

NOTICE OF SOLE SOURCE PROCUREMENT

Date: September 30, 2009

Vendor/Contractor: **Metamorphosis Teaching Learning Communities, Inc**

Contract Amount: \$81,700

Description of Services: Training for Title I Match Teachers.

Sole Source Determination: This training has been customized for VBCPS and is the only instruction of this kind known to be available.

Date of Award: TBD

SEP30/09 AM11:07 VBCPS




VIRGINIA BEACH CITY PUBLIC SCHOOLS



A H E A D O F T H E C U R V E

*Department of Curriculum and Instruction
Office of Elementary Instructional Services*

MEMORANDUM

TO: J. Kevin Beardsley, Director
Office of Purchasing Services

FROM: Christine W. Caskey, Assistant Superintendent
Department of Curriculum and Instruction 

Marie Balen, Director 
Judith N. Fisher, Coordinator 
Office of Elementary Instructional Services

SUBJECT: SOLE SOURCE REQUEST

DATE: September 23, 2009

NAME OF COMPANY: Metamorphosis Teaching Learning Communities, Inc.

REQUISITION: Contract

TOTAL DOLLAR AMOUNT: \$81,700

JUSTIFICATION FOR SOLE SOURCE:

Metamorphosis Teaching Learning Communities, Inc., is the sole provider of this requested service, which is a training program that has been customized to meet the needs of Virginia Beach City Public Schools. This program is designed to enhance the role of the Title I Math Resource Teachers serving as math specialists to enhance, refine, and expand the role of the math specialist in the role of coach. This service supports Strategic Plan objectives #1, 3, and 5.

A copy of the W-9 and the vita for Lucy West, president of the company and presenter for this training, are attached.

If you need additional information, please contact Judy Fisher at 263-1145 or email Judy.Fisher@vbschools.com.

/cm

Attachments

APPROVED: 

DATE: 9/30/09

Form **W-9**
(Rev. November 2005)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above
LUCY WEST

Check appropriate box: Individual/Sole proprietor Corporation Partnership Other Exempt from backup withholding

Address (number, street, and apt. or suite no.)
METAMORPHOSIS TEACHING LEARNING COMMUNITIES, INC.

City, state, and ZIP code
165 PARK ROW 18A

Requester's name and address (optional)

List account number(s) here (optional)
NEW YORK, NEW YORK 10038

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

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or

Employer identification number

04 371 3719 J

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person  Date **9/9/09**

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

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SEP 17 2009
BY:

Lucy West

165 Park Row • NYC, NY 10038
 (212) 766.2120 • lucy@naecoaching.com

Areas of Specialization

- Outstanding capacity for Visionary thinking
- In-depth Program Development related to all aspects of Coaching and Training.
- Extensive Coaching and Mentoring Experience (author of 2 books and numerous articles on the subject)

Employment

President, Program Development, Coaching and Mentoring

Metamorphosis Teaching Learning Communities, Inc. (2002 – Present)

- * Responsible for the development and implementation of programs custom designed to provide powerful learning experiences for mentors, school based coaches, school and district leaders, including networking of schools and overseeing the development of a wide range of professional development formats (e.g. lesson study, collaboration site schools) and materials.
- * In-depth experience utilizing mentoring, instructional coaching and communities of practice as strategic tools of the change process to positively impact teaching and learning.
- * Provide insightful mentoring for district and school leaders, coaches, teacher leaders and teachers.

Deputy Superintendent of Curriculum and Instruction – 180 Schools K-12

Region 9, NYC Public Schools (2003 – 2004)

- * Hired, deployed and trained Instructional Coaches in all subject areas K-12 ensuring positive impact on teacher growth, retention and student achievement.
- * Conceptualized and implemented high-leverage teacher leader model resulting in sustainable improvements in teaching and learning in high turnover urban settings.
- * Supervised Local Instructional Superintendents and Regional Instructional Support personnel.
- * Provided principal mentoring to ensure integration of professional development initiatives and distributive leadership models for sustainable improvement in student achievement.
- * Formulated a network of “hub sites” among clusters of schools to spread the development of professional learning communities and promising practices.
- * Developed strategic partnership between Region 9 and Bank Street College to place highly-qualified teachers in hard-to-staff schools in the South Bronx significantly raising student achievement.
- * Created long-term systemic initiatives designed to build capacity across schools and perpetually replenish the leadership pool.
- * Secured multi-million dollar funding for intervention programs requiring a unique collaboration between university professors and high school teachers to address the needs of failing students.

Director of Mathematics Instruction

K-12 Community School District 2, NYC (1995 – 2002)

- * Conceptualized and implemented district-wide mathematics initiative to move instruction from procedural to a balance of concepts, skills and applications.
- * Hired, deployed and developed district level coaches and school based teacher leaders in the highly successful practice of on-site, school-based, content-focused coaching.
- * Provided professional development for principals in mathematics education and the deployment of coaches and teacher leaders in the implementation of new curriculum materials and standards.
- * Secured and administered multi-million dollar grants in mathematics and technology education that provided funding for professional development for 1,200 plus teachers over a seven year period.
- * Designed and provided professional development in the form of coaching, lesson study, workshops, summer institutes and on-site professional development in mathematics K-12 for 48 schools.
- * Facilitated the adoption and implementation of standards-based curriculum materials in a tumultuous change climate.

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Lucy West (cont.)

165 Park Row • NYC, NY 10038
(212) 766.2120 • lucy@naecoaching.com

Books, Articles & Awards

- * Jim Knight, editor, *Coaching: Approaches & Perspectives*, Corwin Press, 2008.
- * West and Staub, *Content-Focused Coaching: Transforming Mathematics Lessons*, Heinemann, 2003.
- * "Guidelines For Cultivating Coaches: Collaborating for Sustainable Improvement"
- * "Educating Teachers of Science, Mathematics, and Technology: New Practices for the New Millennium"
- * "Coaching as Leadership" NCSM Monograph Series, Leadership for Student Achievement
- * "Building Coaching Capacity Through Lesson Study" NCSM Journal
- * Additional publications available upon request.
- * Advisor for the National Council of Teachers in Mathematics Curriculum Committee.
- * Principal Investigator on a Local Systemic Initiative NSF Grant: Reconceptualizing Mathematics Education through Professional Development.

Presentations, Institutes, Key Notes and/or Consultant for the following:

NCSM, NCTM, AERA, EARLI, ASCD, NSDC, The Harvard Institute for School Leadership, National Research Council, National Science Foundation, National Center for Restructuring Education Schools and Teaching (NCREST), Learning Research and Development Center, University of Pittsburgh, United Federation of Teachers, ACHIEVE, NYC Expeditionary Learning (Outward Bound), American Federation of Teachers, Center for Collaborative Education (CCE), Coalition of Essential Schools (CES), Bank Street College of Education, Teachers College, Columbia University, Gateway Environmental Center, City College (CCNY), Community School Districts 2, 3, 26 NYC, Redding School District, San Diego Public Schools, Houston Independent School District, El Paso Collaborative for Excellence, Bismarck Public Schools, Noyce Foundation, Lowell Public Schools, Pinellas County Public Schools, Chappaqua Public Schools, Baltimore Public Schools, Ontario Public Schools, Nova Scotia Public Schools, Seattle Public Schools, and Marilyn Burns Education Associates.

Education

- Bank Street College – Leadership in Education
- Bank Street College – Masters of Education
- Empire State College – Bachelors of Science, Counseling and Theatre

Licenses

- District Administration, NYS * School Administration / Supervisory, NYS * Principle Day Elementary, NYC * Assistant Principle Elementary and Junior High School, NYC * Common Branches, NYC * Nursery, Kindergarten and Grades 1-6, NYS

RECORDED
 SEP 17 2009
 BY: _____