

## PROSE Application Template 2019-2020 Cohort

The Progressive Redesign Opportunity Schools for Excellence (PROSE) program was established based on our shared belief that the solutions for the challenges faced by our city's schools can be found within our school communities, rooted in the expertise of those who practice our profession every day. PROSE provides collaborative schools with an opportunity to surface the successful approaches schools currently implement, and identify new ones, even when those approaches lie outside of existing regulations and policies. PROSE schools use collaborative structures at the school level and across PROSE schools to shape new practices and policies. Ultimately, PROSE schools may be sharing those new practices and policies with the entire NYC school community to foster continuous innovation and improvement throughout the five boroughs.

Participation in PROSE offers the following to schools:

- The ability to make changes to school structures outside of existing regulations, including use of time and the role of administration, teachers, and students in teaching and learning
- The ability to ensure that school innovations happen with the input and leadership of teachers and other school staff in collaboration with their administrators
- Participation in a community of forward-thinking, collaborative and innovative schools.
- The ability to institutionalize key innovative practices
- Opportunities to share experiences that inform NYC education policy

Schools may apply to PROSE by submitting applications to the PROSE Panel. Here are the deadlines:

- **Early Decision:** For schools that apply by **December 21 2018**, the Panel will make decisions in time for a **February 1, 2019** implementation. While this may not be right for every school, joining PROSE early will allow your school to build and refine ideas as a PROSE school during spring, 2019.
- **Deadline:** For schools that are not seeking early admission, the application window will be run throughout **March of 2019** with a final deadline of March 29.

All applications must be submitted via the [online platform](#), which will open by the end of November.

Support materials for completion of the application will be [available here](#). Materials include the PROSE Application Rubric, which helps the Panel assess the school for:

- Strong partnership and collaboration between UFT employees and CSA administrators
- Strong family and community engagement
- Innovative ideas that are well-matched with the flexibilities requested
- A strong plan for implementation of their proposal
- A strong record of current success and the capacity for continuous improvement

All applicants must have the approval of their School Leadership Team to submit an application to the PROSE Panel. After review, the Panel will invite schools with successful applications to conduct a vote to become a PROSE school. The Panel will work with the school to refine its plan prior to voting, and schools will join PROSE and be able to implement the elements of the plan that the Panel has approved only upon ratification by 65% of all UFT-represented employees voting.

### **School Narrative Template**

*Please limit yourself to 500 words per response unless otherwise indicated.*

1.
  - a. Describe the goals your school wants to accomplish through its participation in PROSE. *(Up to 500 words)*
  - b. Describe the innovation/s you would like to pursue to meet those goals. *(Up to 500 words)*
  - c. If you are requesting contract or regulation flexibilities, explain how the flexibilities you are requesting in question 6 below will help you accomplish those goals. *(Up to 500 words)*
2. Describe 2-3 innovative, teacher-led practices in place at your school and the steps taken to ensure collaborative, quality implementation and positive impact on students. Choose at least one practice that involves collaboration with families, the community or other schools. For each practice, describe any ways that the practice has improved over time.
3. What are the student outcomes that your school uses to describe its success to others? Your response should include but not be limited to students' academic success.
4. Describe the process in which you engaged with members of your school to gain support for your school's PROSE application. This process should demonstrate that your application was developed collaboratively with and has strong support from both UFT and CSA members, in addition to the agreement of your School Leadership Team.
5. Describe how the school intends to use the contractual and regulatory flexibility of the PROSE program to provide employees with decision-making input and authority in the school during the duration of the plan. As part of their proposals, schools may choose to establish committees consisting of key school-based stakeholders to examine resource allocation, schedules, curriculum, technology, professional development, hiring, and parent engagement.

## 6. Requests for Flexibility

To support your school's PROSE innovation(s), your school can seek flexibilities in these areas, though they are not required. *The template and prompts are designed to guide you in completing your application, not as an exhaustive list; you may also propose flexibilities and modifications not listed below.*

General Area of Flexibility	Proposed Modifications to Contract or Regulation
<b>Teacher Programs and Student Scheduling</b> <i>These may include modified start end times / alternative configuration of professional development and parent engagement times / staggered schedules for individual and groups of teachers, etc. provided there is no increase in weekly work hours for individual teachers. It may also include changing the number of hours in the teacher work week (without diminution of salary) or the number and arrangement of days worked per week.</i>	
<b>Teacher and Student Calendar</b> <i>These may include additional instructional days, adjustments of vacation days, staggered calendars for different teachers / grade levels, adjustment of PD days, etc. provided there is no increase in the number of work days for individual teachers.</i>	
<b>Circular 6 Assignments</b> <i>May include specific assignments and the fact that the assignments for the week may involve multiple different activities.</i>	
<b>Professional Development Assignments &amp; Positions / Teacher Leadership Positions</b>	
<b>Class Size</b>	
<b>Per Session Activities</b>	
<b>Grievance Processes</b>	
<b>Transfers into/out of the school</b>	
<b>Teacher Evaluation</b>	

Category	Flexibility Specifics
<a href="#">Discipline Code</a>	
<a href="#">Chancellor's Regulations</a>	
<a href="#">Academic &amp; Promotion Policy</a>	
<a href="#">Articles of the CSA Collective Bargaining Agreement</a>	
<a href="#">PROSE 2014 MOA between UFT and DOE</a>	
<b>Other:</b>	

7. **Measurable Outcomes:** Describe at least 2-3 outcomes you expect from the implementation of each of the flexibilities requested in question 6 (use the categories on the left side of the chart above as your entry in the first column). Identify the corresponding data you will use to assess whether implementation of the flexibility is contributing to the school making positive progress towards the expected outcome (e.g., how will you know implementation is on track and/or modifications are needed?) You may use the same expected outcomes and data sources for multiple flexibilities; if this is the case, you may have the same outcomes listed in multiple entries.

Consider data sources that provide both qualitative and/or quantitative data and both data that are provided to you by the DOE as well as data you collect internally. Please describe at least one academic outcome for students (academic outcomes may but do not need to include testing outcomes) and at least one non-academic outcome for students that you would like to achieve through your proposed innovation.

Requested Flexibility	Outcome Expected	Data Source

8. **Implementation Plan:** Share your school's plan to successfully implement the flexibilities requested in question 6. For each row, identify a) the requested flexibility using the categories on the left side of the charts in question 6; b) what conditions need to be in place; c) what actions need to be taken to ensure that each impacted stakeholder has the capacity to successfully implement or support the implementation of the flexibility over the next five years; and d) how employees will have decision-making input and authority in the implementation of the flexibility.

Requested Flexibility	Conditions Required for Successful Implementation	Key Actions/Stakeholders	Employee Input and Authority

9. **Budget:** Describe any additional funding necessary to implement any of your PROSE flexibilities. Funding is not guaranteed.

<b>Year 1</b>	
<b>Year 2</b>	
<b>Years 3-5</b>	

10. Please list any other schools or groups that your school's application is affiliated with.

11. Assurance: The School Leadership Team has approved this application.

Contact Information for Principal, Chapter Leader, and PA/PTA President *(include name, title, and email address for each member)*.