

**RATIFY AN AGREEMENT WITH BETTY HAMILTON & ASSOCIATES  
FOR CONSULTING SERVICES****THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Ratify an agreement with Betty Hamilton & Associates to provide consulting services to the Chief Education Office at a cost not to exceed \$68,500.00. These services were obtained without prior Board approval. Consultant was selected on a non-competitive basis because of its expertise in teacher training on the writing process. No payment shall be made to consultant prior to the execution of the written agreement. A written agreement for Consultant's services is being negotiated. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 60 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Specification No.: 03-250000

**CONSULTANT:** Betty Hamilton & Associates  
1816 Smith Road  
Temperance, MI 48182  
Tel. No.: 800-992-7693  
Contact person: Betty Hamilton  
Vendor No.: 88403

**USER:** Chief Education Office  
125 South Clark, 5<sup>th</sup> floor  
Chicago, Illinois 60603  
Contract person: Andrea Kerr  
Tel. No.: 773-553-1484

**TERM:** The term of this agreement shall commence on October 7, 2002 and shall end on March 21, 2003.

**SCOPE OF SERVICES:** Consultant shall train approximately 1,450 Chicago Public Schools reading specialists and teachers (in grades K-8) in the Power Writing methodology. The strategies that the teachers and reading specialists learn will show how to move students thru the writing process beginning with words, then progressing to sentences, paragraphs and concluding with essays. Consultant will give teachers and reading specialists opportunities to read, write, and score writing samples using Illinois State writing prompts and rubrics.

**DELIVERABLES:** Consultant will provide forty-two full days (8:30- 2:30 with an unpaid hour for lunch) of training sessions for teachers and reading specialist representing grades K-3 and grades 4-8 in Power Writing strategies. Consultant will monitor and provide support for teachers and reading specialists as they use recommended strategies in their school with K-8 students. Copies of a resource guide on the Power Writing will be available in 250 of our elementary schools.

**OUTCOMES:** One thousand four hundred and fifty Chicago Public Schools staff members will receive quality training in the writing process, which they can further use to improve their teaching of writing and to train their colleagues in their schools. Consultant's services will result in an all K-8 teachers having the knowledge and strategies provided in the Power Writing Methodology to improve student writing performance in the targeted schools, as measured by the Illinois Standards Achievement Test.

**COMPENSATION:** Consultant shall be paid up on invoicing as follows: \$ 1,500 for each 7 hour day training of 120 teachers. There will be 42 sessions (days), not to exceed \$63,000. Additionally, Chicago Public Schools will purchase 250 copies of The 3 Steps to Powerful Writing at \$20.00 each plus 10% shipping and handling for a total cost of \$5,500.00. Total compensation for all training and writing guides is not to exceed \$68,500.

**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 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 applicable to this report.

**FINANCIAL:** Chief Education Office: \$68,500.00 Fiscal Year: 2003  
Budget Classification: [0320-242-348-2435-5410 - \$63,000] Source of Funds: NCLB  
[0320-242-348-2435-5320 - \$ 5,500]  
Requisition Number:

**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.

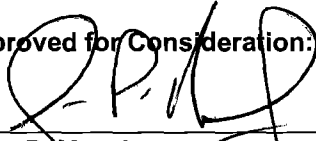
Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their 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).

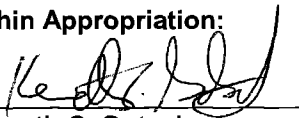
Approved for Consideration:

  
Sean P. Murphy  
Chief Purchasing Officer

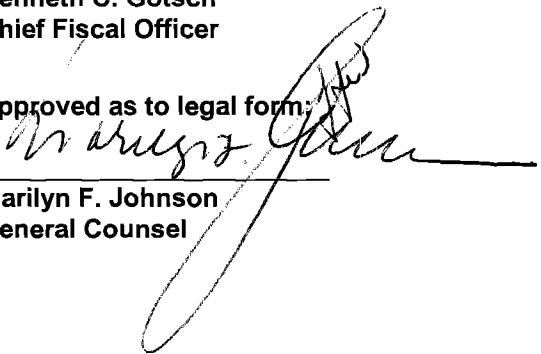
Approved:

  
Arne Duncan  
Chief Executive Officer

Within Appropriation:

  
Kenneth C. Gotsch  
Chief Fiscal Officer

Approved as to legal form:

  
Marilyn F. Johnson  
General Counsel