



INSTITUTE FOR THE TRANSFORMATION OF LEARNING

1618 West Wells Street, Milwaukee, WI 53233 414/288-5775

August 6, 2015

TO: Charter School Review Committee

FROM: Institute for the Transformation of Learning at Marquette University

RE: Contract with ITL for authorizing services

“At the September 2, 2009 meeting of the Charter School Review Committee (CSRC), the committee voted to engage the Institute for the Transformation of Learning at Marquette University (ITL) to support the CSRC’s efforts to authorize quality schools in Milwaukee.”

During the 2015-2016 school year, and through December 31, 2018, Marquette University’s ITL will direct the initiatives of the city’s charter school initiative governed by the Common Council’s Charter School Review Committee (CSRC).

1. ITL staff will direct the operations of the CSRC as implemented by the CRC, M.L. Tharps, its own staff, and staff at city hall. This includes:
 - A. Contract management
 - B. Budget development for operations of the 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 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. Elected officials at all levels
 - C. Schools authorized by the Common Council
 - D. The Commissioner or representative of the Opportunity Schools and Partnership Programs
 - E. Local and national authorizers
 - F. The National Association of Charter School Authorizers or its representatives

3. ITL staff will serve as administrator for the CSRC by:

- A. Managing the charter school application process
 - B. Execute technical reviews of all charter applications
 - C. Preparing reports, in particular the annual report, and others as identified for the CSRC and Common Council
 - D. Working with city of Milwaukee staff to prepare agendas and materials for meetings
 - E. Working with city of Milwaukee staff to integrate CSRC documents and files onto the city's legislative tracking system
 - F. Working with members of the press to answer questions about the city's authorizing and to education them about authorizing generally
 - G. Working with city of Milwaukee staff to onboard new CSRC members
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 and state regulations not monitored by CRC or the Wisconsin Department of Public Instruction.
 6. ITL staff will share information with scholars, researchers, university students and others in the interest of informing the debate about public policy and through proper channels.
 7. ITL staff will identify opportunities for CSRC development through proper channels including local and national conferences.
 8. Ensure compliance with the National Association of Charter School Authorizers' guidelines and principles.

Fees for 2015-2016 fiscal year	\$211,649
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