

Archived Information

Interim Evaluation of the Regional Educational Laboratories

Draft Individual Evaluation Plan for the Laboratory for Success (LSS) Regional Educational Laboratory April 26, 1999

The purpose of this document is to describe the plans to implement the Interim Evaluation of the Regional Educational Laboratories at the LSS Regional Educational Laboratory. 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 LSS'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 LSS Evaluation

Activity	Proposed Date
Approval of Individual Evaluation Plan by PES	4/21/99
Receipt of advance materials by DIR from LSS	4/23/99
Distribution of advance materials to panel members	4/26/99
Training Session #3, including LSS presentation	5/3/99
On-site panel visit	5/17/99 – 05/21/99
Individual evaluation reports submitted to DIR	05/21/99
Synthesis report submitted to DIR by panel chair	05/28/99
Review of synthesis report by panel members	05/31/99 – 06/04/99
Final synthesis report submitted to DIR by panel chair	06/11/99
Synthesis and individual reports sent to PES and LSS	06/14/99
LSS response to evaluation report submitted to DIR	06/30/99
DIR submission of LSS Interim Evaluation Reports (including individual reports, synthesis report, and Lab response) to ED	07/05/99

B. Current Participants in LSS Evaluation

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

Rodolfo Chavez
Wilfred Johnson
David Leo-Nyquist
Hunter Moorman
John Nash
Terresa Staten (Chair)

C. Data Sources to be used in the LSS 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 LSS have been developed after receiving input from the Laboratory, PES, and the OERI Program Officer regarding the nominated Signature Works and the LSS Inventory of Products and Services.

The remainder of this section identifies the specific data items or data collection activities to be included in the LSS 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 LSS'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 LSS, are attached to this document.

Signature Work 1: Community for Learning

The Community for Learning (CFL) program is a broad-based, school/family/community-coordinated approach to improving student learning. The major premise of this school-based intervention program is that the national standards of educational outcomes can and must be upheld for all students, including those who are “at the margins.” It is a comprehensive school-reform program and the focus of LSS project work in this area is to scale up implementation of the CFL in rural and urban schools with a high concentration of children and youth from economically and educationally disadvantaged homes.

Currently, CFL is in full operation in 93 rural and urban schools. Selected components are in place in 37 schools and 43 schools are in the planning stage.

Specific publications and materials related to this Signature Work have been selected from the LSS Inventory of Products and Services. The list of proposed items for advance review by the panelists includes:

- *CFL Binder—(Exhibit A-E) Includes: Program overview, implementation data, letters from LSS to communities for implementation, agendas for facilitator training's series, and major implementation sites support (Waiting for explanation on contents)*
- *Spotlight 102: Fostering Resilience and Learning Success in Schools: The Community for Learning Program (#8) [Research/Policy Brief]*
- *Spotlight 304: Five “P” to Promote School-Family Partnership Project: Survey Report (#36) [Research/Policy Brief]*

- *Spotlight 305: The School-Family Partnership Project: Survey Report (#37) [Research/Policy Brief]*
- *L97-2 Achieving Student Success in Inner-city Schools Is Possible Provided..(#56) [Report]*
- *L97-7 Revitalizing Inner Cities: Focusing on Children's Learning (#61) [Report]*
- *L97-8 An Overview of the Rationale and Design of the School Community Program(#62) [Report]*
- *Building on Diversity: The Adaptive Learning Environments Model (#92) [Video]*
- *Community for Learning Planning Guide (#96) [Manual]*
- *Models of Reform: A Comparative Guide reprint from Evaluation Leadership (#115) [Journal article]*
- *Achieving Student Success: An Online Handbook of Widely Implemented Research-Based Educational Reform Models (#118) [Interactive on-line program]Hard copy (#78)*

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

- Excerpts or annotated references to Signature Work 1 from contractual documents (including LSS Technical Proposal, response to questions, initial project plans, contract modifications, quarterly reports, and annual plans and updates)
- Documentation of needs assessment activities related to Signature Work 1, including needs assessment instrument and representative examples of data
- *A sampling of CFL Agreements with schools, parents, and the community*
- Excerpts from books listing CFL as a CSRD models: *An Educator's Guide to School-wide Reform and Catalog of School Reform Models (need inventory #'s)*
- Planning guidelines for wide-scale implementation of CFL
- Documentation of procedures and evidence of review of products by peer review and expert panels as part of QA processes (two selected representative examples of different levels of QA)
- List of school implementation sites with contact information
- List of training materials
- List of publications in journals, etc. related to Signature Work 1
- List of presentations related to Signature Work 1
- Evaluation Reports – **(identify 3 sources related to the 3 sites below)**
- CFL site-specific implementation plans (1 rural, 2 urban site)
- Client feedback on publications, and facilitator training series related to Signature Work 1
- Feedback from partners related to Signature Work 1
- List of contracts and on-going partner sites for Signature Work 1 (including contact information), if applicable

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

- REL project staff involved with CFL

- Partners and clients in CFL schools and districts (select representatives from same sites as those for site specific implementation plans)
- OERI Program Officer

On-site observations of selected activities may also be included, specifically:

- Implementation site visit
- Website demonstrations
- View showcase display for CFL (CSR: New Jersey #249)

Signature Work 2 — LSS National Invitational Conference Series

The National Invitational Conference Series serves as a forum for addressing emerging issues of national importance and to formulate next-step solutions. A major goal of the LSS National Invitational Conference Series is to cull from research and practical knowledge on what works and what does not work to significantly improve this nation’s capacity to achieve healthy development and educational success of children and families to scale. These conferences have served not only to bring the work of the LSS to the forefront of reform efforts, particularly on the revitalization of urban communities in the service of their young people, but they also have provided a built-in mechanism for LSS to play a leadership role in forging strategic national and regional alliances to impact on policy development and sustain effective implementation of improved practices.

Specific publications and materials related to this Signature Work have been selected from the LSS Inventory of Products and Services. The list of proposed items for advance review by the panelists includes:

- *Synopsis of conference papers:*
 - *The Urgency for Action: Reflections on the National Invitational Conference on Development and Learning of Children and Youth in Urban America (#119a)*
 - *Improving Our Capacity for Achieving Student Success (#121a)*
 - *Resilience Across Contexts: Family, Work, Culture, and Community (#123a)*
 - *Education in Cities: What Works and What Doesn’t (#125a)*
 - *Developing Strategies for Improving Education in Inner Cities (#125b)*
- *Co-planning of Conferences—National Conference Binder—Exhibit A, Exhibit B, Exhibit C (what is included here)*
- *Conference Proceedings (2-3 will be selected)*
- *Spotlight 202: Listening to Teachers and Administrators: Needs Assessment as a Guidepost for LSS Priorities and Strategies (#20).[Research/Policy Brief]*
- *Spotlight 315: Product Satisfaction Surveys: Determining LSS Client Satisfaction Levels (A) [Policy Brief]*

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

- Excerpts pertaining to Signature Work 2 from contractual documents (including LSS Technical Proposal, response to questions, initial project plans, contract modifications, quarterly reports, annual needs survey, and annual plans and updates)
- Meeting notes from the conference planning committees
- List of conference topics and agendas
- Needs assessment strategies documentation related to Signature Work 2
- Sample agendas from LSS National Conferences
- Selected excerpts from meeting minutes of conference co-sponsors including: the Council of Chief State Officers, the Title I Office of the USDE, the Empowerment Zone and Enterprise Community Task Force, the College Board, other REL's, and R& D Centers.
- Feedback from conference participants and follow-up activity requests/next-step recommendations from conference work group
- Minutes from meetings of the LSS Technical Review Board, the LSS Stakeholder Board, and the LSS Governing Boards of Directors related to Signature Work 2
- Feedback from external reviewers/ external evaluators related to Signature Work 2
- Assessment plan; reports to state agencies related to Signature Work 2

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

- REL project staff involved with Signature Work 2
- OERI Program Officer
- Conference facilitators and participants

On-site activities may also include:

- Website demonstrations

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. The following materials have been selected from the LSS Inventory to provide additional breadth to the evaluation:

(May need to reduce the numbers of data sources here)

- *20/20 Analysis Manual (#95) [Manual]*
- *Spotlight 203 The Effectiveness of Title I School-wide Projects: A Synthesis of Findings from the First Years of Evaluation (#21) [Research/Policy Brief]*
- *L98-21 Title I School-wide Programs: A Synthesis of Findings from Recent Evaluation (#87)*
- *Spotlight 306: 1997 LSS Needs Assessment: Teacher and Administrator Priorities (38).*
- *L98-22 Promoting Social Competence and Preventing Antisocial Behavior in Young Urban Adolescents (#88) [Printed report]*
- *What Do We Know: Widely Implemented School Improvement Programs (#91) [Printed report]*

- *Spotlight 316: LSS User Satisfaction Surveys: Professional Development Program Evaluations & Tracer Studies (#48)*
- Overviews and listings of titles and collaborators of the Advanced Study Institutes, the Principal Forums, State of the Art Seminars, and the What Works Workshops.
- Agenda, brochure, and annotated notes from the Advanced Study Institute: Comprehensive School Reform (#142) [Institute]
- Agenda, brochure, and annotated notes from Principals Forum (#155)
- Agenda, brochure, and annotated notes from the State of the Art Seminar (#164)
- Agenda, brochure, and annotated notes from What Works Workshops (#189)

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 LSS. The following materials will be provided to the peer reviewers in advance of the site visit:

- LSS original RFP, technical proposal and response to technical questions, contract modifications, quarterly reports, annual plans and updates, annual reports
- Summary of REL funding, by source
- Organizational chart
- Board roster and affiliations
- Selected Board meeting agenda and minutes, especially review of plans
- Portfolio Review documentation
- “Program Evaluation and Quality Assurance” reports (**waiting for specific names**)
- QA procedures documentation
- Needs assessment procedures documentation
- *LSS Sponsored Events: Evaluation Reports(#3) [Binder]*
- *Progress Report on Publication and Product Dissemination Year 1 through 3 (#5) [Report]*
- Customer feedback procedures documentation
- List of staff presentations at relevant regional and national meetings
- List of staff publications in external venues
- Signature Works nominations and Inventory of products and services from the current contract period (to be included in 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 LSS operations will be conducted and should include:

- Staff interviews
- Board interviews or focus groups
- OERI Program Officer interview