

**AUTHORIZE PARTICIPATION IN THE AVID SUMMER INSTITUTE PROGRAM AND PAYMENTS TO C.E.M. TRAVEL SERVICES, INC. AND TWO HOTELS FOR THE RELATED TRANSPORTATION AND LODGING**

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

Authorize the participation of approximately 300 CPS educators and administrators in the AVID Summer Institute 2005 that will be held in Austin, Texas, during the period of June 25 to June 30, 2005; and authorize payments to the vendors listed below for the related transportation and lodging expenses, in an aggregate amount not to exceed \$315,000. The vendors were selected on a competitive basis pursuant to Board Rule 5-4.1. Information pertinent to this Program is stated below:

**VENDORS:**

C.E.M. Travel Services, Inc.  
1098 South Milwaukee Ave., Suite 402  
Wheeling, IL 60090  
Contact: Jan Swies  
Phone: 847-419-0033  
Vendor Number: 24324

At a cost not to exceed: \$120,000

Hilton Austin  
500 East 4<sup>th</sup> Street  
Austin, TX 78701  
Contact: Deborah Lee  
Phone: 512-482-8000  
Vendor Number: 15259

At a cost not to exceed: \$145,000

Hampton Inn and Suites – Downtown Austin  
200 San Jacinto Boulevard  
Austin, Texas 78701  
Contact: Scott Villarreal  
Phone: 512-472-8900  
Vendor Number: 90015

At a cost not to exceed: \$50,000

**USER:** Office of High School Programs  
125 S. Clark Street, 9<sup>th</sup> Floor  
Chicago, IL 60603  
Phone: 773-553-3540  
Contact Person: Donald R. Pittman

**PROGRAM DESCRIPTION:** During the 2004-2005 School Year, Advancement Via Individual Determination (AVID) provided a proprietary curriculum (including materials) and support services (AVID Program) to students and educators in 20 CPS high schools. Authorized under a separate Board Report, this use of the AVID Program will be expanded to a minimum of 15 additional CPS high schools during the 2005-2006 School Year. Approximately 300 educators and administrators from CPS AVID Program schools and from the Office of High School Programs will attend the AVID Summer Institute 2005 to maximize the Board's utilization of the AVID Program, its materials and services. Participants at the AVID Summer Institute, will: (1) know and understand the mission of the AVID Program and the role of the AVID academic elective in achieving that mission, (2) know and understand how the AVID Program can be used as a catalyst for a school wide reform effort, (3) understand WIC-R (Writing, Inquiry, Collaboration, Reading) as the basis for instruction across the curriculum, (4) understand the role of the individual as a member of an AVID Program site team, (5) participate with a site team to develop a school wide action plan, and (6) integrate the AVID Program curriculum using school and district vertical teams.

**TRAVEL ARRANGEMENTS:** Transportation arrangements for the AVID Summer Institute 2005 will be made by C.E.M. Travel Services, Inc. Lodging arrangements will be made directly by CPS with the Hilton Austin and Hampton Inns, Austin, Texas.

**COST:** The estimated per participant cost is \$1,150 which includes transportation and lodging, and a \$100 stipend for food expenses which is not part of this Board Report.

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in any required travel and lodging agreements. Authorize the President and Secretary to execute any such agreements. Authorize the Chief Education Officer to execute all ancillary documents required to administer or effectuate these agreements, if any.

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

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

**FINANCIAL:** Charge to Office of High School Programs: \$150,000      Fiscal Year: 2005  
Budget Classification: 0470-280-395-1720-5500

Charge to Office of High School Programs: \$165,000      Fiscal Year: 2005  
Budget Classification: 0470-210-000-1720-5500

**GENERAL CONDITIONS:**

Inspector General – Each party to any 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 – Any 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 June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of any agreement.

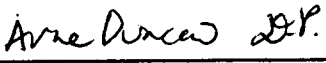
Ethics – The Board's Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of any agreement.

Contingent Liability – Any 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).

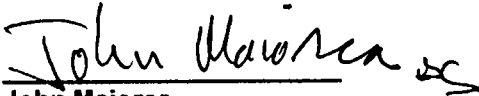
**Approved for Consideration:**

  
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**Heather A. Obora**  
**Chief Purchasing Officer**


**Approved:**

  
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**Arne Duncan**  
**Chief Executive Officer**

**Within Appropriation:**

  
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**John Maiorca**  
**Chief Financial Officer**

**Approved as to legal form:** *SLH*

  
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**Patrick J. Rocks**  
**General Counsel**