



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/794-2221

Heather Fiorentino, Superintendent


www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
813/794-2221 Fax: 813/794-2111
727/774-2221 TDD: 813/794-2484
352/524-2221 e-mail: kgoodman@pasco.k12.fl.us

June 7, 2011

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

SUBJECT: Requesting Permission to Piggyback Invitation to Negotiate #9171-DST, School District of Hillsborough County for Teacher Evaluation Training First Year of Piggyback, Cambridge Education

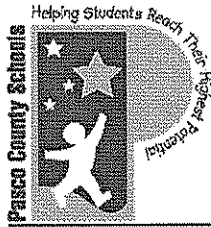
As part of our commitment to Race to the Top and the new teacher evaluation system outlined in Bill 736, the District has a requirement to design and facilitate the training and certification of school-based administrators on the new teacher evaluation system.

Ms. Aimee Boltze, Director of Staff Development, has identified a recent Invitation to Negotiate (ITN) awarded by the School District of Hillsborough County to Cambridge Education (Cambridge). Please see her attached memo for details regarding this District initiative. The attached scope of work from Cambridge includes technical assistance and the training of five (5) in-house trainers.

We are requesting permission to piggyback this ITN for a term beginning upon Board approval through June 30, 2012. Funding will be provided through the Race to the Top grant, at a cost of \$349,285. Cambridge has agreed in writing (attached) to extend the terms and conditions of the Hillsborough ITN to the District. Under Florida Administrative Rule 6A-1.012(6), the District is permitted to make purchases at or below the specified prices from contracts awarded by other governmental agencies, should it be in our best interest to do so. Ms. Ruth Reilly, Assistant Superintendent for Curriculum & Instructional Services, has reviewed and approved the attached scope of work. All documentation regarding the piggyback is on file in the Purchasing Department.

We also request permission to issue a purchase order to Cambridge in the amount of \$349,285 so that coordination for training can begin immediately and continue throughout the summer. Please feel free to contact Aimee Boltze or me at your earliest convenience if you have any questions or concerns.

KDG/az
Attachments



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/ 794-2000

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Staff Development Department

Aimee Boltze, Director

813/ 794-2644 FAX: 813/ 794-2138

727/ 774-2644 TDD: 813/ 794-2484

352/ 524-2644 E-Mail: aboltze@pasco.k12.fl.us

MEMORANDUM

SD-AB-11-03

June 7, 2011

TO: Kendra Goodman, Director of Purchasing

FROM: Aimee Boltze, Director of Staff Development

RE: Cambridge Education

I would like to request the opportunity to “piggy back” the Invitation to Negotiate in which Hillsborough County Public Schools entered into with Cambridge Education. I am requesting for the contract to begin upon Board approval and run through June 30, 2012.

Cambridge Education has over 25 years of experience working in over 45 countries across the world providing a range of evaluation and school improvement services. Within the United States alone, they have worked in California, Connecticut, Maryland, Michigan, New York, North Carolina, Oregon, Texas, Washington DC, and Florida. Most recently they have been working under the Gates Grant in the Hillsborough County Public School District providing expertise and services in the area of teacher evaluation.

As part of our commitment to Race to the Top and the new teacher evaluation system outlined in Bill 736, we are requesting to work with Cambridge Education. In the upcoming 2011-2012 school year, we hope to obtain services from Cambridge Education to design and facilitate the training and certification of school-based administrators on the new teacher evaluation system. The scope of work would also include technical assistance and the induction and training of five in-house trainers. The funding for services will be provided through the Race to the Top grant and the anticipated total will be \$349,285.

Ms. Ruth Reilly, the Assistant Superintendent for Curriculum and Instructional Services, has reviewed and approved the current proposal for the scope of work from Cambridge Education.

Thank you.

Cc:

Ruth Reilly, Assistant Superintendent for Curriculum and Instructional Services

Tina Tiede, Assistant Superintendent for Middle Schools

David Scanga, Assistant Superintendent for Elementary Schools



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AUTHORIZATION TO PERMIT PIGGYBACK SCHOOL DISTRICT OF HILLSBOROUGH COUNTY INVITATION TO NEGOTIATE (ITN) #9171-DST

✓

Yes, I agree to permit the School District School Board of Pasco County (District) to piggyback the above-referenced ITN, under existing terms and conditions, with pricing and services as outlined in the Promoting Effective Teaching Statement of Work for District.

The contract term will be upon Board approval through June 30, 2012.

No, I do not agree to permit the District to piggyback the above-referenced ITN.

COMPANY NAME: Cambridge Education

SIGNATURE: T.B. Yates

DATE: 25th May 2011

PRINTED NAME/TITLE: Trevor Yates Vice-President

E-MAIL: trevor.yates@camb-ed-us.com

TELEPHONE W/AREA CODE: 1 717 701 0123

FAX W/AREA CODE:

By agreeing to renew, vendor acknowledges and agrees to be in compliance with the "Jessica Lunsford Act." Vendors conducting business with the District School Board of Pasco County (DSBPC) who will (1) be at the school when students are present, or (2) have direct contact with students, or (3) have access to or control of school funds, **must** be Level 2 fingerprinted by DSBPC Human Resources. If any of the above criteria apply to this contract, you **must** have those individuals Level 2 fingerprinted and screened by the DSBPC Human Resources Department **prior** to commencement of services or work, and must provide a list of employees with renewal. Please contact (813) 794-2521 to arrange for a fingerprinting appointment. Costs associated with this background screening are to borne by the vendor. You may access information regarding this law, which became effective September 1, 2005, by reviewing Sections 1012.32 and 1012.465, Florida Statutes.

The contracting company certifies, by submission and signature of this form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

Vendor shall comply with all applicable laws, ordinances, codes and statutes of any and all local, state, or national governing bodies included within this section. Vendor shall comply with the regulations of the Civil Rights Act of 1964, in which no person in the United States shall on the grounds of race, creed, color, or national origin be excluded from participation in or be denied the proceeds of, or be subject to discrimination in the performance of this contract.

PLEASE RETURN TO:

DISTRICT SCHOOL BOARD OF PASCO COUNTY

ATTENTION: ARLENE ZIMNEY, CPPB, C.P.M., MSLS

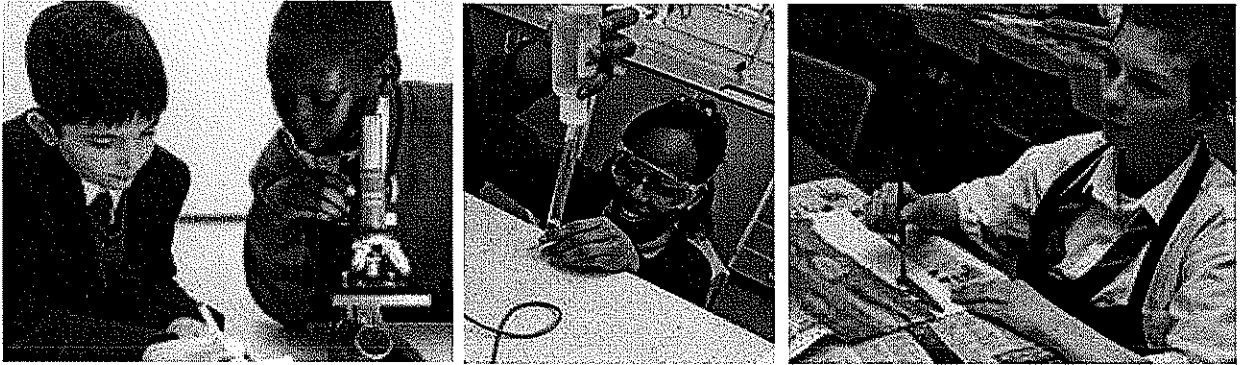
PURCHASING DEPARTMENT

20430 GATOR LANE, LAND O' LAKES, FL 34638

(813) 794-2504 (PHONE)

(813) 794-2111 (FAX)

azimney@pasco.k12.fl.us



Promoting Effective Teaching

A Training and Development Program for Effective Teacher Evaluation



May 2011

District School Board of
Pasco County, Florida

CONTRACT REVIEWED
AND APPROVED:
Kdy 5/26/11


Cambridge Education

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This proposal document has been prepared by Cambridge Education (LLC) in confidence for the sole review of the intended recipients. This document contains confidential information which is not to be disclosed to other parties, under the Freedom of Information Act or otherwise.

Rev	Date	Originator	Checker	Approver	Description
1.01	1 st April 2011	Roger Fry	Gail McLean	Trevor Yates	First draft proposal
1.02	20 th April 2011	Roger Fry	Trevor Yates		Second draft proposal
1.03	25 May 2011	Roger Fry			Third draft proposal

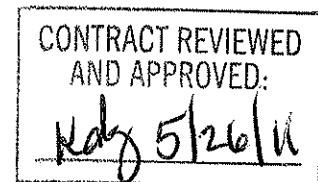
For Further Information Please Contact:

Kevin Hardy
Business Manager
Kevin.Hardy@camb-ed-us.com
781-915-0020
400 Blue Hill Drive
Suite 100, North Lobby
Westwood, MA 02090

CONTRACT REVIEWED
AND APPROVED:
Kathy 5/26/11

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Cover Letter

Cambridge Education (CE) welcomes the opportunity to work with the District School Board of Pasco County (DSBPC) to provide expert driven training in teacher evaluation and support. We have extensive and successful experience in bringing about cultural change to implement new systems that benefit students and ensure they receive the best education possible. Working in partnership with DSBPC, we will deliver intensive training for administrators, teacher evaluators and district staff, building capacity so that the project is successful and the outcomes sustainable.

Our staff members are high quality trainers and expert evaluators with highly developed interpersonal skills. They will carry out rigorous quality assurance to deliver consistently high standards and ensure inter-rater reliability. It is essential that the training enables the district to build the necessary capacity to continue the system once funding is no longer available.

Cambridge Education has been very successful in training, mentoring, developing capacity, and building evaluation skills, for example in Hillsborough County, Indiana, Minneapolis, New York City and North Carolina. We understand the importance of providing full training so that all stakeholders understand the systems and can contribute to their success. It is crucial that messages are consistent and our trainers are very experienced in this area. We will ensure that all training materials are of a high standard and fully meet the requirements of DSBPC.

Cambridge Education has been involved in the evaluation of teaching and learning for over fifteen years. During that time, we have worked with many different frameworks, yet the focus has always been on improving the quality of teaching and learning. We have wide experience of using a range of frameworks and rubrics, including Dr. Marzano's.

We are confident that we have the skills and expertise to meet your needs in full and to exceed your expectations.

Trevor Yates
Executive Vice President
Cambridge Education (LLC)

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AND APPROVED:
Kaly 5/26/11

Program Overview

This program is designed to ensure that a highly effective and consistent system of teacher evaluation, which empowers effective teaching and student learning, is embedded into the day to day operations of every school in DSBPC.

During the implementation of the program, our experts will work alongside DSBPC trainers and trainees, developing their expertise through coaching, mentoring and joint observations. We will also carry out a supervisory role ensuring that each Pasco trainer and trainee receives regular and timely feedback on their strengths and areas for improvement.

The program will consist of three main elements:

Part 1 Technical Assistance

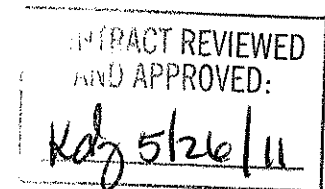
During this initial phase of the project Cambridge Education will provide essential technical assistance and support to enable DSBPC to devise and develop a Teacher Evaluation program which focuses on Promoting Effective Teaching and meets all Federal Florida State and County requirements, especially in relation to multiple measures and student growth.

Part 2 Training the Trainers

In order to ensure that DSBPC staff are able to engage fully in all school based aspects of the program, we will train five DSBPC trainers, who will then work alongside our team of trainers during the Capacity Building phase of the program.

Part 3 Capacity Building

Cambridge Education's approach is to build local capacity, which will ensure that the Teacher Evaluation program becomes established in the day to day life of each school and every administrator. This phase of the program will include training, coaching and mentoring of the trainees assigned to Cambridge Education. They will help trainees to undertake effective classroom observations and provide reflective coaching to teachers. Cambridge Education will Quality Assure a sample of the work of Pasco trainers during shared observations and coached 1:1s.



Part 1: Technical Assistance

1.1 Teacher Evaluation model

To provide Technical Assistance and support to assist DSBPC in devising and developing a Teacher Evaluation program which focuses on Promoting Effective Teaching and meets all Federal Florida State and County requirements, especially in relation to multiple measures and student growth.

Total 3 days

1.2 Procedures, processes, protocols and associated tools

To provide Technical Assistance and support to develop all associated procedures, processes, protocols and associated tools.

Total 3 days

1.3 Project Management and Administration

To Project manage and administer this part of the program.
(DSBPC will be responsible for all printing and distribution of multiple copies of documents to trainees and schools.)

Total 1 day

Part 2: Training the Trainers

2.1 Training program preparation

To agree, devise and plan a training program for 5 Pasco trainers. These trainers will be identified by the County; they could include administrators from central office and schools.

Total 3 days

2.2 To induct and train 5 Pasco trainers

- 1: Group session - Induction and overview (1day)
- 2: Small group 1:3 max – Shared observations in school (2 days)
- 3: Group session – Effective Classroom Observation (1 day)
- 4: Personalized –1 day coached lesson observations, including pre-conference and post conference (5 days)
- 5: Group session – review and debrief– applying the model (1 day)

Total 10 days

2.3 Project management and administration

To Project manage and administer this part of the program

Total 1 day



Part 3: Capacity Building

3.1 Training program preparation

To agree, devise and plan a training program for up to 200 administrators

Total 3 days

3.2 CE Trainer preparation and planning

To prepare and induct 3 Cambridge Education trainers – 1 day per trainer plus lead trainer

Total 4 days

3.3 To induct and train 200 administrators

Whole group sessions will be based on a ratio of 1:20.

For 200 administrators there will be a total of 10 training cohorts, each with 20 participants. Cambridge Education will carry out the face to face training. The shared observations and individual coaching will be shared between DSBPC and Cambridge Education.

Per Training Cohort – 20 participants per training cohort

- 1: Group session - Induction and overview (1day)
- 2. Small group 1:4 – shared observations in school (5 days)
- 3: Group session – review, reflective coaching preparation for 1:1 (1day)
- 4: Individual coaching – 1 day lesson observations, including pre-conference and post conference (20 days)

Total 27 days per training cohort of 20 participants

For 200 participants – 10 training cohorts - 270 days

This component will be delivered by a combination of Cambridge Education and DSBPC trainers.

Element	Cambridge Education	DSBPC
Group session	10 days	0
Shared Observation	20 days	30 days
Group Session	10 days	0
Individual coaching	75 days	125 days
Total	115 days	155 days

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AND APPROVED:
Kdy 5/26/11

Program Structure

DAY	FOCUS OF THE DAY
1	Face: face day 1: teaching & learning, 20 trainees per group (CE trainers)
2	Shared observations: in school, 1 trainer/4 trainees (CE and DSBPC trainers)
3	Face: face day 2: lesson observations & feedback, 20 per group (CE trainers)
4	Individual coaching* (CE and DSBPC trainers)
	<ul style="list-style-type: none"> • In school pre-lesson observation conversations • In school lesson observations • In school post-observation feedback
	<ul style="list-style-type: none"> * For scheduling purposes this will be undertaken on 3 consecutive days • One trainer supporting 3 trainees each day, 2 hours each trainee approx. • Each administrator undertakes 2 complete teacher observation cycles in 3 days • This is the equivalent of 1 day per trainee

3.4 Additional coaching and support

Cambridge Education quality assurance checks on consistency of school/lesson based training, shared observations and coached 1:1s.

Total 22 days

Based on previous experience there is a need to cater for 15% participants to require additional 1:1 coaching and support and additional efforts.

Additional 1:1 coaching for 15% of training group - 37 days

3.5 Certification and Quality Assurance

Meta-analysis, quality assurance and certification of 200 participants

Total 5 days

3.6 Project management and administration

To Project manage and administer this part of the program

Total 5 days

CONTRACT REVIEWED
AND APPROVED:
Katy Skelton

Part 4: Costs

DSBPC Project Plan – CE components			
Part	Description	Days	Cost
Part 1	Technical Assistance		
1.1	Teacher Evaluation model	3	\$ 5,367
1.2	Document design and production	3	\$ 5,367
1.3	Project Management	1	\$ 1,789
	Sub-Total	7	\$ 12,523
Part 2	Training DSBPC Trainers		
2.1	Program Preparation	3	\$ 5,367
2.2	Train 5 trainers	10	\$ 18,640
2.3	Project Management	1	\$ 1,789
	Sub-Total	14	\$ 25,796
Part 3	Capacity Building		
3.1	Program Preparation	3	\$ 5,367
3.2	Prepare and induct CE trainers	4	\$ 7,156
3.3	Train 200 administrators (20 days face to face training and 95 shared obs. and 1:1s)	115	\$ 214,360
3.4	CE Quality assurance checks on 3.3 and additional coaching for approx. 10 trainees	37	\$ 66,193
3.5	Certification and QA of feedback	5	\$ 8,945
3.6	Project Management	5	\$ 8,945
	Sub-Total	169	\$ 310,966
	Summary	190	\$ 349,285
Map to HCPS	Consultation Prior to Training: Prep & Planning	16	\$ 28,624
	Training of Administrators	125	\$ 233,000
	Program Evaluation	49	\$ 87,661
	Total	190	\$ 349,285

CONTRACT REVIEWED
AND APPROVED:
Kdy 5/26/11

Invoice schedule

- 1.1 Completion of Technical Assistance Activity: 10%
- 1.2 Completion of 50 Percent of Training Visits: 75%
- 1.3 Completion of all Training Visits and Feedback: 15%

Terms and Conditions

The Authorization to Permit Piggyback School District Of Hillsborough County Invitation to Negotiate (ITN) #9171-DST incorporates the terms and conditions of that existing contract through June 2012.

CONTRACT REVIEWED
AND APPROVED:
Katy Stuelw