

January 22, 2003

AUTHORIZE THE PARTICIPATION IN THE CLOSE UP WASHINGTON PROGRAM BY THE OFFICE OF HIGH SCHOOL DEVELOPMENT AND AUTHORIZE EXPENSES RELATED TO THE PROGRAM

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize participation by CPS high school students and teachers in the Close Up Washington Program and authorize travel and other expenses related to the program not to exceed \$118,750.00. The Program is organized through the Office of High School Development. Information pertinent to this Program is stated below:

<p>USER: Office of High School Development 125 S. Clark 9th Floor Chicago, Illinois 60603 Contact: Wilfredo Ortiz (773) 553-3540</p>	<p>PROGRAM: Close Up Washington Close Up Foundation 44 Canal Center Plaza Alexandria, Virginia 22314-1592 800 CLOSE UP (256-7387) Ext. 603 (703) 706-3606 Vendor No: 12112 Contact: Stephen Janger</p>
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PROGRAM DESCRIPTION: The Close Up Foundation is a nonprofit, nonpartisan, non-sectarian civic education organization whose mission is to expose both teachers and students to the process of democracy and our national heritage. The Program is held in Washington, D.C. It promotes civic education year round through curriculum-based activities. Fully supervised programs begin Sunday p.m. and conclude the following Saturday a.m. Each day is completely scheduled and structured for students and teachers. Teachers are expected to participate in student and/or teacher seminars daily. Students recommended for the Program must be from the sophomore, junior, or senior classes. It is suggested that student candidates be comprised of student council members and students who demonstrate leadership qualities.

The following dates have been reserved for participation by Chicago Public Schools' students: March 9 – 15, 2003; March 16 – 22, 2003; March 23 – 29, 2003; March 30 – April 5, 2003; April 6 – 12, 2003.

TRAVEL ARRANGEMENTS/TRIP INFORMATION: Travel to Washington, D.C. will be by airplane. Ground transportation will consist of buses provided by the Close Up Foundation.

COST: The Office of High School Development will pay the Close Up Foundation a total of \$1,303.00 per student to cover transportation including airfare, meals, and hotel costs for one student from each participating school, not to exceed \$91,210.00. In addition, the Close Up Foundation will pay \$1,303.00 on behalf of each participating high school for students selected to be Student Close up Fellows. The Close Up Foundation will also pay \$1,453.00 per participating school to help defray the costs of transportation, meals, and accommodations for teacher coordinators. Any other costs will be paid by the participants, parents, and/or through fundraising. The Office of High School Development will pay the cost of substitute teachers, not to exceed \$27,540.00.

CHAPERONES: Trained and certified specialists will be provided by the Close Up Foundation to chaperone students. One teacher coordinator from each school will accompany students to Washington. However, teacher coordinators, while in Washington, will participate in seminars structured specifically for teachers. Teacher coordinators, nevertheless, will communicate with their students on a daily basis while in Washington, D.C.

PARENTAL CONSENT: Written parental consent and release forms for each student will be on file at the respective schools.

AUTHORIZATION: Authorize the President and Secretary to execute any travel agreements necessary for the Program.

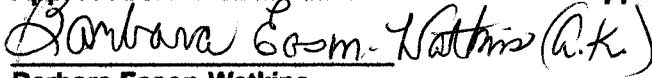
AFFIRMATIVE ACTION: Affirmative action is not applicable to this report.

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

FINANCIAL: Charge to Office of High School Development: \$91,210.00 Fiscal Year 2003
Budget Classification: 0470-210-000-1720-5500

Charge to Office of High School Development: \$27,540.00 Fiscal Year 2003
Budget Classification: 0470-210-000-1720-5150

Approved for Consideration:



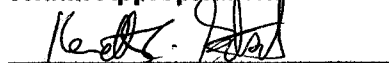
Barbara Eason-Watkins
Chief Education Officer

Approved:



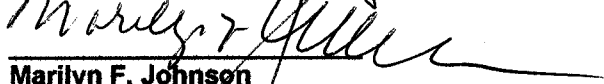
Arne Duncan
Chief Executive Officer

Within Appropriation:



Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to legal form:



Marilyn F. Johnson
General Counsel