

May 27, 2003

**AUTHORIZE THE PAYMENT OF SUMMER INSTITUTE FEES TO  
THE NATIONAL LITERACY PROJECT**

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

Authorize the payment of Summer Institute fees to The National Literacy Project (NLP) for 430 CPS High School teachers to attend the Project's Institutes at a cost not to exceed \$78,936. The vendor was selected on a non-competitive basis because of the uniqueness of the professional development program components and nationally recognized research and work with high school literacy teams. No written agreement is required for this matter. Information pertinent to this matter is stated below.

**Specification No: 03-250112**

**VENDOR:** National Literacy Project  
772 Rhoden Cove Road  
Tallahassee, FL 32312-1041  
850.894.6570  
Vendor # - 38078

**USER:** Office of Professional Development/Chicago Reading Initiative  
125 S. Clark Street 12<sup>th</sup> floor  
Jennifer Hester  
773.553.3391

**TERM OF THIS AUTHORIZATION:** The term of this authorization shall commence on June 7, 2003 and shall end June 30, 2003.

**DESCRIPTION OF THE NATIONAL LITERACY PROJECT PROGRAM:** The National Literacy Project will conduct 4 summer professional development institutes for 430 high school teachers teaching core subject area and reading courses and 90 high school principals during the summer of 2003. The high school institutes will include:

- o Two Key note speakers
- o Five breakout session speakers
- o A revised Literacy Planning Tool for the development, and or revision of a literacy plan appropriate for high schools.
- o Original copy of all handouts

**OUTCOMES:** CPS High School Literacy Teams will receive 24 hours of professional development instruction from the National Literacy Project in the following areas:

- Research on Adolescent Content Area Literacy
- Teaching Vocabulary in the content areas
- Instructional Strategies for content area reading and writing
- Scaffolding texts for students who are below grade level in reading
- Building instructional capacity in high schools through effective professional development
- Literacy instruction for bilingual learners
- Literacy instruction for special education students

**COMPENSATION:** Vendor shall be paid the lump sum fee of \$78, 936.

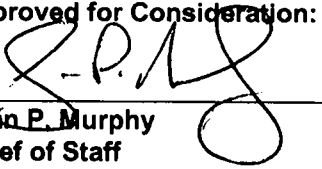
**AFFIRMATIVE ACTION:** Pursuant to section 3.7 of the Revised Remedial Plan for Minority and Women Business Enterprise Contract Participation (M/WBE Plan) this contract is *exempt* from review because the contract is for tuition payment.

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

**FINANCIAL:** Charge to: Chicago Reading Initiative \$78,936  
Budget Classification: \$0320-242-356-2436-5410  
Requisition Number:

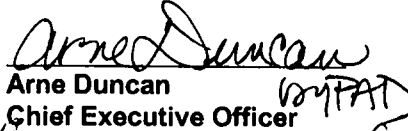
Fiscal Year: 2003  
Source of Funds: NCLB

Approved for Consideration:

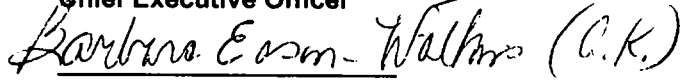


**Sean P. Murphy**  
Chief of Staff

Approved:



**Arne Duncan**  
Chief Executive Officer



**Barbara Eason-Watkins**

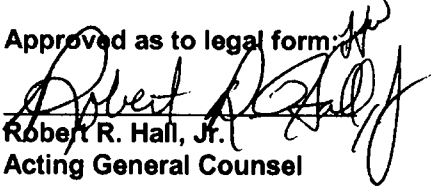
Chief Education Officer

Within Appropriation:



**Peggy A. Davis**  
Chief of Staff

Approved as to legal form:



**Robert R. Hall, Jr.**  
Acting General Counsel