

## EVALUATION CONTRACT

This is an agreement between Kirk Checkwood (hereinafter referred to as the Evaluator) and Dianna Moyer (hereinafter referred to as Assistant Principal).

### GENERAL INFORMATION

Title of Project: South Paulding High School Website Initiative Evaluation.

Scope of Work: The purpose of this evaluation is to determine whether or not *the South Paulding High School Website* is being used effectively at our school to communicate with stakeholders. Data will be collected through surveys and interviews. Recommendations for improving implementation will be made to the principal based upon data collected.

### WORK STEPS

Work steps shall include the following: (a) analyze school district regulation and county requirements and list evaluation requirements, (b) conduct literary data base search relative to the type of program being evaluated and tools and techniques used elsewhere in similar projects, (c) develop and obtain approval of evaluation questions that will drive data collection and findings, (d) prepare an evaluation plan and schedule, (e) identify evaluation methods, means, processes, and techniques and relate each with evaluation questions, (f) identify and document data collection methods selected, (g) define data collection sites, sample, and resources required, (h) collect data, (i) reduce and analyze data using valid and reliable analysis statistics and tools, (j) provide initial findings with sponsors and revise as required, (k) prepare and submit draft final reports, and (l) revise as required.

### FIELD VISITS

All fieldwork and on-site observations shall be coordinated with the office of the superintendent, school principal, and/or the evaluation project director.

### PROJECT MANAGEMENT

Throughout the performance period of the delivery order executed by this contract, the evaluator shall keep the Assistant Principal I fully informed as to issues and progress.

Background: This contract is to determine how the South Paulding High School Website is currently being implemented by the teachers at South Paulding High School and how its implementation could be improved in order to better serve the communication needs of the stakeholders and ultimately reinforce and assist students' meet academic needs in support of the School Improvement Plan.

Performance Period: The work shall begin within ten calendar days of award, unless otherwise specified. Work at the site shall not take place on school holidays or weekends unless directed by the contracting officer. Report delivery items and schedule to be set during a preliminary meeting.

Type of Contract: Pro Bono

## **CONTRACT AWARD MEETING**

The evaluator shall not commence performance on the tasks in this contract until the Assistant Principal has conducted a preliminary meeting or has advised the contractor that a preliminary meeting is waived.

## **GENERAL REQUIREMENTS**

1. The evaluator shall confirm work assignments with the Assistant Principal via email and/or face-to-face meetings. A brief outline of work approach shall be reflected in the technical proposal.
2. All written deliverables shall be phrased in acceptable terminology of the field. Words shall be defined in layperson language.
3. Unless otherwise specified, where a written deliverable is required in draft form, the Assistant Principal shall complete her review of the draft deliverable within ten calendar days from date of receipt. If there is no response from the Assistant Principal within ten calendar days, it shall be automatically deemed "approved." The evaluator shall have ten calendar days to deliver the final deliverable from date of receipt of the Assistant Principal's comments.
4. This contract shall not require access to student files.

## **SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES**

### Description of Tasks and Associated Deliverables

The evaluator shall provide the specific deliverables described below.

#### *Deliverable 1: Evaluation Questions*

*Task 1:* The evaluator shall collaborate with the Assistant Principal to develop agreed-upon questions for the guidance of the evaluation study at a preliminary meeting. This meeting shall take place within five calendar days of the signing of this contract.

#### *Deliverable 2: Evaluation Plan*

*Task 1:* The evaluator shall conduct evaluation studies and data in accordance with the evaluation management plan and the agreed-upon evaluation questions. The Assistant Principal shall review the draft review and provide written comments to the evaluator no later than ten calendar days after receipt of the draft review. The evaluator shall then submit the revised review no later than 20 calendar days after receipt of comments. If there is no response from the Assistant Principal within ten calendar days, it shall be automatically deemed "approved." The evaluator shall update the review as required by guidance from the Assistant Principal. The deliverable shall be in electronic form transmitted via email and shall include background information on program to be evaluated, evaluation questions, sampling plan, evaluation instruments, and data collection plan.

*Deliverable 3: Completion of Data Collection*

*Task 3: The evaluator shall complete all data collection within eight weeks from the date the evaluation plan is approved by the Assistant Principal.*

**SCHEDULE FOR DELIVERABLES**

<b>Deliverable</b>	<b>Date</b>
Evaluation Questions	*within five calendar days of signing of contract
Evaluation Plan (includes the following)  Background Information on Program to be Evaluated Evaluation Questions (previously agreed upon) Sampling Plan Evaluation Instruments Data Collection Plan	February 7, 2011
Completion of Data Collection	March 27, 2011
Draft Report for Evaluation Client to Review	April 1, 2011
Final Evaluation Report	April 11, 2011
Presentation to Evaluation Client and Organization (optional according to agreement with Evaluation Client)	*within five calendar days of signing of contract

**CHANGES TO STATEMENT OF WORK**

Any changes to this statement of work shall be authorized and approved only through written correspondence from the evaluator. A copy of each change shall be kept in a project folder along with all other products of the project.

**REPORTING REQUIREMENTS**

The evaluator is required to provide the Assistant Principal with weekly email progress reports.

**TRAVEL AND SITE VISITS**

Travel and on-site visits shall be authorized by the Assistant Principal; limited travel is envisioned.

**SCHOOL RESPONSIBILITIES**

The schools shall provide access to technical and procedural information. The school system shall provide a copy of the "Applicant Agreement/Conditions for Conducting Research in Paulding County Schools."

**CONTRACTOR EXPERIENCE REQUIREMENTS**

The Evaluator will perform this evaluation as an authentic learning experience in the Program Evaluation course (MEDT 8480) in the Ed.S. program at the University of West Georgia, College of Education, Department of Media and Instructional Technology. The professor for this course is Dr. Danilo M. Baylen. Contact information for Dr. Baylen: Email [dbaylen@westga.edu](mailto:dbaylen@westga.edu) or Telephone 678-839-6130.

## CONFIDENTIALITY AND NONDISCLOSURE

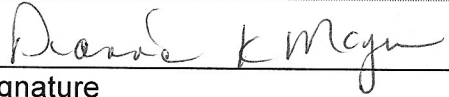
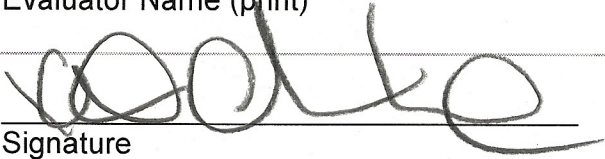
It is agreed that:

The preliminary and final deliverables and all associated working papers and other material deemed relevant by the school district that have been generated by the evaluator in the performance of this task order are the property of the school district and shall be submitted to the Assistant Principal at the conclusion of the evaluation initiative.

The Evaluation Contract, Evaluation Plan, and Final Evaluation Report will be submitted to Dr. Danilo M. Baylen at the University of West Georgia as partial fulfillment for the Program Evaluation course (MEDT 8480) in the Ed.S. program at the University of West Georgia, College of Education, Department of Media and Instructional Technology. The following schedule must be met for course requirements.

MEDT 8480 Course Assignment	Due Date
Evaluation Contract	February 2, 2011
Evaluation Plan	February 23, 2011
Final Evaluation Report	April 11, 2011

Accepted by:

<u>Dianna Moyer</u> Name (print)	<u>KIRK CHECKWOOD</u> Evaluator Name (print)
<u></u> Signature	<u></u> Signature
<u>SPHS</u> Name of Organization	
<u>2-2-11</u> Date	<u>02/02/2011</u> Date