

**AMEND BOARD REPORT 11-0427-PR48**  
**APPROVE EXERCISING THE FIRST OPTION TO RENEW THE AGREEMENT WITH CHALK, LLC  
FOR CONSULTING SERVICES**

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

Approve exercising the first option to renew the agreement with Chalk, LLC to provide consulting services to the Office of Special Education and Supports at a cost for the option period not to exceed ~~\$236,000.00~~ **\$346,000.00**. A written document exercising this option is currently being negotiated. No payment shall be made to Consultant during the option period prior to the execution of the written document. The authority granted herein shall automatically rescind in the event a written document is not executed within 90 days of the date of this Board Report. Information pertinent to this option is stated below.

This May 2012 amendment is necessary to: 1) update user, 2) update compensation section and 3) increase FY12 funding by \$110,000.00.

**VENDOR:**

- 1) Vendor # 96657  
CHALK, LLC  
2647 WEST WILSON AVE.  
CHICAGO, IL 60625  
Maria Condu  
312-213-2099

**USER INFORMATION :**

Contact: 11670 - Citywide Special Education & Supports  
125 South Clark Street 8th Floor  
Chicago, IL 60603  
Clark, Miss Rebecca Gail  
773-553-3457

**ORIGINAL AGREEMENT:**

The original agreement (authorized by Board Report 10-0526-PR28) in the amount of \$236,000.00 is for a term commencing July 1, 2010 and ending June 30, 2011, with the Board having 2 options to renew for 1 year terms. The original agreement was awarded on a competitive basis pursuant to Board Rule 7-2.

**OPTION PERIOD:**

The term of this agreement is being extended for 1 year commencing July 1, 2011 and ending June 30, 2012.

**OPTION PERIODS REMAINING:**

There is 1 option period for 1 year remaining.

**SCOPE OF SERVICES:**

Consultant will continue to provide expert consultation and support to the Office of Special Education and Supports (OSES) on the Least Restrictive Environment (LRE) Monitored Programs and Instruction. LRE Monitored Programs projects will constitute approximately 90% of contract time and value.

Consultant has unique and specialized skills needed to assist Chicago Public Schools in fulfilling its Corey H. settlement obligations by completing the following:

- (1) Providing training on conducting Education Connection program completion, benchmark-indicator compliance, and district prescribed action plan (DPAP) visits;
- (2) Conducting the on-site monitoring and DPAP visits at assigned schools;
- (3) Preparing the program completion, benchmark-indicator compliance, DPAP, and any supplementary report to be submitted to the Court Monitor;
- (4) Debriefing with school administration to discuss preliminary findings; and
- (5) Creating guidelines for OSES and schools to monitor quality of the eIEP.

Instruction projects will constitute approximately 10% of current contract time and value and will include the following:

- (1) Creating a needs assessment tool to determine quality of current co-teaching practices;
- (2) Designing training materials on effective co-teaching approaches and strategies;
- (3) Developing processes and practices of effective co-teaching approaches; and
- (4) Creating an evaluation tool to measure the effective use of both teachers in the co-teaching setting.

Consultant will complete specific LRE Monitored Program and Instruction projects as well as other educational projects and other activities requiring specialized expertise, as requested by the Board.

**DELIVERABLES:**

Consultant will develop and complete the following:

**A. Education Connection (EC) Program Completion, Benchmark-Indicator Compliance and District Prescribed Action Plan Visits**

**Tasks and Deliverables**

1. Visit 24 assigned schools;
2. Conduct interviews, review Individualized Education Programs ("IEP"), review documents and observe classrooms;
3. Organize a binder of materials reviewed;
4. Complete *Education Connection Reports*. Twelve reports will be completed by March 2012 and the remaining twelve reports will be completed by June 2012; and
5. Meet with LRE staff to review 24 final reports for submission to the Court Monitor.

**B. EC Program Completion, Benchmark-Indicator Compliance and District Prescribed Action Plan Visit Training**

**Tasks and Deliverables: Delivery/Service Dates: June 2012**

1. Revise and prepare, based on Court Monitor input and requested changes, the training program and all necessary materials for training staff identified by the Director of LRE Monitored Programs;
2. Conduct training sessions with identified staff as need. Training will model all aspects of visit, scoring of probes, and writing reports; and
3. Review and edit Program Completion and/or DPAP templates and reports completed by other teams as requested.

**C. eIEP Guidelines**

**Tasks and Deliverables Delivery/Service Dates: January 2012**

1. Update and revise eIEP guidelines for OSES and schools to monitor quality of eIEP;
2. Pilot eIEP guidelines during EC visits;
3. Obtain feedback from various stakeholders;
4. Design and conduct training on completing eIEP guidelines; and
5. Evaluate and revise guidelines as necessary.

**D. Effective Co-Teaching Approaches**

**Tasks and Deliverables: Delivery/Service Dates: June 2012**

1. Create needs assessment tool to determine quality of current co-teaching practices with input from Director of Instruction;
2. Design training materials on effective co-teaching approaches and strategies;
3. Develop processes and practices of effective co-teaching approaches; and

4. Develop an evaluation tool for schools to self-monitor co-teaching implementation progress.

**E. Monthly Summary of Consultant Activities**

Consultant shall create and submit to the Board's Project Managers a Monthly Summary Report due the last business day of each month that details the total amount of time spent on each task. The report will include the specific description of the task and deliverable.

**OUTCOMES:**

Consultant's services will result in the following:

1. Quality instruction for students in the LRE;
2. A developed process for effective LRE monitoring visits and reports;
3. LRE program capacity building and consistency among CPS staff;
4. Improved system-wide consistency, quality and accuracy in eIEP development and writing;
5. Increased capacity to implement effective co-teaching approaches; and
6. Increased inclusive best practices in classroom and schools.

**COMPENSATION:**

Consultant will invoice the Board at a rate of \$60 an hour for Linda Lara and \$70 an hour for Maria Condu for a maximum of ~~1815~~ 2662 hours per employee and a total of ~~3630~~ 5323 hours for Chalk, LLC. Any periods of work of less than an hour will be computed on a pro rata basis to the nearest quarter (1/4) hour. The total compensation payable to Consultant shall not exceed ~~\$236,000~~ \$346,000.

**AUTHORIZATION:**

Authorize the General Counsel to include other relevant terms and conditions in the written option document. Authorize the President and Secretary to execute the option document. Authorize Chief Officer of Special Education and Supports to execute all ancillary documents required to administer or effectuate this option agreement.

**AFFIRMATIVE ACTION:**

The M/WBE goals for this agreement include: 25% total MBE and 5% total WBE participation. However, the Office of Business Diversity recommends a waiver of the MBE goal be granted as the services provided under the agreement are not further divisible.

The Vendor has identified the following:

**Total WBE - 100%**

Maria Condu  
2647 West Wilson Ave.  
Chicago, Illinois 60625

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Charge to the Office of Special Education and Supports: ~~\$236,000.00~~ \$346,000.00 Fiscal Year: 2012

\*Grant numbers subject to change.

11670-115-54125-221083-000000-2012	\$18,000.00
<del>11670-220-54125-221083-462052-2012</del>	<del>\$194,400.00</del>
11670-220-54125-261006-462052-2012	\$23,600.00
<u>11670-220-54125-221083-462052-2012</u>	<u>\$304,400.00</u>

**CFDA#:** Not Applicable

**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 June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the 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 the agreement.

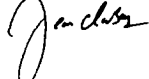
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



SÉBASTIEN de LONGEAUX  
Chief Procurement Officer

Approved:



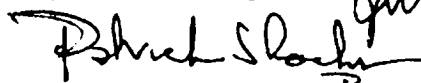
JEAN-CLAUDE BRIZARD  
Chief Executive Officer

Within Appropriation:



DAVID G. WATKINS  
Chief Financial Officer

Approved as to Legal Form:



PATRICK J. ROCKS  
General Counsel