

AMEND BOARD REPORT #02-0724-PR37
RATIFY AN AGREEMENT WITH ELEANOR ADAM FOR CONSULTING SERVICES

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Ratify an agreement with Eleanor Adam to provide professional development services to the Office of Professional Development at a cost not to exceed ~~\$47,900~~ \$92,280. These services were started without prior Board approval. Consultant was selected on a non-competitive basis because of the Consultant's unique qualifications to build instructional capacity through intensive teacher and leadership development. A written agreement is currently being negotiated for Consultant's services. No payment shall be made to the Consultant prior to the execution of the written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 60 days of the date of this Board Report. Information pertinent to this agreement is stated below.

This amendment is necessary to increase the dollar amount of the contract by \$44,380 because the enrollment of participants, scope of services, and deliverables have increased. Teacher Leadership Academies were increased from three cohorts to five cohorts. Approximately 320 participants were added to the enrollment due to the substantive interest in the program. Eight days were added to the original 9 days of follow-up training for Teacher Leadership Academies due to the increased enrollment. Additional travel expenses are needed for additional days of follow-up. A written amendment to the contract is required. No payment for these additional services shall be made to consultant prior to the execution of the written amendment. The authority granted herein shall automatically rescind in the event a written amendment is not extended within 60 days of the date of this amended Board Report.

SPECIFICATION NO.: 02-250127

CONSULTANT: Eleanor Adam

Ontario Institute for Studies in Education University of Toronto
 252 Bloor Street West, Room 1220
 Toronto, Ontario, M5S1V6
 416/923-6641, ext. 3242
 Vendor # 35917

USER:

Office of Professional Development
 125 S. Clark Street – 5th Floor
 Chicago, IL
 Contact: Dr. Al Bertani
 773-553-3483

TERM: The term of this agreement shall commence on June 1, 2002 and shall end on June 30, 2003. The agreement shall have one option to renew for a period of twelve (12) months at a cost not to exceed ~~\$47,900~~ \$92,280.

EARLY TERMINATION RIGHT: This agreement may be terminated by either party upon 30 days written notice.

SCOPE OF SERVICES: The consultant will design, facilitate, evaluate and monitor an Executive Level Instructional Leadership Institute for Area Instructional Officers. Institutes will be held from July 22-26, 2002 with appropriate follow-up planned for the 2002-2003 school-year.

- Consultant will design and facilitate a week-long instructional Leadership Institute (July 22-26, 2002) for Area Instructional Officers.
- Consultant will work with approximately 40 participants for one week, nine to ten hours per day.

The consultant will design, facilitate, evaluate and monitor a comprehensive training program for teachers through Teacher Leadership Academies throughout the 2002-2003 school-year, with follow up conference meetings and retreat sessions for the summer participants.

- Consultant will develop teacher leadership teams in participating schools through ~~four~~ five five-day academies.
- Consultant will work with 125 teachers and 30 principals each week, in daily seven (7) hour sessions to

build instructional capacity.

DELIVERABLES: Consultant shall provide the following for the Executive Level Instructional Leadership Institute:

- One (1) day design team session with senior level stakeholders from inside and outside the Chicago Public Schools to design the Institute program.
- All day professional development programs in a retreat setting for the week of July 22-26, 2002.
- Development of materials for the Institute program.

Consultant shall provide the following for the Teacher Leadership Academies:

- Two (2) day design team session with elementary, middle school and high school teacher/principal representatives as well as central office and instructional officer's representative to create the design of the Teacher Leadership Academies.
- All day professional development programs for a total of ~~400~~ 150 schools/ 125 teachers and 30 principals each week, the weeks of July 8, July 15 and August 19, 2002.
- Development of materials for the Academy Programs
- ~~Nine (9) days~~ Seventeen days in six cycles of follow-up professional development for members of the leadership teams.
- Visits to schools and classrooms to provide on-going support to teacher leaders in their school context.
- Technical resources to support school-based professional development.

OUTCOMES: Consultant services shall 1) equip teachers/administrators with the necessary tools to implement the school based professional development model, 2) prepare CPS teachers/administrators to understand and apply principles of effective staff development, 3) help schools to plan collaboratively for growth, 4) support staff to develop expertise continuously, 5) allow schools to demonstrate a clear focus on instructional improvement, and 6) improve student learning.

COMPENSATION: Consultant shall be paid ~~\$10,000~~ \$20,000 for services upon completion of the design phase, ~~\$14,500~~ \$18,500 upon completion of the facilitation phase, and ~~\$15,500~~ \$35,500 for services for follow-up with conferences/retreats for the Teacher Leadership Teams during the 02/03 school year. Travel Expenses will be payable upon receipt in an amount not to exceed ~~\$7,900~~ \$18,280. The total compensation will not exceed ~~\$47,900~~ \$92,280.

REIMBURSABLE EXPENSES: Consultant shall be reimbursed for travel expenses as expenses are submitted to CPS in an amount not to exceed ~~\$7,900~~ \$18,280. The total compensation amount reflected herein is inclusive of all reimbursable expenses.

AUTHORIZATION: Authorize the General Counsel to include other relevant terms and conditions in the written agreement and any written amendments thereto. Authorize the President and Secretary to execute the agreement and any written amendments thereto. Authorize the Chief Education Officer to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION: This contract is in full compliance with the goals required by the revised remedial Plan for Minority and Women business Enterprise Contract participation (M/WBE) Plan) because the prime is an Independent Consultant (100% WBE).

LSC REVIEW: Local School Council approval is not applicable to this report.

FINANCIAL: Charge to the Office of Professional Development: $\$47,900 + \$44,380 = \$92,280$ Fiscal Year: '03
 Budget Classification: 0300-239-631-2055-5410 $\$40,000 + \$34,000 = \$74,000$
 Budget Classification: 0300-239-631-2055-5500 $\$7,900 + \$10,380 = \$18,280$
 Source of Funds: 239 Grant Funds

GENERAL CONDITIONS:

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.


Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness – The Board’s Indebtedness Policy adopted July 26, 1995 (95-0726-EX3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

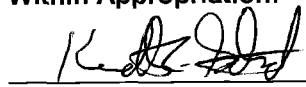
Approved for Consideration:


Anita Rocha
Acting Chief Purchasing Officer

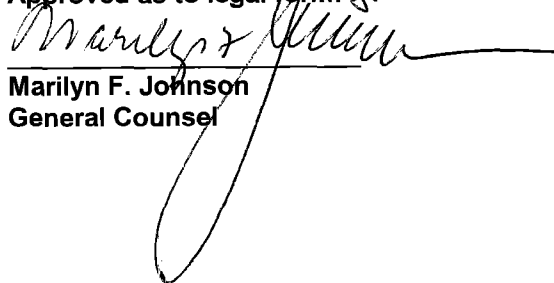
Approved:


Arne Duncan
Chief Executive Officer *(by FAH)*

Within Appropriation:


Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to legal form:


Marilyn F. Johnson
General Counsel