DOCUMENTATION OF STAFF, PARENT AND COMMUNITY ENGAGEMENT

The Request for Proposal for all three models requires documentation of parent and community engagement in the process of working towards becoming an Autonomous School. In addition some models have specific outreach requirements that are listed below. Such documentation should include such items as:

* Evidence of presentation to parents, community, and, students (high school only) and their agreement to explore becoming an autonomous school. This could include presentations at the School Site Council, the Local School Leadership Council, PTA, or other local groups or organizations. (Examples could include: notices sent home; web site or emails, agendas; sign-in sheets; minutes, letter of support, or a petition of support (from parents, community and for high schools students.)
* Evidence of exploratory meetings with parents and community about the possibility of becoming an autonomous school a minimum of three different times and dates of meetings held. (Examples: notices home; agenda; sign-in sheets; minutes if available)
* Evidence of exploratory meetings held with staff and faculty members. (Examples: agendas; sign-in sheets; minutes if available)
* Recruitment of teachers, other staff members, parents and other members of the school committee to serve on the Design Team. (Example: Serving on the design team might include participating in feedback groups, writing part of the proposal, or outreach to the community)
* Include evidence of ongoing communications to these stakeholders as the proposal is developed.

DOCUMENTATION OF FACULTY VOTE

* Faculty voting records, including the total number of votes cast in favor out of the total number of faculty members eligible to vote. (Specific procedures differ by autonomous school model)
* **Local Initiative Schools must have TWO faculty votes:**
	+ The initial vote is by petition to be conducted at the beginning of the process, indicating that the faculty approves moving forward with the steps needed to complete the RFP process. This ‘petition’ requires the signature of 50% plus 1 of the fulltime UTLA represented staff. Include a copy of the petition and school roster.
	+ The principal writes a statement on school letterhead stating his/her approval to move forward with the faculty vote on the proposal.
	+ The staff must be given the Proposal at least 10 working days before the vote. Evidence could include a copy of the email when the proposal is emailed out and the announcement of the date voting will take place for the faculty, or a copy of the agenda and sign-in if it was passed out at a faculty meeting. During those ten days at least one faculty meeting must be held to discuss the proposal and answer questions and concerns. (Include a copy of the agenda and sign-in from that meeting. The faculty votes to approve or not approve the plan.) The affirmative ‘vote’ requires at least 60% of eligible full time faculty members who vote for the proposal. (Include the sign-in and agenda and the verification of the vote and process signed by the chapter chair and the principal.
	+ Local Initiative School proposals are approved by the school faculty ONLY and submission of the proposal to the Local Options Oversight Committee is only for compliance purposes. After the compliance review, the school becomes LIS for the following school year.
	+ Sample LIS documentation are available on the LOOC website.
* **Pilot School Proposal**:
	+ Suggestion only: take a straw vote of the faculty members to see if they approve going ahead with the writing of a proposal. (Documentation suggested)
	+ Vote on the completed proposal by the faculty is REQUIRED. Vote must meet or exceed 67% of all UTLA represented staff that spend at least 50% of their time at the site. (DOCUMENTATION REQUIRED Suggest a statement signed of by the principal and chapter chair, stating the vote results, a copy of the staff roster and the sign-in from the meeting when the vote was held.)
	+ After the proposal is reviewed and approved by the Pilot Steering Committee and the Board of Education, the school officially becomes a Pilot School the following school year, unless there are logistical issues that make it necessary to wait another year.
* **Expanded School Based Management Proposal**:
	+ Suggestion only: take a straw vote of the faculty members to see if they approve going ahead with the writing of a proposal. (Documentation suggested)
	+ Presentation to and approval by the Local School Leadership Council to proceed.
	+ Evidence of at least three parent/community meetings held on different days at different times of the day.
	+ Vote on the completed proposal by the faculty is REQUIRED. Vote must meet or exceed 67% of all UTLA represented staff that spend at least 50% of their time at the site. (DOCUMENTATION REQUIRED)
	+ After the proposal is reviewed by the committee designated by the Superintendent, the Superintendent or his/her designee officially approves the school to become an ESBMM school for the following school year, unless logistical issues make it necessary to wait another year.

**NOTE: The documentation is submitted as an appendix and does not count against the page limit for the proposal. The proposal is limited to 30 pages.**