

# **Request for Professional Services**

**Consultant to Lead a Project to Recommend Program Options for a New Elementary School in North Central San Mateo**

**Project Manager: David Chambliss, Assistant Superintendent, Education Services**

## **Project Background**

In 2014 and 2015, fifty-five town halls and forums were held with the San Mateo and Foster City communities on behalf of the San Mateo-Foster City School District to provide an overview of the need for new facilities and to share and collect suggestions for addressing this need for facilities for increased and increasing enrollments. In addition, 4,692 community members and staff responded to two surveys--the first about various possibilities for housing the increasing student enrollment and the second about various options that the Next Steps Advisory Committee was considering based on the communities' initial input.

The Next Steps Advisory Committee presented its work and recommendations to the Board of Trustees in June 2015. In August 2015, the Board of Trustees voted to place a bond measure on the November ballot to provide additional facilities at Borel, Abbott, Bayside, Bowditch, George Hall and Sunnybrae Schools for increasing enrollment. Two new schools were also included in the bond measure: an elementary school in Foster City and one in the North Central area of San Mateo. The school in North Central was to be a small elementary school placed on a District-owned parcel at the corner of North Humboldt Street and East Poplar Avenue.

The North Central Community has approximately 900 elementary level students in the neighborhood. The majority of students are bussed from North Central to schools in other neighborhoods in the District as part of a voluntary desegregation effort begun in the 1960's. The Next Steps Committee recommended that the new school be planned for 250 neighborhood K-5 students.

As the Next Steps Committee work was completed just over 5 years ago, the current Board of Trustees wishes to engage a consultant to lead the project as described below.

## **Project Description**

The District is seeking a consultant with prior experience in developing inclusive educational programs in schools that serve a population similar to the North Central student population. The consultant must also have expert facilitation skills. The consultant would provide the Board of Trustees with a written report about the process, options and recommendations derived from facilitated meetings for a successful educational program for the new elementary school in North Central San Mateo.

## **Scope of Work**

1. Provide educational program options based on successful, research-based inclusive programs to the Board of Trustees.

2. Hold approximately 12 hours of facilitated meetings with families and key community stakeholders to collect input on interest in possible educational program options and to gather additional family and community interests.
3. Work collaboratively with a small advisory committee comprised of membership from the Equity Task Force and Education Services Staff using a collaborative process to review and prioritize family and community input to develop recommendations for the Board of Trustees.
4. Produce a written report and presentation that includes program options, rationale and data to support the recommendations. Also, include other options that were suggested and not recommended along with the rationale.

### **Specific Tasks**

1. Develop a scope and sequence of activities including a timeline.
2. Coordinate with District staff for data collection, research and analyses.
3. Develop initial program options for consideration.
4. Develop meeting agendas, conduct and facilitate meetings using an inclusive process that will support wide participation from attendees.
5. Work with the small advisory committee to review the input gathered from the meetings and to develop recommendations.
6. Communicate with the Superintendent on a regular basis and provide progress updates.
7. Perform other duties related to the project.

### **Content of Proposal - Send Attention to David Chambliss - [dchambliss@smfcsd.net](mailto:dchambliss@smfcsd.net)**

1. Resume of Project Lead and any additional support personnel
2. Letter of Interest including:
  - a. Experience as a facilitator
  - b. Description of projects of a similar nature
  - c. Three (3) references who are familiar with work completed in this area
  - d. Availability for the anticipated time frame
  - e. Proposed budget

### **Anticipated Time Frame**

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| 1. September 10, 2020   | Board Direction on Request for Services  |
| 2. September 28, 2020   | Proposals Due                            |
| 3. Week of October 5-9, 2020  | Interviews may be scheduled              |
| 4. (Special Board Meeting may be needed if the Proposals are over \$45,000) |  |
| 5. November 5, 2020   | Program Options for Board Consideration  |
| 6. November 9 - December 4, 2020  | Family and Community Engagement          |
| 7. December 7 - 18, 2020  | Meeting(s) with small advisory committee |
| 8. January ?, 2021  | Special Board Meeting - Recommendations  |