



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Please Type

Contractor full name: **Connecticut Center for School Change**

Doing Business As, if applicable:

Business Address: **151 New Park Avenue, Box 61, Hartford, CT 06106**

Business Phone: **860-586-2340**

Business email: **ccsc@ctschoollchange.org**

SS# OR Tax ID #:

Funding Source & Acct # including location code: **2503 5014 56694 0053**

Principal or Supervisor: **Michelle Bonora**

Agreement Effective Dates: From **8/10/21**. To **06/30/20**.

Hourly rate or per session rate or per day rate. \$125/hr x 4 hrs/day x 20 days
Total amount: **\$10,000**

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."* Beginning in August 2021 and continuing through June 2022, staff from the Center for School Change will provide facilitation and support to the principal and staff of NHAEC in the development of an improvement plan. Coaches will be supported at their site or virtually for 10 sessions over the course of the year and receive feedback and support. Follow-up will be provided to the principal during 6 sessions, which include problem solving and developing strategies before, and during implementation of the improvement plan. Follow up to support facilitators in their role of coaches includes planning and facilitation of community of practice. Additionally, we will schedule 4 sessions over the course of the year to cover the work, problem solve and increase skill set. Adjustments to and/or modifications of the specified services will be made with the agreement of the principal of the New Haven Adult Education Center and the Executive Director of the CT Center for School Change.

Submitted by:  Phone: 2025366119



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: **Michelle Bonora**
Meeting Date: **August 2, 2021**
Re: **Agreement: Connecticut Center for School Change**

Executive Summary/ Statement:

Amount of Agreement and the Daily, Hourly or per Session Cost: \$125/hr x 4 hrs/day x 20 days

Funding Source & Account #: 2503 5014 56694 0053

Key Questions:

1. How does this project align to the District Continuous Improvement Plan?

New Haven Adult Education Center's partnership with the Connecticut Center for School Change is strategically aligned with the New Haven Public Schools District goals of increasing academic outcomes for all students. The coaching model implemented at NHAEC will be an innovative initiative rooted in the belief that all students, regardless of age, can learn, achieve, and rise to a bright future. At the heart of this initiative is the belief that the skill of the teacher directly affects student outcomes. NHAEC will be a model for 1 to 1 coaching and high level instruction for adult learners across our state. NHAEC teachers will collaborate with program facilitators to develop instructional strategies that meet all students' diverse learning needs. Teachers and coaches will meet bi-weekly to discuss recent observations, program goals and skill development. The training provided by the Center for School Change will provide our program facilitators with the skill necessary to coach full and part-time teachers.

2. How was the contractor selected? Quotes? RFP? Sole Source designation?

The Center for School Change has been a partner and contractor for New Haven Public since 2011-12 school year with a successful history. Their previous works extends from facilitating

instructional rounds, planning and facilitating leadership training, working with content instructional coaches and facilitated a community of practice for district leaders.

3. What specific skill set does this contractor bring to the project?

The staff at CCSC are particularly poised to do this work as they have been in the forefront in CT in the arena of Executive Coaching. Not only are some of their staff nationally certified as coaches but they have also been published in national educational journals. In addition, The Center's "Coaching Newsletter" has a distribution list of 805 educators. The Coaching Institute that they plan and facilitate twice each year is sold out each time it is offered. They have coached educational leaders in more than 20 districts in CT over the past four years.

4. Is this a new or continuation service? If this is a continuation service, please attach an evaluation of the contractor from the previous year.

1 Year Contract Requested.

5. Evidence of Effectiveness: How will the contractor's performance be evaluated? How frequently will you meet with the contractor to monitor their progress?

Overall Goal: Increase coaching skills of 3 New Haven Adult Education Program Facilitators that result in the following:

GED Program

- Increase the percentage of students enrolled 12 or more hours from 59% to 66% by June 2022.
- Increase the number of students receiving their GED credentials by 5% to exceed 77 students by June of 2022.

High School Credit Program:

- By June 2022 80% of HSCD program students earning credit will score proficient or better in the targeted transferable skills as measured by an exit assessment created in house and currently in the early stages of development.

ESOL:

- 50% of students who are retained for at least 12 hours and have a pre and posttest will show growth in academic writing skills as measured by a rubric or checklist by January 2022.

The above goals and measures will be discussed during the 4 community of practice sessions scheduled for December, Feb, April and June.

6. If the service is a professional development program, can the training be provided internally, by district staff? If not, why not?

The service provided by the Center for School Change cannot be provided by the district. Kerry Lord and Isobel Stevenson, the service provider, have specific experience with adult learning and an extensive knowledge of instructional coaching.

7. Why do you believe this agreement is fiscally sound?

The Connecticut Center for School Change is a local provider that has worked in partnership with New Haven Public Schools for several years and has a track record of success. The expense of this contract will be covered by the NHAEC State of CT grant. We have been approved by the CSDE to include instructional coaching in NHAEC State Grant ED 245.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Connecticut Center for School Change

FOR DEPARTMENT/PROGRAM:

New Haven Adult Education

This Agreement entered into on the 10th day of August 2021, effective (*no sooner than the day after Board of Education Approval*), the 10th day of August, 2021, by and between the New Haven Board of Education (herein referred to as the “Board” and, Connecticut Center for School Change located at, 141 New Park Avenue, Hartford, CT (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$125 per hour x 4 hours/day, for a total of 20 days.

The maximum amount the contractor shall be paid under this agreement: (\$ 10,000).
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 State Adult Education **Program** of the New Haven Board of Education, **Account Number:** 2503-5014-56694 **Location Code:** 0053.

This agreement shall remain in effect from 8/10/2021 to 6/30/22.

SCOPE OF SERVICE: *Describe service deliverables, including, locations and costs for service, including travel and supplies, if applicable. A detailed Scope of Service with pricing is attached).*

Observation each individual instructional coach at their site 3 times over the course of the year and offer feedback and support. Follow up to support team of coaches including planning and facilitation of community of practice in 4 three hour sessions over the course of the year to cohere the work, problem solve and increase skill set. 2 strategy sessions with principal before implementation.

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*. 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

7/15/21

Date

Date

Richard W Lemons, EdD, Executive Director

Contractor Printed Name & Title

Revised: 10/2/18



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.