

Performance Analytics Solutions

Presented to:

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Chief Academic Officer

Department of Educational Services

Mountain View Whisman School District

650-526-3545

Prepared by:

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ATLANTIC RESEARCH PARTNERS

Atlantic Research Partners is pleased to present the following proposal to Mountain View Whisman School District for the 2018-2019 School Year for a Response To Intervention (RTI) program effectiveness study. The pricing in this proposal is valid for 30 days.

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DEFINING THE CHALLENGE

Mountain View Whisman School District has requested the assistance of Atlantic Research Partners to partner in providing an RTI programming effectiveness study in their elementary schools. A key challenge for the district includes:

- The need to gain detailed visibility into the allocation of programs and services to assess whether Response to Instruction (RTI) programs are successfully serving students throughout the community

CUSTOMIZED SOLUTIONS

Solution 1: Strategic review and analysis of Response to Instruction (RTI) programming effectiveness at 8 district elementary (K-8) schools

Objectives

- Provide a comprehensive review of the allocation of programs and services in the defined schools
- Evaluate how resources, programs and supports align with district priorities & student performance
- Evaluate the efficiency and effectiveness of the resources and determine the adequacy of identification of students under these programs
- Provide recommendations for modifications in programming, organizational structure, and integration of programs and services (including digital)

Deliverable(s)

1. Comprehensive Review of District MTSS/RTI Strategy & Implementation
 - a. Review district records which illustrate the structures, policies, practices, and outcomes of RTI services. The review will include but not limited to:
 - i. Organizational structure and school staffing models
 - ii. Policy and procedure documents pertaining to priority group students (include special education students) services, co-teaching models, curriculum development and assessment, instructional and assistive technology
 - iii. Student performance data (2 years data)
 - iv. State and internal benchmark assessment data for all students (2 years data)
 - v. Support services and curricular/intervention program data and information as provided by the district and school (up to 2 or 3 programs)
 - vi. School staffing & intervention schedules
 - vii. Student identification process for students to obtain specific interventions
 - viii. After-school programs targeting tier 2 and tier 3 students
 - b. Interviews and survey with District staff and key stakeholders to identify perceptions for improvement. Participants will include representatives from the following groups:
 - i. District central office administrators and Department staff
 - ii. School administrators, teachers, assistants, and itinerant staff
2. Data Analysis and Strategic Support
 - a. Performance analysis of publicly available data and local benchmark data as provided by the district for all schools to support the work to be reviewed under MTSS/RTI review for the last 2 academic years.
 - b. Leadership session to share findings and provide key insights and recommendations
 - c. Document the methodology used for analysis of school performance
 - d. Provide all associated excel documents with detailed analysis and methodology

3. Summary presentation with accountability metrics, insights, and recommendations
 - a. Focused analysis and recommendations including:
 - i. Findings from the review will be analyzed to identify successes in RTI programs and services, as well as identify root causes of barriers or inefficiencies to student success
 - ii. The District’s implementation of instruction and services will be reviewed to understand the process of identification and process of providing targeted instruction
 - iii. An investigation into the effectiveness of current, tiered intervention programs in use and whether the specially designed instruction is matched to the skill deficits, as well as the effectiveness of monitoring student progress
 - iv. Investigate alignment of resources and efficiency of use of resources in each school with regard to RTI
 - b. A detailed summary deck will be provided with findings and summaries of observations addressing the objectives of the review
 - i. The draft report will be submitted to the District for comment
 - ii. We will work with the District to ensure clarity and to resolve any areas of concern, before producing the final summary presentation
 - iii. At the request of the District, we will meet with any group(s) or individuals to present the summary and discuss the recommendations

Contingencies:

District will prepare and provide in a timely manner at least 2 years data to Atlantic, including:

1. Student assessment data - at the student level
2. Membership data for all schools by grade
3. Demographic information by grade
4. Additional data as per the requirement of the study
5. District will connect and communicate with relevant departments for release of data to Atlantic
6. Data Confidentiality - the district and Atlantic will sign the confidentiality agreement in compliance with FERPA
7. All services provided under this agreement are wholly dependent upon data provided by the District. Atlantic cannot assume responsibility for analysis of data that is not provided directly from the district.

Cost: \$25,000

DELIVERABLE SCHEDULE

Please see below the deliverable schedule for 2018-19 school year. Exact dates will be established jointly by the District and Atlantic.

Deliverables	Timeline
Leadership Team project onboarding meeting <ul style="list-style-type: none"> ● identify documents and sources ● identify staff and stakeholders for survey and interviews ● access data ● identify school visits 	First two weeks of project
1. Data Analysis and Strategic Support	6 weeks from inception
2. Comprehensive Review of District MTSS Strategy & Implementation	8 weeks from inception
3. Summary presentation with accountability metrics, insights, and recommendations (first draft, feedback revision, final draft)	10 weeks from inception

OPERATIONAL INFORMATION

Contact Information for Operations and Logistics

Atlantic Billing Contact Information	
Name	Suzanne Blades
Email	backoffice@chitransom.com
Client Billing Contact Information	
Name	Long Ngo, Accounts Payable Technician
Email	accountspayable@mvwsd.org
Phone	650-526-3500 ext. 1082
Client Scheduling and Logistics Contact Information	
Name	Tara Vikjord, Director of Curriculum, Instruction and Assesment
Email	tvikjord@mvwsd.org
Phone	650-526-3500 x1124

NOTE: Client contact names to be identified at time of contract authorization

PROJECT COMPLETION FOLLOW UP

An important part of the work we do is the follow up we provide. We will make the feedback we collect available to you to use in your own PR, communications and social media.

Please choose one of the options below:

- In-person video interview with key project contact (no charge)
- One-time emailed questionnaire with key project contact (no charge)
- Emailed survey with key project contact, spread over 3 months (no charge)
- Other _____

NOTE:

- Client cancellation of scheduled services may be subject to actual cost incurred.
- A signed proposal is to be returned via email, fax or regular mail within 10 days to Atlantic Research Partners or the terms may be reevaluated.

COST SUMMARY

Customized Solution	Cost per year
Solution 1: Strategic review and analysis of Response to Instruction (RTI) programming effectiveness at 8 district elementary (K-8) schools	\$ 25,000.00
Total	\$25,000.00

PAYMENT AGREEMENT

At the time of signature please identify a payment agreement option below. Our back office team will send invoice to the contact information listed.

	Option 1 : One payment of \$25,000.00 invoiced prior beginning project deliverables
<input checked="" type="checkbox"/>	Option 2 : Two payments of \$12,500.00 invoiced prior to the beginning project and prior to completion of the final deliverable
	Option 3 : Monthly invoice dependent on actual timeline to be created at project start.

Thank you for this opportunity to support the work you and your colleagues are doing on behalf of the children and the educators within the Mountain View Whisman School District.

Founded in 2007, our practice, coupled with deep research and analysis within each school district we serve, confirms something fundamental: there is no one-size-fits-all solution to accelerate student achievement and develop sustainability within our schools. Together, with the District’s team, we craft strategies to meet the needs of each specific site; strategies based on research-established methodologies proven to affect school culture and student academic performance.

If the terms of this Proposal are accepted please have your authorized representative sign the Acceptance Acknowledgement below, as well as fill in the requested information, scan and return the proposal in its entirety to us at jpeters@atlanticresearchpartners.org. It is understood that a fully executed copy of this document shall have the same effect as an original.

Proposal Accepted:

Cathy Baur
 Chief Academic Officer
 Department of Educational Services
 Mountain View Whisman School District

Presented by:

Jodi K Peters, Chief Engagement Officer
 Atlantic Research Partners
jpeters@atlanticresearchpartners.org
 989-573-2002

 Signature

 Signature

Date: _____

Date: _____

CONFIDENTIALITY/FERPA COMPLIANCE AGREEMENT

This confidentiality/FERPA Compliance Agreement (the "Agreement") is made and entered into by and between Atlantic Research Partners, with its offices at 910 W Van Buren, Chicago, IL 60607 and Mountain View Whisman School District, A school district with its central office at 1400 Montecito Ave., Mountain View, CA 94043

In consideration of the mutual promises and covenants herein provided, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, Atlantic Research Partners and the District agree as follows:

1. Atlantic Research Partners acknowledges that in providing its services, it, its agents and employees may have access to and may become acquainted with the following:
 - a. Personally identifiable information of students or employees of the District, including but not limited to records or record systems that are subject to the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g.
 - b. Information, records and specifications owned or licensed by the District and/or used by the District in connection with the operation of the District's schools.
2. Atlantic Research Partners agrees that it, including each of its employees and agents, will hold in strictest confidence, and not disclose any of the information described above, directly or indirectly, or use any of it in any manner, either during the time Atlantic Research Partners services are provided to the District or any time thereafter, except as required and authorized by the District.
3. Atlantic Research Partners shall not retain any copy of the information described in Paragraph 1 above at any time without the District's prior written permission. Upon the end of Atlantic Research Partners' services, or whenever requested by the District, Atlantic Research Partners shall immediately deliver to the District all such files, records, documents, specifications, and other information described in Paragraph 1 above in its possession or under its control.
4. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, regardless of conflicts of laws, and venue shall be in Cook County, Illinois.
5. This Agreement may be executed in more than one counterpart, each of which shall be deemed an original and all of which together shall be deemed one and the same instrument. An electronic or facsimile copy shall have the same effect as an original.

IN WITNESS WHEREOF, the parties have executed this agreement on _____

Cathy Baur
Chief Academic Officer
Department of Educational Services
Mountain View Whisman School District

Jodi K Peters, Chief Engagement Officer
Atlantic Research Partners
jpeters@atlanticresearchpartners.org
989-573-2002

Signature

Signature