

**RATIFY AN AGREEMENT WITH BESSIE R. DUNCAN, EDUCATIONAL CONSULTANT, LLC
FOR CONSULTING SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Ratify an agreement with Bessie R. Duncan, Educational Consultant, L.L.C. to provide consulting services to Howland School of the Arts at a cost not to exceed \$36,100. Consultant was selected on a non-competitive basis because of her background, experience and expertise as a reading consultant with Howland School of the Arts students for the past four years. These services were provided prior to Board approval. 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 agreement is not executed within 60 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Specification No.: 03-250199

CONSULTANT: Bessie R. Duncan, Educational Consultant, L.L.C.
521 E. Jefferson Street
New Buffalo, Michigan 49117
269/469.2342
Vendor #36631

USER: Howland School of the Arts
1616 South Spaulding Avenue
Chicago, IL 60623
Rae Smith
773/534.1753

TERM: The term of this agreement shall commence on July 1, 2003 and shall end June 30, 2004.

EARLY TERMINATION RIGHT: Both parties shall have the right to terminate this contract with 30 days written notice.

SCOPE OF SERVICES: The consultant will:

1. Provide in-class coaching and modeling. Prepare and share oral and written feedback. Schedule instructional conferences with individual teachers and grade-level teams. Involve K-3 teachers in collegial coaching and consistent use of reflective journals.
2. Plan and conduct a series of professional development activities related to SBRR (scientifically-based reading research) Program, effective instructional strategies, use of assessment data and time management for K-3, and K-12 Special Education teachers. Participate in District and State-sponsored professional development activities.
3. Provide leadership for the Assessment Team. Assist with the coordination of activities linked to the required multi-faceted assessment system that includes administering screening/diagnostic assessments, training educational support staff as assessors, monitoring the ongoing collection of data and preparing reports of outcomes/accountability evaluations.
4. Monitor the ordering, distribution, management and use of Reading First program materials.

DELIVERABLES: The Consultant will provide 120 days of service to Howland School staff during the term of the agreement.

OUTCOMES: Consultant's services will result in the following:

1. Enhance the background knowledge, instructional effectiveness and classroom management skills of K-3 teachers to the extent that all K-3 students will demonstrate reading achievement near, at or above grade placement by June 2004.
2. Contribute to the preparation of periodic and final district and state qualitative/descriptive reports that summarize the Reading First data in the areas of classroom monitoring, areas of assessment and reading achievement outcomes by grade, class and individual.

COMPENSATION: Consultant shall be paid as follows: Daily rate of \$300 not to exceed the sum of \$36,000 and

reimbursement for expenses not to exceed \$100.00; total compensation not to exceed \$36,100.

REIMBURSABLE EXPENSES: Consultant shall be reimbursed for supplies in an amount not to exceed \$100.

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% African American).

LSC REVIEW: Was approved by Local School Council on December 12, 2002.

FINANCIAL: Charge to Howland School of the Arts \$36,100	Fiscal Year: 2004
Budget Classification: 4070 239 860 7862 5410	Source of Funds: IL Reading First Grant
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.

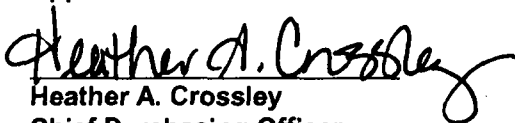
Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their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


 Heather A. Crossley
 Chief Purchasing Officer

Approved:


 Arne Duncan
 Chief Executive Officer

Within Appropriation:


 John Maiorca
 Chief Fiscal Officer

Approved as to legal form: 


 Ruth Moscovitch
 General Counsel