RATIFY AN AGREEMENT WITH MARY BETH CROWDER-MEIER AND ASSOCIATES FOR CONSULTING SERVICES (SWIFT ELEMENTARY SCHOOL)

THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:

Ratify an agreement with Mary Beth Crowder-Meier and Associates to provide consulting services to Swift Elementary School at a cost not to exceed $45,000.00, of which $24,525.00 has been paid. These services were obtained without prior Board approval. Consultant was selected on a non-competitive basis because Consultant met an immediate need to improve the quality of the reading program and attain the school's goal to increase test scores. A written agreement for Consultant's services is currently being negotiated. No further payment shall be made to Consultant prior to the execution of the written agreement. The authority granted herein shall automatically rescind in the event a written document is not executed within 90 days of the date of this Board Report. Information pertinent to this document is stated below.

CONSULTANT: Mary Beth Crowder-Meier
3930 N. Pine Grove Ave. #2611
Chicago, Illinois 60613
773-529-1670
Vendor #: 20415

USER: Swift Elementary School
5900 N. Winthrop Ave.
Chicago, Illinois 60660
Principal: Beverly Martin
773-534-2695

TERM: The term of this agreement shall commence on September 1, 2004 and shall end June 30, 2005.

SCOPE OF SERVICES: Consulting will provide services to improve literacy instruction in grades K-8 for teachers, coaches, and principal.

DELIVERABLES: Consultant shall provide 1) 20-30 hours monthly coaching of classroom teachers which includes observation of instruction, instructional modeling, planning, conferring, and providing written feedback to teachers; 2) Oral and/or written progress reports to the administration and the literacy lead team on the school's progress and directions for further staff development; 3) At least 5 internal walkthroughs focused specifically on the literacy instruction at the school and on directions for further staff development; 4) Coaching and training of the administration and lead literacy team to continue to refine literacy instruction at the school; 5) Four full day and four half day professional development workshops focused on improving literacy instruction at the school; 6) Sample lessons, units of study and other curricular materials needed to assist teachers in improving literacy instruction; 7) A school wide read aloud program including learning outcomes for students and staff.

OUTCOMES: As a result of Consultant's services 1) Teachers will continue to deepen their understanding of a balanced literacy framework and refine the implementation of a balanced literacy framework in their classrooms; 2) Grade levels and cross-grade level teams will be involved in literacy curricular planning and spiraling in order to find areas of overlap and redundancy and to strengthen the day-to-day teaching in the classroom; 3) Teachers will continue to review formal and informal assessments in order to create a more rigorous curriculum and support daily instruction; 4) English Language Teachers will be supported in the development of complementary programming to the general education classrooms; 5) The administration, literacy coordinator, and additional staff, will continue to develop an understanding of and be able to implement the walkthrough as a tool for identifying professional development needs; 6) The literacy coordinator and "lead teachers" will receive support in exploring and developing a coaching role within the balanced literacy initiative; 7) The Leadership Team will develop internal capacity to continue building the literacy initiative.

COMPENSATION: Consultant shall be paid as follows: Hourly rate of $100.00, not to exceed the sum of $45,000.00, of which $24,525.00 has been paid.

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

AFFIRMATIVE ACTION: The Office of Business Diversity does not review contracts under $75,000 dollars. Therefore, this contract will not be subject to contract compliance review.

LSC REVIEW: This action was approved by the LSC for Swift School on April 5, 2004.

FINANCIAL:

Charge to Swift Elementary School: $16,500.00 — Fiscal Year: 2005
Budget Classification: 6130-234-703-6211-5410 — Source of Funds: SGSA

Charge to Swift Elementary School: $23,000.00 — Fiscal Year: 2005
Budget Classification: 6130-242-021-6211-5410 — Source of Funds: NCLB
*Partial Payment of $ 22,900.00 has been paid to the consultant. P.O. Numbers: 869303, 881724, 820930, 828717,842531, 851900.

Charge to Swift Elementary School: $5,500.00 — Fiscal Year: 2005
Budget Classification: 6130-264-883-7862-5410
Source of Funds: Reading 1st.
*Partial Payment of $1,625.00 has been paid to the consultant. P.O. Number: 885581

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 June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board's Ethics Code adopted June 23, 2004 (04-0623-PO4), 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:

Heather A. Obora

Heather A. Obora
Chief Purchasing Officer

Within Appropriation:

John Maiorca

John Maiorca
Chief Financial Officer

Approved:

Arne Duncan

Arne Duncan
Chief Executive Officer

Approved as to legal form:

Patrick J. Rocks
General Counsel