

**AGREEMENT EXERCISING THE OPTION TO RENEW THE SERVICES AGREEMENT**  
**(THE UNIVERSITY OF CHICAGO)**

This agreement exercising the option to renew the Services Agreement ("**First Renewal Agreement**") is entered into by and between the Board of Education of the City of Chicago, a body politic and corporate commonly known as the Chicago Public Schools (the "**Board**" or "**CPS**"), with offices located at 125 South Clark Street, Chicago, IL 60603 and The University of Chicago, on behalf of the Consortium on Chicago School Research ("**University**").

**RECITALS:**

- A. The Board and University entered into that certain Services Agreement, for a Term beginning on the January 22, 2013 and ending on August 31, 2013, with the Board having one (1) option to renew for periods of eight (8) months (the "**Agreement**"); and
- B. The parties desire to exercise the option to renew the Agreement on the terms and conditions hereinafter set forth.

**NOW, THEREFORE**, for good and valuable consideration, the parties hereto agree as follows:

- 1. **Incorporation of Recitals:** The matters recited above are hereby incorporated into and made a part of this First Renewal Agreement.
- 2. **Definitions:** Any and all capitalized terms contained in this First Renewal Agreement, and not defined herein, shall have the definition as set forth in the Agreement.
- 3. **Renewal Term:** Notwithstanding the option periods stated in the Agreement, the parties wish to add an additional seven (7) months to the existing option to renew, and hereby renew the Agreement for a period of fifteen months, commencing on September 1, 2013 and ending on November 30, 2014 ("**First Renewal Period**"), unless terminated sooner as provided in the Agreement. There are no remaining option periods to renew the Agreement.
- 4. **Services:** University agrees to provide the services and materials ("**Services**"), including deliverables ("**Deliverables**"), as set forth in the **Scope of Services** attached hereto and incorporated herein by reference as **Exhibit A-1**. All such Services and Deliverables shall be designed to achieve the anticipated outcomes ("**Outcomes**") specified in the Scope of Services and shall be provided in accordance with the terms and conditions of this Agreement. University shall to complete the Services, Deliverables and Outcomes fully and to the standard of performance required in the Agreement. The Board retains final authority with respect to all Services-related decisions. The Board may, from time to time, request changes in the Scope of Services. Any such changes, including any increase or decrease in University fees, shall be documented by an amendment as set forth in the Agreement.
- 5. **Compensation:** Subject to all of the terms and conditions of the Agreement and this First Renewal Agreement, the total maximum compensation payable during this First Renewal Period shall not exceed **Fifty Nine Thousand Five Hundred and Twenty Three and 0/100 Dollars (\$59,523.00)** ("**Total Maximum Compensation**") to University, with no reimbursement for expenses or overtime. University shall be paid upon invoicing and in accordance with the terms and conditions of the Agreement and as stated in Exhibit A-1.
- 6. **Freedom of Information Act:** University acknowledges that the Agreement, this First Renewal Agreement and all related documents are a matter of public record and are subject to the Illinois Freedom of Information Act (5 ILCS 140/1) and any other comparable state and federal laws and that this First Renewal Agreement is subject to reporting requirements under 105 ILCS 5/10-20.44. University further acknowledges that this First Renewal Agreement shall be posted on the

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Board's internet website at [www.cps.edu](http://www.cps.edu).

- 7. **Counterparts and Facsimile:** This First Renewal Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one instrument. A signature delivered by facsimile or electronic means shall be considered binding.
- 8. **Miscellaneous:** Except as expressly provided in this First Renewal Agreement, all terms and conditions of the Agreement are and shall remain in full force and effect during the First Renewal Period.

IN WITNESS WHEREOF, the parties hereto have executed this First Renewal Agreement as of the last date set forth below in the signature block.

BOARD OF EDUCATION OF THE CITY OF CHICAGO

By: *Sébastien de Longeaux*  
 Sébastien de Longeaux  
 Chief Procurement Officer  
 Date: 5/23/14

Approved as to Legal Form: *SLM*  
*James L. Bebley*  
 James L. Bebley, General Counsel

THE UNIVERSITY OF CHICAGO

By: *Carol Zulehoo*  
 Name: Carol Zulehoo  
 Title: Associate Vice President for Research Administration  
 Date: 4/11/14

~~Attest:  
 By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_~~

CPOR Number: 14-0324-CPOR-1616 renewing CPOR # 12-1229-CPOR-1553

**Schedule of Exhibits:**

Exhibit A-1: Scope of Services

**EXHIBIT A-1**

**THE UNIVERSITY OF CHICAGO**  
**SCOPE OF SERVICES**  
**(MY VOICE, MY SCHOOL SURVEY)**

**CPOR Number : 14-0324-CPOR-1616 renewing CPOR # 12-1229-CPOR-1553**

**Name of Project: Student and Teacher Surveys and Reporting**

CPS Project Manager: Sara Kempner; Phone: (773) 553-5465; Email: [sgkempner@cps.edu](mailto:sgkempner@cps.edu)

University Contact: Susan Sporte; Phone: (773) 834-1009; Email: [ssporte@ccsr.uchicago.edu](mailto:ssporte@ccsr.uchicago.edu)

**Period of Performance: First Renewal Period** commencing on September 1, 2013 and ending on December 31, 2014 ("First Renewal Period").

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The Board of Education, City of Chicago (the Board or CPS) and University of Chicago, on behalf of the Consortium on Chicago School Research ("University"), had entered into a Services Agreement, as renewed by the First Renewal Agreement during the First Renewal Period. This **Scope of Services** or "SOS" is conducted pursuant to the **First Renewal Agreement**.

Defined terms used in this Exhibit A-1 shall have the same meanings as those ascribed to such terms in the Agreement and the First Renewal Agreement. Where there is a conflict between the terms and conditions of the First Renewal Agreement and those of this Exhibit A-1, the terms and conditions of the First Renewal Agreement shall prevail.

**I. GENERAL DESCRIPTION OF THE PROJECT**

The current project is for the professional services required to implement the 2013-14 CPS My Voice, My School teacher and student surveys powered by the Chicago Consortium on School Research's 5 Essentials methodology. The My Voice, My School surveys will be administered in March and April, 2014, to students in grades 6-12 ("Students") and teachers in all grades ("Teachers") to assess the 5 Essentials (i.e., Effective Leaders, Collaborative Teachers, Involved Families, Supportive Environment, and Ambitious Instruction, hereinafter referred to as "5 Essentials"). CPS' scores will be benchmarked against statewide averages established in 2013. Although the 2014 scores will be benchmarked against the state's averages from 2013, the University's survey will nevertheless provide CPS with the ability to measure change over time prior to 2013 on the 5 Essentials for each school. The survey will also continue to include several other helpful measures of Student and Teacher perceptions implemented over the past 3 years and will provide the Board, in collaboration with the University, the opportunity to ask additional questions of Students and Teachers.

**II. PURPOSE**

To collect information from Students and Teachers in CPS regarding the 5 Essentials, as well as other indicators of interest (e.g., Readiness for High School, Afterschool Activities, Common Core, Safety, etc.). In addition, this project will provide stakeholders (schools, principals, Chiefs of Schools, parents, researchers, and central office departments, hereinafter "Stakeholders") with statistically reliable information detailing each individual school's performance and trends on the 5 Essentials.

**III. DELIVERABLES**

**A. CONTENT AND ADMINISTRATION**

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**Content Development:** The base content, previously developed by the University, will measure the 5 Essentials ("5 Essentials" or "Base Content"), listed in the above description. CPS and the University will collaborate on additional survey content, with CPS having final approval of those survey questions. Survey length will be limited at 25-30 minutes to complete. The overall length of survey will not exceed the 2011-2012 survey. While the University and CPS will both be able to generate other survey questions to assess additional constructs of interest ("Supplemental Measures"), they will abide by the length and time constraints noted above. All survey content will belong to The University of Chicago, with the exception of items developed by CPS.

**The University Deliverable:** Survey.

**5 Essentials Online Survey Programming, Administration tool and server hosting:** The University will provide an online system for collecting survey responses that is capable of collecting data for each survey item linked to student identification data provided by CPS. The costs of this online system includes server hosting. Teacher surveys will be linked to teacher email addresses for the sole purpose of survey administration and non-response follow-up. The link between teacher email addresses and teacher survey data will be removed immediately after survey administration. CPS will provide contacts in Information and Technology Service ("ITS") and The University will be responsible for coordinating and testing to ensure the online system is compatible with CPS network and technology systems.

The University will provide CPS Office of Accountability staff with weekly response rate reports by network and school on Friday of each week of the administration. The University will also send weekly emails to principals and Chiefs giving them the response rates of their own schools. Current response rates will also be made available to principals and network chiefs on the online tool.

**The University deliverable:** Make online system available for collecting survey responses and reporting response rates.

**B. COMMUNICATION AND SUPPORT**

**School Communications:** The University and CPS will collaborate on the following school communications: initial survey introduction to networks and schools, administration instructions, response rate follow-up communications, and completion thank-you communications ("School Communication Materials"). CPS will have responsibility for ensuring quality and accuracy as well as timely arrival to schools. CPS will have final approval over content, style, and delivery of all School Communication Materials. Initial survey introduction to networks and schools will be sent by CPS. All administration instructions, response rate follow-up communications, and completion thank-you communications will be sent by The University.

**The University Deliverable:** send all administration instructions, response rate follow-up communication and completion thank-you communications.

**Telephone Support:** The University will provide telephone support during survey administration to schools, and network Chiefs of Schools.

**The University deliverable:** Provide telephone support during survey administration.

**C. ANALYSIS AND REPORTING**

**5 Essentials Scoring and Analysis:** The University will clean student and teacher level data and analyze responses. The University will score students and teachers on all measures that are part of the 5 Essentials and up to 15 Supplemental Measures, selected by CPS, using statistically rigorous analytic methods. The University will create comparisons between each school, its network, and the district overall as well as comparisons between each school and demographically similar schools. In addition, The University will create within-school between-subgroup student comparisons while preserving individual student anonymity, requiring at least 10 individuals per subgroup.

The University Deliverable: Scores for each school on all metrics of interest; scores for individual students on all metrics of interest

**5 Essentials Reporting Tool:** The University will create individual web-based reports for each school and network based on the Five Essentials model. After CPS approval, these reports will be available to school staff, network staff, district staff, and the public through the University website until the next year of survey reports are posted. The specific dates of public report release prior to October 2013, as well as release of Supplemental Measures not mandated by the Illinois State Board of Education, will be at the discretion of CPS. CPS will collaborate with the University in designing the reports and informing Stakeholders of their availability. Data in the reports will not be available for any school with fewer than 10 valid respondents or with a response rate of less than 50%. In addition, individual measures that have fewer than 10 individuals responding will not be displayed. Reports will provide comparable historical data where available. School reports will present results of all the analyses listed above. CPS and the University will collaborate on decisions to exclude any measures from reporting, with the University having control over which measures are reported as part of the Five Essentials. Within-school comparisons between subgroups will not be made unless each subgroup contains at least 10 responses. The handling of any reports described herein is separate from any reports that the State may release.

The University Deliverables: Individual web-based reports for each school and network, reports posted on the University website upon CPS approval.

**Reporting on New Measures:** The University will provide a space on the online school reports for up to 15 Supplemental Measures that CPS would like to make available. These are in addition to the measures that are part of the 5 Essentials.

The University Deliverable: publication of up to 15 Supplemental Measures on individual web-based reports for each school and network before August 1, 2014.

**Data:** The University will provide CPS with an extract of student-level results at the close of the administration window. The University will provide CPS a "cleaned" student-level extract (a clean extract will have matched provisional IDs with student IDs, and will identify students who have an irregular response pattern) that includes scoring on all measures, essentials, overall foundation, and any additional constructs as soon as analyses are completed, before the reports are released to schools, no later than August 1, 2014. The University will also provide CPS with aggregated results by school and network.

The University Deliverable: individual student level data and aggregated report of school-level results.

**IV. BUDGET SUMMARY**

DELIVERABLE	COST
<b>Content:</b> 5Essentials Survey; additional content development, including teacher content	\$3,000
<b>Pre-Administration:</b> Communication, Student roster collection, teacher roster	\$7,643

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collection, extra programming related to additional measures	
<b>Administration:</b> Enhanced telephone support beyond ISBE-provided support	\$2,500
<b>Quality Control:</b> Reports of data quality and anomalous schools; data cleaning prior to sending to CPS	\$6,794
<b>Report creation and scoring check:</b> Creation of unique report containing more information than the ISBE version, including group reports available to network chiefs, final scoring quality check	\$9,000
<b>TOTAL COST:</b>	<b>\$28,937*</b>

\*Total compensation payable to the University shall not exceed the Total Maximum Compensation stated in the Agreement.

#### V. DATA OWNERSHIP

CPS will own all identified student level data and school-level teacher data. The University will own individual teacher-level data and will have use of de-identified student data for purposes described herein. The University must consult with CPS prior to sharing any data with 3<sup>rd</sup> parties.

#### VI. CPS DATA REQUIRED

CPS will provide the University with an extract of Students enrolled (active) as of March 15, 2014 for use in populating the online survey tool. CPS will include the student identification number, birth date, grade level, and school of attendance (unit number) in this data file. For the purpose of the analysis and reporting described in the deliverables section above, CPS will also include the following fields in that file: student race/ethnicity, student gender, student address and zip code, free/reduced lunch status, special education status and English Language Learner ("ELL") status. CPS will also provide student-level data from the Spring 2013 administration of EXPLORE to 9<sup>th</sup> grade Students for the sole purpose of characterizing high schools for comparison. CPS will also provide data from the Spring of 2013 PLAN and the Spring of 2013 Illinois Standards Achievement Test ("ISAT") and Prairie State Achievement Examination ("PSAE") as well as absence and cumulative grades data for the purposes of the analysis and reporting described in the deliverables section. CPS will also provide a complete list of classroom teachers, including the teacher's CPS email address and school identifiers (school ID). The University will reach out to Charter Management Organizations and charter schools where this information is unavailable.

The University understands and agrees that the datasets listed above are only to be used for the purposes explicitly defined in this Scope of Services. Any use of the dataset for a purpose not specifically defined in this Scope of Services shall be considered a material breach of the Agreement. The University agrees that it will not report out data where there are fewer than 10 students or teachers in any cell.

#### V. PAYMENT SCHEDULE

CPS will provide the following payments to the University for the Deliverables listed in the above-referenced Section IV upon completion:

**Content, Pre Administration and Administration costs:** Payment shall be made no later than by May 31, 2014; and

**Quality Control, Report Creation and Scoring Check costs:** Payment shall be made no later than by August 31, 2014 or the date the final reports are released, whichever date is earlier.