

# STATE PUBLIC CHARTER SCHOOL AUTHORITY



## REQUEST FOR PROPOSALS

### Temporary Receiver for Discovery Charter School

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Proposals Due June 9, 2017

## Charter School Receivers Generally

Charter School Receivers have a demonstrated track record in successfully managing and operating low-performing, underperforming, or chronically underperforming schools and can demonstrate success in achieving improved outcomes for students. Pre-qualified Receivers may be nominated by the Authority and approved by the courts or be appointed by agreement with the school to serve as Receiver for schools which have entered into a negotiated settlement or have been reconstituted pursuant to SB509 of the 2015 Legislative Session ([https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB509\\_EN.pdf](https://www.leg.state.nv.us/Session/78th2015/Bills/SB/SB509_EN.pdf)). Receivers are responsible for implementing well-developed models that encompass school governance and management, instructional design, staff planning, community engagement strategies, and student supports.

## Temporary Receiver Needed for Discovery Charter School

The State Public Charter School Authority seeks proposals for a potential receiver of Discovery Charter School (“DCS”) pending reconstitution of its governing board. Broadly stated, the Authority endeavors to hold the current school’s governing body accountable by ending the school board’s governance and authorizing a new governing body to make those changes to the academic program, organizational plan, and financial plan of the school which are necessary to transform the school from one of the lowest performing in the state to among the highest performing in the state. Pending reconstitution of its governing body, the receiver would serve in lieu of a governing board, and have the responsibility and authority to oversee the school’s academic program, organizational and financial plan while the schools transitions to a new governing body. It is anticipated that the selected receiver will serve for a 90-120 day timeframe and will lead the recruitment of a qualified and cohesive governing body.

Bidders applying to become Receivers:

- Are expected to provide documentation of their experience;
- Must offer high-quality evidence demonstrating that they have the experience and social capital necessary to recruit a new governing body acceptable to the SPCSA during a 90 –120 day time frame while overseeing the school at the same time by serving in lieu of a Governing Board. A new governing body acceptable to the SPCSA must be a group capable of turning around DCS by transforming it from one of the lowest performing schools in the state to a school with a four star or better rating, within three years;
- Must provide the names and contact information for multiple references that the Authority review team may contact

Following court appointment, receivers will be paid out of school funds subject to court review and approval.

## SCOPE OF SERVICE:

### I. Temporary Charter School Receiver

A Temporary Receiver approved by the Authority will demonstrate:

- 1) He or she has the experience necessary to serve in lieu of DCS’ Governing Board during the transitional (90 – 120 day) receivership duration,  
 That he or she has the social capital or network necessary to recruit a highly-qualified governing body to step in to take over DCS under this short time frame.

In managing the school, the receiver would be responsible for the following activities including, but not limited to:

- Recruiting, retaining, and supporting a strong team of teachers, leaders and other staff;
- Recruiting qualified and cohesive board members for reconstitution of the school’s governing body;
- Managing the school budget based on available local, state, and federal funding;
- Providing progress assessments and demonstrating adaptability through making mid-course corrections as necessary;
- Ensuring that students receive a rigorous, high-quality learning experience that is aligned to state standards;
- Developing a plan for how the school day and year will be scheduled for both staff and students;
- Planning and implementing strategies to build a strong school climate and address students’ social, emotional and behavioral needs;
- Implementing an effective plan to engage families and the community;
- Ensuring compliance with all applicable federal and state program requirements (e.g., Title I, Title IIA, IDEA, etc.).

**BUDGET:**

The Temporary Charter School Receiver will be paid a flat monthly fee based on an amount proposed by the Temporary Receiver and approved by the SPCSA and the Court.

**REQUIRED AND PREFERRED QUALIFICATIONS:**

The ability to recruit a governing body with the preferred and required qualifications and experiences summarized in the table below.

Description of Qualification/Experience	Receivers
<i>Track record of delivering high-quality services using evidence-based or evidence-informed practices that directly support the School- or District-based category.</i>	Required
<i>Experience delivering services to low-performing, underperforming or chronically underperforming schools.</i>	Required
<i>Experience successfully collaborating with multiple stakeholders and/or coordinating the services of other key service providers working in the same district or school context.</i>	Required

<i>Experience and knowledge of Nevada educational context (e.g., Nevada Academic Content Standards, Nevada Educator Performance Frameworks (if applicable); Nevada School Performance Framework; Nevada school funding model).</i>	Preferred
<i>Provide evidence of successfully leading the process of engaging and collaborating with multiple stakeholders (e.g., school office staff, parents, community organizations, committees) to facilitate school improvement.</i>	Required

**INQUIRIES:**

No phone calls regarding this RFA will be accepted. If you have any questions, please send an email to Katie Baldwin ([kbbaldwin@spsca.nv.gov](mailto:kbbaldwin@spsca.nv.gov)) and specify Charter School Receivers in the subject line.

**Review and provider removal**

As needed, the Authority, in addition to the Court of appointment and other stakeholders, will monitor the quality and effectiveness of vendors nominated and approved as a result of this RFA. By responding to this RFA, prospective receivers agree to comply with any reporting requirements deemed necessary by the Nevada Department of Education or the State Public Charter School Authority (SPCSA). The

SPCSA, the Court, or other stakeholders may request that the court remove a vendor when performance measures are not met, or for other reasons, including but not limited to the requirements of a particular negotiated settlement.

If the SPCSA, in its sole discretion, determines that one or more complaints about a vendor may have validity, the SPCSA may choose to commence a review of the organization. Complaints may be from a school or school district, a parent/guardian, a student, a mandated reporter (any person legally obligated to report suspected abuse or neglect of a child), a representative of a governmental entity, or another source deemed credible by the SPCSA.

If, upon investigation, a vendor is deemed in violation of state or federal law or the charter contract, the violation shall constitute cause for the SPCSA to request the court to terminate or suspend the contract with the Receiver and seek appointment of a new receiver, a reconstituted board, or other appropriate remedy. In other cases, the SPCSA may request the vendor to take one or more corrective actions specified by the SPCSA within 30 days. If after 30 days the SPCSA determines that the vendor did not take corrective action, that failure shall constitute cause for the SPCSA to request and the court to terminate or suspend the contract with the receiver and seek appointment of a new receiver.

**SUBMISSION REQUIREMENTS:**

This section provides:

- A broad overview of the required application materials and links to the complete guidelines;
- Information to keep in mind as bidders prepare their submissions; and
- General instructions for submitting applications for review.

## Overview of Required Application Materials

Every applicant must complete the General Organization Information (A) section, which provides general information about the organization or individual applying.

An organization seeking approval as a Temporary Charter School Receiver would complete and attach the following materials:

- A: General Organizational Information
- B: Narrative describing qualifications to become a Temporary Receiver ~~School Turnaround Operator~~

The [General Information \(A\)](#) section requires applicants to provide the following information:

- a. Contact information
- b. Application summary
- c. Personal Narrative
  - I. Resume/CV
  - II. Financial capacity
- d. Staff (if any)
- e. Costs and Duration of Services and/or Products
- f. References from Current/Recent Clients

## Information to Keep in Mind as You Prepare your Submission

Conciseness and clarity of the narrative is far more important than writing to the maximum page length. If you can clearly convey the information requested in fewer pages than the maximum page limit listed in each section, you are strongly encouraged to do so.

## Submitting your application for SPCSA review

Applications must be uploaded to Dropbox and a link to the Dropbox folder should be emailed to the Authority's point of contact, [kbbaldwin@spcsa.nv.gov](mailto:kbbaldwin@spcsa.nv.gov). Vendors **should not** email and/or mail responses directly to the SPCSA.

## The Review Process

Receivers are rated on a rubric that reviewers use to score submissions. The scoring rubric indicates the criterion upon which submissions are evaluated and the weights for each criterion appear. Each rubric indicates the minimum score that a vendor must receive in order to be approved as a pre-qualified vendor.

## A. General Information

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### a. Contact Information

Please provide complete contact information (i.e., Name, Title, Organization, Address, Telephone, e-mail, website) for each of the following:

1. A representative from your organization who is an authorized signatory. [An authorized signatory is a person or group of people who have the authority to sign legal documents on behalf of their organization.];
2. A representative from your organization to whom substantive questions on this submission should be addressed (if different from 1); and
3. If relevant, a local representative of your organization who would be the first point of contact for work being conducted for the SPCSA.

### b. Personal Narrative *(Recommended length: 3-5 pages)*

Please provide a written narrative stating why you believe you can be effective as a temporary receiver for DCS, and information regarding your financial capacity.

### c. Staff *(Recommended length: 1/3 page or less per person)*

If you have any staff who you propose will help you with the Temporary Receivership, please provide a brief biography (i.e., 1/3 page or less per person) of the key staff likely to deliver these services and include up-to-date resumes (as attachments) for all proposed staff. The biographies should describe the individual's qualifications to deliver the services described in your proposal, summarizing their experience, skills, and training. Biographies and *attached resumes do not count against page limits*.

### d. Costs and Duration of Services and/or Products *(Recommended length: 1-2 pages)*

Propose a monthly fee for your service as a Temporary Receiver. A proposal for fee plus costs will be acceptable, so long as descriptions and parameters are provided for proposed costs.

### e. References from current/recent clients

- Provide the names and contact information for three to five (3-5) administrative-level references from charter school authorizers, districts or schools in which your organization provided the set of services described in your application;
- References should represent the applicant's experience recruiting governing bodies or governing body members
- References may not include individuals hired, recruited, or compensated by the vendor; and
- Provide a full list of all of your engagements with charter schools and districts over the past three years, if any, and, if appropriate, categorize the types of services delivered in each case.

In each case, the grade levels and total enrollment of the school(s) served in each engagement must be identified.

## B. Application for Charter School Receivers

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### NARRATIVE GUIDELINES

Your complete narrative for this provider type must be organized with clearly marked headings and subheadings corresponding to Sections I, II, III, and IV, described below. Recommended page lengths for each section appear next to the header for each section.

#### **I. Description of strategies, and approaches** *(Recommended page limit: 2-3 pages)*

Please provide a detailed description of how you will go about recruiting a suitable replacement governing board within the prescribed time frame, while fulfilling all of the responsibilities of DCS' governing body in the interim.

#### **II. Evaluation of progress and impact** *(Recommended page limit: 1-2 pages)*

Please provide a brief summary of the performance measures the organization uses to measure its success on an interim and summative basis. The response should describe the process for supporting ongoing monitoring and assessment of the implementation and outcomes and provide examples of a situation where the initial approach didn't work and how the organization adapted the assistance based on information from self-assessment and monitoring.

#### **III. Demonstrated record of effectiveness** *(Recommended page limit: 3-4 pages)*

Please describe your prior experience successfully replacing the governing body of a charter school or similar institution, and discuss whether/how you successfully supervised the management of that institution during the interim.