



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Area Cooperative Education Services

Doing Business As, if applicable: ACES

Business Address: 205 Skiff Street, Hamden, CT 06517

Business Phone: 203-407-4451

Business email: jgustafson@aces.org

SS# OR Tax ID #:

Funding Source & Acct # including location code: 2518-5679-56694

Principal or Supervisor: Pedro Mendia-Landa, Director/Rosalyn Diaz-Ortiz,
Supervisor

Agreement Effective Dates: From 10/12/20 To 06/30/21

Hourly rate or per session rate or per day rate. N/A

Total amount: \$40,000

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."*

ARCTEL is an advanced educator preparation program approved by the CT State Board of Education developed by ACES in response to the statewide shortage of qualified, certified PK-12 teachers in the areas of Bilingual Education and Teaching English to Speakers of Other Languages (TESOL) in CT. Teachers who complete the program of study, as well as CT standardized testing requirements, will earn cross-endorsement #111, TESOL PK-12 and may also be eligible to earn a bilingual education cross-endorsement in their content area.

Submitted by: Pedro Mendia-Landa/Rosalyn Diaz-Ortiz Phone: 475-220-1135



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Pedro Mendia-Landa, Rosalyn Diaz-Ortiz
Date: September 18, 2020
Re: ACES Agreement

Please answer all questions and attach any required documentation as indicated below. Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name:** Area Cooperative Educational Services (ACES)

Description of Service: ARCTEL is an advanced educator preparation program approved by the CT State Board of Education developed by ACES in response to the statewide shortage of qualified, certified PK-12 teachers in the areas of Bilingual Education and Teaching English to Speakers of Other Languages (TESOL) in CT. Teachers who complete the program of study, as well as CT standardized testing requirements, will earn cross-endorsement #111, TESOL PK-12 and may also be eligible to earn a bilingual education cross-endorsement in their content area.

2. **Amount** of Agreement and hourly or session cost: \$40,000

3. **Funding Source** and account number: Title III English Language Acquisition Grant

2518-5679-56694

4. **Continuation/renewal or new Agreement?**

Answer all questions:

- a. If continuation/renewal, has the cost increased? If yes, by how much?
This is a continuation of service. Please see attached.
- b. What would an alternative contractor cost:
ACCESS is the only state agency that provides this program.
- c. If this is a continuation, when was the last time alternative quotes were requested?
Annually
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
At this time, existing staff cannot provide this service due to the state approved program requirements for teachers who would like to become cross-endorsed in TESOL (111) and/or receive a bilingual certification.

5. **Type of Service:**

Answer all questions:

- a. Professional Development?

This is not a professional development service.

- i. If this is a professional development program, can the service be provided by existing staff? If no, why not?
- b. After School or Extended Hours Program? N/A
- c. School Readiness or Head Start Programs? N/A
- d. Other: (Please describe).

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6. **Contractor Classification:**

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? This contractor is not a minority or women owned business.
- b. Is the Contractor Local? Yes, this contractor is local
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Yes, it is a non-profit organization.
- d. Is the Contractor a public corporation? No, it is not.
- e. Is this a renewal/continuation Agreement or a new service? This is a continuation of service.
- f. If it is a renewal/continuation has cost increased? If yes, by how much? Cost has not increased at this time.
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: Yes, all teachers going through the program will be better able to address the academic needs of English Learners as it will build teacher capacity across the district.

7. **Contractor Selection:**

Answer all questions

- a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume.

This contractor provides an advanced educator preparation program approved by the State board of education in response to the statewide shortage of qualified, certified PreK-12 teachers in the areas of Bilingual Education and Teaching English to Speakers of Other Languages (TESOL) in CT. ACES is the only program in the state of CT who offers this service.

- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source?
This contractor is a sole source at this time.
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: This is the only program for education preparation, approved by the CT State board of Education, that leads towards cross-endorsement in the shortage areas of bilingual and TESOL certification.

8. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What specific need will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met?
This contractor will address the shortage of bilingual and TESOL certified teachers. The effectiveness of the program is evaluated by the following criteria:
- Program competition/Certification
 - Exam passing scores and averages
 - Participant feedback- This program provides an evaluation to teachers who are enrolled to gather pertinent data and improve the program.

In addition, there is ongoing communication between ACES faculty and the Department of English Learner Programs to monitor teachers' progress towards program completion.

- b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness. Please see attached.
- c. How is this service aligned to the District Continuous Improvement Plan?

This service is most aligned to the *District Continuous Improvement Plan* goal 2: if we take the necessary steps to close the opportunity gaps for students with disabilities, English Learners, and students with low incomes, we will increase the graduation rate among students.

- By 2024 80% of students will demonstrate grade-level proficiency in literacy, math, and science.
- By 2024 English Learners will achieve 80 percent of their Literacy and Oral growth targets on average on the LAS Links.
- By 2024 the 6-year graduation rate for high-needs subgroups will increase to 85%.
- By 2024 the gap between the high needs and non-high needs subgroups will decrease to less than 10 points in ELA, Math, and Science performance indices.

Currently, we have a total of 3,568 students who are identified as English Learners and having teachers become cross-endorsed in this area will support the English Learners which will allow for our students to increase academically.

9. Why do you believe this Agreement is fiscally sound?

The cost of certifying 12 teachers to become TESOL/Bilingual certified teachers in another institution would be at least five times more expensive.

10. What are the implications of not approving this Agreement?

Some of the most significant implications of not approving this agreement will include the following:

- Widening the gap in our district for the lack of bilingual/TESOL certified teachers in the district.
- Not providing a path towards cross-endorsement to fill the shortage of bilingual and TESOL teachers
- Students will have less access to teachers who are certified in this area.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Area Cooperative Educational Services
ACES
FOR DEPARTMENT/PROGRAM:

English Learner Programs

This Agreement entered into on the 18th day of September 2020, effective the 12th day of October, 2020, by and between the New Haven Board of Education (herein referred to as the “Board” and, Area Cooperative Educational Services (ACES) located at, 205 Skiff Street, Hamden, CT 06517 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of **\$40,000** two payments:

January 2021 \$20,000
June 2021 \$20,000

The maximum amount the contractor shall be paid under this agreement: **Forty Thousand Dollars (\$40,000)**. Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

Fiscal support for this Agreement shall be by English Language Acquisition Program of the New Haven Board of Education, **Account Number: 2518 -5679 -56694** **Location Code: 0000** This agreement shall remain in effect from October 12, 2020 to June 30, 2021.

SCOPE OF SERVICE: *Please provide brief summary of service to be provided.*

ARCTEL is an advanced educator preparation program approved by the CT State Board of Education developed by ACES in response to the statewide shortage of qualified, certified PK-12 teachers in the areas of Bilingual Education and Teaching English to Speakers of Other Languages (TESOL) in CT. Teachers who complete the program of study, as well as CT standardized testing requirements, will earn cross-endorsement #111, TESOL PK-12 and may also be eligible to earn a bilingual education cross-endorsement in their content area.

(Please note a complete list of Duties and Responsibilities of both NHPS and ACES are in the documents attached.

Exhibit A: Scope of Service

Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.

Exhibit B: Student Data and Privacy Agreement: Attached

APPROVAL: This Agreement must be approved by the New Haven Board of Education **prior to service start date**. Contractors may begin service no sooner than the day after Board of Education approval.

HOLD HARMLESS: The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor' breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.



Contractor Signature

President

New Haven Board of Education

9/22/2020

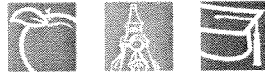
Date

Date

Emily Freel, Director, ACES Professional Development & School Improvement

Contractor Printed Name & Title

Revised: 11/27/19



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT B

**STUDENT DATA PRIVACY AGREEMENT
SPECIAL TERMS AND CONDITIONS**

For the purposes of this Exhibit B "directory information," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. §10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by the contractor within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the student data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the Contractor that proper disposal of the data has occurred in order to prevent the unauthorized access or use of student data and that deletion has occurred in accordance with industry standards/practices/protocols.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein.

5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.
6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps:

Upon discovery by the Contractor of a breach of student data, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student-generated content.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.

Revised: 10/2/18

ARCTEL

New Haven

**EARN A BILINGUAL OR
TESOL CROSS-
ENDORSEMENT WHILE
YOU TEACH!**

***Reduced tuition for
New Haven Public
Schools staff!***

Fully online program
for 2020-21!



ALTERNATE ROUTE TO CERTIFICATION FOR TEACHERS OF ENGLISH LEARNERS (ARCTEL)

ARCTEL is an advanced educator preparation program approved by the CT State Board of Education.

3 Available Cross-Endorsements:

- CT Teaching Certification #111 - Teaching English to Speakers of Other Languages (TESOL)
- Bilingual education for qualified candidates (instruction does not differ)
- CT Adult Education Certification #088 – Non-English Speaking Adults

➤ **To be considered for admission, applicants must:**

- Hold a valid CT teaching certificate
- Be employed by New Haven Public Schools

**GET THE TOOLS TO BETTER
SUPPORT YOUR STUDENTS!**

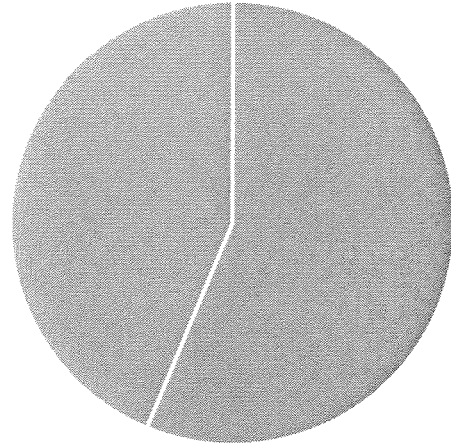
INFORMATION SESSIONS: August 26th or Sept. 2nd at 4:00 PM via Zoom
REGISTER HERE: bit.ly/arctel-nhps-2020

aces
area cooperative educational services

2019-20 ARCTEL NHPS Update

2019-20 Program Completion/Certification

- 90 New Haven Public Schools teachers have participated in the program overall since the first district-wide cohort in 2015.
- 17 New Haven Public Schools teachers participated in the 2019-20 ARCTEL program year
- 1 teacher was unable to continue participation due to COVID-19
- 12 teachers will earn CT certification #111, TESOL, PK-12 and are also eligible for the CT adult education endorsement, 088-Non-English Speaking Adults
- 4 teachers will receive a bilingual Spanish cross-endorsement in their content area



■ Received Cross-Endorsement ■ Pending

Praxis II (passing score = 155)

- Low – 159
- High – 196
- Median – 184
- State Median – 182

Participant Feedback

What do you consider to be the strengths of this program?

- “The program is well organized and easy to follow. The course materials and assignments were very helpful to increase my understanding and practice. The videos were also helpful. I truly enjoyed the section on the SIOP.”
- “Program requirements were manageable. Instructor was knowledgeable and a helpful resource.”
- “This was a fabulous program which provided so much valuable material to us in a really interesting and engaging way. I feel like I learned so much through the program and feel fully prepared to teach English Language Learners going forward.”
- “I like how the program is in 3 phases, as each phase is very inclusive in creating a well rounded ESL teacher. I wish we could have been together more with the outbreak of Covid, but the program was modified more than appropriately to help us be successful. The work load was challenging but attainable. I think it is nicely spaced out to allow ample time to complete the assignments.”
- “The practical applications that can be used immediately in our classrooms.”
- “The program was very comprehensive and included the most important theories of SLA, bilingual education policy and advocacy”
- “The instructors, the content covered, the collaborative aspects of the program, the contrastive analysis project, the rubrics, the discussions, the videos, the readings, the reflection assignments.”
- “The instructors are very knowledgeable and incredibly receptive to supporting the students. The concepts are broken down in a very meaningful way that shows a natural progression of learning and fully prepares participants to enter the field of ESL.”