**Citywide Exceptional Needs Fund for Students with Disabilities**

**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 2014-15 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 $22,554 (twice the state average cost per student).

Through this Request for Applications (RFA), OPSB and RSD seek to find at least five 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 no later than 5:00pm on Friday, October 23rd, 2015 to [ExceptionalNeedsFund@opsb.us](mailto:ExceptionalNeedsFund@opsb.us). Applicants will be notified by November 1, 2015 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 November 1st and February 15th. Committee members should expect to dedicate at least 20 hours to reviewing applications between February 15th and March 15th. 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 each application cycle:

* Attend one orientation session (1-2 hours) (January 2016)
* Review approximately 75-100 eligible student applications (requiring between 20-30 hours of review) (February 15-March 15)
* Participate in consensus conversations with arbiters (2-4 hours, depending on number of applications requiring further discussion) (March 15-April 1st)

Each committee member shall commit to completing at least two application cycles. OPSB and RSD will compensate all committee members following completion of each 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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 levels 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
2. Please note any time restrictions in addition to your current employment that may impact your availability during the application review periods.
3. Please provide your current resume.