



Innovation School Conversion Process and Timeline

Presentation to the SPS School Committee

September 16, 2019

7:00PM

Step 1: Applicant Submits Prospectus

An Innovation School prospectus can be submitted for a proposed new school or conversion of an existing public school.

- Bentley applying for a conversion since it is already an existing public school.

Required Prospectus Elements

- Mission & Vision
- Statement of Need
- Description of Partnerships
- Description of Autonomies/Flexibilities
- Capacity of the Applicant Group

Step 2: 3-Member Screening Committee Votes on Plan

The Prospectus is submitted to the Superintendent of Schools.

Prospectus Screening Team

- Superintendent of Schools (or designee)
- School Committee Member (or designee)
- Representative of Teachers' Union

2/3 vote to approve Prospectus within 30 days of receiving it.

Step 3: Applicant forms Innovation Plan Committee

An Innovation Plan Committee (IPC) is convened with 30 days of the Prospectus being approved.

Composition of IPC

- The applicant
- The Superintendent or designee
- School Committee member or designee
- 2 parents
- A principal
- 2 teachers

Step 4: IPC Develops Innovation Plan

The charge of the IPC is to develop a plan that includes these elements:

- A curriculum plan
- A budget plan
- Detailed school calendar and schedule
- Staffing plan
- Details of any waivers/modifications to CBA being sought
- Details about any unique operational procedures/practices
- PD plan
- Measurable goals for
 - *Student attendance, safety and discipline*
 - *Achievement on MCAS*
 - *Progress expected on any areas of underperformance*
 - *Progress for subgroups*
 - *Reduction of achievement gaps*

Step 5: IPC Gathers Input, Revises Plan, and Votes

Meetings of the IPC are subject to the open meeting law.

- Meetings are considered public meetings.
- Meetings and agendas must be posted.

The IPC approves the plan by simple majority.

Step 6: IPC Submits Plan to Faculty

The school's current teachers vote on the plan.

- Faculty must have the plan for 5 days to review.
- Vote must take place within 7 days of receiving plan from the IPC.
- Two-thirds approval is required.
- Vote must be done by secret ballot.
- For the purposes of the vote, state regulations define “teacher” as any person working half-time or more under a license in the school.

Steps 7 & 8: Superintendent Recommendation and School Committee Approval

If approved by two-thirds of the faculty, the IPC submits Innovation Plan to the Superintendent and School Committee.

The School Committee must hold a public hearing.

- Meeting #1—Applicant presentation and Q & A
- Meeting #2—Public Hearing
 - Superintendent gives final recommendation
 - School Committee votes