



MEMORANDUM

TO: Charter School Review Committee

FROM: Institute for the Transformation of Learning (ITL) at Marquette University

RE: Contract extension of the City of Milwaukee Contract with ITL for the 2026–27 Academic Year

DATE: March 21, 2026

Please accept this memo as request to extend ITL’s contract for one (1) additional (final) year as indicated as an option on a three (3) year term from 08/01/22 through 07/31/2025. *Vendor service contract for Education Management and Administrative Oversight for the City of Milwaukee Charter Schools. #B18947

ITL Staff Responsibilities for the Charter School Review Committee (CSRC)

- 1. Operational Leadership and Oversight of CSRC-** ITL staff will provide strategic direction and oversee the operations of the CSRC as implemented by **Evident Change, ML Tharps, and internal ITL personnel.**

Key responsibilities include:

- A. Contract Management** – Ensuring that all contractual agreements with service providers, consultants, and partner organizations are effectively managed and in compliance with relevant regulations.
- B. Budget Oversight** – Administering the financial operations of the CSRC, including budget planning, financial reporting, and ensuring fiscal responsibility.
- C. Financial Monitoring** – Tracking revenue streams and expenditures to maintain financial transparency and sustainability of the CSRC. Responsible for managing day-to-day financial transactions, including reconciliations, reimbursements, credit card statements, deposits, and invoices. Serve as a liaison with CSRC (the City) contractors and vendors to process contracts and payments.

D. Technical Support for Charter School Application and Renewal Process – Managing and overseeing the review, approval, renewal, and revocation of charter school applications to ensure alignment with performance standards and legal requirements.

E. Policy Development and Stakeholder Communication – Establishing, updating, and documenting CSRC policies and procedures while effectively communicating changes to key stakeholders, including school leaders, board members, and government officials.

F. Strategic Planning and Operational Improvement – Identifying and recommending enhancements to the strategy, policies, and operational procedures of the CSRC to optimize efficiency and effectiveness.

G. Member Onboarding and Engagement – Facilitating the onboarding of new CSRC members by providing necessary orientation, resources, and training to ensure a clear understanding of their roles and responsibilities.

2. Liaison Role and Governmental Relations- ITL staff will act as the primary liaison for the CSRC, fostering communication and collaboration with:

A. The **Wisconsin Department of Public Instruction (DPI)** to ensure alignment with state education policies and regulatory requirements.

B. **Elected officials at local, state, and federal levels** to advocate for charter school policies and funding opportunities.

C. **School board members and charter school leaders** to support decision-making and the implementation of best practices in school governance and stakeholder engagement.

3. Administrative and Clerical Support for the CSRC-ITL staff will serve as the official clerk for the CSRC, providing administrative and operational support by:

A. **Managing the Charter School Application Process** – Overseeing the submission, review, and evaluation of new charter school applications.

B. **Preparing Reports and Documentation** – Compiling key reports, including the annual report to DPI and other required documents for the CSRC and the Milwaukee Common Council.

- C. **Facilitating Meetings** – Preparing agendas, materials, and necessary documentation for CSRC meetings to ensure structured discussions and decision-making.
 - D. **Enhancing Transparency and Public Access** – Managing the CSRC’s online presence through the city website, Legistar, and other digital tools to promote accessibility and openness in decision-making.
 - E. **Public Engagement and Response** – Addressing inquiries from the public regarding charter school operations, policies, and CSRC initiatives.
 - F. **New Member Orientation** – Conducting onboarding processes for newly appointed CSRC members to ensure a seamless transition into their roles.
4. **Advocacy and Representation in Policy Discussions-** ITL staff will actively represent the CSRC in collaboration with various partner organizations, educational institutions, and advocacy groups to contribute to policy discussions focused on improving student achievement in Milwaukee through charter schools.
 5. **Compliance Monitoring-** ITL staff will oversee and ensure compliance with Wisconsin Department of Public Instruction (DPI) regulations as well as other relevant federal and state laws that are not specifically monitored by the City, Evident Change, ML Tharps
 6. **Training and Professional Development-** ITL staff will organize and facilitate ongoing training and professional development for charter school board members and school leaders. These efforts will focus on governance best practices, regulatory compliance, school leadership, and stakeholder engagement to enhance overall school performance and accountability.

Fee for each year: \$315,000 (2,000 hours @\$157.50) (staff of 3)