

**STATEMENT OF WORK**  
**SCHOOL TECHNOLOGY SURVEY**  
to support the ONLINE COMMON ASSESSMENT PROGRAM

for  
**THE SCHOOL DISTRICT OF PALM BEACH COUNTY**  
Provided by **The Princeton Review, Inc.**

**April 24, 2006**

**Overview**

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This Statement of Work is subject to and a part of the Common Assessment Program Agreement between The Princeton Review, Inc. ("TPR") and The School District of Palm Beach County ("SDPBC"). This Statement of Work ("SOW") identifies the deliverables to be provided by TPR and the payment terms for those deliverables. All capitalized terms contained, but not defined, in this SOW shall have the meaning assigned to such terms in the Agreement. Any conflict between the terms of this SOW and the Agreement shall be governed by the terms of the Agreement unless otherwise specifically agreed to in writing.

The Effective Date of this SOW will be determined upon approval of the contract and this SOW will remain in effect until the Program is complete or until terminated pursuant to the Agreement, whichever is earlier.

The School Technology Survey services will provide The School District of Palm Beach County a district and school site analysis of the technology compatibility to The Princeton Review's *Homeroom Assessment Center* program, school site consultation with administration, and a report with recommendations for how the AAA Schools could implement the Online Common Assessment Program. This SOW details the services for an initial analysis of 9 AAA Schools. There will be a second SOW outlining services for the entire Online Common Assessment Program, which includes analysis of the remaining AAA Schools. The information gathered from the Technology Surveys is crucial to successfully implementing the program.

The specific program deliverables are listed below and the associated payment terms for The School District of Palm Beach County. It is agreed that this is the first of two statements of work. The initial statement of work only concerns 9 AAA SDPBC schools. Any additional services and or costs required by the results of the deliverables of this contract shall be negotiated as part of the second statement of work.

**Program Deliverables**

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**School Technology Survey**

1. The Princeton Review will conduct School Technology Surveys to assess the Common Assessment testing capacity of 9 AAA Schools for AY 06-07.
  - a. TPR will begin to survey 9 Palm Beach County-selected AAA Schools upon completion of the School Technology Survey contract.

- i. The 9 AAA Schools are Rosenwald ES, Pleasant City ES, Plumosa ES, Bear Lakes MS, Jeaga MS, Lake Worth MS, Atlantic HS, John I. Leonard HS, and Pahokee HS.
- b. TPR will verify technology compatibility of each AAA Schools' computer lab(s) and any work stations needed to implement the Online Common Assessment Program with the requirements of TPR's online program, *Homeroom Assessment Center*. TPR will check the following settings of each computer through an automated technology check process, or manually, as necessary:
  - i. The automated technology check process verifies the following settings (i.e., 1. b.ii.1-11) as each work station accesses technology check the website.
  - ii. TPR will collaborate with the SDPBC to ensure the following settings (i.e., 1.b.ii.1-11) are available within the SDPBC's computer ghosting (imaging) process. If needed, TPR will recommend the required upgrades to meet the requirements of TPR's online program. SDPBC will be responsible for maintaining these requirements and ensuring the settings are available to the participating AAA schools. Once the image is established, TPR will confirm that every computer in the 9 AAA schools reflect these requirements. The following items detail TPR's technology check settings:
    1. TPR will assess the total number of computers and computer lab(s) that are available for Common Assessment testing for AY 06-07.
      - a. TPR will identify the total number of computers in each AAA Schools' computer labs that are available for common assessment testing.
    2. TPR will assess whether each AAA Schools' computer lab(s) and any work stations needed to implement the Online Common Assessment Program have the minimum required bandwidth of 56Kbps per computer.
    3. TPR will assess the minimum required browser version of Microsoft Internet Explorer 5.0+, Netscape 4.8+ and Safari 1.4+.
    4. TPR will assess if the AAA Schools' computer lab(s) have proper plug-ins for Macromedia Flash and Adobe PDF.
    5. TPR will assess the minimum required operating system of Microsoft Windows 98 and Apple OS 9.X+
    6. TPR will assess that the monitor screen resolution is at least 1024 x 768 pixels.
    7. TPR will assess that pop-up blockers are turned off to allow the Common Assessment "Test Tunnel" to open in a second browser.
    8. TPR will assess that the recommended browser is bypassing the caching servers.
    9. TPR will conduct a firewall analysis to ensure that all necessary HTTP/HTTPS ports are open for transmitting student performance data from online test responses, scan data, and clicker responses.

10. TPR will assess any inherent latency between each AAA School and the *Homerom Assessment Center* data center.
    - a. TPR will use the latency test to assess packet loss and/or delays within the network communication between SDPBC and TPR.
  11. TPR will assess that the required settings are functioning by authenticating as a student onto the SDPBC network on individual work stations at the school.
    - a. SDPBC will provide TPR with a list of generic usernames and passwords to authenticate.
    - b. SDPBC will provide TPR with a list of unique computer identifiers in order to record which work stations have been checked.
  - c. TPR will assess technology compatibility of each designated workstation with the requirements of TPR's scanner program, *ReviewScan*.
    - i. TPR will conduct the following services for the scanner-technology:
      1. TPR will evaluate the operation system and bandwidth needed for proper communication with the TPR data center to ensure proper scan sheet result data communication.
  - d. TPR will assess technology compatibility of clicker technology between SDPBC's computer lab(s) and any work stations needed to implement the Online Common Assessment Program and requirements of TPR's online program, *Homerom Assessment Center*.
    - i. TPR will partner with the clicker technology company, E-Instruction, to meet the SDPBC's feature requirements of student self-paced testing, question skipping capability, and flagging items skipped.
    - ii. TPR will conduct the following services for clicker-technology:
      1. TPR will evaluate the wireless controller connection within the classroom to check for possible interference via cookie testing in the automated technology check process.
      2. TPR will ensure proper communication between the clicker receiver and a free network port available within an Ethernet switch/hub by checking ports 25, 80, 443.
      3. TPR will verify if the bandwidth is at least 256Kbs to prevent errors in uploading response data.
2. Based upon the technology information gathered by the School Technology Surveys, TPR will coordinate Administration Meetings with the 9 AAA Schools to discuss implementation of the Online Common Assessment Program.
    - a. TPR's Account Manager will meet with the Principal, Assistant Principal(s), Area Tech Specialist, Representative from Department of Assessment, and School Tech Specialist as available.
    - b. TPR's Account Manager will discuss the following items (i.e., 2.b.i.-iii) with the 9 AAA Schools' administration team during the meeting. Refer to the Discussion Items for the school Administration Meetings in Appendix A of the SOW School Technology Survey..
      - i. SDPBC assessment administration expectations for the Online Common Assessment Program for the school:

1. TPR will discuss the current status of Common Assessments available and which assessments will be available in the future in Math, Reading, Science, and Writing.
  2. TPR will discuss the current status of Mini-Assessments and which assessments will be available in the future in Math, Reading, Science, and Writing.
  3. TPR will discuss the minimum requirements for Common Assessment and optional Mini-Assessment testing in Math, Reading and Science (in grades 8, 9, and 10).
- ii. Evaluation of Common Assessment and Mini-Assessment testing capacity:
1. TPR will present information gathered from the Technology Survey and discuss a feasible implementation of the program.
    - a. TPR will discuss the number of computer labs available for testing and any work stations needed to implement the Online Common Assessment Program, clicker class sets needed, and scanners needed.
  2. TPR will collaborate with the 9 AAA Schools' administration to establish a proposed testing action plan for FY2007 that may be modified by school. TPR aims to answer the following questions:
    - a. How many assessments does your school plan to implement?
    - b. Who will administer the assessments?
    - c. What collection device will they use?
    - d. Where will scanners be located?
    - e. What is the proportion of clickers, scanners, and PC work stations that will be deployed at each school?
    - f. When will the teachers administer the assessments?
    - g. How many Math, ELA, and Science (in grades 8, 9, 10) classes are there?
    - h. How many computer lab(s) are available for Common Assessment and Mini-Assessment testing?
    - i. How will the clickers be secured?
  3. Based upon the Common Assessment and Mini-Assessment discussion, TPR will recommend how to maximize the testing capacity of each school.
- iii. Provide program details and discussion points for administration team to communicate the Online Common Assessment Program with staff
3. After completion of the School Technology Surveys and the AAA School Administration Meetings, TPR will compile results and develop a report recommending how best to deploy the Online Common Assessment Program at each of the 9 AAA Schools.
    - a. TPR will include the following items in the report:
      - i. Information gathered from Technology Surveys in a technology report;

- ii. Meeting notes from the Administration Meetings (Refer to the Discussion Items for the school Administration Meetings in Appendix A);
- iii. TPR will make recommendations for the following implementation items:
  - 1. Technology Infrastructure
    - a. Computer settings requirements for district imaging
    - b. Clicker Technology
      - i. Number of clicker class sets
    - c. Scanners
      - i. Number of scanners per each schools' need
    - d. Confirmation of computer lab(s) and any work stations needed to implement the Online Common Assessment Program usage and capacity
      - i. Number of computers and/or computer lab(s)
      - ii. Scheduling the computers and/or computer lab(s) for testing
  - 2. Details of Proposed Assessment Action Plan
    - a. TPR will include meeting notes from the discussion of the minimum assessment requirements as well as how the schools will accommodate more Common Assessments and Mini-assessments.
  - 3. TPR's Recommendations
    - a. TPR will make overall program recommendations in addition to individual school recommendations for appropriate testing capacity.

**Program Cost and Payment Terms**

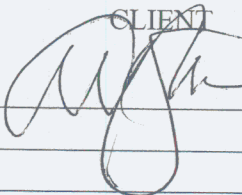
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TPR will provide this service to support the Online Common Assessment Program. TPR will survey 9 schools at an approximate rate of 3 schools per day. The Technology Survey, the Technology Report and proposed Assessment Action Plan recommendations should be completed within 3 days of the first school visit. The total cost for the initial service is \$9,100.00, which The School District of Palm Beach County agrees to pay within thirty (30) days of receipt of TPR's invoice.

The Princeton Review, INC.

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

CLIENT

By:  \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Date: \_\_\_\_\_



## Appendix A Discussion Items for AAA School Administration Meetings

Date:

School:

Attendees:

Principal  
 Assistant Principal(s)  
 Area Tech Spec  
 School Tech Spec  
 Assessment Department

**Assessment Details:**

Online Assessments FY2007

Subject	Common Assessments				Mini-Assessments	
	Reading	Math	Science	PB Writes	Reading	Math
Grade 3	14	14	0	10	16	24
Grade 4	14	14	0	10	16	24
Grade 5	14	14	0	10	16	25
Grade 6	14	14	0	10	16	25
Grade 7	14	14	0	10	16	26
Grade 8	14	14	6	10	16	26
Grade 9	14	14	6	10	16	22
Grade 10	14	14	6	10	18	22

**Minimum Requirements:**

Minimum Number of Assessments Required FY2007

When	Grade	Subject	Diagnostic Test	Common Assessments	Mini-Assessments
Aug-Nov	3-10	Reading	1	2	Optional
		Math	1	2	Optional
		Science (8-10)	N/A	N/A	N/A
		PB Writes	N/A	4	N/A
Dec-Feb	3-10	Reading	1	1	Optional
		Math	1	1	Optional
		Science (8-10)	1	N/A	N/A
		PB Writes	N/A	2	N/A

**Computer-Lab Discussion Technology Survey Information:**

Lab	1	2	3	4	5	6
Location or Room						
Surveyed (Y or N)? Any comments?						
Available for testing? If No, why?						



## **Common Assessment Action Plan:**

### *Guiding Questions*

- How many assessments does your school plan to implement?
- Who will administer the assessments?
- What collection device will they use?
- Where will scanners be located?
- What is the proportion of clickers, scanners, and PC-based that will be deployed at each school?
- When will the teachers administer the assessments?
- How many Math, ELA, and Science (in grades 8, 9, 10) classes are there?
- How many computer lab(s) are available for Common Assessment and Mini-Assessment testing?
- How will the clickers be secured?



## 2006-2007 SCHOOL YEAR CALENDAR

### AUGUST '06

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9 First Day of School (Teachers)  
16 First Day of School (Students)

### SEPTEMBER '06

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day  
21 PDD

### OCTOBER '06

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Fall Holiday  
20 Teacher Workday  
26 PDD  
27 Fall Holiday

### NOVEMBER '06

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9 Veterans Day  
22-25 Thanksgiving Break

### DECEMBER '06

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

25-29 Winter Break

### JANUARY '07

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1-5 Winter Break  
15 M.L. King Jr. Day  
25 PDD

### FEBRUARY '07

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

6-7 FCAT  
19 Presidents' Day  
22 PDD  
26-28 FCAT

### MARCH '07

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-9 FCAT  
26 Teacher Work Day

### APRIL '07

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 Spring Holiday  
9-15 Spring Break

### MAY '07

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

28 Memorial Day  
1 Last Day of School (Students)



*Ann Killets*

5.5.06  
DATE

SIGNATURE OF CHIEF OFFICER

*Marc Baron*

SIGNATURE OF APPROPRIATE ASSOCIATE (AREA / ASSISTANT) SUPERINTENDENT

DATE

Ann Killets, CAO  
PRINT NAME

Marc Baron  
PRINT NAME

The School Board of  
Palm Beach County, Florida

Consultant

By:

THOMAS E. LYNCH  
CHAIRMAN

DATE

Attest:

By:

ARTHUR C. JOHNSON, PH. D.  
SUPERINTENDENT

DATE

PRINT CONSULTANT NAME

By:

SIGNATURE

DATE

PRINT NAME