

Pacific Comprehensive Center (PCC)
TECHNICAL SERVICE PLAN
 Program Year 2007–2008

This is a technical service plan between the **Hawaii Department of Education (HIDOE)**, and Pacific Resources for Education and Learning (PREL), 900 Fort St. Mall, Suite 1300, Honolulu, HI 96813, for the services of the PCC.

1.0 Statement of Purpose and Period of Performance:

The purpose of this agreement is to provide specific services to **HIDOE** under the PCC, U.S. Department of Education (U.S. ED) award no. S283B050023A. The period of performance shall be from the date of signature through June 30, 2007.

The Goals of the PCC are to:

Goal 1. Support Pacific State Education Agencies (SEAs) in acquiring knowledge and understanding of the provisions and purposes of the *No Child Left Behind Act of 2001* (NCLB) and in accessing information on research-based best practices to achieve their school improvement and student performance goals.

Goal 2. Provide Pacific SEAs with technical assistance in using research-based knowledge to address needs identified in their approved plans to raise student achievement, close achievement gaps, and to meet the requirements of NCLB. Please see attached PCC Program Narrative with information on activities that can and cannot be supported by the grant.

2.0 Work Scope:

The following work scope and set of activities are agreed upon for program year 2006–2007:

Activity	Timeline	Outcome
1. Collaborate with the National Content Centers and other technical assistance agencies to provide the SEA with timely access to high-quality resources and timely, relevant information	On-going, as requested	The SEA will have increased access to timely information regarding proven and promising practices.
2. Provide TA to further the Office of Curriculum, Instruction & Student Support's secondary school improvement initiatives including best practices and, particularly, to provide training for intermediate support personnel so that they are prepared to work effectively with secondary personnel	Aug 2007– June 2008	Intermediate-level personnel will be better prepared to facilitate school-based secondary school reform efforts.
3. Assist the SEA in a review literature on the effectiveness of the middle school design to inform decisions by policy makers	Jan 2008	The SEA leadership has the data necessary to provide the Board of Education with informed recommendations.



Activity	Timeline	Outcome
4. Provide training and technical assistance to SEA staff, including resource personnel to increase their capacity effectively assist immigrant Pacific Islander children and families transition to school and classrooms in Hawaii	July 2007– May 2008	SEA staff are more successful interacting with Pacific Island immigrants leading to increased engagement in the education process by students and their families.
5. Provide TOT to SEA and intermediate level staff in critical need areas of adolescent literacy and middle school mathematics, as requested	Sept 2007– May 2008	Increased capacities of staff to use targeted knowledge and skills in school improvement activities
6. Work with key SEA staff to develop and implement a communication plan to further coordination and collaboration between the SEA and technical assistance and training providers	Sept 2007	Communication and coordination between the SEA, PCC, and other service providers, especially those based at PREL, will be effective and lead to useful and relevant services.

3.0 Other Topics

- 3.1 Activities (activity title, date, time, place, number of participants) will be documented through PREL's IMS reporting system and reported to **HIDOE** as requested.
- 3.2 Collaborate with the PREL research and evaluation team in conducting activities related to the documentation, implementation, and outcomes of the improvement effort as requested.
- 3.3 Conduct monthly telephone conversations with PREL's PC program director to update on progress made and challenges encountered. These monthly telephone conversations should be documented and shared via email.
- 3.4 Plan will be reviewed and modified at least annually.

4.0 Point of Contact

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The technical service plan is accepted as the general plan for the PCC services for **HIDOE**.

