



## MEMORANDUM

**TO:** CSRC Members and Gayle Peay  
**FROM:** Sue Gramling and Janice Ereth  
**CC:** Deb Paulus  
**SUBJECT:** Contract No. B 0000015196 Second Annual Renewal of the City of Milwaukee Contract With Evident Change (formerly NCCD/CRC) for the 2021–22 Academic Year  
**DATE:** July 26, 2021

Please accept this memo as application for the second additional one-year extension to the contract currently in place for Educational Oversight Services for the Milwaukee Charter School Review Committee (CSRC) between the City of Milwaukee and Evident Change.

### CHARTER SCHOOL MONITORING SERVICES FOR 2021–22

Evident Change will provide the following services and deliverables for each of the city's chartered schools.

- Conduct fall and spring interviews with each school's leadership.
- Conduct at least two site visits at each school.
- Facilitate the completion of a learning memo and provide a data addendum as needed.
- Provide follow-up and support for data gathering and compliance monitoring to all the schools as needed.
- Conduct a random review of special education files.
- Collect and analyze data submitted by the schools.

- Produce a draft and final annual monitoring report that includes recommendations for actions related to academic performance against criteria established by the CSRC. Possible recommended actions include continued monitoring (no action at this time) or consideration for probation, closure, or renewal of charter contract.<sup>1</sup>

In addition to the aforementioned services provided directly to each school, the following services and activities are indirectly related to assisting the schools through assistance to the CSRC.

- Present each school's report to the CSRC with follow-up activities related to questions or concerns.
- Assist the CSRC in the presentation/production of reports to the Milwaukee Common Council's Steering and Rules Committee.
- Provide assistance, as needed, to the CSRC to address issues that arise throughout the year. This can include drafting memos and making recommendations for CSRC consideration as the need for policy revisions arises.

## **BIENNIAL SURVEY AND INTERVIEWS**

In the past, the CSRC has requested that Evident Change conduct a survey and interview process for the purpose of gathering information regarding organizational competency and stakeholder satisfaction. The CSRC asked that this process be completed every other academic year. Evident Change last completed this process for the 2019–20 academic year. The information was included in the annual reports for each city-chartered school operating that year. Assuming CSRC continues this process, Evident Change staff will do the following.

- Design, revise, and update four interview/survey tools to be used for board members, teachers, students, and parents. This will include a Spanish version of the parent survey.
- Interview all or 50% of the teachers at each school (up to a total of at least 10 per school) and all available students (with a minimum of 10 from each of the top two grade levels at the school).
- Distribute surveys in English and Spanish to all parents.

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<sup>1</sup> Upon request, Evident Change will produce and present an MS PowerPoint presentation to board or staff based on a school's report.

- Conduct at least two follow-up phone calls to the families not returning a survey, including the provision of Spanish-speaking interviewers for Spanish-speaking families.
- Enter data from survey information.
- Analyze and include the survey and interview information in each school's annual monitoring report.

*Cost: \$341,875 (2,735 hours at \$125 per hour)*

## **BOARD MEETING SUPPORT AND ATTENDANCE**

The CSRC will meet with the board of directors of each of the city's chartered schools and has requested that Evident Change staff provide support by preparing for and attending these meetings. The Evident Change staff member assigned to the school will provide this service. The content of these meetings will include an explanation of the city's expectations, discussion of the school's progress, and any other pertinent information.

*Estimated Budget: \$7,350 (seven schools at \$1,050 per school)*

***Total Estimated Budget: \$349,225***

## **ACTIVITIES BEYOND THE SCOPE OF THE 2021–22 MONITORING CONTRACT**

The Wisconsin Department of Public Instruction (DPI) may initiate and require more information from the CSRC or schools as a result of the COVID-19 pandemic. If it becomes necessary for Evident Change staff to conduct research and advise the CSRC on the impact of DPI changes on CSRC expectations and monitoring practices, this work and any other work identified as beyond the scope of the aforementioned activities will continue to be invoiced separately on an as-needed basis. The CSRC will preapprove the cost of such research.