

Archived Information

Interim Evaluation of the Regional Educational Laboratories

FINAL Individual Evaluation Plan for the Northeast and Islands Regional Educational Laboratory at Brown University April 20, 1999

The purpose of this document is to describe the plans to implement the Interim Evaluation of the Regional Educational Laboratories at the Northeast and Islands Regional Educational Laboratory at Brown University. This plan contains the most up-to-date information on the schedule of activities to implement the evaluation at this Laboratory, the current panel members, and the proposed data sources. The data sources are based on information obtained from LAB's nominated signature works, their inventory of products and services, and the other data items needed to examine overall Laboratory operations.

A. Schedule of Activities for the LAB Evaluation

Activity	Proposed Date
Approval of Individual Evaluation Plan by PES	04/07/99
Receipt of advance materials from LAB	04/21/99
Distribution of advance materials to panel members	04/23/99
Training Session #3, including LAB presentation	05/07/99
On-site panel visit	05/24/99 – 05/28/99
Individual evaluation reports submitted to DIR	05/28/99
Synthesis report submitted to DIR by panel chair	06/04/99
Review of synthesis report by panel members	06/07/99 – 06/11/99
Final synthesis report submitted to DIR by panel chair	06/18/99
Synthesis and individual reports sent to LAB and ED	06/21/99
LAB response to evaluation report submitted to DIR	07/05/99
DIR submission of LAB Interim Evaluation Reports (including individual reports, synthesis report, and LAB response) to ED	07/12/99

B. Current Participants in the LAB Evaluation

The following persons are assigned to serve as members of the LAB review panel:

Jamal Abedi
Robert Bortnick
Barbara Clements
John McFadden
Louise Wilkinson (Chair)
Gladys Wright

C. Data Sources to be used in the LAB Evaluation

The Evaluation Framework approved by ED contains associated evaluation questions and indicators to guide the conduct of the Interim Evaluation and reporting of results. The specific data sources to be used for the evaluation of the LAB have been developed after receiving input from the Laboratory and the OERI Program Officer and PES regarding the nominated Signature Works and the LAB Inventory of Products and Services.

The remainder of this section identifies the specific data items to be reviewed or data collection activities included in the LAB individualized evaluation plan. Most of the publications and other hard-copy materials specified as data sources are to be provided to the peer reviewers as part of their advance materials. Peer reviewers with Internet access will also be able to examine the LAB's web-site before arriving on the site visit.

The following data sources are grouped by whether they are: (1) associated with a Signature Work; (2) additional items selected from the Inventory that are not part of the selected Signature Works; or (3) materials to be reviewed in conjunction with overall Laboratory operations. Summary descriptions of the two selected Signature Works, as described by LAB, are attached to this document.

Signature Work 1: Implementing Standards for English Language Learners

This Signature Work was selected because its purpose closely parallels LAB's guiding principles and mission of providing special emphasis on developing effective approaches for meeting the educational needs of linguistically and culturally diverse student populations, while promoting excellence and equity. *Implementing Standards* devotes considerable energy to inquiry-based professional development support and training processes for teachers who are implementing new standards with special student populations. Additionally, this Signature Work seeks to generate new knowledge in the area of implementing standards for English language learners, as well as to apply the knowledge gained to the development of products and services to support the process. This Signature Work illustrates the building of alliances, field service and R & D activities, involves LAB's specialty area of Language and Cultural Diversity, and entails cooperation among the Massachusetts Department of Education, school districts, classroom teachers and the LAB.

Specific publications and materials related to this Signature Work have been selected from the LAB Inventory of Products and Services and/or are identified by the LAB as appropriate data sources within the nomination of Signature Works. The list of proposed items for advance review by the panelists includes:

- *English Language Learners: Initial Findings from Four Middle Schools (#1)*
[Monograph]
- *Standards, Equity and Cultural Diversity [monograph; in progress] (#6)*
- *Lowell School District Language Learners Project: Telephone Survey* (external survey by Abt)

- *Implementing State Standards with English Language Learners*; presentation at annual meeting of Teachers of English to Speakers of Other Languages; March, 1998. (TESOL) [tape recording of session or print summary]
- *Standards Implementation with English Language Learners*; keynote address at Center for English Learning and Achievement (CELA) at State University in Albany; February, 1998. [executive summary]
- Sustainable Strategies for Professional Development in Education Reform in TESOL's Case Studies in Teacher Education (draft article)

Other materials that LAB should provide regarding Signature Work 1 for advance review by the panel include:

- Excerpts (annotated) pertaining to Signature Work 1 in LAB contractual documents (including LAB 1995 Technical Proposal, response to questions, supplemental scope of work, quarterly reports [including evaluative feedback – annotated], contract modifications, Updated Annual Plans)
- Project Research Plan (including an overview, year to year work scope, year to year project contract, site selection criteria, description of issues, listing of participating schools and contacts, contractual agreements with the site schools?)
- Project Annual Report
- Project Annual Updated Plan
- Research field notes (selected illustrative excerpts, annotated; including selected excerpts from field audio tapes)
- Deliverable List for Signature Work 1
- Selected Board minutes referencing Signature Work 1 (annotated)
- Documentation of needs assessment related to Signature Work 1, including minutes and agenda of advisory group, evidence of revisions based on customer needs, and other sources identifying need
- Documentation of revisions of materials resulting from pilot testing and customer feedback (cite specific documents) and evaluations of pilot sessions for training, symposiums, conferences, rallies, workshops and institutes (cite specific document)
- Documentation of review of products by peer review and outside expert (panels) as part of QA processes (cite specific documents)
- Selected drafts of rubrics, publications, and training materials to demonstrate examples of QA processes (cite specific documents)
- Description of the site selection criteria and process, if not included in the Project Research Plan
- Lists of schools, team members participating in the project (with contact information)
- Utilization statistics, including materials disseminated, materials requested, product sales
- List of training materials
- List of publications in journals, etc. of materials related to Signature Work 1
- List of presentations made related to Signature Work 1, including staff member name and audience

On-site activities for evaluation of Signature Work 1 may include interviews with:

- REL project staff involved with Signature Work 1
- Partners from intensive implementation sites (i.e., MA Dept. of Ed., District Supt.)
- Users in implementation sites (i.e., teachers, administrators, students, parents)
- OERI Program Officer

On-site demonstration of selected activities may also include, specifically:

- Web site demonstration of Signature Work 1 additional project links and resources

Signature Work 2 — Secondary Restructuring

The Secondary Restructuring Signature Work utilizes strategic alliances between LAB, Jobs for the Future, the New England Association of Schools and Colleges' Commission on Public Secondary Schools (NEASC), The Commissioner of Education in Maine, and the University of Vermont's network of professional development high schools. This unique partnership provides the necessary components for conducting applied research and development activities with implications for successful implementation of practical change in secondary schools to effectively prepare students for a rapidly changing work place. Interim outcomes of this Signature Work include development of materials that will become the criteria on which accreditation decisions are made for the majority of high schools in New England, as well as the revision of school visit protocols.

Specific publications and materials related to this Signature Work have been selected from the LAB Inventory of Products and Services and/or are identified by the LAB as appropriate data sources within the nomination of Signature Works. The list of proposed items for advance review by the panelists includes:

- *Empowerment Zones/Enterprising Communities and School-to-Career* [monograph] (#20)
- *Knowing and Doing: Connecting Learning and Work* [monograph] (#21)
- *A Guide to Involving ELL's in School to Career Initiatives* [monograph] (#22)
- *NEASC Self Assessment Guides for Accreditation* [guides] (#19)
- *Harvard Education Letter on School to Work* [newsletter] (#23)
- *Promising Futures: A Call to Improve Learning for Maine's Secondary Students* [monograph] (#24)
- *Visiting Accreditation* [monograph]
- *Growing Systemic Change, Chapter 5* [pre-publication chapter]
- *Benchmarks for Success in High School Education* [monograph]
- *Boston High School Restructuring: Lessons from the Field* [technical report]
- *The Met: The First Year of a New Urban High School* [technical report]
- *Visiting Accreditation Briefing Book* [technical report]
- National Association for Bilingual Education National Conference presentation (executive summary, presentation slides)

Other materials that LAB should provide regarding Signature Work 2 for advance review by the panel includes:

- Narrative on function of Secondary Restructuring Advisory Committee, including listing, affiliation and contact information
- Advisory Committee Meeting Minutes (selected representative minutes)
- Advisory Committee Evaluation Responses (selected, appropriate annotated excerpts)
- References to Signature Work 2 in LAB contractual documents, including Technical Proposal, response to questions, initial project plans, contract modifications, quarterly reports, and Updated Annual Plans (annotated)
- Initiative Framework (provided in “An Introduction to the Northeast and Islands Regional Educational Laboratory at Brown University”)
- Project Plans (including an annotated list of all projects comprising the Secondary School Restructuring Initiative in the first three contract years with a brief description, and project plans from four projects)
 - Strengthening the Accreditation Process
 - Growing Systemic Change in High Schools
 - School to Career
 - Maine Commission on Secondary Education
- Project Annual Reports (for each of the four projects selected above)
- Monthly and Quarterly Management Reports (select 2-3 representative reports)
- Representative data on student success in implementation sites as a result of Signature Work #2
- Deliverable List for Signature Work 2
- List of study sites, with contact information and a representative example of contractual agreements
- Listing of publications and presentations related to Signature Work 2 including staff member name, audience, and venue
- Listing of evaluation reports related to Signature Work 2, including 1 representative evaluation report on implementation (identify source/specific name)
- Evidence of agreements and contracts with other entities for support of pilot testing and implementation of Secondary Restructuring activities at observational sites (including contact information)
- Documentation of needs assessment related to Signature Work 2, including minutes and agenda of advisory group, evidence of revisions based on customer needs, and other sources identifying need for Secondary Restructuring (selected, appropriate examples)
- Documentation of review of products process by peer review, advisory committee, and outside expert panels as part of QA processes with selected supporting examples

On-site data collection activities in relation to Signature Work 2 may include interviews with:

- REL project staff involved with Signature Work 2
- Teachers/District administrators in R&D study sites
- Secondary Restructuring Advisory Committee

- Key education state decision makers (i.e., Education commissioners, CSSO's)
- Users in study district sites (i.e., students, parents)
- OERI Program Officer

Additional Items Selected from the Inventory of Products and Services

In addition to the Signature Works data sources, additional materials will be provided in advance to the peer reviewers. Please note that these additional selected items do not necessarily map directly to specific evaluation questions. The following materials have been selected from the LAB Inventory of Products and Services to provide additional breadth to the evaluation:

- Examples of regular LAB publications
 - *Education Theme Series Looping: Supporting Student Learning through Long Term Relationships* (#38)
 - *LAB Access* (newsletter piloted in year 2) [1 representative issue]
- Representative Policy piece
 - *Policy Perspectives* (1 issue)
 - *Pell Policy Seminar* (forum) [brochure]
- State Liaison System (selected representative excerpts from the web site referring to AiBonito in Puerto Rico; a representative newsletter on work in the Virgin Islands) Annotate references to same in School to Career, needs assessment updates, and annual reports.
- Selected hard copy overview/introduction materials on the following work:
 - *Portraits of Success*
 - *Nanduti web site* on early language learning (<http://www.cal.org/earlylang>). (including brochure)
 - Information Center
- *Assessment Portfolios/ELLs: Frequently asked questions* (#2) [Monograph]
- *What Policy Makers and School Administrators need to know about Assessment Reform for ELL [monograph] (draft version)* (#5)
- *Electronic Collaboration: A Practical Guide for Educators (print)* (#13)[rough draft; excerpted]
- *New York City Broad-Based Consultation: Executive Report* (contains an overview of the NYC issue, plan, and implementation methodology, as well as a representation of a completed District-level report/plan, exec. Summary of Chancellors Draft Plan for School Leadership Teams, and other)
- *Ten Capacities Guidebook*
- *Massachusetts Literacy Study: Phase I Findings* (exec. summary)
- Institute on Cultural and Linguistic Diversity – Problem Solving through Action Research (#33)
- Inquiry Kit on Educating Culturally and Linguistically Diverse Students (#35) [selected excerpts – 2 sample chapters]

On-site data collection activities in relation to additional selected items from the Inventory of Products and Services may include:

- Informal interviews with project program staff
- Brief web site demonstration relating to:
 - *Portraits of Success*
 - *Nanduti web site* on early language learning (<http://www.cal.org/earlylang>).
 - Information Center
 - AiBonito

Materials for Overall Laboratory Operations

Other materials will be collected and provided to the peer reviewers so that they can examine the overall operations of LAB. The following materials will be provided to the peer reviewers in advance of the site visit:

- Original RFP (“Scope of Work” was provided to panelists in Training Manual)
- LAB contractual documents, including: Technical Proposal and response to technical questions, contract modifications (including supplemental scope of work) quarterly reports, and annual plans and updates
- *An Introduction to the Northeast and Islands Regional Educational Laboratory at Brown University*
- *An Introduction to the Northeast and Islands Regional Educational Laboratory at Brown University Appendices*
 - Summary of REL funding, by year
 - Organizational chart
 - QA System procedures documentation
- REL Staff listing
- Board roster and affiliations, Charter and By-laws
- Selected Board meeting agenda and minutes
- Needs assessment procedures documentation (i.e., excerpts from LAB Technical Proposal; excerpt from FY 97 Updated Annual Plan; excerpt from FY 98 Updated Annual Plan; excerpt from other pertinent documents)
- Customer feedback procedures documentation (representative example)
- List of staff presentations at relevant regional and national meetings
- List of staff publications in external venues
- Inventory of products and services from the current contract period (provided in peer reviewer Briefing Booklet prepared by DIR)
- Relevant reports by OERI staff, if any
- Utilization statistics (information requests, web site hits, materials dissemination)

On-site interviews regarding overall LAB operations will be conducted and should include:

- Staff interviews
- Board member interview or focus group
- OERI Program Officer interview