

CAMBRIDGE PUBLIC SCHOOLS

159 THORNDIKE STREET, CAMBRIDGE, MASSACHUSETTS 02141

18-70



April 3, 2018

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Professional Services

RECOMMENDATION: That the School Committee award a contract to the following vendor for Professional 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> |
|--|---------------------------|---------------|
| Gretchen Brion-Meisels 99 Wallace St. Somerville, MA 02144 | 4/9/18 – 12/31/18 | \$29,463.00 |


DESCRIPTION: This contract is for Technical Assistance Services to Support Equity-Focused Participatory Action Research

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 Services |
| FUND: | 25000 | Grant Funds |
| ORG: | 893620 | Asst. Superintendent Curriculum Support |
| PROJ: | SC18144 | The Nellie Mae Foundation |

Respectfully Submitted,


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

SUPPLEMENTAL INFORMATION: Brion-Meisels,Gretchen

Purpose: To provide expertise and leadership for Participatory Action Research (P.A.R.) components of *Building Equity Bridges* that will be undertaken with coordination from the Cambridge Education Association (CEA). P.A.R. will be undertaken by both educators and youth to help CPS and the CEA better understand the equity barriers.

Amount of Contract: \$29,463

Description/Scope of Services:

- Work with the CEA President, the grant Equity & Engagement Coordinator, and three CEA PAR Facilitators to plan and coordinate this work.
- Work with the CEA President, the Equity & Engagement Coordinator, and other individuals to develop an Action Plan for this work, with a detailed timeline, measurable benchmarks, and concrete roles and tasks for each participant.
- Work with the CEA President and the Equity & Engagement Coordinator to write job descriptions and plan selection processes for three CEA PAR Facilitators.
- Plan, train, and support the CEA PAR Facilitators to recruit, select, train, and support educator and youth PAR participants on an ongoing basis (including progress monitoring and troubleshooting as necessary).
- Assist the CEA President, Equity & Engagement Coordinator, and PAR Facilitators in establishing criteria and models for high-leverage PAR work, documentation, and analysis.
- Work with the CEA PAR Facilitators to plan, train, implement, and support spring PAR prototypes. Provide the CEA President, Equity & Engagement Coordinator, and PAR Facilitators with a report of the results and initial learning from this work to date.
- Based on strengths, needs, and opportunities identified in the spring PAR prototypes, plan and implement the summer PAR Institute for youth and educators.
- Plan, coordinate, and support processes through which participants build upon spring PAR prototypes and Summer Institute learning to complete P.A.R. that meets our quality criteria by early fall.
- Support processes through which participants' completed PAR will be analyzed, compiled, and ultimately shared with the broader "Sense-Making Team" for the broader "Building Equity Bridges" grant.
- Support Equity & Engagement Coordinator and PAR Facilitators to support at least 25 educators and/or youth throughout the process to complete, document, and analyze high-quality PAR.
- Provide regular status updates, prepare reports and provide recommendations as requested, and ensure that the CEA President, Equity & Engagement Coordinator, and PAR Facilitators are updated throughout the process regarding the progress and status of all work.
- Work with the CEA President, Equity & Engagement Coordinator, and PAR Facilitators to develop findings and recommendations about implementing, expanding, and sustaining this work beyond the grant period, and to complete a related report to the CEA Executive Board.
- work collaboratively with other CPS community partners, including, but not limited to, the City of Cambridge Mayor's Youth Summer Employment Program, Enroute, and Work Force Program.