

THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK

12360 Woodward Avenue
Highland Park, Michigan 48203

**REQUEST FOR PROPOSALS
FOR CHARTER SCHOOL OPERATORS**

Issue Date: February 13, 2020

Proposal Submission Due Date: March 9, 2020

Address Responses To:

**School District of the City of Highland Park
Attn: Kevin A. Smith, Director of Operations
12360 Woodward Ave
Highland Park, MI 48203-
(313) 402-0266
smithke@hipark.org**



THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK

12360 Woodward Avenue
Highland Park, Michigan 48203

The School District of the City of Highland Park (the “District” or “School District”) is a general powers school district in the State of Michigan, with authority prescribed by the Michigan Revised School Code, Public Act 451 of 1976, as amended to grant charter contracts for the operation of public school academies in the School District boundaries. The School District provides its partner schools with oversight, operational guidance and support to ensure that quality educational options are being offered to Michigan’s students and their families. The District is governed by a 7-member Board of Education who’s members are elected by the voters of the city of Highland Park.

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Kevin A. Smith, Director of Operations

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**SECTION I
BACKGROUND AND SCOPE**

INTRODUCTION

In April 2018, the School District of the City of Highland Park (the “District” or “School District”) successfully resolved its financial crisis and was released from state oversight under the Michigan Financial Stability and Choice Act (PA 436 of 2012). Following the return of local control to the District’s Board of Education (the “Board”), the Board announced an aggressive plan to rebuild the District and approved a strategic plan to: (1) re-establish the District as a premier school district in Michigan, (2) re-connect with the community-at-large, and (3) lay the foundation for long-term stability, which includes growing District enrollment and its market share in the community.

Phase 1 of the Board’s plan -- which was implemented in 2018-2019 -- included the revitalization and reinvestment in its lone remaining school, Barber Preparatory Academy, a PreK-8 elementary school in the City with enrollment of approximately 316 students.

Phase 2 of the Board’s plan contemplates expansion of the educational services offered by the District with two additional facilities: (1) a comprehensive STEAM-focused college preparatory high school for grades 9-12 (“High School”), and (2) a re-engagement and adult learning center for adults looking to complete high school diploma requirements and/or other vocational certification training (“Adult Learning Center”).

REQUEST FOR PROPOSALS

The Board is seeking responses from qualified developers, educational companies and foundations, operators and teams, (“Respondents”) with experience developing, constructing and operating a high school academy and/or an adult learning academy. This request seeks proposals (hereafter “Proposals”) for:

- (A) DEVELOPMENT AND OPERATION OF A PUBLIC SCHOOL ACADEMY FOR A S.T.E.A.M.-FOCUSED COLLEGE PREPARATORY HIGH SCHOOL BY FALL 2021 (MAXIMUM ENROLLMENT NOT TO EXCEED 500-STUDENTS);**

and

- (B) DEVELOPMENT AND OPERATION OF A PUBLIC SCHOOL ACADEMY FOR ADULT LEARNING FOR HIGH SCHOOL DIPLOMA COMPLETION AND ADULT CERTIFICATION TRAINING BY DECEMBER 2020.**

THE AUTHORIZER

The School District continues to provide quality education options in the City of Highland Park (the “City”) using a networked charter school approach. In 2012 the School District made a bold decision

to address its budget deficit that had persisted for more than six years, while preserving its ability to offer free public education locally to Highland Park residents and neighboring communities. Using the powers provided in the Michigan Revised School Code for general powers school districts to authorize charters, the School District decided to convert its traditional public schools into public school academies (“PSA”s or “charter schools”).

The Restructuring of the District

As an “Authorizer,” the District issued a charter contract to a Michigan not-for-profit company called The Highland Park Public School Academy System (“HPPSA System”) – an entity created for the sole purpose of operating all of the District’s elementary, middle, and high schools.

Barber Elementary School (temporarily renamed “Highland Park Renaissance Academy”), Highland Park Community High School, Cortland Elementary School and Henry Ford Middle School reopened in Fall 2012 as public school academies under a single charter with the HPPSA System. All of the schools were initially managed by The Leona Group (a management company hired by the HPPSA System).

A fifth school, George Washington Carver Public School Academy, which was initially awarded a charter by the Board in 2006 to operate a PreK-8 elementary academy in the District, continued to operate in the City under the separate charter it already had.

By converting its schools to public school academies, the District was able to shift the financial burden of operating schools from its general fund to the HPPSA System and George Washington Carver (“Carver”). The HPPSA System and Carver were able to fund operation of their respective schools from state aid revenues not tied to local taxes, and the District was able to reallocate its tax revenues to repayment of its remaining liabilities and debt.

Present Day Structure

Between 2012-2016, three of the five charter schools in Highland Park closed due to continued enrollment decline before stabilizing in 2016. Currently only Barber Elementary School (now renamed “Barber Preparatory Academy”), a PreK through 8th grade academy remains in the HPPSA System. Barber Academy current enrollment is approximately 316 students. In 2016, George Washington Carver Academy, applied for and obtained new authorization for its charter from a different authorizer, Bay Mills Community College. Carver continues to operate its PreK-8th grade academy in the City under its separate charter. The District estimates nearly 650 PreK-8th grade students attend schools at Barber Preparatory Academy and Carver combined. An estimated 70-plus eighth grade students transition from that cohort each year into 9th grade. Enrollment at Barber Preparatory Academy is expected to further increase within the next few years with improved program offerings and academic performance results under its new leadership provided by Promise Schools, LLC., the management company hired by HPPSA System to operate Barber in Summer 2019.

Currently, there are no high schools located in the City. In the absence of a high school, high school-aged students in Highland Park attend other neighboring schools under state “schools of choice” laws, including the following in closest proximity:

- Detroit Public Schools Community District high schools;
- Ferndale High School (in the City of Ferndale, Michigan 4.8 miles away);
- Hamtramck High School (in the City of Hamtramck, Michigan, 3.6 miles away);
- University Preparatory Academy for Art and Design in Detroit (2.2 miles away);
- Frontier International Academy High School (in Hamtramck, Michigan 2.7 miles away);
- Detroit Edison Public School Academy (in Detroit, Michigan, 7.2 miles away)

Demand

The estimated 650 students in the City, combined with potential dissatisfied students from neighboring school districts, are a viable feeder population for a small, locally accessible, community high school (enrollment not to exceed 500 students). Feedback from the Highland Park community and stakeholders is overwhelmingly supportive and provided strong evidence of community demand for a quality high school option in the City.

Demand for adult education options in the City is second only to the demand for a high school.¹ A very large population of local non-completers are looking to complete their high school diploma requirements and improve their ability to access the growing job market in the region. The Highland Park Michigan Works American Jobs Center (“HPMiWorks”) has committed to partner with the District and the Operator it authorizes to design affordable programming options for adults after they obtain high school diploma credentials. A member of the Authorizer Board of Education is currently the Michigan HRDI Director of Operations at HPMiWorks.

NEW EDUCATION PLAN AND STRATEGIC DIRECTION

Following successful exit from state oversight in April 2018, the Board (with the support and advice of a 15-member Community Stakeholder Advisory Committee) reassessed its core values and adopted revised Mission and Vision statements to guide the strategic direction of the District. A new Education Strategic Plan, reflecting the new Vision and core values was adopted by the Board in July 2018, as a guide to provide strategic direction for rebuilding the School District under the charter

¹ Highland Park's adult education program originated at the Henry Ford plant on Woodward Avenue. The year was 1918. Henry Ford wanted his immigrant workers to have an education and a skilled trade. The plant offered private trade school / alternative school. The students were also paid as they trained. This was the beginning of a long legacy in Highland Park. Henry Ford ran that program until 1952. As Highland Park expanded the Highland Park Community College housed everything (such as enrichment programs for kids and adults after school). The District was once the largest adult education provider in Wayne County. Some of the opportunities were, Culinary Arts, CNA, Cosmetology, Welding, Automotive, Phlebotomy etc. The District was the passport to a better future. Highland Park became a city in 1918 and many years later the name was changed to Highland Park Career Academy.

school model that remained. For more detailed information about the Education Strategic Plan, see: <https://hipark.org/education-strategic-plan-2/>

Mission

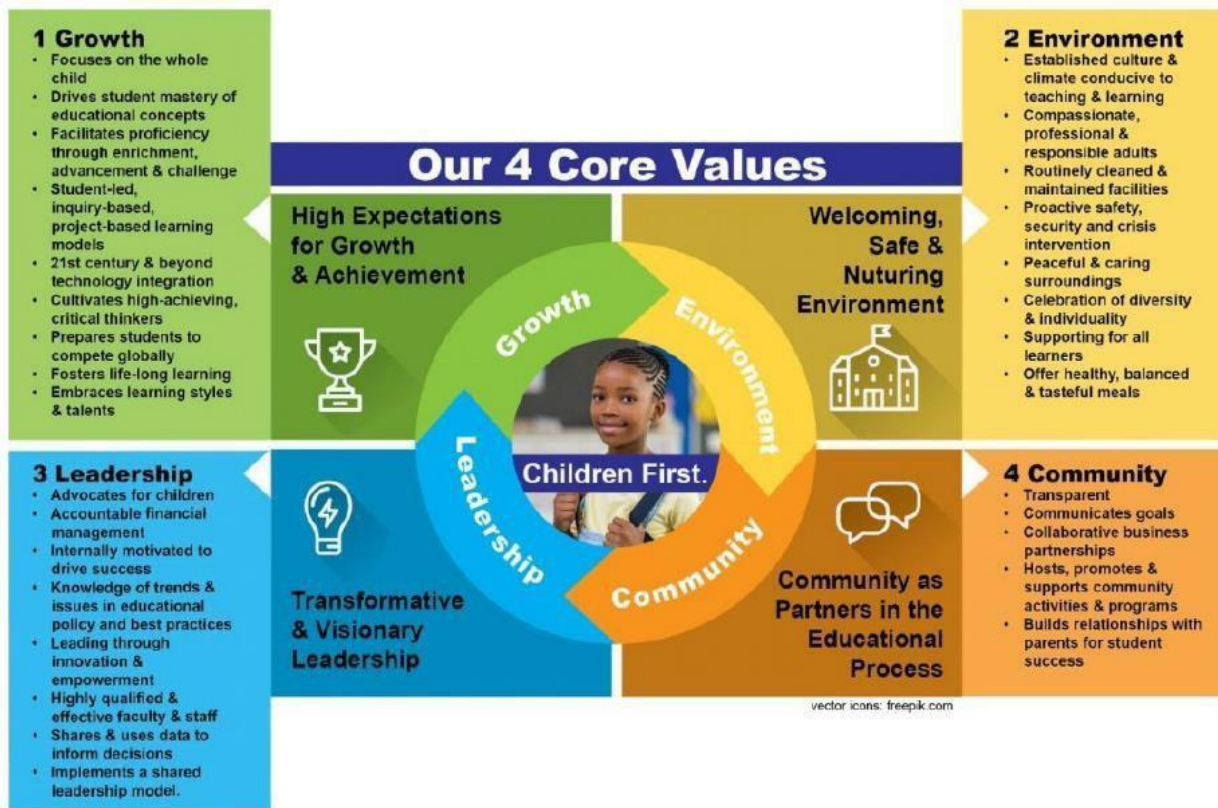
The re-stated mission of the District is: *“To provide a high-quality public education that assures students will receive a comprehensive learning experience which prepares them to compete in a global 21st century society.”*

Vision

The restated vision for the District in fulfilling its mission is that: *“All students will achieve their maximum potential through a rigorous and engaging curriculum, with the support of caring and prepared faculty, and a safe and secure learning environment that cultivates success for life.”*

Core Values

The four core values of the District, which are the foundation for its Vision and Education Plan, are as follows: (1) high expectations for growth and achievement; (2) welcoming, safe and nurturing school environment; (3) transformative and visionary leadership; and (4) keeping the community inclusive as partners in the educational process.



Each academy that receives a charter from the Authorizer, including the existing HPPSA System and future academies awarded based on this RFP, will participate in an annual educational strategic planning process to ensure alignment with the District's Plan. The unit of analysis at the academy level is the academy portfolio, consisting of a demographic profile of the school, a data-based academic needs assessment, identification of desired academic outcomes, an action plan and professional learning plan for achieving outcomes, and a plan for measuring results. All academy and classroom goals are expected to be aligned to the District's Education Plan and will be evaluated annually.

Plan Accomplishments To Date

From April 2018 until now, the School District has accomplished the following in implementation of its Education Plan:

- ▶ Generated operating surpluses of over \$500,000 each fiscal year, after repayment of debt service;
- ▶ Reduced its general fund deficit from \$8.4 million to \$5.9 million;
- ▶ Received two clean audited financial statements for FYs ended June 30, 2018 and June 30, 2019; (<https://hipark.org/district-audits-financials/>);
- ▶ Reviewed and redefined its vision and mission statements;
- ▶ Developed new education performance standards for charter schools under its authorization;
- ▶ Conducted town-hall meetings to gage the interests and desires of its community;
- ▶ Reconstituted the governing board of directors of the HPPSA System to improve compliance and targeted performance deficiencies at the existing school under its charter;
- ▶ Developed a report card and other compliance requirements to measure progress with new academic performance standards established by the District for schools that operate under its charters;
- ▶ Oversaw the replacement of the educational service provider/management company responsible for Barber Academy;
- ▶ Invested over \$125,000 in facilities improvements at Barber Academy;
- ▶ Secured its ownership interest in available land in the City of Highland Park for a construction site for a proposed high school;
- ▶ Designated and set aside over \$1 million in sinking fund dollars into a reserve for future infrastructure development;

ORGANIZATIONAL STRUCTURE OF AUTHORIZER

The Board of Education serves as the governing body for the District/Authorizer and determines in its sole discretion whether to issue contracts. The HPPSA System, which operates Barber Preparatory Academy under the only active charter from the District, is governed by a 7-member

Board of Directors (the “Barber Board”). The Barber Board currently contracts with Promise Schools, LLC. to provide day-to-day instruction, educational services, facilities and management support for Barber Preparatory Academy.

The District maintains an Office of Compliance and Oversight to hold the HPPSA System and all future academies authorized by the Board accountable for meeting the vision, mission and educational objectives of the District. Transparency requirements are mandated by each entity creating a precise system of accountability for the success of the children.

DEMOGRAPHICS

The School District is located in and shares its boundaries with the City of Highland Park, in the County of Wayne, State of Michigan. The City of Detroit borders each corner of Highland Park, excluding a small portion of the boundary that touches the border of the City of Hamtramck. The radius of the City of Highland Park is 2.97 miles, and the heart of the City is six miles north of Detroit.

According to the U.S Census Bureau, Southeast Michigan Council of Governments (SEMCOG) Population and Household Estimates, and SEMCOG 2045 Regional Development July 2019 Report, the population of the City of Highland Park is 11,201. The population forecast for the City in the year 2020 is 12,067.

<https://semcog.org/community-profiles/communities/1100/communities/1100>).

Households

Total Households	10,313
Average Household Size	2.34
Family Households	5,443
Average Family Size	3

Housing

Total Housing Units	15,509 (100%)
Owner Occupied Housing Units	3,749 (24.2%)
Renter Occupied Housing Units	6,564 (42.3%)
Vacant Housing Units	5,196 (33.5%)
Median Home Value	\$41,343

Income

Median Household Income	\$23,075
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Average Household Income	\$42,151
Per Capita Income	\$17,458

Reference: <https://michigan.hometownlocator.com/zip-codes/data,zipcode,48203.cfm>.

ECONOMIC FACTORS IMPACTING FUTURE GROWTH

In the second decade of the 21st century, there will be a surge of economic and urban renewal in the City of Highland Park.

The School District partnership is vital for leading the education, training, and development of high school students and young adults for new employment opportunities close to home and in southeastern Michigan.

In May 2019, Fiat Chrysler announced the construction of its new manufacturing assembly plant on Detroit's eastside in the community about three miles from the City of Highland Park. The new \$1.6 billion facility is expected to add 3,850 new jobs. Fiat Chrysler also plans an additional 1,100 new jobs at the adjacent Jefferson North Assembly plant to build the Jeep Grand Cherokee and a new, three-row, full-size Jeep SUV and plug-in hybrid models for all. Representatives of the automaker indicated that vehicles are expected to start rolling off the line at the plant by late 2020. (<https://www.abc12.com/content/news/Land-deals-jobs-plan-approved-for-new-Fiat-Chrysler-plant-in-Detroit-510225051.html>)

In September 2019, auto parts maker Faurecia announced a plan to invest \$10.7 million and create 505 jobs in Highland Park. Michigan Economic Development Corporation indicated the company is expected to receive a \$2 million Michigan Business Development Program performance-based grant. The plan calls for workers to assemble automotive seats, seat frames, foam cushions, and seat covers at two leased plants. (<https://www.craigslist.com/manufacturing/faurecia-invest-107-million-create-505-jobs-highland-park>)

Magna Seating of America expanded its Highland Park operations with a \$2.2 million investment in spring 2012 and will add 500 new jobs this year. Magna Seating of America is an operating unit of Magna International that manufactures automotive seating systems. The subsidiary makes full seating systems for Chrysler, General Motors, and the Ford Motor Company. (<https://www.modeldmedia.com/startupnews/magnaseatingamericahighlandpark040912.aspx>)

Within six miles of the City limits of Highland Park, the Michigan Statewide Carpenters and Millwrights Joint Apprenticeship and Training Fund unveiled plans for a 120,000 square foot

training center that is expected to break ground in 2020. The \$30 million facility that will provide free skilled trades training for up to 1,500 students per year is expected to be completed by mid-2021. (<https://www.detroitnews.com/story/news/local/detroit-city/2019/03/04/30-m-skilled-trades-training-center-coming-citys-west-side/3055215002/>)

The City of Highland Park is well positioned to accommodate new workers and their families to the community. The City of Highland Park (zip code 48203) Housing Affordability Index, is 206. The Housing Affordability Index base is 100 and represents a balance point where a resident with a median household income can usually qualify to purchase a median price home. Values above 100 indicate increased affordability, while values below 100 indicate decreased affordability.

While housing is affordable in Highland Park, the Wealth Index is 39, and the State of Michigan Wealth Index is 92. The Wealth Index indicators of affluence include average household income and average net worth, but it also consists of the value of material possessions and resources. It represents the wealth of the area relative to the national level. Values above or below 100 represent above-average wealth or below-average wealth compared to the national level. (<https://michigan.hometownlocator.com/zip-codes/data,zipcode,48203.cfm>)

Research has indicated that families purchase homes based on the quality of the neighborhood school district. Proximity and quality of nearby schools play a significant role for homebuyers with children. Half of the homebuyers with kid's base purchase on the school district. Where families live determine many factors about their life, including where they work, worship, or even send their children to school. "Parents inherently make sacrifices for their children and family, and that is no different when shopping for a home," said NAR Chief Economist Lawrence Yun. "For example, 53% of buyers with children considered a neighborhood based on the quality of the school districts within that neighborhood. Fifty-percent of buyers with children selected a neighborhood based on its convenience to schools." (<https://www.housingwire.com/articles/49830-half-of-homebuyers-with-kids-base-purchase-on-school-district/>)

Given the factors related to housing affordability, the Cities score on the Wealth Index, and the understanding of how families determine to purchase homes in a given neighborhood, the School District's search for investors and quality education management companies is paramount. The City of Highland Park will heighten its competitive edge as a viable contender to attract a new citizenry. Moreover, the School District of the City of Highland Park must do its part.

Michigan's Business Development Program, Michigan Business Development Corporation, and business and industry have formally moved forward to assure employment opportunities for the greater Detroit Metro Area. As the urban renewal agenda moves north from Detroit's waterfront and downtown area, neighboring cities such as Highland Park and Hamtramck must respond

positively and with deliberate speed. The School District has spent the past seven years preparing for this opportunity.

DISTRICT COMMITMENT TO PROJECTS

Facilities

S.T.E.A.M.-focused College Preparatory High School Academy: The School District owns the former Ford Middle/High School property located on approximately 1.2 acres in the City, more commonly identified as “105 Pilgrim Street, (“Ford School Property”)

(See Exhibit I-1 for site description and map).

For purposes of this RFP, Proposals may confirm whether Respondent has interest in building the high school academy on the Ford School Property, or may identify any other property the Respondent has secured in the City.

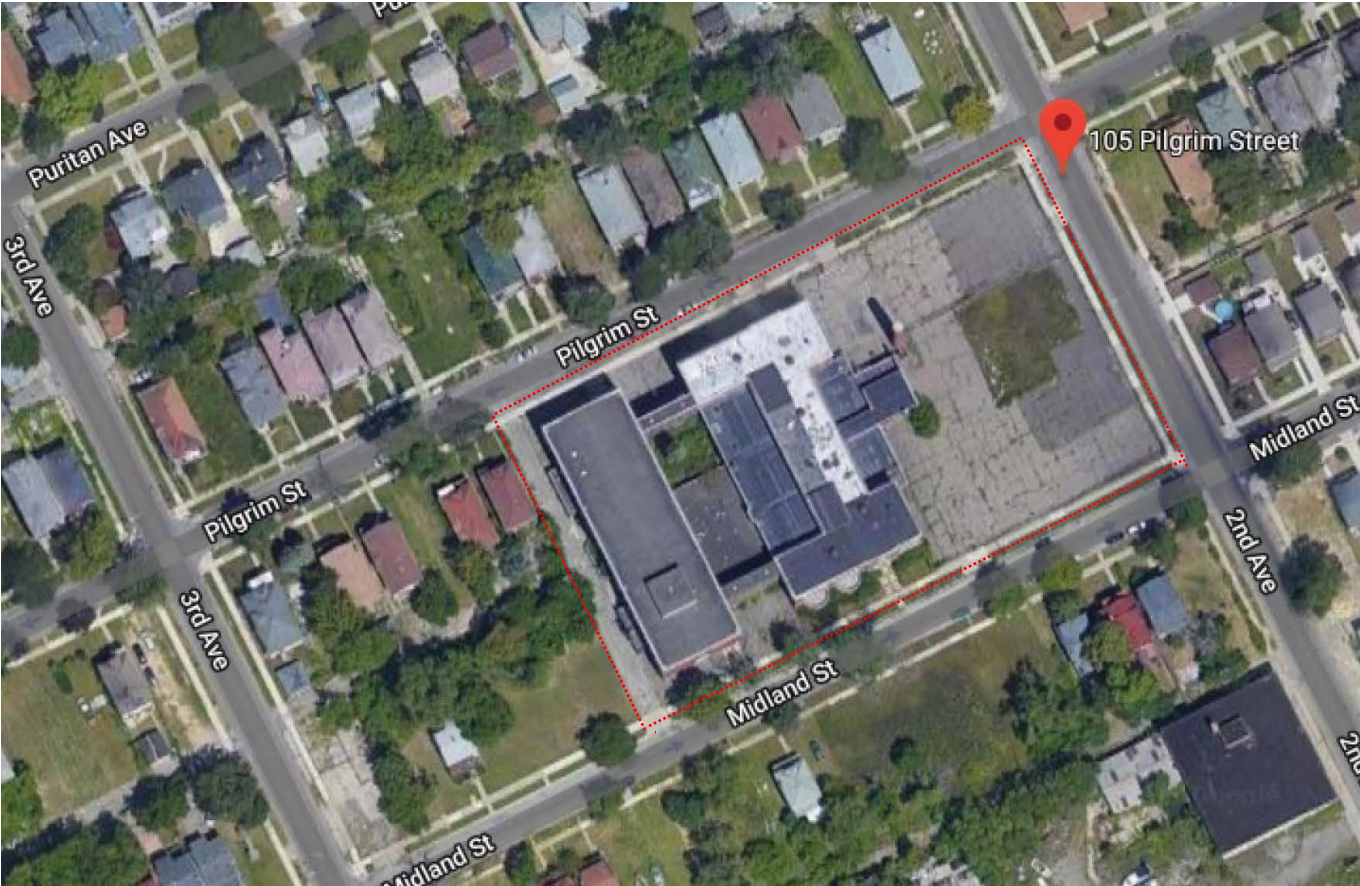
Academy for Adult Learning: The District is committed to supporting the acquisition and build-out of a property in the City for the Adult Learning Center to facilitate opening by December 2020.

Financial Support. The District has over \$1 million in available Sinking Funds that were authorized for the purpose of capital improvements for District owned buildings, which may include the high school academy and a facility for the Adult Learning Center acquired by the District. The District will determine in its sole discretion, and based on legal limitations, the amount of such funds to be committed to each project, if any.

Staffing Support. Hiring highly-qualified and highly-effective certified instructional staff is essential to the successful operation of the high school in the School District. The District has secured partnerships with a local college and university to provide support for feeding placement of qualified teachers from graduates of their respective colleges of education.

Community. A Community Stakeholder Advisory Committee of the Board of Education has been established to provide community feedback for all Proposals and development plans, and to support the Board in making its decisions for awarding charter contracts from this RFP.

EXHIBIT I-1
FORD SCHOOL SITE DESCRIPTION AND MAP



Description: Approximately 1.2 acres located in the city of Highland Park, between and bounded to the north by Pilgrim St., to the east by Second St., to the south by Midland St., and to the west by the alley-way/right of easement (just east of Third St.), more commonly identified as 105 Pilgrim, Highland Park, Michigan (Ford School Property)

**SECTION II
INSTRUCTIONS FOR PROPOSALS AND CHARTER AWARD PROCESS**

The District’s charter authorizing process is a multi-phase approach. Phase I is the preliminary phase for submission of Proposals and initial review. All interested Respondents are invited to submit for Phase I. Upon receipt of each Proposal (inclusive of completed charter application and supplemental documents), the applicant will be contacted by the District to confirm the Proposal is complete and that it has been received.

Complete Phase I Proposals will be formally accepted by the Board at its March 10, 2020 regular Board meeting. Accepted Proposals will then be submitted by the Board to the Community Stakeholder Subcommittee for preliminary consideration and recommendation. The Subcommittee will provide input and recommendations to the Board for Proposals it believes the community would endorse for Phase II interview considerations and final selection. The Board reserves the right to consider as many, fewer or none of the Proposals recommended by the Subcommittee, or to consider Proposals not recommended. Additional information may be requested by the Subcommittee or the Board as a pre-requisite for Phase II interviews.

Respondents whose Proposals are not selected for Phase II will be notified in writing no later than March 13, 2020. Respondents whose Proposals are selected for Phase II consideration will be contacted to schedule a Phase II interview with the Board.

Phase II represents the final selection process. No more than one charter contract will be awarded for a High School academy, and not more than one for the academy for Adult Learning. A single charter contract may be awarded to an Operator determined to have sufficient capacity and experience to operate both the High School and Adult Learning.

TIMELINE

PHASE I	Issue Request for Proposals	February 13, 2020
	Open period for District to answer questions regarding RFP	February 13 – March 6, 2020
	Deadline for Submission of Proposals	March 6, 2020
	Board Acceptance of Proposals	March 10, 2020
	Stakeholder Subcommittee review of Proposals	March 11-21, 2020
	Subcommittee recommendation of top Proposals to Board	Week of March 23, 2020
PHASE II	Board interviews of Proposal Finalists	March 30-April 10, 2020
	Board selection of winning Proposals	April 14, 2020
	Negotiate and award of Charter Contracts	On or before June 30, 2020

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

Respondents may submit Proposals in response to request (A) or (B) below, or both for:

- (A) DEVELOPMENT AND OPERATION OF A PUBLIC SCHOOL ACADEMY FOR A S.T.E.A.M.-FOCUSED COLLEGE PREPARATORY HIGH SCHOOL BY FALL 2021 (MAXIMUM ENROLLMENT NOT TO EXCEED 500-STUDENTS);**

- (B) DEVELOPMENT AND OPERATION OF A PUBLIC SCHOOL ACADEMY FOR ADULT LEARNING FOR HIGH SCHOOL DIPLOMA COMPLETION AND ADULT CERTIFICATION TRAINING BY DECEMBER 2020.**

Proposals should clearly indicate on the cover whether the Proposal is for Request A or B, and must include duly executed and completed: (1) Charter Application documents (Appendix A); and Supplemental Questionnaire (Appendix B) to be considered complete.

Respondents may submit answers to application and questionnaire questions on separate pages, but all original signature pages must be executed and included in the Proposal package in order for a submission to be considered complete.

Proposals may be submitted: (1) electronically via email as PDF document; or (2) via first class U.S. mail, and should be addressed to:

Attn: Kevin A. Smith,
Director of Operations
Highland Park School District
12360 Woodward Ave.
Highland Park, MI 48203
smithke@hipark.org

Proposals submitted via U.S. mail will be considered submitted upon receipt, not as of postmarked date. Proposals postmarked but not received prior to the submission deadline will not be accepted.

EVALUATION CRITERIA

Award of charter contract shall be influenced by the following criteria:

Request (A) – S.T.E.A.M. High School Academy:

1. Demonstrated proof of funds, including private investment, philanthropic sponsorship or other capital to undertake design and construction of High School facility and amenities by

no later than August 2021;

2. Experience and results with development, opening and operation of a STEAM-focused High School;
3. Commitment to “green infrastructure” for construction (including any combination of solar, geothermal heating and cooling system, rainwater catchment systems and greenhouse structures).
4. Commitment to develop on District owned property;

Request (B) – Academy for Adult Learning

1. Demonstrated proof of funds available to undertake capital improvements and open a facility for operation of Adult Learning Center by no later than December 2020;
2. Experience and proven results with operation of a similar academy for adult high school completion programming and job training. High school completion programs are mandatory.
3. Percentage of programming represented cyber-based instruction vs. traditional classroom instruction.
4. Commitment to develop/renovate District owned facility;

TERMS AND CONDITIONS TO SUBMIT PROPOSAL

Prerequisite Experience

The Board is seeking proposals from respondents with prior experience developing, constructing and successfully operating a new public school academy. Respondents must demonstrate experience operating the academy model described in their proposal for not less than 3-years with successful outcomes in order to be considered. Un-tested educational models and/or newly created educational teams will not be considered.

No commitment

This RFP does not commit the Board to award a contract or for the School District to pay any costs incurred in the preparations or submission of Proposals, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies. ***The Board reserves the right to reject any or all Proposals received in response to this RFP and to negotiate with any of the operators or other firms in any manner deemed to be in the best interest of the District.***

This RFP contains no contractual agreement of any kind. Any Proposal submitted will be regarded as a Proposal by the operator and not as an acceptance by the operator of any Proposal by the District. No contractual relationship will exist except pursuant to a written contract document signed by the authorized official of the District and by the successful operator(s) chosen by the Board.

Rejection or Withdrawal of Proposals

The Board reserves the right to reject any and all Proposals if they are, among others: received after the deadline stipulated in the RFP; not properly marked or addressed as required in the Request for Proposal; or not otherwise in compliance with this RFP. Proposals may be withdrawn, prior to the Proposal submission deadline.

Confidentiality

This RFP or any part thereof, and all copies thereof must be returned to the District upon request. It is understood that this RFP is confidential and proprietary to the District, contains privileged information, part of which maybe copyrighted and is communicated to and received by bidders on the condition that no part thereof or any information concerning it may be copied, exhibited or furnished to others without the prior written consent of the District except that operators may exhibit the specifications to prospective sub-contractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the Request for Proposal, operators will be bound by the contents of this paragraph whether or not their company submits a bid or responds in any other way to this Request for Proposal.

Contract

Any contract resulting from this RFP will include the General Conditions of Contract.



THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK

12360 Woodward Avenue
Highland Park, Michigan 48203

INSTRUCTIONS FOR CHARTER APPLICATION

This Charter Application is designed to serve as an initial application to the District pursuant to the Revised School Code for a charter/public school academy. It will be used by the District to determine whether to invite an applicant to advance further into the review process. Contracts will be issued on a competitive basis.

The application offers an opportunity for charter school founders to outline their program components and objectives in short narrative form. It is important to note that acceptance of the application does not bind the District to issue a contract to any person or entity. The District retains the right to approve some or none of the applications submitted. In addition, the District retains the right to: (i) require the submission of additional materials, (ii) return incomplete applications, and/or (iii) provide applications to others in compliance with the Freedom of Information Act.

Applicants must complete the application by including a response to each category and item on the form. All application responses must be typewritten.

APPLICATION REQUIREMENTS

Complete the following application materials to be considered for opening a charter public school.

1. Application Information Sheet
2. Agreement to Comply with Applicable Law
3. Charter Application Assurance Form
4. Charter Application Questionnaire, including the following appendices referenced therein:
 - New School Budget
 - New School Cash Flow Statement

If selected, applicants will be required to work with the District to finalize requirements for financing and construction of school facilities within designated timeline, including:

- School Construction Project Plan docs; and...
- Insurance Requirements

APPENDIX A
CHARTER APPLICATION



THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK
 12360 Woodward Avenue
 Highland Park, Michigan 48203

APPLICATION INFORMATION SHEET

Name of proposed school:

Person/Entity applying for the charter:

Primary contact person/role (if different):

Address:

City/State/Zip:

Daytime Phone:

Evening/Mobile:

Facsimile:

Email Address:

Brief Description of proposed school (for media distribution):

Grades Served (check grades to be offered)

	K	1	2	3	4	5	6	7	8	9	10	11	12	HS Diploma Completion or G.E.D. Program	Projected Enrollment	Max Building Capacity
1 st Year																
2 nd Year																
3 rd Year																
4 th Year																
5 th Year																

Proposed school location/address:

Name of proposed educational service provider:

Indicate if proposed school model currently operates as a private, traditional or charter public school elsewhere:

:

If an application for the proposed charter public school has been filed with other authorizers, please list the name(s) of the other authorizer(s) below:

If the proposed school has secured any grant or foundation monies, please list below:

Indicate plan for meeting desired opening deadline for facility (example: Fall 2020 for Adult Learning Center, or Fall 2021 for High School):

I hereby certify the information in the application is complete and accurate to the best of my knowledge and acknowledge my obligation to inform the District of any material changes.

Signature of Applicant

Date



THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK
12360 Woodward Avenue
Highland Park, Michigan 48203

**AGREEMENT TO COMPLY WITH
APPLICABLE LAW**

Pursuant to the Revised School Code, the following Agreement is required for this application and must be executed by the applicant on behalf of the proposed charter public school.

In accordance with the Revised School Code, 1976 PA 451, I hereby certify and agree that _____, a charter public school if authorized pursuant to the Revised School Code, will comply with the provisions of the Revised School Code and with all other law applicable to the public bodies or school districts.

Signature of Applicant

Date



THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK

12360 Woodward Avenue
Highland Park, Michigan 48203

CHARTER APPLICATION ASSURANCES

By checking the boxes and signing below, the applicant indicates his/her understanding and intent to comply with the following pertinent statutory and regulatory requirements.

- The applicant acknowledges and certifies that the proposed charter public school will comply with all state and federal laws applicable to charter public schools.
- The applicant acknowledges and certifies that it will comply with all Revised School Code requirements related to admissions and enrollment; specifically:
 - The proposed charter public school is prohibited from charging tuition.
 - The proposed charter public school cannot discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, status as a disabled person or any other basis that would be illegal, if used by a school district.
 - The proposed charter public school can limit admissions to pupils within a particular range of age or grade level currently permitted by law.
 - The pupils must be residents of the state of Michigan.
 - Admission must be open to pupils on a state-wide basis.
 - The proposed charter public school will utilize a lottery or other impartial selection process to admit students if demand exceeds capacity.
- To the extent applicable, the proposed charter public school will use the State's assessment instrument or an assessment instrument developed under Section 1279 of the Revised School Code for a state-endorsed high school diploma. To the extent applicable, the progress of the pupils in the proposed charter public school will be assessed using the State's assessment instrument.
- The proposed charter public school will adopt the following educational goal that is included in all Contracts issued by the School District (additional detail related to the educational goal will be provided upon request): Prepare students academically for success in college, work and life.
 - .
- The proposed charter public school will obtain and submit the necessary Certificate of Use & Occupancy permits issued by the Bureau of Construction Codes to the District, as well as applicable health and safety approvals as required by the Revised School Code and other applicable law.
- The applicant acknowledges and certifies that the proposed charter public school will adopt the Bylaws provided by the School District, should the charter application move forward to authorization.

Community District Provision Assurances (if applicable)

Per MCL 380.502(9)(b), "An authorizing body shall not issue a contract for a new public school academy to be located in a community district if both of the following circumstances exist:

(i) Either of the following:

(A) Until the accountability system under section 390 has been in effect in the community district for at least 3 full school years, the proposed public school academy would operate at the same location as a public school that currently is on the list under section 1280c(1) of the public schools in this state that the

state school reform/redesign office has determined to be among the lowest achieving 5% of all public schools in this state or has been on that list during the immediately preceding 3-year period. Beginning after the accountability system under section 390 has been in effect in the community district for at least 3 full school years, the proposed public school academy would operate at the same location as a public school that has been assigned a grade of "F" under section 390 for 3 of the preceding 5 school years.

(B) The proposed public school academy would operate at the same location as a public school academy, urban high school academy, school of excellence, or strict discipline academy that has had its contract revoked or terminated by an authorizing body under the applicable part or section.

(ii) The proposed public school academy would have substantially the same board of directors, substantially the same leadership, and substantially the same curriculum offerings as the public school that previously operated at that location.

I certify that I understand and will comply with all of the above-checked statutory and regulatory requirements within time frames specified by law and by the authorizing contract.

Signature of Applicant

Date



THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK

12360 Woodward Avenue
Highland Park, Michigan 48203

CHARTER APPLICATION QUESTIONNAIRE

Please respond to the following questions in concise narrative form. Narrative responses for each section must be typewritten.

Assessment of Community Need and Student Population

1. Define the proposed charter public school's target students.
2. Describe your assessment of community needs and characteristics of the target student population (high-school aged or adult) and unmet educational needs of the community. Any objective market research, surveys or other measures of local demand not already provided by the District is welcome and encouraged.
3. Include a detailed description of how the proposed charter public school plans to fulfill the identified community needs.
4. Speak to the academic and demographic data of existing public and private schools currently serving the community. Detail why you believe families will choose your proposed charter public school for their future educational needs.

S.T.E.A.M. Educational Program

5. Describe the vision, mission and values of the proposed charter public school and how such values align with the vision and core values of the School District..
6. The Educational Program is a narrative description of the Academy's unique approach to delivering a S.T.E.A.M.-centered curriculum in order to fulfill the Academy's mission and vision. Provide an overview of the educational philosophy and instructional approaches used to deliver the Educational Program. The description should include how the educational philosophy and approach will enhance student achievement as well as the cited research or other evidence of effectiveness supporting the philosophy and approach to the student population to be served.
7. Provide a description of the S.T.E.A.M.-centered curriculum and instructional resources that will be used. Include a description of how the Curriculum is developed.
8. Describe how the written Curriculum aligns with the educational philosophy and instructional approaches used to deliver the Educational Program, as well as with state standards.
9. Describe the ways in which the proposed charter public school will ensure high-quality services to all groups of students including: ethnic/racial minorities, students with disabilities, economically disadvantaged students, special education students, limited English proficient students and gifted and talented students.
10. Demonstrate how the proposed charter public school's daily instructional schedule supports delivery of the S.T.E.A.M. Educational Program on a day-to-day basis at all grade levels. Please provide a copy of the proposed daily instructional schedule and the proposed schoolcalendar.
11. Describe the proposed methods that will be utilized to ensure a high level of parent participation and engagement and community involvement in the proposed charter public school.

12. If the proposed program is the replication of a whole school model in use elsewhere, or if the applicant is requesting that the school board operate the same configuration of age or grade range levels at more than one site, provide a list of the names and locations of schools in which the program has been implemented. Include trend data from state and norm-referenced assessment that demonstrate the school model's current academic status. Please present documentation demonstrating that the applicant's proposed educational model has resulted in schools making measurable progress towards meeting their education goals.
13. All schools authorized by the District are required to administer the state mandated assessments (if applicable) which include: 1) a state-approved assessment for students in kindergarten, first and second grades; 2) a criterion-referenced assessment for third through eighth grades; and 3) a norm-referenced assessment for eighth through eleventh grades. In addition, all schools are required to administer a norm-referenced assessment for second through seventh grades as designated in the charter contract. Indicate any additional assessments the proposed charter public schools will administer and the rationale for selecting these assessments.
14. How will the proposed charter public school use assessment data to enhance student achievement?
15. If the proposed charter public school will serve grades nine through 12, what are the graduation requirements?

Recruitment and Admissions

16. Briefly describe the proposed charter public school's advertising and recruitment plans.
17. The admission policy and criteria will comply with sections 504 and 556 of the Revised School Code, as applicable. Provide the admission policy and criteria to be maintained by the proposed charter public school.
18. Briefly describe the proposed methods to be utilized to provide the general public with adequate notice that a charter public school is being created and adequate information on the admission policy, criteria and process.

Organizational Structure

19. Has the project team identified a school leader? If so, please provide a resume or vitae and the criteria used to identify the leader. If a school leader has not been identified, what is the proposed charter public school's criteria and timeline for selecting a leader?
20. How does the criteria for selecting the school leader align with the proposed charter public school's educational philosophy?
21. If the applicant proposes to contract with an educational service provider (ESP) for operation and management of the school, provide a list of all the schools currently operated by the ESP and, if applicable, a list of schools formerly operated by the ESP which are no longer in operation or are under new management. Please provide applicable data, as well as changes/adaptations that have been made to the model over time.
22. Describe any other outside contractual relationships that would be necessary to ensure the establishment and effective operation of the proposed charter public school.
23. Provide brief descriptions of the responsibilities of all anticipated staff positions and describe the anticipated staffing and governance structure of the proposed charter public school.
24. Describe the proposed process to be used to recruit, identify and hire teachers.

Project Team

25. List the name(s), address(es) and role(s) of all principal organizer(s) of the proposed charter public school.
26. Briefly explain the applicant's track record in operating charter public schools or other schools.
27. Briefly describe the strengths, experiences and expected contributions of each member of the project team.
28. Describe the team's past efforts to obtain a charter and detail related outcomes.

Board Governance

29. Provide a list of the proposed members, not to exceed nine individuals, of the board of directors of the proposed charter public school. Submit a resume for each identified board member.
30. Provide a description of qualifications of prospective board members and the method used to recruit and select the individuals identified in this application.

Facilities and Transportation

31. Provide a description and location of the proposed physical facility, suitability of space and provisions for specialized space.
32. Describe any purchase or leasing arrangements that will be needed. Include detailed information about anticipated budget, costs and financing arrangements. Provide information regarding how any construction/renovation costs, if necessary, will be covered.
33. Describe the proposed arrangement for transportation of students.

Financial Information

34. Provide a budget for both the pre-operational period and the first year of operation based on the projected enrollment.
35. Detail plans for meeting financial needs of operations if anticipated revenues are not received or are lower than the estimated budget.
36. Provide a cash flow projection for both the pre-operational period and the first year of operation based on the projected enrollment.
37. Provide a narrative that indicates the total amount and sources of funds expected to be available through banks, lending institutions, corporations, foundations, grants, etc., that will be used to maintain positive cash flow from the pre-operational period until the end of the first school year. Indicate which are already secured and which are anticipated and include evidence of firm commitments.

Conclusion

38. Present any other information you believe to be relevant or compelling in support of your application.



THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK

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CONFLICT OF INTEREST DISCLOSURE

All references to “you” below shall include but not be limited to officers, employees, directors, agents, associates of the Applicant, and any affiliate, corporation, partnership, association, business trust, contractual organization, group or other entity of which the foregoing has a position similar to the aforementioned.

If you answer “yes” to any of the following questions, please provide an explanation on a separate sheet. Clearly label the explanation with the number of the corresponding question.

1. Do you or any immediate family members have any contractual agreements with the Highland Park School District (HPSD)? _____ Yes _____ No
2. Have or will you or any member of your immediate family receive funds, gifts, services or any other consideration for any purpose from the HPSD? _____ Yes _____ No
3. Do you or any immediate family members lease any real property to the HPSD? _____ Yes _____ No
4. Have or will you or any immediate family members be granting any services—at no charge or for charge—to the HPSD? _____ Yes _____ No
5. Do or will you or any immediate family members be selling any supplies, materials, equipment, services, or other personal property directly or indirectly to the HPSD, or any other company contracting with the HPSD? _____ Yes _____ No
6. Do you or an immediate family member have a close personal relationship with the HPSD or any individual(s) associated with the HPSD? _____ Yes _____ No
7. Do you foresee any potential ethical or legal conflicts of interest if you’re awarded this contract? _____ Yes _____ No
8. To the best of your knowledge, are there situations not described in this questionnaire which may give the appearance of a conflict of interest between you or a member of your immediate family? _____ Yes _____ No

Certification

I recognize that all information submitted with this conflict of interest disclosure becomes a matter of public record, subject by law to disclosure upon request to members of the general public. I will hold HPSD its members, officers, employees or authorized agents harmless from liability for the disclosure of any information it reasonably believes is true based upon my representations.

I hereby certify that the information contained in this document is true and complete to the best of my knowledge.

Signature

Date

APPENDIX B
SUPPLEMENTAL QUESTIONNAIRE



THE SCHOOL DISTRICT OF THE CITY OF HIGHLAND PARK

12360 Woodward Avenue
Highland Park, Michigan 48203

SUPPLEMENTAL QUESTIONNAIRE

A. REQUESTED INFORMATION FOR HIGH SCHOOL ACADEMY

Section 1: Describe potential STEAM-related experiences for students by grade level.

Section 2: Describe potential higher education articulated or direct credit options that would be available at the high school. List potential postsecondary partners.

Section 3: Describe any proposed plan for development, including estimated cost of constructing the physical facilities. Please include any existing drawings or design plans if the proposed facility has been constructed or has been planned elsewhere.

Section 4: Describe the instructional technology and other technology infrastructure to be utilized.

Section 5: Describe the process for engaging school district personnel and community in the planning, educational specification, and design phases of the project.

Section 6: Describe any unique student programs that will assist the "whole child" with success. Examples may include a PBIS program, Male and Female Mentoring Program, Student Organizations, AP courses, CTE courses, pre-apprenticeship opportunities, and more.

Section 7: Provide three-years of verifiable financial capacity (ex: 3-years of tax returns or other).

Section 8: Provide description and bios for principal investors and operator personnel.

Section 9: Provide a reference list of three organizations. Include Education Agency Name, Address, Email, Contact Name, and Telephone Number.

B. REQUESTED INFORMATION FOR THE ACADEMY FOR ADULT LEARNING

Section 1: Describe the curriculum components and suggested daily schedule that will allow for a flexibility to accommodate individual life-style.

Section 2: Describe project-based learning experiences, if any, that will help engage the adult learner.

Section 3: Describe work experience potential options for adult learners. Include activities for preparing the adult learner for work.

Section 4: Describe potential higher education partnerships where students may be able to earn credit towards stackable college credentials.

Section 5: Describe the physical facilities. Drawing and sketches are permissible in this section.

Section 6: Describe the instructional technology and other technology infrastructure to be utilized.

Section 7: Provide three-years of verifiable financial capacity (ex: 3-years of tax returns or other).

Section 8: Provide organizational chart and bios for principal investors and operator personnel.

Section 9: provide a reference list of three organizations. Include Education Agency Name, Address, Email, Contact Name, and Telephone Number.