

**AGREEMENT COVER SHEET  
TO BE COMPLETED BY DISTRICT EMPLOYEE**

**PLEASE ATTACH TO AGREEMENT**

**PLEASE TYPE**

**CONTRACTOR FULL NAME:** Achievement First

**DOING BUSINESS AS, IF APPLICABLE:**

**BUSINESS ADDRESS:** 403 James Street, New Haven, CT 06513

**BUSINESS PHONE:** 203-773-3223

**BUSINESS EMAIL:** [paigecarstensen@achievementfirst.org](mailto:paigecarstensen@achievementfirst.org)

**SS# OR TAX ID #:** On File

**PREPARED BY:** Typhanie Jackson, Director of Special Education/Student Services  
Department

**PRINCIPAL OR SUPERVISOR:** Typhanie Jackson, Director of Special Education/Student  
Services Department

**AGREEMENT EFFECTIVE DATES:** From: 08/30/2021 To: 06/30/2022

**HOURLY/ DAY/or PER SESSION RATE:**

**TOTAL AMOUNT:** \$468,860

**DESCRIPTION OF SERVICE:** Special Education services for New Haven students attending  
Amistad Academy Charter School and Elm City Charter School to comply with their IEP's

In addition, please attach a detailed scope of service and a copy of the Contractor's resume:

Submitted by: Typhanie Jackson Phone: 475-220-1768



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Typhanie Jackson, Director of Special Education/Student Services  
**Date:** July 20, 2021  
**Re:** Contract between NHPS and Achievement First

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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:** Achievement First
2. **Description of Service:** Special education services for New Haven students attending Amistad Academy Charter School and Elm City Charter School to comply with their IEP's.
3. **Amount of Agreement and hourly or session cost:** \$468,860
4. **Funding Source and account number:** General Funds Special Funds Account, account # 190-494-56694, Location Code: 0000
5. **Continuation/renewal or new Agreement?**  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? If yes, by how much? Yes, \$13,656 (3%)
  - b. What would an alternative contractor cost: N/A Mandated by state
  - c. If this is a continuation, when was the last time alternative quotes were requested? N/A
  - d. For new or continuation: is this a service existing staff could provide. If no, why not? No
6. **Type of Service:**  
**Answer all questions:**
  - a. Professional Development? No
    - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? N/A
  - b. After School or Extended Hours Program? N/A
  - c. School Readiness or Head Start Programs? N/A
  - d. Other: IEP Mandated services.

**7. Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business? No
- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Yes
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? Renewal
- f. If it is a renewal/continuation has cost increased? If yes, by how much? \$13,656 (3%)
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: No

**8. 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.  
Ability to provide mandated special education services.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source?  
Mandated by state
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor:  
Mandated by state

**9. 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?  
To provide state mandated special education services to students with special needs attending Amistad Academy Charter School and Elm City Charter Schools.
- b. If this is a renewal/continuation services attach a copy of the evaluation or archival data that demonstrates effectiveness.  
Renewal. The effectiveness will be demonstrated ongoing meetings, IEP review and staff/parent feedback throughout the school year 2021-2022.
- c. How is this service aligned to the District Continuous Improvement Plan?

**10. Why do you believe this Agreement is fiscally sound?**

This agreement is fiscally sound as the district maintains oversight of reimbursement which does not exceed that of what is provided for students within the NHPS district.

**11. What are the implications of not approving this Agreement? We will not be meeting state compliance.**



NEW HAVEN PUBLIC SCHOOLS

**Agreement  
By And Between  
The New Haven Board of Education  
AND**

**Achievement First**

**For Department/Program**

**Student Services/Special Education**

This agreement entered into on the 20<sup>th</sup>, day of July, 2021 effective the 10<sup>th</sup>, day of August, 2021 by and between the New Haven Board of Education (herein referred to as the "Board") and **Achievement First**, located at **403 James Street, New Haven, CT 06513** (herein referred to as the "Contractor").

**COMPENSATION:** The Board shall pay the contractor for satisfactory performance of services required at a rate of in the amount of **\$468,860**.

The maximum amount the contractor shall be paid under this agreement: **Four Hundred Sixty Eight Thousand Eight Hundred Sixty Dollars (\$468,860)**. 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 **General Funds Special Help Contractual Services Program** of the New Haven Board of Education, **Account Number:190-494-56694**. **Location Code: 0000**

This agreement shall remain in effect from August 30<sup>th</sup>, 2021 to June 30<sup>th</sup>, 2022.

**SCOPE OF SERVICE:** Must be related to classroom studies and District Curriculum shall consist of (attach additional page if more space is needed):

- **Special education services for New Haven students attending Amistad Academy Charter School and Elm City Charter School to comply with their IEP's.**

**Exhibit A: Scope of Service:** Please attach contractor's detailed Scope of Service 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*. Contactors 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's 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.

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 Contract through the last day of thirty (30) day notice period.

  
Payal Sethi (Jul 15, 2021 15:48 EDT)

\_\_\_\_\_  
(Contractor Signature)

\_\_\_\_\_  
President  
New Haven Board of Education

Jul 15, 2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**7/13/2021**

\_\_\_\_\_  
Contractor Name Printed or Typed



**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

## CONTRACTOR ASSESSMENT

Vendor Name: Achievement First

Project Description: Achievement First will provide special education services to New Haven Public School students attend Amistad Charter School and Elm City Charter School.

Evaluator: Typhanie Jackson

Date June 28, 2021

	Unacceptable			Excellent		Not applicable
	1	2	3	4	5	N/A
<b>Quality of contractor's Work</b>						
1. Attendance				X		
2. Effectiveness of consultation					X	
3. Ability to communicate with staff and parents					X	
4. Monitor and maintain social emotional behavioral records				X		
5. Appropriate recommendations for student programming				X		
<b>Working relationship of contractors with district</b>						
6. Timely submission of department data					X	
7. Positive feedback from staff and families					X	
8. Collegial, collaborative relationships with building professionals					X	
<b>Implementation of practice across the district</b>						
9. Flexibility in scheduling					X	
10. Team work with teacher and other professionals				X		
11. Individual/building training of social emotional behavioral strategies				X		