Wikwemikong Board of Education

Terms of Reference

Comprehensive School Evaluation

**May 16, 2022**

**(Revised June 2, 2022)**

**Design**

### Overall Approach:

To work closely with the Wiikwemkoong Board of Education in developing and refining the methodology to specifically meet the project goals.

To work closely and collaboratively with all stakeholders, beginning with a meeting to launch the project. The goal of this meeting will be for introductions, clarification of project scope and requirements, set up the working relationship and protocols, and establish the project work plan which will also include projected timelines. A proposed work plan would be provided to address each of the deliverables and key tasks required to accomplish the Comprehensive School Evaluation.

A draft agenda for this meeting would typically include:

* Introduction
* Project scope, parameters and background information
* Roles, responsibilities, reporting needs and protocols
* Information and data access
* Communication needs and plans
* Project organization and work plan
* Next steps
* Follow-up meeting schedule

A key outcome from the first meeting will be the development of the communication plan. Previous School Evaluations included focus group conversations with key stakeholders (school and system leaders, teachers, parents, students, Elders/Knowledge Keepers and relevant community members).

A key component of any evaluation work is an effective stakeholder engagement strategy to ensure their support and participation in the evaluation. The approach to working with stakeholders is to build collaborative relationships, and to successfully work with education stakeholders based on a value-added approach and methodology, which include:

* A strategic approach to the development of effective consultative and collaborative working relationships with stakeholders,
* Familiarity with education research and effective practices and benchmarking,
* Familiarity with relevant data in terms of student achievement,
* Familiarity with culturally-responsive and respectful approaches to the process,
* Familiarity with onsite data gathering including observational data,
* A strict adherence to issues of confidentiality. To establish parameters in all correspondence and data gathering sessions

### Deliverables:

1. Draft comprehensive school evaluation work plan
2. First Draft Interview and Focus Group Guides (instruments)
3. Identified dates for progress update check-in’s with WBE Senior Administration
4. Final comprehensive school evaluation work plan
5. Onsite visit(s)
6. Overview of the initial findings in a draft report
7. Final Report including comprehensive action plans for school and program improvement and power point slides that can be used for presentations with the WBE Education Committee and Ogimaa and Council.

## Data Gathering

Any pertinent data or previous reports that can be sent and analyzed electronically will be used to provide context for the onsite visit. The data gathering will involve a mixed methodology approach of qualitative data (interviews, focus groups) and quantitative data (student achievement data sets, observational data of every learning space).

The student achievement data (assessment data, attendance data, attitudinal data) would be layered for patterns and trends. Contextual data will be gathered about “adequacy, strengths, and weaknesses of existing programs and practices” requested in this request including experiences and perceptions will be gathered through interviews/focus groups. These are designed as “conversations with a purpose”. The interviews would be for approximately 30-45 minutes and the focus groups 45-60 minutes. Confidentiality would be ensured, and no individual’s comments would be identifiable in the report. Written permission for students would be gathered from parents/guardians prior to the focus group. The focus group for parents can be held in the evening of the onsite visit(s).

The observational walks will be used as a learning walks to review:

* Fidelity and alignment with the current school improvement plan and Wikwemikong Board of Education's mission and vision statement,
* Gather relevant data on the curriculum content,
* Instructional practices,
* First Nations inclusion and methods of passing on knowledge in instructional practices (including connection to Kinoomaagewin – Cultural Land-Based Learning),
* Classrooms as learning space,
* Presence of Anishinaabemowin language learning,
* Student tasks and projects,
* Conversations with students.

During review, observational data collection will be analyzed during learning walks. Field notes will be kept for analysis. The school can establish the agenda and protocols used by the team. The administrative team will walk with the consultant so the experience becomes not only for monitoring for the School Evaluation but also a capacity building experience in terms of their instructional leadership lens.

## Analysis and Reporting

#### Overall Approach

To use a collaborative, transparent, comprehensive and rigorous approach to research and evaluation and related data collection and analysis. In addition, the approach to all assignments incorporate a capacity building strategy with explicit knowledge transfer elements inserted as appropriate throughout the duration of the project’s review process.

#### Instrumentation

To work data to identify themes, patterns, trends and outliers. To analyze the data for successful practices, challenges, opportunities, and lessons learned to inform future planning and programming. Analysis of data will be ongoing throughout the evaluation process. This will ensure that findings are corroborated and validated.

The scope of programs to review would include:

* Wiikwemkoong Junior School (Junior Kindergarten to Grade 3)
* Wiikwemkoong Pontiac School (Grades 4 to 8)
* Wiikwemkoong High School (Grade 9 to 12)

Included in the Final Report will be quotes (persons not named) that can be used in supporting resources. This keeps the input confidential and the quotes add substance to the narrative that emerges from the analysis of the data sets.

* Review and analysis of reports and other materials provided
* Review and analysis of relevant research that can be garnered through networks.
* Analysis of existing quantitative data provided
* Analysis of all field notes from onsite visit(s). Field notes will be documented, coded and stored and the resulting data base analyzed for both qualitative and quantitative measures, trends, findings and conclusions.
* Analysis of interview and focus group notes. As in the case of the field notes, notes will be documented, coded and stored and the resulting data base analyzed for both qualitative and quantitative measures, trends, findings and conclusions.
* Creation of a data base and matrix of findings. This will include all the data sources and be used to cross reference sources and input.
* Preliminary development of draft findings, suggestions for improvement and conclusions for input and clarification. The findings will be reviewed in draft format and then prepared for a formal presentation.
* Final Report of the findings, conclusions and suggestions for improvement including an executive summary. Presentation to the WBE Education Committee and/or Ogimaa and Council. This provides to the WBE Education Committee an opportunity for a richer and deeper conversation about the findings and the options for moving forward. An informal conversation between the Board and the consulting team will provide an opportunity to better shape the final report.

Emerging from the analysis will be the identification of opportunities for improvement both short-term and long-term that can be translated to improve program effectiveness. These will include:

* Suggestions for the WBE Education Committee’s revised 2-Year Strategic Plan
* Suggestions for the School Improvement Plans and targeted direction and resources;
* Suggestions for ongoing professional learning;
* Support for capacity to access and apply evidence to improved decisions and outcomes.

#### Overall Approach

This task includes the preparation and presentation of an interim and a final report. Both the interim and final reports will be written in plain language and will specifically address the stated recommendations for this Comprehensive School Evaluation.

*Interim Report*

The interim draft report will highlight key observations including data trends. Additionally the interim report will begin to explore suggestions for areas for further probing.

The *final report* will include:

* An executive summary
* Summary of methodology
* Key findings highlighting organized by the key components to be answered by the evaluation
* Possible implications and suggestions
* Clear and concise recommendations for moving forward.

## Scope of Work

1. Introduction: Project Management and Consultation Strategy
   1. Approval of project work plan
   2. Communication with the WBE Senior Administration Team
   3. Consultation strategy and related communication to stakeholders
   4. On-going reporting
   5. (videoconferencing)
2. Part 1: Preliminary
   1. Identification of the key stakeholders and data sources
   2. (video conference, teleconference and emails)
3. Part 2: Design and Develop Data Collection Framework, Protocols, Instruments
   1. Information and document gathering/review/analysis
   2. Approved data collection framework, protocols and instruments
4. Part 3: Data Collection and Analysis
   1. Site Visit(s)
   2. Observations, Findings and Analysis
   3. Updates and draft report to liaison
5. Part 4: Deliver Final Report
   1. Compile findings and recommendations
   2. Draft Final Report
   3. Consultations on Draft Report
   4. Presentation of Final Report

## Workplan/Payment Schedule (Dates to be mutually agreed upon)

Initiation of Contract 25%

Workplan 25%

Draft Final Report 25%

Final Report 15%

Presentation to WBE Ed Committee 10%

and/or Ogimaa and Council

## Proposals Must Include:

1. A demonstration of your and/or your group’s expertise, qualifications, and experience in conducting Comprehensive School Evaluations.
2. A workplan in alignment with the project deliverables within the agreed upon timeframe.
3. A proposed budget for the completion of the work (see proposed workplan/payment schedule above) with a budget schedule in alignment with the completion of each project deliverable.

## Additional Considerations for Proposals

1. The proposal must commit to a firm price for the entire contract. No increases during the course of the contract will occur. Any sub-contractors’ fees must be included within the quoted fees.
2. Expenses should be estimated and explained within the proposal.

## Proposal Evaluation

1. Quality and attention to detail of the proposal.
2. Capacity of the applicant to undertake the project within the defined timelines.
3. Appropriateness of the project budget and timelines.

## The Wiikwemkoong Board of Education Reserves the Right to:

1. Reject any proposals received;
2. Enter into negotiations with one or more applicants on any aspect of the proposal:
3. Accept any proposal in whole or in part;
4. Cancel, modify or reissue this document at any time;
5. Verify any and all information provided in the proposal.

## Proposal Requirements:

1. All submissions must include the following:
   1. Cover letter;
   2. Detailed workplan with deliverables accounted for;
   3. Completed fee schedule of estimated budget in alignment with deliverables;
   4. References

## Proposal Submissions:

* Application Deadline: June 15, 2022 @ 12:00 pm (Noon)
* Applications should be submitted electronically to: [mstaruck@wbe-education.ca](mailto:mstaruck@wbe-education.ca)
* The subject line should contain the following:
* “RFP: Wiikwemkoong Board of Education Comprehensive School Evaluation”
* Submissions received after the stated deadline will not be accepted.