

# Contract for Service Form

## Rock Island-Milan School District 41

**VENDOR NAME:** Empirical Education, Inc. **EMAIL:** swade@empiricaleducation.com

**ADDRESS:** 2120 University Ave.  
Berkeley, CA 94704

**DATES OF SERVICE TO BE COMPLETED:** January 1, 2026 – December 31, 2026

**SCHOOL DISTRICT CONTACT:** Stacey Golz

**COMPENSATION:** \$ 184,279

### DESCRIPTION OF DUTIES:

Conduct the Year 4 research components of the U.S. Dept. of Education EIR Grant award, as stated in the 12/10/24 board memo. (attached)  
Participate in various planning meetings (January - December 2025)  
Conduct RCT and implementation studies in RIHS and TMLC advisory/homeroom classrooms (January - December 2025)  
See detailed Scope of Work document from Empirical education (attached)  
Empirical Education will be reimbursed on a quarterly basis for general expenses. In addition to the quarterly invoices, Empirical Education will invoice for stipends (participant costs/honorariums/gift cards/etc.) as the expenses are incurred. These additional invoices will be reimbursed on the district check run schedule.

**Faith's Law.** Contractor additionally certifies that prior to sending any employee or contractor/subcontractor to the premises, Contractor has complied with all employment history review and other obligations of 105 ILCS 5/22-94. Upon request of the School District, Contractor agrees to promptly disclose all records, information and determinations related to Section 22-94 employment history review for each of its employees or independent contractors.

**Is this a Subscription/Software:** Yes  or No

*If yes, this is an internal form that does not need to be sent to the vendor.*

**Subscription/Software Name:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Subscription/Software Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**SOPPA Approved:** Yes  or No

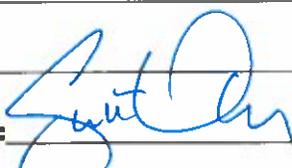
\_\_\_\_\_  
**School Board President or Superintendent** **Date**

**Requesting School:** RIMSD #41/RIHS

**Budget Code:** 1-5-100-092-3000-3141-0

**Signature of Vendor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Budget Administrator:**  \_\_\_\_\_ **Date:** 2/3/26





EMPOWERING EDUCATORS THROUGH EVIDENCE AND INSIGHT

July 12, 2022

Dr. Kathy Ruggeberg  
Assistant Superintendent  
Rock Island - Milan School District #41  
2101 6th Avenue  
Rock Island, IL 61201

RE: *How Are the Children: Increasing Social Emotional/Mental Health in the High School Environment (HATC)*

Dear Dr. Ruggeberg,

Empirical Education Inc. will be pleased to work with Rock Island - Milan School District #41 (RIMSD) as an independent evaluator of the *How Are the Children: Increasing Social Emotional/Mental Health in the High School Environment (HATC)* project with funding from the U.S. Department of Education's Education Innovation and Research (EIR) early-phase grant (CFDA # 84.411C). We believe the project offers an important opportunity to improve and expand SEL learning and engagement in order to increase student achievement and attendance for high-needs students.

In our 19 years as an educational research organization, Empirical Education has conducted over 25 high-quality randomized control trials and over 20 quasi-experimental studies to help decision-makers identify effective programs and resources for improving student outcomes. Andrew Jaciw (PI on this proposed independent evaluation) has led many Investing in Innovation (i3) and EIR funded projects. Additionally, Jaciw has experience directing the design and analysis and co-authoring the report of a state-wide, cluster-randomized trial involving 82 schools and around 700 teachers. He has been a PI on 12 evaluations for the U.S. Department of Education in his 15 years with Empirical Education.

Empirical Education will participate in this project by conducting a randomized control trial on the impact of *Connect with Kids* on student achievement, attendance, and disciplinary referrals. We look forward to working with RIMSD from 2023-2027 when the project is funded.

Sincerely,

*Robin Means*

Robin Means  
President  
Empirical Education Inc.  
[rmeans@empiricaleducation.com](mailto:rmeans@empiricaleducation.com)  
669-241-1490



## Budget Narrative for Education Innovation and Research (EIR) Early-Phase Program

*Empirical Education Inc. as Subaward for Rock Island-Milan School  
District #41 (RIMSD)*

### *How Are the Children: Increasing Social Emotional/Mental Health in the High School Environment*

The following information includes the budget table, the %FTE table, personnel, fringe, travel, other direct costs, and our indirect rate. Empirical Education will oversee all aspects of the project evaluation, including: study compliance; data collection and warehousing; design and analysis; report writing; and dissemination activities.

#### Budget for January 1, 2023 – December 31, 2027

Budget Categories	2023	2024	2025	2026	2027	Total
1. Personnel	71,872	105,449	71,754	74,856	99,657	423,588
2. Fringe Benefits	21,389	31,382	21,354	22,277	29,658	126,060
3. Travel	3,765	1,638	6,012	4,834	7,650	23,899
4. Equipment	0	0	0	0	0	0
5. Supplies	0	287	125	127	130	670
6. Contractual	0	0	0	0	0	0
7. Construction	0	0	0	0	0	0
8. Other	7,000	4,902	5,925	4,907	6,590	29,325
9. Total Direct Costs (lines 1-8)	104,026	143,658	105,170	107,002	143,686	603,542
10. Indirect Costs	43,046	59,446	43,519	44,277	59,457	249,746
11. Stipends	0	33,000	33,000	33,000	33,000	132,000
12. Total Costs (lines 9-11)	147,073	236,104	181,690	184,279	236,143	985,288

## Personnel

Name	Job Title	2023	2024	2025	2026	2027
Andrew Jaciw	Chief Scientist	17%	20%	12%	12%	20%
Jenna Zacamy	VP of Research Operations	6%	10%	8%	8%	10%
Adam Schellinger	Senior Research Analyst	25%	25%	20%	20%	20%
Zahava Heydel	Research Assistant	15%	20%	20%	20%	15%
Li Lin	Statistician	4%	15%	6%	8%	12%
Garrett Lai	Data Warehouse Engineer	3%	8%	6%	5%	4%
Skott Wade	Office Manager	0%	2%	2%	2%	2%
Robin Means	President	2%	4%	1%	1%	4%

Andrew Jaciw, principal investigator of the independent impact evaluation, will work closely with Zacamy and Schellinger to direct the experimental design and analysis and supervise all reporting. Jaciw will also contribute to the writing of the report.

Jenna Zacamy, VP of research operations, will provide management and oversight in the compliance issues, including IRB and district research requirements; communication with RIMSD and the participating schools; data aggregation processes; reporting; and dissemination activities.

Adam Schellinger, senior research analyst, under the guidance and supervision of the VP of research operations, will be a key liaison with local NC school contacts. He will maintain communication and agreements with districts and schools; submit materials and updates to the IRB; manage all data collection activities; work across the research team to coordinate activities; conduct descriptive analysis; draft all reports (quarterly, annual, and summative); and disseminate results.

Zahava Heydel, research assistant, will collaborate with Schellinger to assist with all project tasks. These tasks include data entry, cleaning, aggregation; data collection; communication with study participants and the project team; analysis and reporting; and dissemination.

Li Lin, analyst managed by Jaciw will be responsible for data analysis for student and teacher outcomes.

Garrett Lai, data warehouse engineer, under the guidance and supervision of the VP of research operations, will perform the cleaning of data, warehousing all data, preparing data for analysis, and documenting the data through a codebook.

Skott Wade, operations manager, under the management of Robin Means, will assist in the daily management of project tasks relating to the following: issuing and tracking payments to teachers; invoicing and project budget tracking; and processing project related expenses.

Robin Means, asset manager, will be responsible for production and revision of reports, presentations, and other dissemination materials and deliverables related to the project. She will also be responsible for reviewing contractual documents with RIMSD and the Department of Education.

## Fringe Benefits

All of the employees listed in the Personnel section are regular employees. Their benefits rate is 29.76% of regular employees' salaries. Benefits include worker's compensation, unemployment tax, and FICA for both employee classifications. Regular employees also receive medical/dental, life insurance, disability insurance, and other staff benefits.

## Travel

All travel expense reimbursements are based on airfare estimates of the current average round-trip coach fares. Lodging, ground transport, and per diem are based on GSA's approved rates, adding in taxes.

Adam Schellinger will travel to RIMSD once in year 1 of the project to observe the CWK training. We estimate this trip at \$2,127 in year 1 only.

$\$700$  roundtrip airfare +  $\$250/\text{night}$  for lodging x 3 nights ( $\$750$ ) +  $\$79$  for ME&I x 3 days ( $\$237$ ) +  $\$100$  for ground transport x 3 days ( $\$300$ ) + transport to/from home to airport before and after trip ( $\$140$ ) =  $\$2,127$

Andrew Jaciw and Adam Schellinger will travel to RMISD in year 4 of the project to discuss scaling and replication of the program implementation to other school districts. We estimate this trip at \$3,196 in year 4 only.

2 staff x  $\$700$  roundtrip airfare =  $\$1,400$

2 staff x  $\$250/\text{night}$  for lodging x 2 nights =  $\$1,000$

2 staff x  $\$79$  for ME&I x 2 days =  $\$158$

$\$100$  for ground transport x 2 days =  $\$200$

2 staff x  $\$70$  ground transport to/from home to airport before and after trip =  $\$280$

Total =  $\$3,196$

Andrew Jaciw will travel to Washington, DC for the annual 2-day project directors meeting in all 5 years of the project. We estimate this trip at \$1,638/year in years 1-5.

\$600 roundtrip airfare + \$300/night for lodging x 2 nights (\$600) + \$79 for ME&I x 2 days (\$158) + \$70 ground transport x 2 days (\$140) + transport to/from home to airport before and after trip (\$140) = \$1,638

Andrew Jaciw and Adam Schellinger will travel to the American Education Research Association (AERA) annual meeting in years 3 and 5 of the project to disseminate study findings. We estimate this trip at \$4,374 in each of the 2 years.

2 staff x \$700 roundtrip airfare (estimating high since we don't yet know the city) = \$1,400

2 staff x \$300/night for lodging x 3 nights = \$1,800

2 staff x \$79 for ME&I x 3 days = \$474

2 staff x \$70 ground transport x 3 days = \$420

2 staff x \$70 ground transport to/from home to airport before and after trip = \$280

Total = \$4,374

Andrew Jaciw will travel to Washington, DC for the annual Society of Research on Educational Effectiveness (SREE) conference in year 5 of the project to disseminate study findings. We estimate this trip at \$1,638 in year 5.

\$600 roundtrip airfare + \$300/night for lodging x 2 nights (\$600) + \$79 for ME&I x 2 days (\$158) + \$70 ground transport x 2 days (\$140) + transport to/from home to airport before and after trip (\$140) = \$1,638

## Equipment – N/A

## Supplies

Supplies include envelopes, checks, toner, and labels to mail stipends in years 2-5. They are estimated at \$287 in year 2, \$125 in year 3, \$127 in year 4, and \$130 in year 5.

Contractual – N/A

Construction – N/A

## Other

### IRB

IRB costs include an initial submission in year 1 (\$1,500) and annual reviews in each project year thereafter (\$300/year) for a total across all 5 years of the project of \$2,700.

$$\$1,500 \text{ (Y1)} + \$300 \times 4 \text{ years (Y2, 3, 4, and 5)} = \$2,700$$

### LEGAL

Legal costs include having our lawyer review contracts and other executive documents. We estimate \$1,000 only occurring in year 1 to accommodate contract review.

### CONFERENCES

Conference expenses include registration fees for 2 staff to attend AERA in years 3 and 5 and for 1 staff to attend SREE in year 5 for dissemination of results.

$$\text{Year 3: } \$510 \text{ (AERA annual meeting registration)} \times 2 \text{ staff} = \$1,020$$

$$\text{Year 5: } \$510 \times 2 \text{ staff } (\$1,020 \text{ for AERA}) + \$660 \times 1 \text{ staff (SREE conference registration)} = \$1,680.$$

### SOFTWARE

Software expenses include tools needed for conducting the following portions of the evaluation: administering surveys, securely collecting data, and analyzing the data. Those tools include SAS, SurveyCenter, and SecureServer. We estimate these costs based on our annual payments divided by the number of projects we typically use the tools for.

$$\$6,000 \text{ (SAS)} + \$1,800 \text{ (SurveyCenter)} + \$1,200 \text{ (SecureServer)} / 2 \text{ (projects that share these annual expenses)} = \$4,500/\text{year for years 1-5.}$$

### PRINTING

Printing expenses include letters to include when mailing stipends. They are estimated at \$40 per year for years 2-5.

## POSTAGE

Postage expenses include stamps to mail stipends in years 2-5. They are estimated at \$62.40 in year 2, \$64.90 in year 3, \$67.49 in year 4, and \$70.19 in year 5.

## Indirect Costs

Rate of 41.38% is based on financial information for the year 2020. The rate was calculated using the methodology required by the U.S. Department of Education (ED), but ED informed Empirical that unless Empirical had Prime Federal contracts, it would not negotiate an indirect rate. Empirical has not had any Prime contracts for over ten years.

## Participant Costs (Stipends)

Participant costs for years 2-5 are estimated at \$33,000/year (100 teachers x \$75/survey x quarterly surveys + 20 teachers x \$150) for completion of quarterly teacher surveys, a small sample of teacher interviews, and assistance with data collection.

## Total

We estimate the following annual totals for conducting this project evaluation.

Y1: \$147,073

Y2: \$236,104

Y3: \$181,690

Y4: \$184,279

Y5: \$236,143

Years 1-5: \$985,288