

OK AS TO FORM  
RM 6-11-14



**National Magnet School Standards of Excellence**  
**Magnet School Certification Program Pilot**  
**Memorandum of Understanding**

Magnet Schools of America ("MSA") and Pilot District ("DISTRICT") agree to all the steps, timeline, responsibilities, and financial considerations outlined in the Magnet School Certification Program Pilot invitational letter.

School District Jefferson County Public Schools

Superintendent Name Donna M. Hargens

District Magnet Director

Name Robert J. Rodosky

Email robert.rodosky@jefferson.kyschools.us

Phone (502 485-3036

Robert J. Rodosky  
District Magnet Director Signature

6/11/14  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

**MISSION STATEMENT**

*Providing leadership for high quality innovative instructional programs that promote choice, equity, diversity, and academic excellence for all students.*



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## **National Magnet School Standards of Excellence Magnet School Certification Program Pilot**

Dear Kathy McGinnis,

Thank you for expressing the interest of Jefferson County Public Schools in participating in the pilot of the Magnet School Certification Program based on the National Magnet School Standards of Excellence. We look forward to our potential partnership, which will allow your schools to benefit from a continuous improvement process designed specifically for magnet schools. The National Magnet School Standards of Excellence have been designed to provide a national model for magnet schools. The Magnet School Certification Process seeks to improve the design and quality of all magnet schools by ensuring they meet high standards of excellence. Additionally, Magnet Schools of America seeks to identify National Demonstration Schools that will serve as beacons in the field, and will allow other educators to learn from and more fully understand the unique attributes of high-quality magnet schools. This letter contains information about the pilot process.

MSA will select up to six (6) districts to participate in the certification program pilot during the 2014-15 school year. Your district may include three or four schools in the pilot, each of which will receive technical assistance throughout the process. If your district agrees to the terms outlined below, please return the attached memorandum of understanding with the signature of the superintendent, as well as those all participating magnet school principals, **no later than June 15, 2014.**

Please direct any questions you may have regarding the pilot to Crystal Moore, Director of Organizational Leadership, at (202) 803-5680 or [crystal.moore@magnet.edu](mailto:crystal.moore@magnet.edu).

Yours,

A handwritten signature in black ink, appearing to read "Scott", is written over a white background.

Scott

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## Magnet School Certification Process Pilot Phase

### Step 1. School Selection

Districts should begin by identifying three or four schools (3-4) with varying degrees of implementation to participate in the pilot. They should select magnet schools that range in performance and fidelity to the magnet theme, as well as programs that have been started within the last four years and those that are well established. *We request that IB schools not participate in this pilot process.*

### Step 2. Pilot Application

Interested districts must submit a letter of interest to participate in the Magnet School Certification Process pilot to **Scott Thomas, Executive Director of Magnet Schools of America**. This letter must reflect **district-level** commitment to complete all steps of the pilot and provide feedback to Magnet Schools of America in a timely manner. It also must contain the names, themes, and descriptions of three or four (3-4) magnet schools that will participate in the pilot as well as the year each school started its magnet program. The application should identify the "district team," including the district director/coordinator of magnet schools, all pilot school principals, and magnet school theme coordinators. A signature from the superintendent, district magnet director, and *all* participating principals **are required**. The letter of interest should be sent to [executive.director@magnet.edu](mailto:executive.director@magnet.edu). (*Due June 15, 2014*)

### Step 3. Training

Selected districts will be invited to participate in a virtual meeting that will take place in September 2014 to welcome them to the certification pilot and provide preliminary details for its launch. All pilot districts also **must attend in-person** training at the Fall Technical Assistance & Training Conference in Baltimore, MD from October 12-14, 2014. This more extensive training will cover the Five Pillars of Magnet Schools, National Magnet School Standards of Excellence, indicators and performance levels for each standard, self-assessment tool, and goal setting. The district magnet director and all pilot principals **are required** to attend the fall conference. *Pilot participants will be eligible to register at a discounted rate.*

### Step 4. Self-Assessment

All certification pilot schools must complete an initial, online self-assessment and provide supporting documentation. MSA will provide an online platform for schools to use beginning with the pilot period and lasting for at least one year after its conclusion. (*Due November 15, 2014*)

### Step 5. Technical Assistance

Each district participating in the pilot will be assigned a Consultant from the National Institute for Magnet School Leadership (NIMSL) who will serve as a resource throughout the certification process. The NIMSL consultant will review each school's self-assessment and make an onsite visit to the school. During this visit, the consultant will spend time in classrooms, review

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documents, and meet with stakeholders (parents, teachers, and students). The visit will include a retreat during which the school leadership team will review its self-assessment with the consultant, identify two standards on which it wants to focus, and develop SMART goals aligned to the targeted standards. Each school will receive up to five additional hours of virtual or phone consultation as part of the pilot. *Additional in-person services may be obtained via contract with NIMSL.*

#### **Step 6. Action Plan**

Each school is expected to develop an Action Plan with SMART Goals to meet the Established criteria for two selected standards. The SMART Goals and Action Plan will be developed in consultation with a NIMSL consultant during an all-day retreat. The plan should include any professional development necessary and a timeline for delivery. *(Due December 15, 2014)*

#### **Step 7. School Certification Application**

Once schools have completed the steps outlined in the Action Plan based on their SMART goals, they are ready to apply for magnet school certification. The district magnet director (or other person responsible for magnet programs) must sign off on and forward each school's completed application to the Magnet School Certification Committee. *(Due February 1, 2015)*

#### **Step 8. Certification Status**

The Magnet School Certification Committee will review all applications to determine if the site will be certified and at which level. In addition, MSA will host a follow up virtual meeting to solicit feedback after the pilot is completed. *Districts will be notified of certification status by March 1, 2015.*

#### **Step 9. Final Report**

Each school completing the certification pilot will receive a written report from MSA. If desired by the superintendent, MSA can aggregate the individual school reports and/or present the certification process findings to the Board of Education at the district's expense. *Reports available April 1, 2015.*

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**Timeline:**

Below are key pilot dates:

June 15, 2014	Memorandum of understanding due to Scott Thomas, Executive Director ( <a href="mailto:executive.director@magnet.edu">executive.director@magnet.edu</a> )
July 1, 2014	Districts notified of selection for the certification pilot
September 15, 2014	Welcome webinar
October 12-14, 2014	<i>Fall Technical Assistance &amp; Training Conference (Baltimore, MD)</i> Training on Pillars, Standards, Rubric and online reporting system
Oct. 15 – Nov. 15, 2014	Initial Self Assessment
Nov. 15 – Dec. 15, 2014	Full Day Consultation with NIMSL Consultant (one day/school)
December 16, 2014	Initial feedback on the certification process
January 15, 2015	Consultant virtual check-in completed
February 1, 2015	Certification application due to MSA
March 1, 2015	Notification of certification status
March 15, 2015	Feedback on certification process
April 1, 2015	Individual school reports available

**Responsibilities**

**MSA Responsibilities:**

1. MSA will train and provide the support of a NIMSL consultant to each school. MSA will assign the NIMSL consultant to the district and all participating schools.
2. MSA will host the certification website.
3. MSA will provide a written report for each school following the certification process.
4. MSA will cover all consultant costs, including travel to the pilot district, for the one-day retreats. All on-site consultations must take place during a single visit.

**District Responsibilities:**

1. District will fully execute all steps of the pilot process.
2. District will send at least one district level representative and each principal and magnet coordinator to the Fall Technical Assistance & Training Conference, and cover all costs associated with fall conference travel and registration.
3. District will coordinate a full-day retreat at each school with the NIMSL consultant.
4. District will be responsive to communications from MSA.
5. District will cover all travel and consultant expenses for any additional time (beyond the one day allocation), reports, or presentations requested by the district.

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### **Financial Considerations**

- Fall Technical Assistance & Training Conference for “district team” (all principals, coordinators, and district administrator)
  - Registration (estimate: \$449/participant)
  - Accommodations (\$159/night)
  - Round-trip transportation per participant to Baltimore, MD (varies)
  - Meals
  
- Additional NIMSL consultant time
  - Daily NIMSL Consultant Rate: \$1,200
  - Accommodations (estimate: \$175/night)
  - Round-trip airfare (estimate: \$450)
  - Meals

*District only pays actual travel cost.*

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