



SUMMER PLUS 2018



The Office of Expanded Learning Time with funding from Victoria Foundation is requesting members of the Newark Arts Education Roundtable to propose a program design and budget plan that would support the Newark Public Schools Summer Plus 2018 with Arts Enrichment. If a program design is selected, organizations would partner at a Summer Plus site for the Summer 2018 program. *You must be an active NAER member to apply. (E-mail mayuri@newarkarts.org for membership rates/info.)

Summer Plus Description & Goals

Through a collaborative effort, the Newark Public Schools (NPS) Office of Expanded Learning Time (ELT) and Office of Curriculum and Instruction (OCI) offer a summer program focused on summer learning that joins the best practices of academic preparation and enrichment. This partnership builds on and leverages the expertise and resources of both NPS and Community Partners in delivering summer learning opportunities.

NPS Summer Plus embodies a new vision for Newark public school students in rising 1st-8th grades with access to creative and engaging summer learning programs that contribute to increasing college and career readiness, narrowing the achievement gap, promoting attendance and engagement, involving families as partners, and encouraging health and fitness. The overall goal of this initiative is to make summer learning a scalable and sustainable strategy for improving student outcomes.

Specific goals of the NPS Summer Plus program are to:

Goal 1: Increase student attendance and retention during NPS summer programming

Goal 2: Prevent summer slide/reduce student academic learning loss.

Goal 3: Implement coordination of resources to increase enrichment opportunities for all students.

This is accomplished through the NPS Summer Plus model that emphasizes a blended approach of academic learning, youth development, and enrichment activities through teaching that relies more heavily on interactive, hands-on projects for all students— including English Plus Bilingual Students & the Extended School Year Program (ESY). Program design will ensure the seamless integration of students in all activities and experiences.

Potential Partner Conference Call:	March 15, 2018 at 11am
Deadline for Program Proposal:	April 2, 2018
Notification of Partnership:	May 4, 2018
Email Call RSVP & Information to:	mayuri@newarkarts.org

Summer Plus 2018

Programs will take place in locations selected by Newark Public Schools and would be provided through partnerships between the schools and community partners (AKA Vendors, CBOs,) Programs would be operated by the NPS Leadership teams that include a Summer Principal, an NPS Expanded Learning Time (ELT) Manager, 3 NPS Enrichment Coaches, a clerk, a Community Engagement Specialist along with support from the School Nurse, Special Education and Bilingual Education Leads. NPS Teachers teach morning academics and that is complemented by activities that encourage attendance in the afternoon. The Leadership teams work with community partners to develop a comprehensive summer program that includes Enrichments, Field Trips and Special Events. Planning typically begins in April. Summer Plus also provides Family Engagement events such as Program Information Sessions, and recruitment activities that take place prior to the start of the program and during the program.

Program Dates: July 9, 2018-August 3, 2018 (4 weeks)

General Program Schedule:

8:00 AM	Arrival/Breakfast
8:30 AM	Morning Meeting
9:00 AM-12:00 PM	Academic Block
12:00 PM-1:00 PM	Lunch/Recess
1:00 PM-3:00 PM	Enrichment Block
3:00 PM	Dismissal
3:00 PM-6:00 PM	Extended Day Option – for enrolled students

Enrichment: During the 1PM-3PM Enrichment Block, Community partners provide a variety of activities.

Expected Outcomes for Summer 2018

Participant assessment data and key stakeholder survey data will be collected by Newark Public Schools. Expected outputs and outcomes include:

Outputs:

- Pre- and post-assessment data collected and analyzed by the Office of Curriculum
- Attendance data collected by NPS Summer Plus staff
- Participant, family, staff satisfaction surveys and quality program assessment collected by Summer Plus Staff.

Outcomes:

- A statistically significant positive impact on students' self-confidence and attitude toward learning as captured by participant survey results.
- Sustained or improved academic performance, as measured by pre- and post-assessments, among participants with an attendance rate of 80% or higher.

Performance Benchmarks:

- **School Leadership Feedback.** NPS will seek school leadership feedback on the

provider's performance, both formal and informal. NPS will seek formal feedback via school leadership teams at the midpoint and endpoint of the contract. This feedback will be shared with the provider. Informal feedback will be sought on an on-going basis and will also be shared with the provider.

Pre-Program Planning and Logistics

- Participate in pre-program planning meetings on a regularly scheduled basis between April and July to determine program structure and activities
- Identify and hire all program teaching artists

Program Implementation

- Supervise teaching artists
- Establish check-ins with teaching artists and meet with ELT Manager to review program activities, coordinate goals, and address specific problems
- Make the presentation and sharing of youth work a part of plans and outcomes
- Implement program design as agreed upon in design process and partnership proposal

Evaluation of the Summer Learning Program

- Administer, collect and submit program evaluation tools to parents/guardians and staff as requested
- Participate in and support the formative evaluation of the summer learning program
- Meet at end of program to assess partnership strengths and challenges.
- Keep and Submit attendance records for teaching staff

Finance & Funding

NPS has committed significant resources and in-kind support for the NPS Summer Plus program, including facilities, food service, administration, security, health services, research and evaluation. All other program costs including staffing, planning time, all program activities, supplies, field trip admission fees, field trip transportation costs, culminating events and family engagement activities must be included in the budget and described in the narrative.

Food Service: NPS will provide breakfast, lunch, and afternoon snack at no charge for all students.

Budget Assumptions : the total budget proposed must include in the total:

- Any planned information and family orientation sessions (including any facilities costs)
- Fingerprint costs for teaching artists must be included
- The grant will not pay for curriculum/program development & planning
- Instructional, enrichment, or recreation supplies/materials

Fingerprinting: Fingerprint & background checks must be completed by all arts partners for their staff who will come in contact with the children and costs may be charged to the proposed budget submitted with an application. *If your organization already completed fingerprinting and/or background checks, please provide documentation/evidence. CARI or Sagem-Morpho are both accepted firms.

Billing and Payment

Payment will be made after deliverance of services. Billing and payment processes will be reviewed in the partnership notification letter.

Partnership Notification Process

It is anticipated that Arts Partners selected to implement programs for Summer 2018 would be notified of their approval by May 4., 2018. Please note that matches between Arts Partners and Schools are at final discretion/determination of the School that selects it. We prioritize and value the choice of the School. For example, your application may be selected, but it ultimately must be selected by a School/host to participate in Summer Plus. Schools must finalize all partnerships by June 1, 2018.

ART PARTNERSHIPS SOUGHT

Arts Partners are sought to provide Enrichment content for Summer Plus students that are entering Grades 1-8 in September 2018. Students attend enrichment activities in their grade band. Occasionally close grades are combined. Student groups do not exceed 30.

Enrichment for students would be offered on all days of program except for field trip days. When making arrangements with the school, it is important to note the Field Trip Schedule.

Enrichment takes place after lunch and is designed in 45-50 minute increments with time for transition between 1:00 - 3:00 PM.

Application

Based on the Summer Plus 2018 Program Described, please provide completed the Summer Plus Arts RFA

PROGRAM SUMMARY/COVER PAGE

Vendor Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Street: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Click here to enter text.](#)

Zip Code: [Click here to enter text.](#)

Tax Identification #: [Click here to enter text.](#)

Name of CBO Executive Director/CEO: [Click here to enter text.](#)

Phone #: [Click here to enter text.](#)

Fax #.: [Click here to enter text.](#)

E-Mail Address: [Click here to enter text.](#)

Signature _____ **Date** _____

Authorized Representative: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Phone #: [Click here to enter text.](#)
[text.](#)

Fax #.: [Click here to enter](#)

E-Mail Address: [Click here to enter text.](#)

Signature _____ **Date** _____

Organizational Capacity (maximum 2 pages)

Please provide a description of the organizational capacity to deliver the scope of services described in the space provided:

1. Briefly describe your organization’s history, and what unique assets will your organization bring to program participants, their families, and the school community?
2. Identify the management team who would be responsible for managing the programs in NPS including details of their role and responsibilities as well as relevant experience and qualifications.
3. Describe your organization’s capacity to financially sustain itself until services are complete and billed.

Proposed Services & Work Plan (maximum 5 pages)

Please answer the following questions, in order and in the space provided. Attachments are allowed as long as application does not exceed 10 pages.

1. Describe the overall services and activities that your organization can bring to Summer Plus that are unique and meet the goals of Summer Plus.
2. How many sites could be served during Summer 2018 (there are a total of 10 locations)
3. Is this program intended for implementation at a specific NPS school(s)? If yes, which school(s)? Why?
4. Briefly describe the content of the program being proposed including subject matter focus, duration of programming (hourly, daily and weekly), intended age levels, and example schedule of activities. This includes program dates available, sample activity schedule and the specific content offered.
5. What is the staffing plan and structure for the proposed program? What is the teacher/student ratio? What roles will be staffed by the partner organization? What support is needed from NPS staff?
6. Explain how staff will be oriented, trained, supervised, and supported. Explain the staff development plan including specific topics, and the timeframe spent on each. If volunteers are used in any capacity, please detail how they are used and screening requirements.
7. Provide detail as to how/if proposed program addresses the needs of Special Education and/or English Language Learners.
8. How will the proposed program ensure alignment with school curriculum and culture?
9. Please describe and list the participant information your organization requires to work with students. For example, Photo consent information, family information, health information, etc.
10. How will the program support the Summer Plus goals to: <ul style="list-style-type: none"> • Increase student attendance and retention during NPS summer programming • Prevent summer slide/reduce student academic learning loss. • Implement coordination of resources to increase enrichment opportunities for all students.

11. For Arts Partners that partnered in Summer 2017: Describe how programming and structure will be the same or different from summer 2017. Develop 3-5 Improvement Goals. The goals should be specific, measurable, realistic and time-limited, and target areas of quality that need improvement from 2017.

Budget and Budget Narrative (maximum 2 pages)

Please prepare a proposed **Budget** using the template provided on the proposed program and partnership options that include specific details (e.g., assumptions regarding the number of staff hours budgeted, hourly pay rate, % fringe, etc.) of expenses listed under each major budget category in the Budget Template. Also, identify the services that would be provided from other funds or in-kind contributions. Describe the nature of each in-kind contribution, its dollar value, the source of each cash contribution, and its dollar amount.

One-Page Flyer (maximum 1 pages)

Please provide a brief summary of both work and costs in a one-page document that we can present to schools at the School Selection Session in Spring. An example of this one-pager, is attached.

ATTACHED

Proposal Package Contents

Proposal should provide all information requested in the format below:

- The application should be submitted in Microsoft Word format provided. Lines should be single-spaced with 1-inch margins, using 12-point Times New Roman font size.
- Pages, including attachments, should be numbered sequentially and include a header or footer identifying the Organization Name
- Applications must not exceed 10 pages total, including cover page.
- The Budget should be submitted in Microsoft Excel format.

The proposal package should include the documents listed below in the following order:

1. Program Summary/Cover Page
2. Organizational Capacity
3. Proposed Services & Work Plan
4. Budget with Budget Narrative
5. One-Pager Description and Costs