

CAMBRIDGE PUBLIC SCHOOLS

135 Berkshire Street, Cambridge, Massachusetts 02141

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June 30, 2020

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>
District Management Group 133 Federal Street Boston, MA 02110	6/24/20 – 6/30/21	\$48,600.00

DESCRIPTION: This contract is for professional development to support the district and school leadership in the evaluation and selection of elementary and upper school schedule models that accommodate the evolving circumstance surrounding COVID-19 guidance, and implementation of elementary master schedule software.

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:	15000	General Fund
ORG:	872816	COVID Strategic Planning
PROG:		

Respectfully Submitted,

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

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SUPPLEMENTAL INFORMATION: District Management Group

Purpose:

The District Management Group (DMG) will support district and school leadership in the evaluation and selection of elementary and upper school schedule models that accommodate the evolving circumstance surrounding COVID-19 guidance. DMG will provide expertise, guidance, facilitation, thought partnership, professional development, and tools to assist the elementary and upper schools in creating student centered hybrid schedules. This will include:

- Helping determine what is taught in person and what is taught remotely.
- Improving and expanding best practice-based intervention (both in person and remotely).
- Scheduling strategies to address missed instruction.

Amount of Contract:

The cost for the contract is not to exceed \$48,600

Description/Scope of Services:

A. District Level Professional Development: Develop and provide professional development workshop on COVID-19 scheduling considerations for cross-departmental leaders, building principals, and central office staff. This workshop will be support both elementary and upper school scheduling considerations.

II. Upper School Scheduling Models

A. Work with five upper schools to create hybrid schedules through weekly meetings with designated school and district leaders. These working sessions will run up to 3 hours in total each week but will be no longer than 90 minutes per session. Focus of these sessions will include:

- Building hybrid schedules meet district and state guidance and school specific needs.
- Emerging best practices to increase student engagement through voice and choice. This seems increasingly critical for middle school students in a partially remote setting.
- How to use the schedule to more rapidly build student-teacher relationships to improve school climate and reduce student sense of isolation.
- Emerging best practices for effective remote instruction.
- How to maximize the impact of teacher planning time during unusual times.

B. Review and provide feedback on Draft reopening plan related to upper school schedules, operational reopening plan related to upper school schedules and public facing reopening plan related to upper school schedules.

III. Elementary Scheduling Models

A. Work with team of principals to create of district-level COVID-19 Elementary Master School Scheduling Models that align with district objectives and state guidance for the 2020-21 school year.

B. Work with each school to building hybrid schedules meet district and state guidance and school specific needs.

C. Work with school based teams to around use of master scheduling software.