

September 21, 2018

TO: Charter School Review Committee

FROM: Institute for the Transformation of Learning at Marquette University

RE: Contract with ITL for authorizing services for 2019-21

At the August 13th, 2015 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. The current contract expires December 31, 2018, with the option to renew for an additional three-year term. ITL would like to renew their contract with the City for an additional three-year term.

This memo outlines work for 2019 - 21:

1. ITL staff will direct the operations of the CSRC as implemented by CRC, M.L. Tharps, it's 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 Every Student Succeeds Act(ESSA) and other 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 each year: \$210,000 (no levy dollars will be used for this contract)

Total 3-year Contract: \$630,000 (no levy dollars will be used for this contract)

Fee represents the full cost of providing services to the Charter School Review committee. Any funds not spent in the year of the contract can be rolled over into the following year.