The school shall provide access to technical and procedural information. The school shall provide a copy of the required confidentially statement upon request by Evaluator.

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 professors for this course are Dr. Linda Haynes and Dr. Danilo Baylen. Contact information for Dr. Haynes: Email or Telephone 678-839-6150. Contact information for Dr. Baylen: Email

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 contractor in the performance of this evaluation are the exclusive property of the school district and shall be submitted to VRMS administrators at the conclusion of the evaluation initiative.

The Evaluation Contract, Evaluation Plan, and Final Evaluation Report will be submitted to Dr. Linda Haynes and Dr. Danilo 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
Evaluation Contract
Evaluation Plan
Final Evaluation Report

Due Date
September 1, 2010
September 22, 2010
November 1, 2010

Accepted by: Rochelle Hopson-Lamar
Name (print)

Rochelle Hopson-Lamar
Signature

Susan Biggers
Evaluator Name (print)

Susan Biggers
Signature

Villa Rica Middle School
Name of Organization

September 14, 2010
Date

Sept 1, 2010
Date
SPECIFIC MANDATORY TASKS AND ASSOCIATED DELIVERABLES

Description of Tasks and Associated Deliverables

Task 1: The evaluator shall conduct evaluation studies and analyze data concerning literature classes at Villa Rica Middle School.
Task 2: Data will be analyzed and will be evaluated for student success rates.
Task 3: The evaluator shall furnish VRMS with a detailed analysis of findings identified in the evaluation of the sample classes.
Deliverable 1: Evaluation Report

SCHEDULE FOR DELIVERABLES

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation Questions</td>
<td>September 7, 2010</td>
</tr>
<tr>
<td>Evaluation Plan (includes the following)</td>
<td>September 22, 2010</td>
</tr>
<tr>
<td>Background Information on Program to be Evaluated</td>
<td></td>
</tr>
<tr>
<td>Evaluation Questions (previously agreed upon)</td>
<td></td>
</tr>
<tr>
<td>Sampling Plan</td>
<td></td>
</tr>
<tr>
<td>Evaluation Instruments</td>
<td></td>
</tr>
<tr>
<td>Data Collection Plan</td>
<td></td>
</tr>
<tr>
<td>Completion of Data Collection</td>
<td>October 10, 2010</td>
</tr>
<tr>
<td>Draft Report for Evaluation Client to Review</td>
<td>October 25, 2010</td>
</tr>
<tr>
<td>Final Evaluation Report</td>
<td>November 1, 2010</td>
</tr>
<tr>
<td>Presentation to Evaluation Client and Organization</td>
<td>November 1, 2010</td>
</tr>
<tr>
<td>(optional according to agreement with Evaluation Client)</td>
<td></td>
</tr>
</tbody>
</table>

CHANGES TO STATEMENT OF WORK

Any Changes to this statement of work shall be authorized an approved only through written correspondence from VRMS.

REPORTING REQUIREMENTS

Evaluator is required to provide VRMS with updated reports via email as requested.

TRAVEL AND SITE VISITS

Limited travel and site visits are required. Evaluator will coordinate with VRMS when visits are required.

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 contractor in the performance of this evaluation are the exclusive property of the school district and shall be submitted to VRMS administrators at the conclusion of the evaluation initiative.

SCHOOL RESPONSIBILITIES
EVALUATION CONTRACT

This is an agreement between Susan Biggers (hereinafter referred to as the Evaluator) and Villa Rica Middle School (hereinafter referred to as VRMS)

GENERAL INFORMATION

Title of Project: Evaluation of Use of Reading Counts Program to Reach Reading Goals Established by Georgia Performance Standards for English Language Arts.

Scope of Work: The Evaluator shall provide all material and personnel to accomplish the deliverables described in this statement of work (SOW), except as may otherwise be specified. The scope of this evaluation will provide data to indicate success to meet 25 book yearly requirement of Georgia Performance Standards. Data will be collected to indicate the number of students who meet the requirement or exceed for the first nine weeks. Teachers and Media Specialists survey will assess student success, predict outcomes, and compare results.

WORK STEPS

Administer teacher survey. Gather data (points earned) to reach 20 point goal of first nine weeks on sample 8th grade classrooms. Compare and evaluate data.

FIELD VISITS

Limited field visits are expected. All fieldwork will be coordinated with English Department Chair and Media Specialist.

PROJECT MANAGEMENT

The evaluator will inform VRMS fully on issues and progress throughout the duration of this evaluation.

Background: This program evaluation is being conducted to evaluate the success of students meeting the 25 book or 1,000,000 word yearly requirement outlined in Georgia Performance Standards English Language Arts by using Reading Counts and utilizing points earned.

Performance Period: First nine weeks, ending on October 7, 2010

Type of Contract: Evaluation is free of charge.

CONTRACT AWARD MEETING

No work on this evaluation will begin until approval has been granted by VRMS.

GENERAL REQUIREMENTS

1. The evaluator shall provide a written proposal confirming the specific requirements and details of the project with the school administrator and the teacher.
2. The students shall not be identified individually in the study.
3. All deliverables shall be provided via email as well as a hard copy to the teacher and school administrator.
4. All deadlines should be adhered to as stated within the schedule for deliverables.
Guidelines for Evaluation Contract

You will negotiate a contract to perform evaluation services. The contract must be signed by you and a representative of the program to be evaluated before you develop the evaluation plan and conduct any evaluation activities.

Read Chapter 9 in your textbook, Contracting for Evaluation Services (pages 253 – 263). This chapter serves as a model to help you develop your contract. A contract template is attached to assist you in the development of your contract. Your contract will be unique to the program you are evaluating and the terms of the contract agreement. Therefore, the information under each major heading will vary.

Note: The following items must be included as they are shown in the contract template.

Contractor Experience Requirements
This information has been inserted in the contract template. No other information is required in this section.

Confidentiality and Nondisclosure
Information regarding submission of deliverables for MEDT 8480 course requirements and the schedule of dates must be included as shown in the contract template. Additional information under this heading should be included according to your specific contract.

Checklist for Assignment Grade

<table>
<thead>
<tr>
<th>Contract Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information for the specific evaluation is included under all major headings (see contract template).</td>
<td>5</td>
</tr>
<tr>
<td>Descriptions of tasks and associated deliverables are specific and clear.</td>
<td>1</td>
</tr>
<tr>
<td>Specific due dates have been inserted in the Schedule for Deliverables.</td>
<td>1</td>
</tr>
<tr>
<td>Information for Contractor Experience Requirements is included as shown in the contract template.</td>
<td>1</td>
</tr>
<tr>
<td>Information for Confidentiality and Nondisclosure includes statement regarding submission of deliverables for MEDT 8480 course requirements and schedule of dates as shown in the contract template. Additional information for Confidentiality and Nondisclosure is included for the specific contract.</td>
<td>1</td>
</tr>
<tr>
<td>Contract is signed and dated by both parties.</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Points 10