



Board Meeting Date: June 24, 2020
Name of Vendor: Sinclair Research Group
Purpose/Scope: This contract supports our new teacher induction program. The Sinclair Research Group will support our New Teacher Induction Program, disaggregating data showing evidence of program effectiveness, ensuring state requirements for state accreditation.
Expected Outcomes: Sinclair Research Group will provide support for the California Commission on Teaching Credentialing accreditation process in particular, completing the data driven program evaluation process.
Is this a Multi-Year Agreement? No
Term: From: 07/01/2020 To: 06/30/2021
Length of Term: 12 months
Cost: \$1,000.00 per month
Total Contract NTE: \$12,000.00
Funding Source: 01.0392.0.5830.950.1110.1000.725.000
 Teacher Credentialing Block Fund
Selection Criteria: Based on industry experience

Quotes/Bids Obtained: No

If NO, Select Reason:

- Grant Related
- Unique Provider
- Required Service
- Professional Service
- Continuing Service
- Other:

X Verified by Departmental Leader for budgetary compliance.
X Verified by Departmental Leader for applicable statute and policy compliance, redundancy, and conflicts of interest contractual or otherwise.
X Verified by Purchasing Manager for Public Contract Code (PCC) compliance.

Contract Vendor Contact:

William Rolland	CEO
Name	Title
PO box 5032	Sacramento, Ca 95817
Mailing/Notice Address	City, State, Zip
3734 1st Avenue	Sacramento, Ca 95817
Physical Address	City, State, Zip
916-767-3117	SGC@sinclairgroup.org
Telephone	Email



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In consideration of the mutual covenants and promises contained herein, this *Memorandum of Understanding* (MOU) is agreed between Sinclair Group of Companies, Inc. (hereafter called Sinclair Research Group), a legal corporation in the State of California, (Registered at 3734 1st Avenue, Sacramento, Ca 95817, Tax Identification Number 72-1616434) and the following entity:

Hayward Unified School District
Teacher Induction Program
24411 Amador St.
Hayward, CA 94540

1. This MOU will commence on July 1, 2020 and will end on June 30, 2021 and outlines the current understanding of both parties.
2. SRG will provide support for the *California Commission on Teacher Credentialing* accreditation process; in particular, SRG will complete program evaluation process for the above Program for the 2020-2021 academic year.
3. The program evaluation system is based on the formative Program assessment process, the *CTC Pre-Conditions, Common Standards, and Standards of Quality and Effectiveness for Professional Teacher Induction Programs*. (Each evaluation question, it's reporting, and all conclusions, commendations and recommendations will be aligned with the appropriate Pre-Condition or Standard.)
4. The program evaluation adheres to *Common Standard 4: Continuous Improvement (CTC 2015)* which reads as follows:

The education *unit* develops and implements a comprehensive continuous improvement process at both the *unit* level and within each of its *programs* that identifies program and *unit* effectiveness and makes appropriate modifications based on findings.

- The education *unit* and its programs regularly assess their effectiveness in relation to the course of study offered, fieldwork and clinical practice, and *support* services for candidates.
- Both the *unit* and its *programs* regularly and systematically collect, analyze, and use candidate and *program* *completer* data as well as data reflecting the effectiveness of *unit* operations to improve *programs* and their *services*.

The continuous improvement process includes multiple sources of data including 1) the extent to which candidates are prepared to enter professional practice; and 2) feedback from *key stakeholders* such as employers and community *partners* about the quality of the preparation.



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5. All survey data will be collected online (electronically). The Program will be responsible for sharing the individual survey links (sent by SRG) to all appropriate survey participants, unless the Program has opted in to the SRG Invitation and Reminder System (IRS). If the Program is using the IRS, Sinclair Research Group will take care of all data collection requests and collection.
6. SRG will hand clean all electronic data and will analyze all data provided to SRG with specially designed in-house software that ensures reliability, validity, and accuracy of results. In-depth reports on each instrument will be returned to the Program within one month (or less) of survey closing date.
7. Reports will be sent electronically to the Program Director. These reports will be in Microsoft Word format so that they may be changed and used by the Program at its discretion. The Microsoft Word report shall be the property of the Program once released to the Program. All reports will also be stored online on a web site that is open to the program.
8. SRG will continually monitor responses, improve and develop new instruments to meet the needs of all stakeholders. New products and pilot studies will be available to the Program during the year at no additional charge.
9. The Scope of Work for this program evaluation will include results for the overall Teacher Induction Program and disaggregation and analysis by General Education and Education Specialist subsets.
10. During the time of this agreement, the above-named program may use any or all of the previously developed tools or surveys copyrighted by Sinclair Research Group, including:
 - Summative Report (Overall Conclusions for all surveys from previous academic year)
 - Report of Trends Over Time (Comparison of three years or more years of data)
 - ADS Data Collection for CTC
 - Completer Survey Analysis of Significant Differences - Graduates from previous year
 - Mentor Self-Assessment (Lesson Plan and Professional Growth Plan) - Mentors
 - Working Environment Survey - Candidates and Mentors
 - Mid-Year Candidate Survey - Candidates
 - Mid-Year Mentor Survey - Mentors
 - Site Administrator Survey - Site Administrators with Candidates in their schools
 - Leadership Survey - Leaders involved in Program support and administration
 - Year-End Mentor Survey - Mentors
 - Year-End Candidate Survey - Candidates Year 1 and 2
 - Candidate Feedback on Mentor Knowledge and Training - Candidate Year 1 and 2
 - CSTP Pre/Post Analysis - Candidates (Year 2 and ECO only)

The above-named program will have the opportunity to review survey questions with other directors of like programs and suggest changes or additions. In addition, during the time of this agreement, if Sinclair Research Group develops further surveys that this program wishes



to pilot test, they will be able to do so at no charge. The Scope of Work will be reviewed and agreed between the above-named program and Sinclair Research Group and added to this MOU as Appendix A.

- 11. The contracting entity agrees that all such material shall remain the exclusive ownership of Sinclair Group of Companies, Inc. This includes all survey questions, data collection designs, and alignments. The contracting entity may not reproduce or in any way utilize survey questions, data collection designs, and standards alignments for competitive purposes or provide them to others, including the use of the materials to provide substantially similar evaluations within or outside of the contracting entity. The contracting entity will have a limited right to use and reproduce reports developed as part of the evaluation services of Sinclair Group of Companies, Inc.
- 12. SRG has included the above entity as an additional insured party on its comprehensive General Liability Insurance Policy (UDC-4480608-CGL-20). This policy covers all activities of SRG's personnel performing the obligations of this MOU with coverage of one million dollars (\$1,000,000) for any incident (\$2,000,000 aggregate). A copy can be forwarded upon request. Please note that the employees of Sinclair Research Group do not, at any time, travel to or physically visit the students or teachers in this district.

In consideration of Sinclair Research Group fulfilling this program evaluation work, the Program shall pay Sinclair Research Group a total fee of \$12,000. The fee will be paid in the following manner: \$6000 (50%) due on September 1, 2020; \$3000 (25%) due December 1, 2020; and \$3000 (25%) due May 1, 2021.

Modifications to this Memorandum of Understanding may be made with the written consent of both parties.

The authorized signatures affixed and dated below indicate the consent to this Memorandum of Understanding.

By: WB. Rolland Date: 5/14/20
 William B Rolland, PhD, Chief Executive Officer
 Sinclair Group of Companies, Inc. (Tax Identification Number: 72-1616434)

By: Monica Johnson Lock Date: 5/20/20
 Printed Name: Monica Johnson Lock Title: Director of Curriculum and Instruction



POSSIBLE SCOPE OF WORK 2020-2021

TOOL or SURVEY	Notes	
1. SUMMATIVE REPORT – Once results from all the programs with which SRG works, a report will be send to you that compares the “all program results” with results from your program for the previous academic year.	Completed during summer	
2. TRENDS OVER TIME - Analysis and reporting on data collecting over three (minimum) years.	Completed during fall	
3. ADS Data Collection – CTC requires data to be collected from all teacher candidates. Some of this data is a little bit sensitive. This is just demographic data often collected by HR. However, if you wish, we will collect this data for you and forward it to you at your request. <u>Feel free to try this link</u> and send us any suggestions for improvement.	Available from August throughout the year	
4. COMPLETER SURVEY – Completers fill out a survey (optional) when they apply for their credential with CTC. CTC sends your district the results (generally in November). If you forward this report to us, SRG, will analyze the differences in your results and the state-wide shared result, show where there are statistically significant differences.	Send this to Sinclair Research Group when you receive it from CTC (November?)	
5. MENTOR SELF ASSESSMENT - Use at beginning of year as needs assessment. Also for (1) baseline for first year mentor report, and (2) comparing how experienced mentor are doing over time. (If you need another copy of the rubric, the growth plan, and the lesson plan, just let us know and will resend it.) (If you wish, you may send this to PIPs & STPS mentors as well. We will analyze and report this additional data at no charge.)	Available from August throughout the year	
6. WORKING ENVIRONMENT SURVEY This survey was developed to assess whether teachers are in placements that support their success, what aspects might be challenging, and how they might be supported further. Results may be used not only to assist the teachers, but to make site administrators aware of challenges.	Available from August throughout the year	
7. MID-YEAR CANDIDATE SURVEY - Examines fidelity of implementation, results are compared with mentor results, formative purpose. (5 minute response time)	Opens Nov. 15	Closes Dec. 30



8. <u>MID-YEAR MENTOR SURVEY</u> - Examines fidelity of implementation, results are compared with candidate results, formative purpose.(5 minute response time))	Opens Nov. 15	Closes Dec. 30
9. <u>SITE ADMINISTRATOR SURVEY</u> – For all site administrators who currently have teacher candidates at their site (3 minutes response time)	Available from October throughout the year	
10. <u>LEADERSHIP SURVEY</u> – For district leaders (superintendent and assistant, union leaders, IHE, program leadership, steering committee, etc. - 3 minute response time)	Available from October throughout the year	
11. <u>YEAR-END MENTOR SURVEY</u> – Year-end assessment of program impact, compared with candidate results, formative and summative (5 minute response time)	Year-End	
12. <u>YEAR-END CANDIDATE SURVEY</u> – Year-end assessment of program impact, compared with mentor results, formative and summative (5 minute response time) Data collected with survey below	Year End	
13. <u>CANDIDATE FEEDBACK ON MENTOR TRAINING & EFFECTIVENESS</u> - Feedback from candidate re. mentor as required by Standards, assessment of mentor needs. (Raw data on mentors shared with program). Data collected with <i>Candidate Annual Survey</i> above	Year End	
14. <u>CSTP PRE/POST SELF-ASSESSMENT</u> – Specific pre/post analysis of growth over time in induction, <i>intended for exiting 2nd year (and ECO) candidates only. This survey is very important for showing evidence for Common Standard 5 (and other Program Standards). Collecting this data will give you a report on <u>Candidate Current Competence AND Candidate Growth Over Time.</u></i>	Year End	
<u>INVITATION & REMINDER SYSTEM</u> – Send us the names and email addresses of your participants and we will take care of all your surveys throughout the year. Automatic invitations to respond to the various surveys you choose will be sent to the appropriate participants when you choose to have your survey open. Sinclair Research Group will keep track of who has responded and send weekly reminders to those who have not. Your surveys will close automatically (but we will check with you first). We will move forward and analyze your data and send you your report. You can leave everything to us. <i>(There is a small additional charge for this service.)</i>		

