

**APPROVE EXERCISING THE OPTION TO RENEW THE AGREEMENT  
WITH ELAINE W. HIRSCH FOR CONSULTING SERVICES**

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

Approve exercising the option to renew the agreement with Elaine W. Hirsch to provide consulting services to the Deputy Chief Education Officer at a cost for the option period not to exceed \$46,800. Consultant was selected on a non-competitive basis because of her extensive experience in education, public education and legislative matters. A written document exercising this option is currently being negotiated. No payment shall be made to Consultant prior to the execution of the written renewal agreement. The authority granted herein shall automatically rescind in the event a written document is not executed within 60 days of the date of this Board Report. Information pertinent to this option is stated below.

**Specifications Number:** 00-250521

**CONSULTANT:** Elaine W. Hirsch  
6833 N. Kedzie Avenue, Apt. 1508, Chicago, IL 60645  
773/743-8851  
Vendor #: 52613

**USER:** Deputy Chief Education Officer  
125 S. Clark Street, 5th Floor, Chicago, IL 60603  
Contact Person: Carlos M. Azcoitia  
Telephone No.: 773/553-1520

**ORIGINAL AGREEMENT:** The original consulting services agreement (authorized by Board Report 00-0628-PR 32) in the amount of \$46,800 is for a term commencing July 20, 2000 and ending June 30, 2001 with the Board having the option to renew the agreement for three additional one year periods.

**OPTION PERIOD:** The term of this agreement is being renewed for one (1) year commencing July 1, 2001 and ending June 30, 2002.

**OPTION PERIODS REMAINING:** There are two (2) option periods for 1 year each remaining.

**SCOPE OF SERVICES:** Consultant will continue to provide services to the Deputy Chief Education Office in the areas of communications, community outreach, and public information.

Consultant shall create written materials required by the Board including newsletters, special brochures, editorial responses, special correspondence and other communications as needed. Consultant shall assist in the development of communication vehicles to LSC members and principals, create special issue-oriented publications for the CEO if so directed, and as a special communications assistant to the Deputy Chief Education Officer.

**DELIVERABLES/ OUTCOMES:** Additional projects may be assigned as needed. Outcomes of current activity are listed below:

- Creates many forms of written material required by the Deputy such as: specialized brochures, editorial responses, articles for the Educator and other publications, replies to all levels of correspondence, production of a diverse variety of newsletters and distributable information sheets.
- Meets with individual school personnel when requested, to assist them in creating information packets or local newsletters.
- Participated in the planning, creation, writing, research and final production of Federal Grant Proposal CANAL 2001

**01-0627-PR30**

- Assists the Department of School and Community Relations as it communicates with Local School Council members. Such efforts include election materials, training manuals, general correspondence, special projects, etc.
- Works with the Principal Review Board Director to inform LSCs and principals about PRB activities.
- Consults with and assists Directors (of departments such as the Ombudsman Office, Parent Outreach, PRB, etc.) under the jurisdiction of the Deputy Chief Education Officer as they create and produce their own communication efforts
- Provides consultation in the development, distribution strategy, planning and implementation of special projects, reports and other materials
- Prepares correspondence from the Deputy to CPS principals, Local School councils, etc.
- Participates in issue-related planning meetings by offering consultation, communications and strategy advice, as well as preparation of related written materials if needed.
- Advises the Deputy Chief on special projects, frequently being assigned implementation of specific activities related to the project.

**COMPENSATION:** Consultant shall be paid during this option period at the rate of \$300 per day; not to exceed the sum of \$46,800.

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

**AFFIRMATIVE ACTION:** M/KWBE participation for Independent Contractors is determined on an aggregated basis and reported in the M/WBE Monthly Report. M/WBE participation: 0% Black, 0% Hispanic, 0% Asian, and 100% WBE.

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

**FINANCIAL:** Charge to Deputy Chief Education Officer: \$46,800 Fiscal Year: 2002  
Budget Classification: 0440-210-000-1010-5410 Source of Funds: General Education

**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 member 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:**

  
Natalye Paquin  
Chief Purchasing Officer

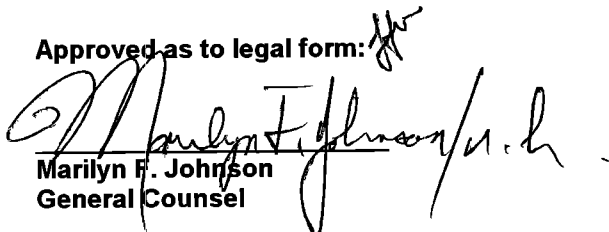
**Approved:**

  
Paul G. Vallas  
Chief Executive Officer

**Within Appropriation:**

  
Kenneth C. Gotsch  
Chief Fiscal Officer

**Approved as to legal form:**

  
Marilyn F. Johnson  
General Counsel