

Verification of Commitment to eMINTS Validation Project Scope of Work (eMINTS National Center at the University of Missouri-Columbia)

The eMINTS National Center received a grant from the US Department of Education to implement a validation project that seeks to address key questions about the impact of the eMINTS professional development program on students' achievement and teacher practice in geographically dispersed districts in Alabama, Arkansas, and Utah. The project will assess the effectiveness of the **eMINTS professional development delivered through a train-the-trainer model** in changing teachers' instructional practices and in improving seventh grade students' achievement in mathematics and communication arts. In a train-the-trainer model, eMINTS will provide a comprehensive program of professional development for trainers in each participating school building, who in turn will provide eMINTS professional development to seventh grade teachers in mathematics, English and language arts, science and social studies. By signing this document, the participating district confirms commitment to participate and support the eMINTS validation study in the manner described below.

School District commits to the following scope of work:

(district name)

1. ***Ensure High Levels of eMINTS Program Implementation.*** District and school leadership will set eMINTS program implementation expectations based on requirements provided by the eMINTS National Center and provide full support for the eMINTS Affiliate and eMINTS Teacher professional development programs throughout the five years of the project.
 - a. During assigned training years,(test group: spring 2016 through spring 2018, control group: fall 2019 through spring 2021) district and school leadership will work with eMINTS to schedule professional development sessions that will take place during the school year for the affiliate trainers, and grade 7 teachers assigned to the test group. These sessions are necessary for trainers and teachers to acquire the necessary knowledge and skills to implement the eMINTS program successfully.
 - b. School and district leadership will work with eMINTS staff to obtain and maintain commitment from grade 7 teachers involved in the study. Trainers and teachers assigned to the test group will attend professional development sessions and commit to using technology resources (e.g., Chromebooks) and support (e.g., coaching, software etc.) provided by eMINTS.
 - c. School leadership will support program implementation, including providing information that eMINTS needs to ensure strong implementation and helping respond to issues that may impede implementation.
 - d. If unforeseen challenges arise during program implementation, school leadership will make their best effort to inform the eMINTS National Center as soon as possible by emailing emints-info@emints.org, contacting the national office at 573-884-7202 or by communicating with their assigned eMINTS staff trainers.
 - e. Working with vendor partners in a timely manner to resolve ordering, delivery or set-up issues so that all project technologies are in good working order for the duration of the project.

2. ***Uphold District Financial Responsibilities.*** The district will cover costs associated with eMINTS program implementation that are not reimbursed by the subcontract which may include the following:
 - a. eMINTS will provide a fair allowance but unforeseen costs may arise depending on location and time of year of meetings. Districts may need to pay for travel expenses associated with grant activities **that exceed** the travel allowance provided by the subcontract.
 - b. Cost of providing timely technical support to participating teachers.
 - c. Cost of maintaining a one-to-one student to chromebook ratio throughout the term of their teachers' involvement in eMINTS PD. (eg. in the cases of extensive loss, breakage, or theft of devices.)
 - d. Other normal classroom operational costs not included in the sub-contract that may be required for successful program implementation. While these costs are expected to be minimal, unforeseen costs may arise (e.g. paper, projector bulbs, etc.)
3. ***Support All Data Collection Requirements.*** The district will support the eMINTS Validation Project and all data collection activities by the external evaluator, the American Institutes for Research (AIR). These activities include granting approval for the study team to conduct research in the district and schools, providing district data, assisting with data collection, and facilitating access to the schools and staff for data collection purposes.¹ As necessary per district requirements, AIR will request study approval from the district's institutional review board or research office. The results of the research will be made available to the public. Reports will never use the names of students, teachers, or their schools.
 - a. The eMINTS study is an experimental design, using a randomized control trial in which participating schools will be randomly assigned to one of two groups:
 - ***Test Group:*** Schools randomly assigned to this group will receive and implement eMINTS two-year affiliate trainer program and eMINTS teacher professional development program beginning in fall 2016.
 - ***Control Group:*** Schools randomly assigned to this group will conduct business as usual with no exposure to the eMINTS affiliate trainer program or eMINTS teacher professional development program for three school years (fall 2015- spring 2019), during the period of study by AIR. Beginning in fall 2019, schools in the Control Group will be given the opportunity to participate in the two-year eMINTS affiliate program and eMINTS teacher professional development program except as noted under financial responsibilities.

The district will maintain a clear contrast between schools and teachers assigned to the Test Group and the schools and teachers assigned to the Control Group. In particular, teachers and staff working in a school assigned to Control Group will be asked to refrain

¹ All data collection activities will be conducted in compliance with U.S. Department of Education (ED) guidelines and the requirements of the American Institutes for Research Institutional Review Board (IRB) to maintain the confidentiality of data obtained and to protect the rights and welfare of human research subjects.

from participating in any part of the eMINTS program or similar professional development program until fall 2019, when the school becomes eligible to implement the eMINTS program.

- b. The district and school leaders will support efforts by eMINTS and AIR to recruit and obtain consent from seventh grade teachers, and seventh grade students and their parents to participate in data collection activities. Participation in the study is voluntary and participants may discontinue participation at any time without penalty or loss of benefits to which study subjects are otherwise entitled.
 - c. The district and schools will support the collection of teacher and staff data.. A teacher survey will be administered once or twice per year. Classroom observations will be completed for a random sample of teachers once per year.² A school leader and a technology coordinator survey will be administered once per year. AIR will request eMINTS professional development attendance records, professional development observations, and teacher unit plans.
 - d. The district and schools will support the collection of student data. Data collection includes student surveys once per year, requiring schools and teachers to arrange time for students to complete the student survey during the spring of each school year. Data collection also includes records from state standardized tests (see Section 4).
4. ***Share and Disclose Data About Teachers and Students.*** The district will share with and disclose directly to AIR in electronic form the necessary human resources data about teachers (gender, highest level of education, teaching experience), as well as student records data required for the study. AIR expects to request the following data on all grade 7 students enrolled in the participating schools in 2016-17, 2017–18, and 2018–19 school years:
- a. Unique student ID
 - b. Grade level
 - c. Gender
 - d. Free or reduced price lunch status
 - e. Race/Ethnicity
 - f. English language learner status
 - g. Individual Education Program status
 - h. Date of birth
 - i. School attended
 - j. State standardized test achievement data in English and language arts, mathematics, and science from 2015-16 through 2018-19³

² AIR staff will comply with district requirements for visiting schools to conduct observations.

³ Assessment data from 2015-16 will be used as pretest in the analysis.

5. **Assign a District Point of Contact for Project Implementation.** The district will assign a point of contact (POC) for project implementation. The project implementation POC will be the primary point of contact for the eMINTS National Center.
 - a. The project POC will work with eMINTS to assure that all local project activities are carried out as outlined in section 1, “Ensure High Levels of eMINTS Program Implementation.”
 - b. The project POC will serve as a liaison for all communication between the district and eMINTS regarding the project, including all required project implementation documentation (i.e., evidence of equipment purchase and installation, copies of vouchers showing payment of teacher training stipends, required ARRA reporting, etc).
 - c. The project POC will participate in all project meetings and online sessions (i.e., orientation and implementation meetings).
6. **Assign a District Point of Contact for Data Collection.** The district will assign a point of contact (POC) for data collection to the project. The data collection POC will be the primary point of contact with AIR.
 - a. The data collection POC will assure that the study procedures are consistent with the district’s policies on research and assist eMINTS and AIR in gathering approvals necessary to conduct research.
 - b. The data collection POC will arrange for the authorization of teachers to spend sufficient time during the study to administer student surveys and assessments and complete teacher surveys and other required data collection activities.
 - c. The data collection POC will arrange for school, teacher, and student records data to be released to eMINTS and AIR.
 - d. The data collection POC will support AIR staff in scheduling classroom observations, teacher surveys, student surveys, and other data collection activities.
 - e. The data collection POC will work with AIR and eMINTS to obtain teacher, student and parent consent for participation in data collection activities.

Signature of Authorized District Official

_____/_____/_____
Date

Printed Name of Authorized District Official