

KAMAILE ACADEMY
KAMAILE LEADERSHIP COACHING AND ACADEMIC PLAN SUPPORT
REQUEST FOR PROPOSAL
July 30, 2024

Objective

Kamaile Academy requests proposals from consultants interested in providing leadership coaching, development, and training related to the school improvement process.

Scope of Work and Deliverables

Focus Area 1: Individual Executive/Leadership Coaching

- **Description:** Provide personalized one-to-one coaching sessions focused on leadership development. These sessions will be conducted via phone or virtual platforms, tailored to each participant's needs and goals.
- **Deliverables:**
 - Coaching log detailing session dates, times, and participants.

Focus Area 2: Workshop Design and Facilitation:

- **Description:** Design and facilitate workshops that address specific needs identified by the Principal and consultant. These workshops will be tailored to provide targeted support and development. Workshops will develop and promote practices that build leadership skills and encourage reflective thinking. These practices empower leaders to effect meaningful change and achieve positive student and faculty outcomes.
- **Deliverables:**
 - Workshop plans, including objectives, agendas, and materials.
 - Attendance logs and participant feedback summaries.
 - Post-workshop reports evaluating effectiveness and outlining next steps.

Focus Area 3: Strategic Implementation Plan Support SY 2024-2025:

- **Description:** Assist in executing the Strategic Implementation Plan for the 2024-2025 school year, ensuring that initiatives are carried out effectively and align with the overall vision.
- **Deliverables:**
 - Implementation timeline and milestones tracking progress.

Focus Area 4: Strategic Implementation Plan Support SY 2025-2026:

- **Description:** Support the leadership team in developing the Strategic Implementation Plan for the 2025-2026 school year, helping to shape and refine strategies for future success.
- **Deliverables:**
 - Draft and final versions of the Strategic Implementation Plan
 - Documentation of the planning process, including stakeholder input and decision-making rationales.

Background

Kamaile Academy

Kamaile Elementary opened in 1989 as a Hawaii Department of Education elementary school and in 2007 became a Public Conversion Charter School in partnership with the Ho‘okāko‘o Corporation. When converted to a charter school, Kamaile Elementary was renamed Kamaile Academy and adopted a 12-village model of learning, becoming a place where the community focuses its resources and attention on the education of its students. Starting in SY 2008-09, the school added grade levels yearly to grow the secondary program. Five (5) years ago, Kamaile added a Pre-K program.

Kamaile’s mission is to prepare self-directed, self-aware, college-ready learners who embrace the challenges of obstacles, experience the pride of perseverance and accomplishments, and demonstrate the strength of ‘ohana and community.

Presently, in essence Kamaile is two (2) different types of charter schools. As noted, in 2007, the elementary school converted from a DOE school to a public conversion charter school. As a public conversion charter school, Kamaile is the district home school for all K-6 elementary students in the community, and Kamaile must admit all K-6 students from the district.

The school’s secondary level, grades 7 through 12, began in 2008 and is considered a startup charter school and school of choice and as such, enrollment at Kamaile is optional. Enrollment in the secondary program is limited to 50 students per grade level by contract with the Hawaii State Public Charter School Commission.

The Pre-K program is also a startup charter school and school of choice. Enrollment is optional and has enrollment based on funding and capacity.

As Hawai‘i’s largest brick-and-mortar charter school, Kamaile currently serves 982 students in grades Pre-K-12 and has proudly graduated ten (10) classes.

Kamaile is located in the Wai‘anae community on the island of O‘ahu, and has one of the largest proportions of at-risk children (38.1%) in the state. According to current U.S. Census Bureau data, 51.3% of families with children 18 years and younger live in poverty compared to 26.9% statewide. Nearly all (96%) of Kamaile students qualify for free and reduced lunch; about 25% of Kamaile students qualify for federally-funded academic support programs through Special Education and ELL combined. Approximately 10% of the student body identifies as homeless under the McKinney Vento Act.

Proposal Requirements

Please submit a brief written proposal outlining your approach and theoretical concepts that meet the following objective: design and implement an inquiry process to examine Kamaile Academy’s capacity to sustain Pre-K-12 programming within its currently available resources. Sustainable capacity should be specific to facilities, student support, and academic achievement and identify the academic and grade-level priorities of the school going forward.

At a minimum, the written proposal must include the following::

1. Consultant contact information and details:
 - Name of firm
 - Contact name(s) and information

- Describe your experience and qualifications.
2. The project timeline from August 1, 2024- June 30, 2025. Consultant availability during this project period must be listed.
 3. Recommend an overall scope of work to execute the intended outcomes successfully on time and within the proposed budget. If you can address only some focus areas within your scope, please indicate this in your proposal.
 4. Draft outline that describes stakeholder engagement processes that will utilize board, staff, and other resources.
 5. Cost projection with budget categories and total, including hourly rates. Please break down the cost projection for each focus area listed in the scope of work and deliverables.
 6. At least three (3) references that can provide an experience-based recommendation for the consultant.
 7. Optional: Attachments and other documents the consultant sees of added value to the community.

The proposal must be presented in a conceptual, high-level format. After the consultant is selected, the actual scope of work will be refined and finalized.

Process Timeframe

- RFP posting date: July 30, 2024
- Submission deadline: August 14, 2024 4:00 pm HST
- Selection and notification: August 21, 2024
- Implementation Timeline: September 1, 2024- June 30, 2024

Submission:

Send the completed proposal by email to pkepka@kamaile.org

Paul Kepka
Principal
Kamaile Academy PCS
85-180 Ala Akau St
Wai‘anae HI, 06792

Inquiries:

Email inquiries to pkepka@kamaile.org. To ensure equity, responses to all inquiries will be communicated publicly on the Ho‘okāko‘o and Kamaile Academy Websites.