



May 15, 2020

TO: Charter School Review Committee

FROM: Institute for the Transformation of Learning at Marquette University

RE: Contract Adjustment Request

In an order to align with the City of Milwaukee and city charter schools' fiscal year, ITL would like to request an adjustment to the ITL's contract end date. The present contract is set to expire on December 31, 2021. This end date is problematic because it produces a series of foreseeable challenges to the RFP process, especially if ITL is not awarded the contract in the next cycle. Currently, the contract abruptly ends in the middle of the school year when our services and support to the school and city is most needed. Adjusting the contract end date to *June 30, 2022* will allow for uninterrupted support for the seven Milwaukee City charter schools, increased time to manage the RFP process, and eased transitions for onboarding new vendors. If approved, ITL will continue to provide the following services until June 30, 2022:

1. **ITL** staff will direct the operations of the CSRC as implemented by CRC, M.L. Tharps, its own staff, and staff at city hall. This includes:
 - A. Contract management.
 - B. Budget development for operations of CSRC.
 - C. Monitoring revenue and expenses of the CSRC.
 - D. Managing the application process and charter renewal/revocation processes.
 - E. Developing and documenting CSRC policies and procedures and Communicating them with the necessary stakeholders.
 - F. Identifying and recommending changes to the strategy, policies, or Operations of the CSRC.
2. **ITL** will serve a liaison role for the CSRC with:
 - A. the Wisconsin Department of Public Instruction.
 - B. with elected officials at all levels.
3. **ITL** staff will serve as clerk for the CSRC by
 - A. Managing the charter school application process

- B. Preparing reports, in particular the annual report, and others as Identified for the CSRC and Common Council.
 - C. Preparing agendas and materials for meetings.
 - D. Managing use of city website, Legistar, and other tools to promote transparency of process.
 - E. Respond to requests from the public.
4. ITL staff will represent the CSRC with various partner organizations, particularly in public policy discussions about improving student achievement in Milwaukee through charter schools.
 5. ITL staff will monitor compliance with federal regulations not monitored by CRC, M.L. Tharps, or WI DPI.
 6. ITL staff will share information on charter school authorizing with scholars, researchers, university students and others in the interest of informing public policy around improving K-12 education.

Fee for additional 6 months: \$100,880 *(no levy dollars will be used for this contract)*