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15-02

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET CAMBRIDGE, MASSACHUSETTS 02141



January 6, 2015

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Professional Development

RECOMMENDATION: That the School Committee award a contract to the following vendor for professional development; 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>
Marilyn Friend, Inc. 415 Pisgah Church Road Box 355 Greensboro, NC 27455	8/25/14 – 6/30/15	\$43,500.00

DESCRIPTION: This contract is for provision of professional development services to the Office of Student Services and the Haggerty School.

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:	53107	Professional Development
FUND:	25000	Grant Fund
ORG:	852660	Office of Student Services/Professional Development
PROJ:	SC15674	Special Ed Program Improvement

Respectfully Submitted,

Jeffrey M. Young, Ed.D.
Superintendent of Schools

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**Scope of Work
Inclusive Education
Dr. Marilyn Friend
2014-2015**

Rationale/Purpose:

Twenty-two percent of the students in Cambridge Public Schools (CPSD) are eligible for special education services and meet one of the ten categories of eligibility under Massachusetts's regulations to receive special education services.

The district commissioned an external review of special education that was conducted by West Ed during the 2011-2012 school year, which made specific recommendations regarding special education service delivery, professional development recommendations and decision-making for placement in the least restrictive environment. In addition, due to the reorganization to The Office of Student Services, the district commissioned a review of co-teaching for Haggerty Elementary, the four Upper schools and Cambridge Rindge and Latin School (CRLS).

The co-teaching review included a basic overview of special education services. The review yielded evidence that supported recommendations to improve the overall programs and services for students with disabilities including the development of an aligned protocol for decision-making by IEP teams and specific professional development related to best practices and current practices for inclusive education.

Expected Outcomes:

- Development of an aligned decision-making protocol
- Development and facilitation of Professional Learning Communities inclusive of general and special education teachers at the Haggerty School, school psychologists and coordinators.
- Development of strategic goals and action steps for the Office of Student Services long-term strategic plan specifically focused on inclusive education.
- Planning with phase-in school(s) regarding inclusive educational environments through classroom observations, teacher/service provider planning sessions and consultation with the principal and OSS leadership.

Measures/Deliverables:

- Development of the Least Restrictive Environment Protocol
- Completion of the long-term strategic plan with a specific goal and action steps regarding inclusive education
- Survey of principals, special education and general education teachers
- Written feedback/report of school visits, observations and next steps regarding PLC work

# of Sessions/# Hours	Dates	Cost	Description of Activity
4 sessions/ 8 hours	8/26 10/20 2/23/15 5/4/15		Professional development w/Haggerty staff refining inclusive practices through Professional Learning Communities (PLC's)
2 session/	10/30 Off-site		Planning work with the OSS Executive Leadership integrating inclusive service delivery into the 3 year strategic plan
3 sessions/ 9 hours	2/23/15 5/5/15 6/8/15		Professional Learning Community w/ School Psychologists and Coordinators (Office of Student Services)
5 visits/7 schools	10/20 12/3 12/4 2/24 5/5		Classroom/program visits, observations, feedback w/the Office of Student Services Leadership Team

Dates: (Note: Dates adjusted due to the funding through the 274 Grant)...

Haggerty

8/26-carry over from contracted work from 2013-2014 (share results of review)

10/20

2/23

5/4

Strategic Planning

10/30- off-site (virtual meeting) (2 hours)

PLC's w/Psychologists/Coordinators

2/23

5/5

6/8

Classroom/Program visits/observation/feedback

12/3

12/4

2/24

5/5

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marilynfriend@marilynfriend.com

Marilyn Friend, Inc.

Proposed Scope of Services

To: Victoria L. Greer, PhD
Assistant Superintendent of Student Services
Office of Student Services
159 Thorndike St.
Cambridge, MA 02139

From: Marilyn Friend, President
Marilyn Friend, Inc.

Date: October 7, 2014

Activity/Item	Days	Cost
On-Site		
1. Consultation, professional development, and planning with student services leadership personnel	2	7,000.00
2. Consultation, professional development, and planning with school and district administrators	2	7,000.00
3. School visits for observation, data collection, consultation, and planning	4	14,000.00
4. Consultation, professional development, and planning with Haggerty School professionals related to their initiative to re-focus inclusive schooling	2	7,000.00
NOTE: Scheduled dates are as follows: 2014: Aug. 25-26, Oct. 20, Dec. 3-4 2015: Feb. 23-24, May 4-5, June 8	.5	
Off-Site		
1. Up to 4 hours of electronic meetings, consultation, planning, or related activities		No charge
Travel		
6 trips with 10 hotel nights (inclusive of airfare, hotel, ground transportation, meals, parking)		8,500.00
TOTAL		43,500.00

Thank you for your business.