



135 Berkshire Street, Cambridge, Massachusetts 02141

May 16, 2023

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT: Professional Development

RECOMMENDATION:

That the School Committee approve a contract with the following vendor, funds to be provided in accordance with the budget reference listed below. Procurement procedures for this purchase have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u>	<u>Period of Contract</u>	<u>Amount</u>
University Instructors, LLC P.O. Box 3074 Staunton, VA 24402-3074	5/19/23 - 5/18/24	\$33,500.00

DESCRIPTION: This contract will provide resources to CPS teachers preparing to take Massachusetts Tests for Educator Licensure (MTEL). Please see attached supplemental information for additional details.

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

BUDGET REFERENCE:

Fund		Account		Dept.	
15000	General Fund	53107	Professional Development	898660	Human Resources Professional Development

Respectfully Submitted,

Victoria L. Greer, PhD
Superintendent of Schools

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SUPPLEMENTAL INFORMATION: University Instructors

Purpose: The Human Resources Department (HR) is planning to provide resources to teachers who are facing barriers with licensure acquisition. HR recently sent out a survey to teachers within the district, which highlighted the need to support teachers with resources to successfully pass their Massachusetts Tests for Educator Licensure (MTEL).

Amount of Contract: \$33,500.00

Description:

University Instructors will provide a comprehensive support program to prepare staff to pass MTEL exams. Components of the program include a combination of in-person workshops, interactive webinars, recorded webinars, office hours, study sessions, and self-paced online courses. These MTEL support options are delivered through PrepForward, featuring targeted lessons, interactive exercises, full-length MTEL practice tests, detailed explanations, rich diagnostic data, unlimited access, and expert instructor support.

Scope of Services:

MTEL Prep Courses are scheduled to start on May 19, 2023 with a combination of in-person workshops and interactive webinars. The self-paced online courses will be available to all selected participants for 12 months.