

**APPROVE ENTERING INTO AN AGREEMENT WITH  
ANN M CHAVEZ LLC FOR CONSULTING SERVICES  
FOR THE COMPREHENSIVE INSTRUCTIONAL FRAMEWORK (AREA 13)**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with Ann M Chavez, LLC to provide consulting services to Area 13 at a cost not to exceed \$200,000.00. Consultant was selected on a competitive basis pursuant to Board Rule 7-2. In 2009-2010, Ann M Chavez, LLC provided a small scale initiative of the Comprehensive Instructional Framework and corresponding teacher professional development modules to Area 13. This contract is intended to scale that initiative. A written agreement for Consultant's services is currently being negotiated. No services shall be provided by Consultant and no 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 agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**CONSULTANT:** Ann M Chavez LLC  
2535 Sundew Avenue  
Henderson, NV, 89052  
714-348-2306  
Vendor # 63122

**USER:** Area 13  
4655 South Dearborn Ave., Room 409  
Chicago, IL, 60609  
Shawn Smith, Chief Area Officer  
773-535-8955

**TERM:** The term of this agreement shall commence on the date the agreement is signed and shall end June 30, 2011. This agreement shall have 2 options to renew for periods of 1 year each.

**EARLY TERMINATION RIGHT:** The Board shall have the right to terminate this agreement with 30 days written notice.

**SCOPE OF SERVICES:** Consultant will scale the 2009-2010 Area 13 Comprehensive Instructional Framework Initiative that was implemented in grades 3, 4, and 5 in mathematics. The services shall include publication of teacher materials that will contain the following:

- Gap Analysis of current instructional materials aligned to state standards
- Curriculum mapping templates and resources
- Instructional planning documents and guidance
- Teaching strategies and effective teaching behaviors
- Teaching and learning formative assessments
- Data analysis templates and resources
- Explicit connections to Area-selected online interventions.

The publications of the Comprehensive Instructional Framework (CIF) shall include the 2<sup>nd</sup> edition of grades 3, 4, and 5 mathematics, the 1<sup>st</sup> edition of grades 6, 7, and 8 mathematics, the 1<sup>st</sup> edition of grades 3-8 science, and the 1<sup>st</sup> edition of grades K-8 reading/language arts.

In addition, Consultant will also deliver a series of professional development modules for teachers, coaches, and principals on the use and implementation of the new materials.

Consultant will train Area 13 staff to build capacity and manage the administration of the teaching and learning assessments.

**DELIVERABLES:** Consultant will provide the following:

**Instructional Framework Publications**

- Develop, create, edit, and publish 6-7-8 Math CIF books
- Develop, create, edit, and publish 2<sup>nd</sup> Edition 3-4-5 Math CIF books
- Research the development of K-8 reading/language arts CIF book
- Continue development of K-8 reading/language arts CIF book

**Teaching and learning Assessments**

- Develop and create science assessments for grades 3-7
- Coordinate and manage Area 13 training of teaching and learning assessments
- Manage the pilot of science assessments in grades 3-7
- Manage teaching and learning assessment administration

**Professional Development Modules**

- Deliver professional development modules 1-7 for 3<sup>rd</sup> - 8<sup>th</sup> grades for both regular and track E calendars.

**Project Management**

- Coordinate Area 13 team in the delivery of professional development modules
- Train Area 13 team to build internal capacity
- Manage teaching and learning assessment administration

**OUTCOMES:** Consultant's services will result in a continued increase in student achievement, teacher effectiveness, and principal leadership skills to be measured by Area CIF assessment performance, Area student growth on Scantron, and Area ISAT scores.

**COMPENSATION:** Consultant shall be paid on a monthly basis with a daily rate of \$2,000.00; total not to exceed the sum of \$200,000.00.

**REIMBURSABLE EXPENSES:** None.

**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 Chief Area Officer to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:** The M/WBE goals for this agreement include: 25% total MBE and 5% total WBE participation. However, the Waiver Review Committee recommends a partial waiver of the MBE goal be granted because the scope of services is not further divisible.

The Vendor has identified the following:

**Total WBE – 100%**

Ann M. Chavez LLC  
2535 Sundew Avenue  
Henderson, NV 89052  
Contact: Ann M. Chavez

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

**FINANCIAL:** Charge to Area 13: \$200,000.00 Fiscal Year: 2011  
Budget Classification: 05131-331-57940-221068-430101  
Source of Funds: ARRA

**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:**



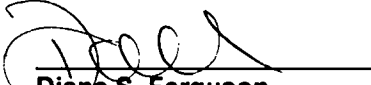
Opa L. Walls  
Chief Purchasing Officer

**Approved:**



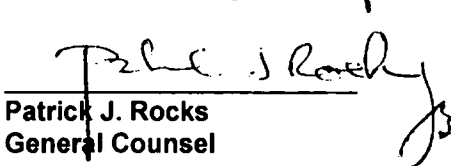
Ron Huberman  
Chief Executive Officer

**Within Appropriation:**



Diana S. Ferguson  
Chief Financial Officer

**Approved as to legal form:**



Patrick J. Rocks  
General Counsel