

## **Citywide Exceptional Needs Fund for Students with Disabilities 2017 -2018 Application Review Committee: Request for Applications**

The Citywide Exceptional Needs Fund for Students with Disabilities (CENF) is a special purpose fund created through a partnership between the Recovery School District (RSD) and Orleans Parish School Board (OPSB) to help all public schools in New Orleans meet the needs of their students with IEPs, especially those who are not adequately funded through the state's High Cost Services allocation. In the 2016-17 school year, the CENF distributed close to \$1.3 million to public schools and LEAs in New Orleans serving students with disabilities costing more than \$22,860 (twice the state average cost per student).

Through this Request for Applications (RFA), OPSB and RSD seek to find three qualified committee members with expertise in special education and/or school operations and finance. All interested individuals should complete the attached RFA response form and required documents and email them no later than **5:00 P.M. on Friday, December 22, 2017** to [ExceptionalNeedsFund@opsb.us](mailto:ExceptionalNeedsFund@opsb.us). Applicants will be notified by January 10, 2018 if they will be asked to join the Committee.

### **Purpose of the Citywide Exceptional Needs Fund Application Review Committee**

The Application Review Committee is responsible for reviewing applications to ensure all materials, services, supports, and personnel listed in the application are supported by the student's IEP, evaluation, health plan, and/or behavior plan. Applications are then ranked according to the CENF priority structure.

### **Qualifications**

Each committee member should have the following qualities:

- An unwavering belief that all students can learn and achieve success in school
- At least 3 years of education experience, with preference for experience working with public schools in New Orleans or Louisiana
- At least one of the following:
  - Experience managing, creating, and implementing Individualized Education Plans
  - Knowledge of the costs associated with providing special education services to a variety of disability types and student needs

### **Scope of Work and Compensation**

Schools/LEAs submit applications between December 22, 2017 and February 16<sup>th</sup>, 2018. Committee members should expect to dedicate at least 20 hours to reviewing applications between March 1 and April 15. To prevent conflicts of interest, reviewers will not review applications from the school or charter organization where they are currently employed or have been recently employed.

Selected committee members will be expected to do the following, at a minimum, for the application cycle:

- Attend one orientation session (1-2 hours) (January 2018)
- Review approximately 75-100 eligible student applications (requiring between 20-30 hours of review) (March 1-April 15)
- Serve as a third reviewer for applications requiring additional review (March 1-April 15)

OPSB and RSD will compensate all committee members following completion of the application review cycle. Total compensation is a \$500 stipend for completion of the application cycle.

## **Application**

Please respond to ALL questions in a separate document. Responses should address all aspects of the question and applicants should make an effort to be concise. To prevent conflicts of interest, reviewers will not review applications from the school or charter organization where they are currently employed or have been recently employed.

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

- A. Please describe any specific experience you have in special education instruction, school operations, and school finances. Please be sure to highlight the following, as applicable:
  - Number of years experience
  - Grade level(s) served
  - Student outcomes
  - Date of most recent experience
  - Type of school (private, charter, district-run)
  - Amount of experience that took place in New Orleans and Louisiana
- B. Please note any time restrictions in addition to your current employment that may impact your availability during the application review periods.
- C. Please provide your current resume.