

**RATIFY AN AGREEMENT WITH ROBERTA TRACHTMAN
FOR CONSULTING SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Ratify an agreement with Roberta Trachtman to provide consulting services to National Teachers Academy at a cost not to exceed \$34,200. These services were obtained without prior Board approval. Purchase Order 378872 was issued and paid in the amount of \$8,200.00 to Dr. Trachtman for Phases I & II of the evaluation. The second requisition for Phase III and expenses in the amount of \$16,000 is being processed. Based on the findings collectively both parties realized that Dr. Trachtman would need to conduct additional site visits which would cause the service charge to exceed the \$24,999.00 consultant limit. Consultant was selected on a non-competitive basis. Dr. Trachtman was a principal participant in the development of a successful professional development school. She is the author of several books and articles. A written agreement for Consultant's services is currently being negotiated. 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 document is not executed within 60 days of the date of this Board Report. Information pertinent to this document is stated below.

CONSULTANT: Roberta Trachtman
2 Devon Road
Great Neck, New York 11023
(576) 466-2379
Vendor #: 35040

USER: National Teachers Academy
2710 South Dearborn
Linda Hemphill Ford
(773) 534-9970

TERM: The term of this agreement shall commence on the January 1, 2002 and shall end June 30, 2002.

SCOPE OF SERVICES: The following services will be rendered by the consultant:

- Phase I: Review NTA written documents and materials and conduct on-site interviews in order to create an evaluation design.
- Phase II: Establish a data collection schedule with key evaluation participants; collect initial interviews, focus group data, documents, and observational data; and devise plan for additional data collection activities.
- Phase III: Continue to collect and analyze data, prepare initial memo of understandings; and review memo with NTA participants.
- Phase IV: Complete all data collection and analysis; prepare final report; and present report in Chicago and Washington.

DELIVERABLES: As a result of the evaluation design, Dr. Trachtman will prepare a final program evaluation report that will answer the following research questions:

1. What is the work of the NTA teacher during the planning year?
2. What is the work of the NTA principal and non-teaching staff members?
3. What is the work of each partner organization?
4. What criteria, processes, and measurement tools do individuals use to evaluate their work?
5. What criteria, processes, and measurement tools do the partnering organizations use to evaluate their work?
6. How does the initial NTA design change during the planning year?

OUTCOME: The consultant will produce a final program evaluation report as required by the terms of NTA's grant. Funding for NTA is contingent upon submission of this evaluation report.

COMPENSATION: Phases, Tasks, and Fees

Phases and Tasks	Payment Schedule
Phase I <ul style="list-style-type: none"> • Review NTA written materials • Conduct preliminary telephone and on-site interviews • Prepare evaluation design 	\$ 4, 300.00
Phase II <ul style="list-style-type: none"> • Establish a data collection schedule with key evaluation participants • Collect initial interview, focus group, document, and observational data • Devise plan for additional data collection activities 	\$ 3, 900.00
Phase III <ul style="list-style-type: none"> • Continue to collect and analyze data • Prepare Initial Memo of Understandings • Review Memo with NTA participants 	\$ 11, 000.00
Phase IV <ul style="list-style-type: none"> • Complete all data collection and analysis • Prepare Final Report • Present report in Chicago and Washington 	\$ 6, 000.000
Admin Charges, Travel and Accommodation	\$ 9, 000.00
TOTAL	\$ 34, 200.00

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: 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 required

FINANCIAL: National Teachers Academy (USDOE-Consortium for Advancement of Teaching): \$34,200.00

Fiscal Year: 2001-2002

Budget Classification: 6480-239-561-8984-5410 Source of Funds: USDOE-R215K010072A

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:



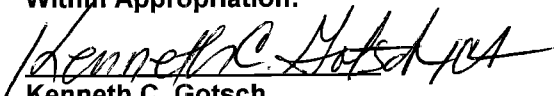
Arlita Rocha
Acting Chief Purchasing Officer

Approved:



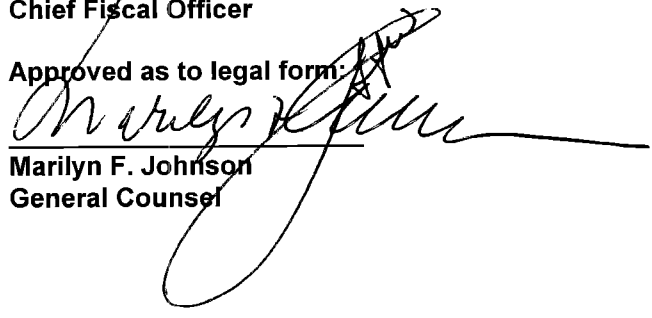
Arne Duncan
Chief Executive Officer

Within Appropriation:



Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to legal form:



Marilyn F. Johnson
General Counsel