



## **Request for Proposals**

### **For a SCHOOL LEADERSHIP TEAM**

#### **The GE Foundation High School STEM Integration Conference**

**Cocoa Beach, Florida**

**July 10 – 14, 2017**

The 2017 GE Foundation High School STEM Integration Conference program's focus is to explore effective practices in STEM education to assist educators, schools and districts in creating a vision and plan for an integrated STEM education for all students.

The goals of the conference are to:

- Build the capacity of educators as district, state, national and international STEM leaders
- Provide application-based, hands-on experiences for STEM educators
- Assist educators in improving their practice through tools, resources, and innovative approaches
- Empower STEM educators to integrate STEM across the curriculum
- Prepare educators as STEM experts, poised to share their learning's broadly

The conference program will address the needs of the audiences listed below:

- District teams that will work on a district plan for disseminating instructional practices for integrated STEM to all high schools in the district.
- School teams that will work on a school based plan to initiate STEM integration practices for all of their students.

This Request for Proposals (RFP) is for a school team proposal. This RFP will allow you to propose how your team positions are filled, so that the school leaves the conference aware of the advantages of integrated high school STEM instruction and with a vision and plan for implementing appropriate steps toward an integrated STEM curriculum in their building during the 2017-18 school year. Guidance for selecting team members can be found in the criteria outlined in this RFP. Proposals will be reviewed and positions filled according to the proposals that best meet the criteria outlined. The due date for proposals is no later than July 19, 2017.

### Building your School Leadership Team

1. School teams should include at a minimum:
  - Two to four (2-4) strong teacher leaders committed to implementing STEM practices in their classroom and possess the skills and abilities to serve on a school level leadership team. These teacher leaders should be from the discipline areas of math, science, STEM, computer science/educational technology, and/or career tech;
  - A principal or assistant principal who is committed to implementing STEM practices in his/her high school, and demonstrates leadership to support a school plan; and
  - A school-wide leader who will be pivotal in the dissemination of integrated STEM instructional strategies to the school science, computer science/educational technology, career tech, and math teachers.
2. The school assures commitment to improving STEM instruction as evidenced by a letter of support from a district administrator (Superintendent/Assistant Superintendent, Director of Curriculum and Instruction, District STEM/Science Coordinator, District Math Coordinator).

### Proposal Contents

The proposal should include the following:

1. School name, District name
2. Contact person/s for proposal
3. A list of proposed team members. Include a description of how the team you propose is capable of building schoolwide capacity for integrated high school STEM instruction. If the principal/assistant principal is unable to attend, a letter must accompany this proposal to demonstrate the principal's commitment to the project and the qualifications of the individual named as his/her designee.
4. A description of the general strategy of the school in regard to STEM integration including a vision for STEM in the future and any existing plan for allowing teachers to partner to implement an integrated STEM curriculum.
5. A letter of support from a district administrator is necessary to support the school's strategy of implementation.

Proposals will be evaluated using the following rubric. The number of team members accepted from each proposed school team will be allotted based solely on the quality of the proposal and the proposed member's value to the team.



Your proposal will be reviewed based on the following School Leadership Team Rubric

*Excellent* – – The school leadership team proposed is ready to be actively involved in high school STEM integration implementation and clearly represents school stakeholders within key discipline areas. The school team includes a principal/assistant principal, two to four math, computer science/educational technology, career tech, and physical science teacher(s), and a math or science coach assigned to the school. The Superintendent/District Math and/or Science/STEM Coordinators have provided a letter of support.

*Good* – The school team proposed is composed of some key stakeholders who clearly support high school STEM integration. The team is composed of two-four (2-4) strong advocates for moving integrated STEM to high school classrooms in the school. The principal and/or assistant principal are not able to attend, but a key leader has been designated to serve as the administrative head of the team. The plan describes a strategy for allowing teachers to partner to implement an integrated STEM curriculum. The principal has written a letter of support for the team's mission and is committed to the implementation of its plan.

*Fair* – The school team proposed is composed of a few stakeholders who support STEM integration. The team is composed of one or two physical science, computer science/educational technology, career tech, and/or math teachers. The principal and/or assistant principal are not able to attend, but a key leader has been designated to serve as the administrative head of the team. The plan describes a strategy for allowing teachers to partner to implement an integrated STEM curriculum but may lack the necessary collaboration for success. The principal has written a letter of support.

*Poor* – The school team does not have key stakeholders, the team and plan are loosely defined, it is unclear if schoolwide implementation will be possible, and the principal's support is unsure.

**Scroll down to review the Proposal Form. Please use our Application Portal to complete the form online and upload related required documents. The Application Portal can be accessed at: <https://app.reviewr.com/s1/site//HighschoolSTEMIntegrationConference>**



**Request for Proposals (RFP) School Leadership Team Form**

**The GE Foundation High School STEM Integration Conference**

**Cocoa Beach, Florida**

**July 10 – 14, 2017**

District Name:	
School Name:	
Contact for This Proposal:	
Contact's Title:	E-mail:
Work Phone Number:	Cell Phone:

Principal's Name:

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Principal's e-mail:

Principal's Phone  
Number:

Principal's Commitment  <i>Please check one</i>	Yes I will attend.	The person named below will attend in my place. Please give name, title, and contact information.	No administrator from our school will attend.
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*Please attach a letter of commitment as described in the RFP if the principal will not be attending.*

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Principals Designee Name:

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e-mail:

Describe the designee's value to this team:

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The following table will allow you to propose the other members of the School Leadership Team. You may propose from two- four teachers and instructional coaches, etc. Space has been given to allow flexibility in the number of team members. Use only the spaces you need and/or add rows to the table as needed.

Grade Level	Team Members (provide job title, subjects taught, or job description, and emails)

Tell how each team member named will contribute to the schoolwide implementation of integrated STEM.

Describe past and current district efforts regarding STEM implementation, the ways the team will collaborate and build schoolwide capacity.

Attach a letter from district science, math, and/or STEM coordinator. The letter should include an explanation of the value the district places on integrated STEM instruction.

If your principal/assistant principal cannot attend attach a principal letter of support of the value he/she places on integrated STEM instruction and that the teachers will be supported in their efforts.