participating Superintendents in the EEP program. 2) Maintain consistent communication in the development of the evaluation system and throughout the training to clarify on any questions presented. 		
<p>INITIAL COMMUNICATION SCOPE DETAILS: (Please insert your timeline here with major activities and milestones) some examples are below.</p> <ul style="list-style-type: none"> ● Schedule with EEP and Superintendents initial kickoff meeting to establish ground rules, priorities and timelines ● Establish a steering committee that will guide the evaluation development process ● Develop a strategic communication plan to ensure a thorough understanding of the evaluation system by Superintendents ● Send customize messages to various stakeholders to provide more detailed information as needed ● Schedule all meetings to end by August 31, 2017 ● Prepare reports with evidence of services and steering committee notes monthly. ● Train staff on use and management of evaluation ● Support YES, Inc. and the EEP project in developing materials that clearly communicate the process for reviewing or challenging any aspect of the evaluation system. 	<p>ADDITIONAL SCOPE DETAILS: (Please insert your timeline here with major activities and milestones)</p> <ul style="list-style-type: none"> ● Establish overall project goals and needs during kickoff meeting ● Establish a steering committee, comprised of those critical to decision making, to guide the overall development system process and approve or suggest changes as needed ● Research and gather standards, using P-PESS as an example to move forward ● Develop evaluation framework ● Prepare resources to answer questions ● Record a video of leaders explaining evaluation results ● Participate and speak at various conferences and meetings as requested by YES, Inc. ● Conduct a two (2) day in person training on the evaluation system ● Have the opportunity available for a one day virtual training as a follow up to review the information presented in the in person training 	
<p>What Winning Looks Like: Project Performance by September 30, 2017: Page 14-15</p> <ul style="list-style-type: none"> ○ January 2017: steering committee meetings and conferences with EEP staff ○ February 2017: steering committee meetings ○ March 2017: draft evaluation frameworks reviewed ○ April 2017: correspondence with superintendents regarding the evaluation system ○ # of trainings in regards to reviewing and implementing the evaluation system ○ # of conferences with EEP staff 		
<p>Project Details:</p> <ul style="list-style-type: none"> ○ <u>Approved Budget:</u> \$75,000 Amounts totaling no more than \$75,000 will be paid periodically as invoices are received. All invoices required written confirmation of any and all activities being invoiced including sign-ins, agendas, communications and draft evaluation framework plans ○ <u>Approved Project Period:</u> January 1, 2017 – September 30, 2017 All services, activities, planned performances must be completed no later than close of business September 30, 2017. Final invoices are due by October 30, 2017 ○ <u>Summer Institute:</u> Attend the EEP Summer Institute in June 2017. ○ <u>TIF5 Evaluation:</u> Cooperation with our grant evaluators is required. ○ <u>Invoice Requirements:</u> Invoices must include a) vendor name, contact information and phone number; b) the contract number assigned to this EEP contract listed in the upper right hand corner of this document; c) submitted a minimum of 15 days before payment expected, c) include Team Lead's confirmation signature/initials. ○ <u>Final Payment:</u> 10% of the total contract will be held until all final reports and deliverables are submitted. ○ <u>Attachments:</u> All attachments are included as part of the "Project Details" by reference. 		
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Insight Education Group:		