

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141



September 19, 2017

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Consultant Services

RECOMMENDATION: That the School Committee award a contract to the following vendor for consultant services; funds to be provided from the General Fund. Procurement procedures for this contract have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
Shore Educational Collaborative 100 Revere Beach Parkway Chelsea, MA 02150	9/1/17 – 6/30/18	\$49,375.00

DESCRIPTION: This contract is for consultant services to provide professional and technical support for the mid-cycle review and special education mediation process.

SUPPORTING DATA: RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12... "motions calling for the appropriation or expenditure of money shall require the affirmative vote of four members."

BUDGET REFERENCES:

ACCOUNT:	53101	Professional & Technical Services
FUND:	15000	General Fund
ORG:	852660	Office of Student Services/Professional Development
PROJ:		

Respectfully Submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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SUPPLEMENTAL INFORMATION: Shore Educational Collaborative Contract

Purpose: Consultant Services

Amount of Contract: \$49,375

Description/Scope of Services:

A. Coordination of the Mid-Cycle Review (Special Education and Civil Rights) Process for the Cambridge Public Schools (approximately 280 hours):

- Provide orientation for staff and administration involved in Mid-Cycle Review
- Provide supervision and direction for staff involved in document review: student records, policy and procedure manuals, student and employee handbooks, etc.
- Provide training for staff and administration as needed on the online MCR process: successful completion of items in the self-assessment, data input, uploading evidence, completing of the corrective action report, etc.
- Assist in the scheduling and organization of the DESE MCR team's site visit

B. Coordination of the Special Education Mediation Process for the Cambridge Public Schools (approximately 115 hours):

- Represent Cambridge Public Schools Special Education Department in matters involving mediation
- Conduct review of relevant materials and records prior to each mediation
- Provide consultation for administration and staff around issues in mediation cases
- Provide direction for staff as needed in the delivery and organization of services required by the mediation agreement