



*A National Blue Ribbon District of
Excellence*

Hastings-on-Hudson Public Schools

27 Farragut Avenue, Hastings-on-Hudson, New York 10706
Tel: (914) 478-6261 Fax: (914) 478-6328



LAURA SULLIVAN
Director of Special Education
SullivanL@hohschools.org

TESFA STEWART
**Assistant Director of
Special Education**
StewartT@hohschools.org

REQUEST FOR PROPOSALS

RFP # 2021-01

Special Education Program Review: Hillside Elementary School

ADVERTISED: October 29, 2021

DUE: November 19, 2021 - 10:00 AM EST

Return to:
Maureen Caraballo
Business Official/District Treasurer
Hastings on Hudson UFSD
27 Farragut Avenue
Hastings on Hudson, NY 10706

COMMENCING WITH THE 2021-2022 SCHOOL YEAR

A. Introduction

1. Purpose

This request for proposal is for the purpose of selecting a qualified and experienced individual/firm to conduct a special education program review at Hillside Elementary School during the 2021-2022 school year and provide potential professional learning thereafter as may be mutually agreeable.

2. Brief Description of the School District.

- a. Number of Schools- 3 (three), Grades K-12, Student enrollment -1587 (Special Education 246)
- b. Number of employees- approximately 300, Full and Part-Time.
- c. BOCES- Hastings-on-Hudson UFSD is a member district of the Southern Westchester Board of Cooperative Educational Services.
- d. Type of Superintendency- Independent
- e. Board of Education, Seven (7) members, Elected at large, Three (3) year terms
- f. Management and School Leadership
 - Superintendent of Schools, Bill McKersie
 - Assistant Superintendent of Curriculum & Instruction, Melissa Szymanski
 - Director of Special Education, Laura Sullivan
 - Assistant Director of Special Education, Tesfa Stewart
 - Hillside Elementary School (Grades K-4), Principal- Amy Cazes
 - Middle School (Grades 5-8), Principal- Jennifer Spirelli
 - High School (Grades 9-12), Principal- Louis Adipietro
- g. Budget
 - The 2021-2022 General Fund Budget is \$52,823,911 as approved by District voters in May 2021.

B. Scope

The individual/firm will be expected to conduct a program review of the special education program at Hillside Elementary School in the Hastings-on-Hudson School District. We are committed to ensuring that our students are placed in the Least Restrictive Environment within a culture of inclusive practices. This program review will help us to learn more about our

current models, supports, belief systems, and understanding of instructional methodologies. The following should be included but not limited to:

- Interviews with District Level Administrators; [Melissa Szymanski](#), Assistant Superintendent of Curriculum and Instruction, Laura Sullivan, Director of Special Education, and Tesfa Stewart, Assistant Director of Special Education
- Interviews with Building Level Administrators; Amy Cazes, Principal and [Michael LaRocco](#), Assistant Principal
- Interview with Inclusion Facilitator, Kristen Kumar
- Interviews with Hillside Elementary School Team Leader, Emily Isidori and K-12 Special Education Coordinator, Lori Mackay.
- Panel Interviews with Hillside Elementary School Special Education Teachers
- Panel Interviews with Hillside Elementary School Integrated Co-Teacher Teams
- Panel Interviews with Hillside Elementary School Teacher Assistants and Teacher Aides
- Panel Interviews with SEPTA representation
- Panel Interviews with students
- Other

C. Qualifications of Firms Staff

The District is keenly interested in the special education knowledge, experience, and data collection and analysis capacity of the individual / firm and those persons who will be assigned to work with staff. Brief resumes and listing of school district or educational contacts to attest to their experience is expected. The Board of Education reserves the right to reject staff that they feel do not have appropriate experience or qualifications to provide the desired program review.

D. Qualifications and Experience of the Firm

Individuals / Firms submitting proposals should be of a sufficient size to ensure timeliness, stability and responsiveness during the year. Firms submitting proposals shall provide information about their size as well as their school district or educational institution experience.

A listing of school district and educational institution references is required.

E. Preparation of Documents

The individual / firm will be expected to prepare and make copies of documents as may be required on its premises and provide for delivery to the District.

F. Requirements for Proposals and Description of the Process

1. Response Submission

All proposals must be received by the Business Official/ District Treasurer no later than November 19, 2021 at 10:00 AM.

2. Mailing and Delivery Instructions

- Proposals will be accepted via fax, e-mail and mail
- Fax submitted to (914) 478-6219
- E-mail to CARABALLOM@HOHSCHOOLS.ORG
- Mail addressed to:

Maureen Caraballo, District Treasurer/Business Official
Hastings-on-Hudson UFSD
27 Farragut Avenue
Hastings-on-Hudson, NY 10706

The envelope shall be labeled "Proposal for Hillside Elementary School Program Review."

3. Ownership of Proposals

All proposals and accompanying documentation become the property of the Hastings-on-Hudson UFSD. The District shall not divulge any information presented to anyone outside the District without the written approval of the individual / firm unless legally required.

4. Proposal Required Information

- a. Provide and clearly state the annual fees to be charged to the District and identify applicable hourly/daily rates.
- b. Provide a timeline of the program review.
- c. Provide summary of strengths and areas of future investigation
- d. Provide key recommendations and action steps
- b. Provide a detailed outline of data collection and analysis.
 - c. Provide the names of staff members to be assigned to the District, and their roles.

PLEASE NOTE: If any type or segments of services is not included in the above quotation, firms must specify what services they are and what the additional fees the District would be charged for such services.

G. Inquiries and Questions

1. All inquiries concerning this request for proposal should be directed to:

Maureen Caraballo, Business Official/ District Treasurer
Hastings-on-Hudson UFSD
27 Farragut Avenue
Hastings-on-Hudson, NY 10706
TEL (914) 478-6210
FAX (914) 478-6219
CARABALLOM@HOHSCHOOLS.ORG

To the extent possible, each question should be submitted in writing, citing a particular Request for Proposal section, prior to the submission of the proposal.

J. Criteria for Evaluation of Proposals

The Board of Education is responsible for establishing the criteria of the evaluation.

Elements include, but are not limited to:

- School district / educational institution experience and staff to be assigned
- Reference checks
- Clarity of the individual's / firm's proposal
- Oral interview

Thank you for your interest in the Hastings-on-Hudson UFSD.