

PART III – REQUIRED PROGRAM INFORMATION

The Massachusetts Department of Elementary and Secondary Education (Department) seeks to support data-driven decision-making to assist in school improvement efforts. The overarching, long-term goal of the Department is to provide educators access to the information they need to improve student outcomes. To this end, the Department maintains a statewide data warehouse for use by Department and district personnel. The Education Data Warehouse (EDW) contains student data from SIMS (the state student data collection) and the Massachusetts Comprehensive Assessment System (MCAS) from 2002 to the present. In addition, school districts have the ability to upload formative and summative assessments and other local data.

The data warehouse is an IBM Cognos web-based platform, selected through a competitive procurement process. Similar IBM Cognos educational warehouse systems are operational today in 12 states across the country. Authorized users access the warehouse analysis and reporting tools online, through the Department's Security Portal. The primary reporting tools are IBM Cognos Connection, the main portal and report viewer; IBM Cognos PowerPlay, a cube-based analysis and reporting tool; and IBM Cognos Report Studio, a report-authoring tool. The Department provides pre-defined reports and analysis cubes and Department and district staff have the ability to create their own reports. To support successful use of the data warehouse by school and district staff, the Department has developed training materials and has made those materials, including manuals, presentation materials, and class evaluation forms available to all districts.

The purpose of this RFP is to fund projects that will use the Education Data Warehouse as the means to improve classroom instruction. It is highly recommended that the applicant demonstrate commitment to working together in a multiple district partnership with at least one high-need district and one education collaborative in a geographic area. In addition to training district staff in the Department's EDW using the Department's training materials, the project must perform one of the following:

- 1. centralize support for data extraction and loading into the Department's data warehouse, as well as for report writing and data analysis;*
- 2. contract with a provider to implement an electronic system for collecting classroom-level formative and summative assessment data that are exportable to the data warehouse to assist with data-driven decision-making; or*
- 3. pilot a system to use the data warehouse to track and evaluate the effectiveness of a selected instructional program.*

PART A - PROPOSAL COVER PAGE

Please provide information about the participants using the following tables. Expand the tables to include all the participants.

1. Applying District

District	High-Need District (Yes or No)	Project Coordinator and/or Leadership Team Member	Email	Telephone

2. Partnering District(s) *(Add more rows for more than one partnering district.)*

District	High-Need District (Yes or No)	Leadership Team Member	Email	Telephone

3. Professional Development Provider

Organization	Name of Provider/Instructor	Role	Email	Telephone

It is understood that all Technology Enhancement Competitive Grant recipients will commit to participate in the Massachusetts Department of Elementary and Secondary Education's grant meetings and conferences.

PART B - NARRATIVE COMPONENT *Use the same headings and numbering that have been provided so the reviewer can locate accurately the response to each item. The text size of the proposal should not be less than 10 point (Arial). Response to Part B should not exceed 10 pages.*

1. Technical and Data System Readiness

- 1.1 Explain how the participating district(s) will benefit from an education data warehousing and reporting system. Provide measurable evidence for the explanation.
- 1.2 Describe the conditions that are in place to participate in the Department's Education Data Warehouse, including inventory of data sources, processes for data collection and reporting, etc. for each participating district.
- 1.3 Describe the technology infrastructure of the district(s) that will use the Education Data Warehouse. Describe the technology proficiency (based on the Massachusetts Technology Self-Assessment Tool) of teachers/administrators who will use the system.
- 1.4 Describe readiness in terms of the following.
 - a. Current or planned personnel capable of assuming the roles and responsibilities required for data extraction, loading, and analysis.
 - b. Include work experience and skill sets of database administrators, or other district staff, or consultants capable of extracting data from existing source systems.
 - c. Describe the qualifications of district staff or consultants with subject matter expertise in applying data analysis to curricular, instructional, or policy reform as part of an overall effort to improve student outcomes.

2. Professional Development Strategies, Activities, and Timeline

2.1 Professional Development

- a. Describe the professional development plan for the project, including details on:
 - how the professional development provider was selected or will be selected;
 - the courses to be taught in each of the participating districts; and
 - the plan for continuing to train district staff after the grant funding has ended.
- b. Identify the participants (at least three professional staff) in each district who will participate in the professional development. Include the:
 - role of each participant and his/her commitment in participating in the professional development activities;
 - criteria for the selection of participants for the professional development activities; and
 - number of participants for the activities and their responsibilities after the training.

2.2 Timeline and Schedule

- a. Describe the timeline of the project, including start and end dates, schedule of activities, and projected outcomes.

3. Project Strategies, Activities, and Timeline

3.1 Project Coordination

- a. Identify the Project Coordinator with a description of his/her qualifications and his/her commitment to the project. (Attach a letter of commitment from the Coordinator.) Provide a job description for the Project Coordinator.
- b. Describe how the partnership of the districts (if there is a partnership) will support project management.

3.2 Project Description

- a. If the project is to centralize support for data extraction and loading into the Education Data Warehouse, as well as for report writing and data analysis,
 - identify the lead database manager who will be responsible for loading district data;
 - identify the data to be loaded from each participating district and the individuals at each district responsible for coordinating the collection;
 - provide an upload schedule for each district; and
 - explain the intended use of the uploaded data, including the creation of reports for analysis.
- b. If the project is to contract with a provider to implement an electronic system for collecting classroom-level formative and summative assessment data that are exportable to the data warehouse to assist with data-driven decision-making,
 - provide a description of the electronic collection system and a commitment from the provider to implement the tool in the district(s);
 - identify the summative or formative assessment(s) to be collected; and
 - list the individuals in each district who will use the tool for data collection and upload to the EDW.
- c. If the project is to pilot a system to use the data warehouse to track and evaluate the effectiveness of a selected instructional program,
 - identify the program or initiative that will be evaluated;
 - identify the different test groups of students;
 - explain how the file extracts for uploading local data will be used to identify and track these students; and
 - explain the reports that will be created to evaluate the success of the program or initiative.

3.3 Timeline and Schedule

- a. Describe the timeline of the project, including start and end dates, schedule of activities, and projected outcomes.

4. Budget Description

- 4.1 Provide detailed budget expenditures for the project. The budget should be tied clearly to the scope and requirements of the project. The budget should allot 25% of the total grant funds for the professional development portion of this grant.
- 4.2 When completing the Part II – Project Expenditures – Budget Detail Pages, provide a detailed budget narrative of the items identified in this form.

5. Participation of Private Schools

If the applying school district has private schools within its boundary, the district must engage in timely and meaningful consultation with those private schools. Additional funding will be awarded the school district to support activities of private schools. Funding is provided on a per student basis.

- 5.1 Describe the timely and meaningful consultation activities with private schools.

EVALUATIONS AND ACCOUNTABILITY

Rigorous evaluations and accountability are essential for the successful implementation of the project. It is important that the project have an evaluation plan that serves both formative and summative functions. As a formative activity, the evaluation should provide timely, ongoing feedback to support project management, as well as document project implementation. The summative evaluation will be designed to measure progress toward overall attainment of the objectives and outcomes.

Each selected project must provide a mid-year report and a year-end report to the Massachusetts Department of Elementary and Secondary Education regarding its progress in meeting the objectives and annual targets described in the evaluation plan.

Each grant recipient is to set aside 10% of grant funds to procure the services of an external evaluator. The Department will coordinate the selection of an external evaluator for a consolidated evaluation of the entire program (all of the funded projects).

PART C - ATTACHMENTS

Attachments may include the following items.

- Instruments for readiness, needs assessment(s), and/or reports
- Resumes and/or qualifications for Project Coordinators, consultants, etc.
- Letter(s) of support and commitment
- Bibliography (if appropriate)