

DATE: December 19, 2002

TO: Comprehensive School Reform Program Developers of Whole-School Programs as Listed in the NWREL's Catalog of School Reform Models

FROM: Bill McGrady
Section Chief, Compensatory Education Section
School Improvement Division

RE: **North Carolina Comprehensive School Reform Showcase of Models – January 21-22, 2003**

As you were alerted in a previous memo from Marvin Pittman, the North Carolina Department of Public Instruction (NCDPI) invites you to participate in a CSR Showcase/Model Design Fair on January 21-22, 2003, at the Sheraton Imperial Hotel in the Research Triangle Park, North Carolina.

Your program is one of 26 programs described as “whole-school” models being invited to present. We have 20 time slots available and will be able to accommodate only 20 presenters on a “first come, first served” basis. After you return your registration we will tell you the specific time slot assigned to your program and provide additional logistical information.

The NCDPI will be inviting teams from schools that have 46% or more of their students not performing at grade level, including the state's low-performing and “high priority” schools, to participate in the model design fair. An estimated 140-150 educators from 42 invited schools will be participating. We will be awarding between 20-25 grants ranging from \$50,000-\$100,000 each.

The two-day agenda will be broken down as follows:

Day 1 (Jan. 21)--Day one will provide general information and will focus on defining CSR, needs assessment, selecting a CSR model, grant evaluation, grant writing, and the application process.

Day 2 (Jan. 22)--**Day two will be dedicated entirely to school teams rotating to the different models presenting concurrently in 4 meeting rooms. Each model will present once at a 70-minute session. The model presenters should be available after the session to meet with individual school teams if the need arises.**

Concurrent session rooms will be equipped with an overhead projector and screen along with a table for displaying materials. If you require **additional audiovisual equipment please make arrangements directly with the hotel.**

Model presenters are welcome to attend day one, but this day will focus on orienting participants and communicating expectations. It is not planned for model developers to make presentations or to set up displays.

If you would like to participate, please indicate by filling out the enclosed Model Program Questionnaire and fax it to Dr. Jerry Jailall at NCDPI by **Monday, January 6, 2003**. **Fax:** 919-807-3968; **Phone:** 919-807-3965.

- If you would like to make lodging arrangements, contact the Sheraton Imperial Hotel at Research Triangle Park, NC 27709. Rooms are being held under the name of the NCDPI— Comprehensive School Reform New Grants Conference. Note that on January 22 the design fair will end no later than 4:30 PM. There will be no registration cost for the model developers.
- Hotel's group rate is \$65.00 + 11% tax. Identify yourself as part of the **Comprehensive School Reform New Grants Conference Group**, and make reservations by January 10, 2003 to obtain the group rate.
- You may call the hotel directly at 919-941-5050 or call Reservations at 800-325-3535. Call the hotel directly if you have a problem in getting the group rate at the "800" number.
- If you need to mail your program materials to the hotel, they will store materials (at no cost) providing you mail them to arrive no earlier than 3 days before the showcase date. Because storage is limited, please limit yourself to not more than two boxes, with each box not exceeding 99 pounds. You will need to address the materials as follows:

Presenter's Name
C/O NCDPI-Comprehensive School Reform Conference
Sheraton Imperial Hotel
4700 Emperor Blvd, Durham, NC 27703

- We look forward to hearing from you soon and to seeing you in North Carolina in January.

NOTE: Please fax your response by Monday, January 6, 2003 to:

Dr. Jerry Jailall
Comprehensive School Reform Coordinator, NCDPI
Fax: 919-807-3968

WFM:JJ
Attachments

FREQUENTLY ASKED QUESTIONS

1. **Is there a registration fee for the model presenters?** --- No.
2. **Will the model presenters' sleeping room cost be paid for by the North Carolina Department of Public Instruction?** -- No. Model programs are responsible for paying for their own sleeping room at a rate of \$65.00 a night + 11% tax and charges. Call the Sheraton Imperial Hotel at 919-941-5050 to make room reservations. Rooms are being held under the name North Carolina Department of Public Instruction—Comprehensive School Reform New Grants Conference.
3. **Can the North Carolina Department of Public Instruction pay for model developers travel expenses?** --- No. Model programs are responsible for their own travel expenses.
4. **Will any meals be provided?** ---Yes--breakfast, lunch, and breaks.
5. **Will there be any booths for models to display materials?** -- No. There are, however, tables in each breakout room for displaying materials.
6. **Will each model present more than once?** -- No. Every model will present one time on day two (January 22). Each session will last 70 minutes. Schedules and room assignments will be distributed after your registration is received.
7. **How many participants will attend my sessions?** -- There is no way we can estimate how many people will attend each concurrent session. There are 31 schools being invited to apply. The number of participants for the design fair is estimated at 110. Participants are free to choose the concurrent sessions they are interested in.
8. **Where should we send materials in advance?** Send all boxes to the hotel. Please be sure that all the boxes are clearly marked with the following information:

*Presenter's Name and Arrival Date
C/O NCDPI—Comprehensive School Reform Meeting, January 22, 2003
Sheraton Imperial Hotel
4700 Emperor Blvd, Durham, NC 27703*

As storage space is limited, please do not send any boxes more than three (3) days in advance. ***The Sheraton will not charge for the first two boxes. A charge a \$10 storage fee per box will be charged above 2 boxes.*** COD shipments will not be accepted. If multiple boxes are expected in a shipment, please label them consecutively (1 of 4; 2 of 4; 3 of 4; 4 of 4). This will determine if the entire shipment has been received.

- 9. How will the breakout rooms be set up?** Rooms have been set up in order to fit the maximum number of participants and still provide tables for their convenience. Some rooms will be set up “classroom” style, and some “banquet” style. This means all participants will have access to a tabletop of sorts. An overhead projector and screen will be available in each room. Unfortunately, we will not be able to provide TVs, VCRs or LCD panels. Model developers may establish an individual contract with the hotel for TVs/VCRs or any additional A/V equipment. *Model developers will be responsible for the cost of any additional audiovisual equipment. and must specify this to the hotel.*
- 10. Are the participants aware of the models that will be present?** ---Yes. A list of models will be included in their application packet.
- 11. In order to make travel arrangements, when exactly will the model developers need to be at the design fair?** --- Day two (January 22, 2003) of the design fair will begin at 8 AM and end at 4:15 PM.
- 12. Which airport is closest to the design fair?** --- Raleigh-Durham is the closest airport--a 5-minute car ride. The hotel’s complimentary shuttle is available--when you get out of the baggage claim area, go to one of the transportation stands outside and call the hotel’s shuttle number listed on the board.

North Carolina Comprehensive School Reform Design Fair Registration Form

January 21-22, 2003

Questionnaire for Comprehensive School Reform Program Developers

It is our intent to give participants as much information as possible about your Comprehensive School Reform Program *before* they attend a session with your representative. We intend to share this information in the registration packets of the school and district participants.

Please fill out the following questionnaire as best you can and fax it back by **January 6, 2003.**

Name of the CSR program as you wish to have it listed _____

Name of your representative(s) at the Design Fair on January 22, 2003

Specific contact information for follow-up: (This may be national, regional, or state specific contact information, depending on who should receive follow-up inquiries directly from school personnel following the Design Fair)

Phone: _____ Fax: _____

E-mail: _____

How long has this program been implemented in North Carolina? _____ years

What is the approximate total number of schools in North Carolina implementing this program? (Both CSRD and non-CSRD) _____

What is the number of CSRD schools in North Carolina implementing this program? _____

Are you willing to commit to work with schools *anywhere* in North Carolina?

____ Yes ____ No

If “No,” please mention geographically where in the state you *can* commit to working in the coming school year.

Are there a minimum number of schools within a region you would need to have adopt your program in order to make it feasible to work with them? (Please check).

____ 1 ____ 2 ____ 3 ____ 4 ____ 5 ____ Other (please specify) _____

If the number of schools needed to adopt your program depends on certain conditions, such as feeder patterns or distance between schools, distance from major airports, etc., please define the conditions and how they would impact the minimum number of schools needed to bring your consultants in to work with them.

What percentage of staff “buy-in” do you require before agreeing to work with a school?

What proof of “buy-in” do you look for from a school?

NOTE: Please fax your responses to pages 5-6 by Monday, January 6, 2003 to:

Dr. Jerry Jailall
Comprehensive School Reform Coordinator, NCDPI
Fax: 919-807-3968

Comprehensive School Reform Conference on January 21-22, 2003

HOTEL INFORMATION

- If you would like to make lodging arrangements, contact the Sheraton Imperial Hotel at 4700 Emperor Blvd, Research Triangle Park, Durham NC 27703. Rooms are being held under the name of the NCDPI— Comprehensive School Reform New Grants Conference.
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HOTEL DIRECTIONS

Sheraton Imperial Hotel
4700 Emperor Blvd
Research Triangle Park, Durham NC 27703

(1-40, Exit 282-Page Road)
Phone (919)-941-5050

From North: Take I-85 to Highway 15/501 (Exit 175) and follow 15/501 to I-40. Take I-40 East to Exit 282 (Page Road). Go through the light at the bottom of the exit ramp, hotel will be at top of the hill on left.

From South: I-95 North to 40 West, continue to Exit 282 at Page Road. Turn right to Page Road. Make a left at first light and hotel is 1/4 mile on the left.

From East/Airport: Take I-40 West to Exit 282 (Page Road). At the bottom of the exit ramp make a right. At the first stop light take a left. The hotel will be at top of hill on left.

From West: I-40 East toward Raleigh, Exit 282 at Page Road, continue straight through light, and the property is 1/4 mile on left.

Appendix 1

2002 Priority & Low Performing Schools Eligible to Apply for New Comprehensive School Reform Grants

LEA	School Name	Grade Span	Perf. Comp	ABCs Status
Anson Co.	1. Anson High School	9-12	49.3	Pri; Exp
Bertie Co.	2. Bertie High School	9-12	44.1	Pri; Exp
Bladen Co.	3. East Bladen High	9-12	52.1	Pri, Exp
Caswell Co.	4. Bartlett Yancey High	9-12	53.9	Pri; Exp
Charter	5. Alpha Academy	6-9	49.8	Pri
Charter	6. Baker Charter High	9-12	19	LP
Charter	7. Carter Community	K-9	33.1	LP
Charter	8. Grandfather Academy	1-10	44.6	Pri
Charter	9. Healthy Start Academy	K-6	45.6	Pri
Charter	10. Hope Elementary	K-4	50	Pri
Charter	11. Kennedy Charter	6-12	28.3	Pri; High; MI
Charter	12. Lakeside School	6-12	10.1	LP
Charter	13. Laurinburg Charter	9-12	23.5	LP
Charter	14. Laurinburg Homework Chtr	8-11	37.5	LP
Charter	15. New Century Charter	9-12	49	Pri
Charter	16. Omuteko Gwamaziima	K-9	46.3	Pri
Charter	17. Preeminent Charter	K-5	47.4	Pri
Charter	18. Provisions Academy	6-11	39.2	LP
Charter	19. Torchlight Academy	K-7	48.8	Pri
Charter	20. Wayne Technical Academy	9-12	16.4	Pri; Exp
Charter	21. Woodson Sch of Challenge	K-12	39.3	LP
Charter	22. Imani Institute	6-8	52.8	Pri
Charter	23. Sparc Academy	K-8	52.8	Pri
Charter	24. Charter Day School	K-3	53.5	Pri
Charter	25. Community Partners	9-12	53.5	Pri; Exp
Charter	26. Cape Lookout High	9-12	53.8	Pri; Exp
Columbus Co.	27. West Columbus High	9-12	49.8	Pri
Durham Co.	28. Hillside High School	9-12	46.5	Pri; Exp
Durham Co.	29. Southern High	9-12	52.8	Pri; Hgh
Eastern NC Sch Deaf	30. Eastern NC School for Deaf	UNGR	21.5	LP
Gaston Co.	31. Woodhill Elementary	PK-5	52.1	Pri
Guilford Co.	32. GTCC Middle College High	10-12	50.9	Pri

LEA	School Name	Grade Span	Perf. Comp	ABCs Status
Halifax Co.	33. Bakers Elementary	3-5	51.1	Pri
Mecklenburg Co.	34. E. E. Waddell High	9-12	40.2	Pri; Exp
Mecklenburg Co.	35. Garinger High School	9-12	36.7	Pri; Exp
Mecklenburg Co.	36. West Mecklenburg High	9-12	48.1	Pri; Hgh
Nash-Rocky Mount	37. Swift Creek Elementary	PK-5	48.8	Pri
Northampton Co.	38. Northampton High-East	9-12	49.8	Pri; Exp
Northampton Co.	39. Northampton High-West	9-12	39.9	LP
Robeson Co.	40. Saint Pauls High	9-12	46.6	Pri; Exp
Warren Co.	41. Warren County High	9-12	48.9	Pri; Hgh
Weldon City	42. Weldon Elementary	PK-4	53	Pri

Perf. Comp-overall performance composite score on state's ABCs; LP-Low performing; Pri-priority school; Exp-made expected growth; Hgh-made high growth; MI-one of 25 most improved K-8 schools; UNGR-ungraded.