

GLASSBORO SCHOOL DISTRICT

Monthly Board Items

Updated 2/1/05

Date Submitted
8-5-15

Proposed Effective Date:
9-1-15

Grade(s) impacted:
7 & 8

Name: edConnectNJ	Position/Item: An online platform	Submitted By: Kriston Matthews	Building: Intermediate
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Proposed cost/amount: None, Pilot Program	Funded through: N/A	Hours/Days per week: N/A	Benefits: Y or Nx (circle one) N/A
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Is candidate currently employed by District: **N/A**
 ___ No ___ Yes
 (if yes, what position) _____
 If yes, part time or full time (circle one)

Is candidate a former employee: ___ No ___ Yes
 Check references/review district personnel file?
 x ___ No ___ Yes

Board Action Requested:

Approval of the NJDOE online platform edConnectNJ, system an Instructional Improvement System (IIS).

Details and ramifications:

This is a pilot program free of charge with the potential for district use.

Positives:

edConnectNJ will enable us to manipulate and present data in various formats. It will provide administration and teachers with a suite of tools to improve student achievement through organization and efficiencies.

Concerns:

None at this time.

Other Comments:

FOR OFFICE USE ONLY:

Board Date: _____ Approved: Y or N Index #: _____

edConnectNJ IIS
Phase II LEA Statement of Commitment and Services (SCS)
 To ensure successful implementation of edConnectNJ in your district

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For further information about edConnectNJ, please see
<http://www.state.nj.us/education/techno/iis/>
 Questions regarding this SCS should be directed to edConnectNJ@doe.state.nj.us

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edConnectNJ Phase II LEA Statement of Commitment and Services

edConnectNJ is an Instructional Improvement System (IIS) – an online platform designed to help educators (teachers, school and central office administration) become more efficient and strategic in their daily practice. This product will be provided at a significant discount by the New Jersey Department of Education (NJDOE) to participating Local Education Agencies (LEAs). Successful implementation of edConnectNJ will require that both the NJDOE and participating districts understand and keep commitments as outlined in this Statement of Commitment and Services (SCS). edConnectNJ is built upon the Pearson Schoolnet IIS, provided in contract with NCS Pearson, Inc. (#85435)

Cohort 3 of edConnectNJ is open enrollment. For LEAs indicating their Intent to Implement, by returning a signed copy of the Letter of Intent to Implement (Appendix A), by June 30, 2015, a September 2015 launch can be assured. Intent received after June 30th may not result in a live site by September 2015. This letter indicates an understanding of the terms, expectations, and commitments outlined in this SCS. Please send this letter directly to the edConnectNJ product team at edConnectNJ@doe.state.nj.us.

By signing a Letter of Intent to Implement and thereby committing to implement edConnectNJ, an LEA agrees to the terms outlined in this SCS. Included within this SCS are the following obligations:

I. The NJDOE shall provide the following:

A. Access for contracted years to the edConnectNJ IIS.

This access will include the following Pearson Schoolnet modules:

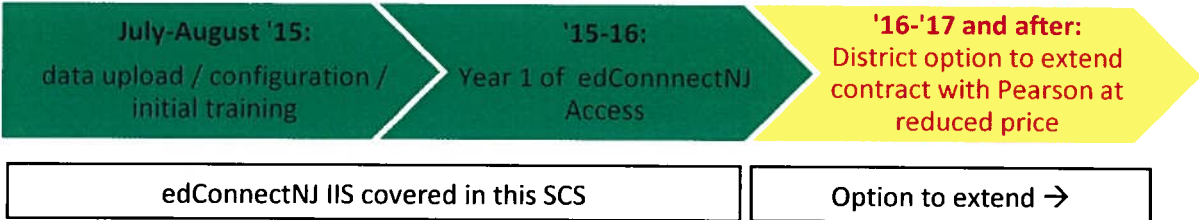
- 1) Classrooms Module
- 2) Assessment Admin Module
- 3) District and Data Reporting Module

Two supporting documents included as appendices B and C to this SCS provide more information on what is included in the edConnectNJ IIS:

- Product Overview Page (Appendix B) includes an overview of key features by role for each of the three modules noted above.
- Product Specifications Document (Appendix C) shows detailed edConnectNJ features and functions

Timeline:

The original contract will provide access for the '15-'16 academic years. Access for a given participating LEAs will begin once the initial data upload process is properly completed by the LEA per the terms noted in the data integration process (outlined in section IIC of this SCS).



LEAs will have the option to continue access at the end of year 1 at the significantly discounted price of \$3.83 per year per student.

B. Purchasing Method of Operation

Once the NJDOE receives the signed Appendix A you will be set up with a Pearson Assistant General Manager (AGM) that will personally walk you through the purchasing process.

C. Access to core training:

Core training offerings are detailed in Appendix D for Cohort 3 LEAs. LEAs must participate in these trainings to ensure that district personnel are prepared to implement edConnectNJ. The core training provided follows a “train the trainer” model. LEAs will send a participant or small number of participants to Pearson-led initial trainings. These participants will then be expected to train LEA staff in a subsequent LEA-specific training. Based on this, LEA participants in the initial “train the trainer” Pearson trainings should be selected based on their ability to subsequently train all other LEA staff effectively. Please review all three options and choose the best configuration for your district.

D. Access to the following support for users:

- Help Desk support: Pearson help line will be available to all edConnectNJ users from 6:00am-9:00pm for all level 1 support, through email at helpdesk@schoolnet.com and by phone at 1-866-MY-SNHELP (866-697-6435)
- edConnectNJ@doe.state.nj.us: Questions will receive responses within 3 business days. LEA leadership should use this email for general edConnectNJ questions (as opposed to staff technical support questions).
- Quick Reference Cards: 1-4 page reference cards developed by Pearson to enable quick access to guidance on using each edConnectNJ module and its features
- RAC_Connect team materials for application in a classroom, school, or LEA: training modules developed by RAC experts. These materials will go beyond a focus on system functionality, to demonstrate how teachers, school leaders, and district administrators can use edConnectNJ to improve teaching and learning.
Note: Both quick reference cards and RAC_Connect trainings are located: <https://sites.google.com/site/edconnectnj/home>
- Access to Pearson PowerSource: a community-focused customer support portal for all Pearson School Systems products, including edConnectNJ. This portal includes “Mastery in Minutes” – more than 150 on-demand interactive tutorials, as well as an online forum community with more than 300,000 members.

E. Access to the following resources (pre-loaded into edConnectNJ upon launch in your district):

- Assessment Item Bank (3,000 items): ELA and Math assessment items, aligned to CCSS
- CCSS, NJCCCS with aligned NJ Model Curriculum SLOs
- Model Curriculum formative unit assessments for K-12 Math and ELA
- NJ Educator Resource Exchange (NJCore.org) resources
- NJSMART data, including longitudinal summative assessment data by student (NJASK, HSPA scores, etc.)

II. The LEA shall provide the following:

A. Signed Letter of Intent to Implement (Appendix A)

This document serves as the signature page for this SCS, acknowledging all expectations and services provided and to be completed. The signed letter will include a completed designation of individuals within the LEA assigned to the following roles: Program Lead, Technology Lead, Professional Development Coordinator, Field Manager(s). See the Letter of Intent to Implement for descriptions of these roles.

B. Completed Scope of work (SOW)

The SOW is to be completed and returned to the NJDOE edConnectNJ team. The SOW outlines the following in order to support LEAs in planning implementation:

- Performance Measures: Metrics primarily designed to measure usage of edConnectNJ
- Action Plans: Outline strategies and timelines associated with specific goals towards effective implementation of edConnectNJ

C. Adherence to the Data Integration Process Overview (Appendix E)

This overview outlines expectations for how the LEA will share data files, including data specifications. This process will begin based on the Cohort Schedule. As part of this SCS, the specified data files shall be shared according to the timeline and protocol outlined in the Data Integration Process Overview. Additionally, the LEA authorizes the NJDOE to release NJSMART data to edConnectNJ in order to populate the program with student data, as noted in section IE of this SCS.

D. Participation in Core Training

See section IC of this SCS for a description of this requirement.

III. The LEA shall have the opportunity to input the following configuration options into edConnectNJ:

All of the following LEA-specific materials may be uploaded into edConnectNJ **by the LEA** at any time through the user interface of the program unassisted by the NJDOE or Pearson:

- Lesson Plan template(s)
- District Curriculum / Curricula
- District/School PD Materials
- District Benchmark Assessments, as well as School-specific or Grade-level Assessments
- Approved District Resources
- District Announcements
- Teacher developed materials

Note: This is not an exhaustive list of available options. Please see the Product Specifications Document (Appendix C), referenced in section IA of this SCS, for a detailed list of functions available as part of the edConnectNJ IIS.

IV. The LEA shall have the opportunity to add additional services to edConnectNJ.

These additional services are grouped into offerings for the four categories below:

1. Professional Development: additional training sessions available regionally
2. Content Services: assistance with loading of curriculum and assessments
3. Data Services: assistance with setup and data loading
4. Add-ons: items banks and other resources available

***Please email edConnectNJ@doe.state.nj.us if you would like to purchase any additional services.**

Appendix A: SCS Signature Page / Letter of Intent to Implement edConnectNJ

The New Jersey Department of Education (NJDOE) is developing an online platform in partnership with Pearson Schoolnet called edConnectNJ – NJ’s Instructional Improvement System (IIS). The online platform will provide:

- Accessible and customized district, school, and student-level data reports
- Assessment creation, distribution, and scoring
- Instructional and professional development resources aligned to CCSS and NJ CCCS
- Lesson plan module to store and devise daily instruction linked to assessment and data reporting

The NJDOE wants to make sure that each LEA’s implementation of edConnectNJ is successful and that the IIS is a sustainable solution that produces the results it has the potential to provide. As such, we want to clarify expectations of your LEA that will be required as part of your implementation of edConnectNJ. These expectations should be understood before signing this Letter of Intent to Implement. The edConnectNJ SCS (with appendices) outlines these expectations in detail. Before signing this Letter of Intent to Implement, please review the edConnectNJ SCS. A summary of key requirements that a participating LEA must commit to is included below:

1) Create a team who can dedicate time to lead and support the implementation of the IIS. The roles below are needed for full implementation. During initial implementation, we estimate that the team would need to dedicate 15-20 hours of time per week. We expect each participating LEA to designate individuals who will fill the roles noted below. Please indicate the name and e-mail address of the individual designated for each role in the line provided:

Team Member	Description	Name	E-mail address
Program Lead	This project is multi-faceted, requiring 3-4 people who have different skill sets. The Program Lead will integrate the work of the team and ensure that all are working together effectively.		
Technology Lead	Will lead the data transfer set up from your local school information system (SIS) to edConnectNJ. This person must be adept at your local SIS (including writing, running, and formatting reports) and must be prepared to troubleshoot any issues with data transfers.		
Professional Development Coordinator	Pearson and the NJDOE will provide LEA training around system use and train the trainer materials. It will be up to the district to turn key this training, develop a PD calendar and also provide further in depth training around use of the system in your classrooms. We will provide material to support this process.		
Field Manager(s)	Will ensure successful implementation of the IIS at the school level. The edConnectNJ team also encourages you to appoint one person per school to be an edConnectNJ ambassador who will provide feedback about how the system is working in each school and how you may improve implementation. This will also help the NJDOE support your efforts. For the purpose of this Letter of Intent, we ask that you designate one point person to lead field management for your LEA.		

2) Training – LEA team members will be required at different times to receive training from Pearson and to communicate with Pearson and the NJDOE depending on their role. Minimum expectations for training are outlined in the edConnectNJ SCS (sections IC and IID).

3) Timeline – Please view important information about the edConnectNJ IIS here: www.state.nj.us/education/techno/iis
Additional information about the edConnectNJ timeline is included in the SCS, section IA.

4) Data Integration Commitment – The LEA shall follow the Data Integration Process (Appendix F) as indicated in section IIC of the edConnectNJ SCS. The LEA’s access to edConnectNJ will begin upon completion of this data integration process. Additionally, the LEA authorizes the NJDOE to release student data from NJSMART to the edConnectNJ IIS.

5) SCS – The LEA acknowledges understanding of and agreement to all terms outlined in the edConnectNJ SCS.

If you can and will adhere to the above criteria and would like to become an edConnectNJ LEA and receive this platform, please complete and sign below (you may scan and send back to edConnectNJ@doe.state.nj.us):

I _____ as superintendent intend to implement the IIS in my district, _____.

Superintendent Signature: _____

Thank you. We look forward to working with you and your district on this amazing opportunity!

The New Jersey Department of Education (NJDOE) has developed an online platform in partnership with Pearson Schoolnet called edConnectNJ - NJ's Instructional Improvement System (IIS) which has been developed to support educators, building leaders, and district administrators in their daily practice.

edConnectNJ = One integrated platform to inform users to make more strategic and effective decisions about their practice (each role has access to their feature row plus those above them)

Classrooms Module

- **Create and store lesson plans** with the ability to link to standards and SLOs, or your district's curriculum
- **Develop lesson plans and attach resources** pulled from NJCore.org
- **Differentiate instruction** and develop learning plans based on student performance at the individual, group, and classroom level

Teacher

Assessment Admin Module

- **Create assessments for your courses** using a standards-aligned item bank
- **Upload your own assessment** or access district benchmark assessments
- **Efficiently deploy assessments both online and using plain-paper** for your students

District and Data Reporting Module

- **Identify trends and patterns** by analyzing multiple measures of student performance in one report
- **Immediately access a variety of assessment dashboards and reports** to inform instructional planning, improve decision making and to identify **struggling students for intervention**

School Leaders

- **View and comment on teacher lesson plans** aligned to content standards
- **Provide resource suggestions to teachers** aligned to standards based on performance and need

- **Centrally manage all aspects of the assessment process** including test and item creation, test scheduling, printing, pre-slugging, scanning and assessment data collection progress

- **Use highly visual and interactive data dashboards** to chart progress towards goals related to student performance, demographics, attendance, enrollment and discipline

District Leaders

- **Efficiently deploy a standards-aligned, district-wide curriculum**, scope and sequence through centralized creation, management and publishing tools

- **Create a set of district-defined standardized reporting metrics** and performance indicators to create consistency in reporting

- Use a variety of teacher and school comparison reports to **inform resource allocation, staffing and professional development needs**

Appendix C: Product Specifications Document

Features & Functionality by Role

edConnect NJ Functions (Pearson Schoolnet)	STUDENT	TEACHER	ADMIN (school)	ADMIN (district)
Classroom and Benchmark Assessment (Assessment Admin Module in edConnect)	x	x	x	x
Take a classroom or benchmark assessment online (w/ computer, mobile device, netbook, clicker)	x			
Take a classroom or benchmark assessment with pencil and paper	x			
Design a custom classroom (or express test) assessment		x		
Schedule and deliver a classroom assessment (online and with paper and pencil)		x		
Score a classroom assessment (online and with paper and pencil)		x		
Create and print preslugged answer sheets		x	x	x
Track real-time performance on classroom assessment (as students take the assessment)		x		
Write and enter assessment items to use		x	x	x
Enter passages and associate multiple items with that passage		x	x	x
Access multiple item banks composed of multiple items types (short answers, constructed response, multiple choice, etc.) to build assessments		x	x	x
Deliver targeted assessment to differentiated groups of students (student groups)		x		
Build and schedule a school benchmark assessment			x	
Score a school benchmark assessment		x	x	
Share assessment items at school, district and state level			x	x
Create scoring rubrics		x	x	x
Capture and score constructed response items submitted online or on paper through an online scoring workflow that can include district rubrics and exemplars to support consistent scoring		x	x	x
Deliver assessments via a secure test tunnel (for computers only, not netbooks)		x	x	x
Track completion rates on assessments		x	x	x
Identify instructional materials based on individual student's assessment results		x	x	x
Instruction and Planning (Classrooms Module in edConnect)	x	x	x	x
Create, schedule and share instructional units or lesson plans		x	x	x
Find standards-aligned resources (e.g. Find lessons tagged to specific standard(s))	x	x	x	x
Create a favorites file of instructional resources		x		
Find internal and external standards-aligned C&I resources from multiple sources using one search	x	x	x	x
Group students for differentiated instruction		x		
Create student sets to monitor performance for certain groups of students			x	x
Create and schedule district-wide and school-wide curriculum, instructional units, lesson plans, activities and resources			x	x
Schedule and monitor standards taught		x	x	x
Export plans to PDFs		x	x	x
Monitor unit planning and lesson planning by teachers			x	x
Curate school-wide shared collection of units, lessons and resources			x	
Curate district-wide shared collection of units, lessons and resources				x
View instructional artifacts of teachers (lesson and unit plans, assessments, assessment results, rubrics, standards coverage)			x	x
Data Analysis and Reporting (School and District Data Module in edConnect)	x	x	x	x
Analyze the results of a classroom assessment including item and standards analysis		x	x	x
Quickly see and sort by score groups (100-90, 89-80, etc.)		x	x	x
Quickly identify students who are not mastering standards through standards mastery report		x	x	x
Analyze the results of a school and district benchmark assessment including item and standards analysis		x	x	x
Disaggregate benchmark and classroom assessment by subgroup or other key student information		x	x	x
Access to roles-based Key Performance Indicators (KPI's to start include attendance, assessment (summative, benchmark, classroom))		x	x	x
Track and analyze standards mastery trends across multiple assessments		x	x	x
Track and analyze performance against times taught and assessed		x	x	x
Disaggregate Key Performance Indicators by subgroup		x	x	x
Access pre-formatted reports		x	x	x
Build custom reports		x	x	x
Save key reports to favorites file		x	x	x
Create a school or district report that all teachers use			x	x
Associate reports with key performance indicators for deeper analysis			x	x
Export data to PDF and Excel		x	x	x
Drill Up or down with interactive dashboards		x	x	x
Access via mobile devices	x	x	x	x
View a list of classes and get an aggregated view of activity from students and instructors	x	x	x	x
Student Module	x	x	x	x
Leave descriptive feedback for students	x	x		
Scheduling – manage and enter due dates for class assignments		x		
Scheduler view for students	x			
Assign work to a student		x		
Access via mobile devices	x	x	x	x
Communicate key events, updates, etc. to students and teachers		x	x	x
File and retrieve all soft-copy work	x			
File and retrieve all soft-copy student work		x		
Create group work spaces for class projects and study groups	x	x		8
Upload a variety of file types into your course, including HTML, PDF, Word, audio, and videos	x	x	x	x

Professional Development Services

Licensing costs for edConnect and Professional Development services are dependent on the funding source. Please refer to the chart below to identify the appropriate class and costs.

<p>Districts that have dedicated district funds or are grant award recipients. Services must be procured using the cooperative purchasing agreement and local procurement processes.</p>	<p>\$10,500 – Consortium Training Includes</p> <ul style="list-style-type: none">• 5 seats at 7 Day Core Regional Training & Workshops• 1 day of onsite consulting• Powersource Distance Learning <p>OR</p> <p>\$26,000 – Onsite training Includes</p> <ul style="list-style-type: none">• 20 seats of 7 Day Core Training & Workshops• 3 days of onsite consulting• Powersource Distance Learning
<p>All Districts</p>	<p>The edConnect Implementation Team will be conducting several Work Sessions throughout the school year, at locations throughout the state. These will be free to all districts. Check the schedule on the DOE Events page to see what is available.</p> <p>https://education.state.nj.us/events/search.php?q=edConnect&button.x=0&button.y=0&button=Search</p>

Descriptions of training programs and courses continue on the next page.

NJDOE and Pearson have collaborated to develop a customized Professional Development program to facilitate the implementation of edConnectNJ. The **7 Day Core** program includes educator workshops and will be supplemented by training materials developed by Pearson and the NJDOE. These workshops are available for up to 20 participants. Your NJDOE field manager, along with Pearson, will work with you to customize your **7 Day Core** fitting to your district's statement of work goals.

Building Capacity Workshop

1. **Assessment Administration** – This session will cover both benchmark and classroom assessments. It will enable assessment team members to roll out a testing program as well as prepare trainers to train others. Topics include item creation, test creation, scheduling and administering assessments.
2. **Instructional Materials** – This session will cover the creation of Instructional Materials and the use of the Lesson planner to assist with educational decisions. Topics include searching for and creating instructional materials and lesson planning.
3. **Reporting** – This session is designed to develop internal capacity for supporting teachers and administrators with the Classrooms and School and District modules. Topics include classroom reporting, Key Performance Indicators, viewing published reports, creating pre-formatted reports, setting up spreadsheets and defining student sets.
4. **Advanced Reporting** – This session is designed to develop internal capacity for supporting administrators with the development of custom reports at the school/ district level. Key Performance Indicators, viewing published reports, creating pre-formatted reports, setting up spreadsheets and defining student sets.
5. **Enacting Schoolnet in Your District** – This session is designed to bring together the skills learned in the previous days. Now that participants have a better understanding of functionality, this session can be used to plan for turnaround training, support adoption and fully utilize the available features of the system.

Assessment Admin Workshop

This workshop will enable assessment team members to roll out a testing program within their schools/districts while learning about Schoolnet. Participants will be introduced to the below topics in the first half of the session and then given ample time to create their own items and assessment in the second half of the sessions with a Schoolnet expert on site to answer any questions. Topics include item creation, test creation, scheduling and administering assessments.

Instructional Materials Workshop

This workshop will enable curriculum team members to create Instructional Materials within their schools while learning about Schoolnet. Participants will be introduced to the below topics in the first half of the session and then given ample time to create their own instructional materials in the second half of the sessions with a Schoolnet expert on site to answer any questions. Topics include instructional materials creation, student resource creation and how to assign these to students, and using the lesson planner.

Curriculum Manager Workshop

Curriculum Manager Tool can be used at the district level for organizing and uploading curricular materials. The first part of the course provides an opportunity for users to learn to create, load, and organize instructional units, lesson plans, and other curricular materials into Schoolnet. The last part of the workshop will include a hands-on working session designed to ensure users are proficient in using the CM tool.

Appendix E: Data Integration Process Overview

Background

Your district will be participating in the implementation of the edConnectNJ IIS. The IIS is a vendor system, Pearson Schoolnet, which will require data from your district School Information System (SIS) on a daily basis. This document is a brief overview of the process. Pearson will provide detailed process and data specs for reference. These specifics, including data specifications, will be provided prior to the beginning of data integration.

Note: while the IIS is a valuable system in improving instruction in your district, it can only be as useful as the data delivered from your SIS. The NJDOE and Pearson will provide any assistance needed but a commitment from the district data team is required to provide timely and quality data.

Data Specification

Data Specifications for this process will be provided to LEAs prior to the Data Integration process beginning. Please review the data specifications closely when they are provided. They will contain data definition for static data (one time up front) and dynamic data (updated daily). You can provide the static data once manually up front and will need to provide the dynamic data through a daily automatic scheduled process. A summary of the files that are required are in edConnectNJ District Data spreadsheet, which will be provided. This document provides an overview of the data integration process, but in all cases the authoritative document will be the Pearson data spec.

Data Creation

The IIS will use the process described in the Pearson document based on running Data Connect at the district. The district will have to setup Data Connect with the database connection to the district SIS database and provide the SQL queries to get the data sets needed. You will need to know the SIS database schema to obtain table and field names. The SIS vendor can provide this. The file extracts that result from running Data Connect will be transferred to the Pearson hosted Vertical Reporting Framework (VRF) for processing. Pearson will assist with setting up connectivity from Data Connect at the district to the Pearson host.

Note that using Data Connect may not be a solution in your district if the SIS vendors hosts the SIS, or other district specific reasons. The DOE and Pearson will work with the district to come up with an acceptable process.

Data Delivery

File delivery will be based on a SFTP/FTP. Data Connect (and the server VRF) will be setup to do the file transfers daily. They can be done manually while we are in the development process.

Data Validation

We ask the district to do a high level validation (all files/fields provided, correct format, etc) on the files produced by the queries run from Data Connect. The DOE will do further validation on the data once it is transferred to the VRF. The DOE will advise on any data issues as viewed from the VRF and work with the district to resolve.

Timeline

The Data Integration Process will begin as stated. LEAs are expected to complete the data integration process with Pearson and the NJDOE. edConnectNJ access can only be granted upon successful completion of this data integration process.

Vendors

In most cases districts will engage with their SIS vendor in order to build and schedule these extracts. There may be a fee associated with this work.

The following vendors have already supplied this extract for districts:

Focus

Genesis

Infinite Campus

MMS

OnCourse

Powerschool

Realtime

Schoolbrains

Skyward

Student Data Base System (Apple)

SunGuard