

NEW HAVEN BOARD OF EDUCATION

AMENDMENT TO AGREEMENT

CONTRACTOR: Dr. Dolores Cole's Agreement **AMENDMENT #:** 1

GRANT # if applicable: **AGREEMENT #:** 96293621

GRANT NAME: Commissioner's Network Grant – Wexler Grant **DATE:** 5/21/2021

FUNDING SOURCE OF AGREEMENT: 2547-6293-56694-0032

ORIGINAL AMOUNT OF AGREEMENT: \$11,880

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$11,880

 X **ACTUAL** OR **ESTIMATE**

AMOUNT OF THIS AMENDMENT: \$7,480.

 INCREASE OR X **DECREASE**

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$4,400

FUNDING SOURCE FOR AMENDMENT: 2547-6293-56694-0032

DESCRIPTION AND NEED FOR AMENDMENT: To reduce the contract dollar amount of \$11,880 by \$7,480 to \$4,400 on Wexler-Grant School Commissioners Network Grant account #: **2547-6293-56694-0032**. The other cost included in the original agreement is being covered by the State. From June 17, 2021 – June 30, 2021, Dr. Cole will provide support to the leadership team, teachers and coaches in the area of literacy/curriculum with the purpose of refining instructional practices and improving student achievement in the areas of vocabulary, discourse, oral language, comprehension, and writing as it relates to reading. \$440 per day for 10 days = \$4,400.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: Dolores Cole Dolores Cole 5/21/2021
(Name) (Date)

Dr. Dolores Cole – Leadership Advisor
(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)

Derricka Suggs-Wilkes
Office Manager
Department of Special Funds



P: (475) 220-1383
F: (203) 946-5740

March 29, 2021

Dr. Dolores Cole
795 Prospect Avenue
West Hartford, CT 06105

CONTRACTORS COPY

Dear Dr. Cole:

Enclosed is your signed copy of Agreement No. 96293621, which was approved by the New Haven Board of Education on 2/8/2021. Please reference this Agreement No. 96293621 on all future correspondence and/or invoices.

When submitting invoices for payment be sure to provide a complete description of services rendered including date, place and times.

The funding source for this agreement comes from the Commissioner's Network Grant. Please make sure that all services are applicable to this funding source.

If you have any questions regarding payment status please call Chantel Esdaille at 1-475-220-1378 or email Chantel.Esdaille@new-haven.k12.ct.us

Sincerely,



Derricka Suggs-Wilkes
Office Manager

DW enc.1

cc: D. Diah



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

AGREEMENT NO. 96293621

Contractor full name: Dr. Dolores Cole's Agreement

Doing Business As, if applicable:

Business Address: 795 Prospect Avenue ~ WEST HARTFORD, CT 06105

Business Phone: 860-539-4533

Business email: deeteachc@aol.com

SS# OR Tax ID #: On File

Funding Source & Acct # including location code: 2547-6293-56694-0032

Principal or Supervisor: David Diah

Agreement Effective Dates: From February/8/2021 To June/30/2021.

Hourly rate or per session rate or per day rate.

Total amount: Hourly rate per hour or per session rate or per day rate. \$440.00 per session (27 days) to be paid in 10 and 17 day increments of \$4,400 and \$7,480 respectively totaling \$11,880.

Pricing structure

Proposed rates:

Dates	Content Area	Personnel	Purpose	Hours
Feb 8	Literacy Instructional practices	Administration and leadership team	Refinement and alignment of instruction and implementation	4
Feb 9	Literacy	Administration and leadership team	Refinement and alignment of instruction and implementation	4
Feb 16	Literacy	Administration and leadership	Refinement and alignment of	4

		Team	instruction and implementation	
Feb 17	Literacy	Literacy coaches	Curriculum implementation grade k-8	4
Feb 23	Literacy	Literacy coaches	Curriculum implementation grade k-8	4
Feb 24	Literacy	Literacy coaches	Curriculum implementation grade k-8	4
March 2	Literacy	Literacy coaches	Curriculum implementation grade k-8	4
March 3	Literacy	Literacy coaches	Curriculum implementation grade k-8	4
March 9	Literacy	Literacy coaches	Curriculum implementation grade k-8	4
March 10	Literacy	Literacy coaches	Curriculum implementation grade k-8	4
March 16	Literacy	Literacy coaches	Curriculum implementation grade k-8	4
March 17	Literacy	Literacy Hill and literacy coaches	Small group instruction planning grade k	4
March 23	Literacy	Literacy Hill and literacy coaches	Small group instruction planning grade 1	4
March 24	Literacy	Literacy Hill and literacy coaches	Small group instruction planning grade 2	4
March 29	Literacy	Literacy Hill and literacy coaches	Small group instruction planning grade 3	4
March 30	Literacy	Literacy Hill and literacy coaches	Small group instruction planning grade 4	4
April 5	Grade level Data and grouping	Administrators and coaches	Grade 1 data and planning	4

April 6	Grade level Data and grouping	Administrators and coaches	Grade 2 data and planning	4
April 13	Grade level Data and grouping	Administrators and coaches	Grade 3 data and planning	4
April 14	Grade level Data and grouping	Administrators and coaches	Grade 4 data and planning	4
April 20	Grade level Data and grouping	Administrators and coaches	Grade 5 data and planning	4
April 21	Grade level Data and grouping	Administrators and coaches	Grade 7 data and planning	4
May 3	Grade level Data and grouping	Administrators and coaches	Grade 8 data and planning	4
May 4	PD Planning	Administrators and coaches	Curriculum implementation grade k-8	4
May 5	PD Planning	Administrators and coaches	Curriculum implementation grade k-8	4
May 11	Grade level Data and grouping	Administrators and coaches	Curriculum implementation grade k-8	4
June 30	Grade level Data and planning for 2021-2022 school year	Administrators and coaches	Curriculum implementation grade k-8	4
27 days				108 hours

Hourly rate: \$110.00 per hour \$440.00 per 4 hour day

Total amount: 27 days @\$440.00 = \$11,880.00

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

Due to the current Pandemic as well as school opening/closings throughout the state, all meetings will be held via Zoom and will be virtual in nature until otherwise indicated by the CSDE.

Dr. Dolores Cole will provide assistance working with Wexler Grant administrators and coaches in literacy instruction with the purpose of refining instructional practices and improving student achievement in the areas of vocabulary, discourse, oral language, comprehension, and writing as it relates to reading. Dr. Cole will assist in developing a school wide schedule to ensure a balanced literacy block with fidelity to the programs being implemented.

In addition, Dr. Cole will provide support to the administrative team as they refine their School Improvement Plan and align areas of focus based on data. This data will be used to develop a schedule and determine strengths and deficits as they relate to student learning outcomes and teacher professional development for the 2020-2021 school year.

Dr. Cole will also collaborate with reading consultants and literacy coaches around the effective use of data to determine instructional strategies and strategic groupings of students to maximize learning and increase reading outcomes.

Submitted by: David Diah Phone: 475-220-5600



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT NO. 96293621

AGREEMENT

By And Between

The New Haven Board of Education

AND

(Dr. Dolores Cole's Agreement)

FOR DEPARTMENT/PROGRAM:

(Wexler Grant Community School)

This Agreement entered into on the 8 day of February, 2021, effective (start date no sooner than the day after Board of Education Approval), on the 8 day of February, 2021, by and between the New Haven Board of Education (herein referred to as the "Board" and, Dr. Dolores Cole, located at, 795 Prospect Avenue ~ WEST HARTFORD, CT 06105 (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$440.00 per session (27 days) to be paid in 10 and 17 day increments of \$4,400 and \$7,480 respectively totaling \$11,880 for work sessions, virtual coaching via Zoom for work with Wexler Grant's administrators and coaches, from February 8, 2021 through June 30, 2021. The maximum amount the contractor shall be paid under this agreement: Eleven thousand, eight hundred eighty dollars (\$11,880). 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 **Commissioner's Network Program** of the New Haven Board of Education, **Account Number: 2547-6293-56694 Location Code: 0032**

This agreement shall remain in effect from February 8th, 2021 to June 30th, 2021.

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

Please do not leave this section blank

Due to the current Pandemic as well as school opening/closings throughout the state, all meetings will be held via Zoom and will be virtual in nature until otherwise indicated by the CSDE.

Dr. Dolores Cole will provide assistance working with Wexler Grant administrators and coaches in literacy instruction with the purpose of refining instructional practices and improving student achievement in the areas of vocabulary, discourse, oral language, comprehension, and writing as it relates to reading. Dr. Cole will assist in developing a school wide schedule to ensure a balanced literacy block with fidelity to the programs being implemented.

In addition, Dr. Cole will provide support to the administrative team as they refine their School Improvement Plan and align areas of focus based on data. This data will be used to develop a schedule and determine strengths and deficits as they relate to student learning outcomes and teacher professional development for the 2020-2021 school year.

Dr. Cole will also collaborate with reading consultants and literacy coaches around the effective use of data to determine instructional strategies and strategic groupings of students to maximize learning and increase reading outcomes.

Hourly rate or per session rate or per day rate. \$440.00 per session (27 days) to be paid in 10 and 17 day increments of \$4,400 and \$7,480 respectively totaling \$11,880.

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.

Dolores Cole
Contractor Signature

Lysania Rivera
President
New Haven Board of Education

1/20/2021
Date

February 5, 2021
Date

Dolores Cole – Leadership Advisor
Contractor Printed Name & Title



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

**Proposal for consultant work in literacy for Wexler Grant Elementary School
February 2021 to June 2021**

- *To provide weekly on site support to teachers and coaches in the area of literacy with the purpose of refining instructional practices and improving student achievement in the areas of vocabulary, discourse, oral language, comprehension, and writing as it relates to reading.*
- *To support the administrative team with cohesive learning opportunities to refine monitoring, support and feedback for teachers in the areas of classroom environment, instructional practices, assessment and differentiation within small groups.*
- *To work with Hill Literacy and Collaborative Classroom consultants and Wexler's literacy coach around the effective use of data to determine instructional strategies and strategic groupings of students to maximize learning and increase reading outcomes.*

OBJECTIVES and TASKS	TIMELINE	PARTICIPANTS
<p>OBJECTIVE 1: <i>To engage the principal, teachers and leadership team in analyzing school data to determine specific areas of instructional need and set attainable performance goals.</i> <i>To provide a structure that fosters collaboration to ensure grade level and cross grade level continuity, aligning the curriculum to the targeted standards and using the resources across grade levels to build seamless and robust instruction.</i></p>	<p>February 2021- June 2021</p>	<p>Principal Assistant Principal Grade level teachers Literacy Coach Leadership Team</p>
<ul style="list-style-type: none"> • Task 1: Conduct a deep dive into all relevant assessment data to determine areas of strength, trends, cohorts and alignment. This data will include Collaborative classroom assessment data, LLI data and district and Common Formative Assessments. • To use the disaggregated results to develop a plan of targeted instruction at each grade level. 	<p>How are we doing? How do we know how we are doing? What can we do differently? (Reeves)</p>	<p>Principal Assistant Principal Grade level teachers Literacy Coach Leadership Team</p>
<ul style="list-style-type: none"> • Task 2: During data team meetings participants will 	<p>Effective and consistent use of</p>	<p>Principal Assistant Principal</p>

disaggregate student assessment data by above, at, below and significantly below levels for the purpose of grouping during small group instruction, differentiation and modifications.	materials and resources to ensure quality Tier 1 instruction for all students.	Grade level teachers Literacy Coach
<ul style="list-style-type: none"> Task 3: identify two/three strategies or areas of focus for systemic implementation and develop resources and planning to meet each student's instructional needs. 	Select two to three areas of focus and align everything around them.	Principal Assistant Principal Grade level teachers Literacy Coach
OBJECTIVE 2: To complete daily classroom visitations with specific areas of focus to be observed.		
<ul style="list-style-type: none"> Task 1: During the walkthroughs with the use of a rubric we will identify whether the skill or focus was observed and to what level the instruction was delivered. Feedback and debriefing with the principal and reading consultant will take place immediately. Feedback to teachers will follow within 24 hours. Individual meetings will follow as needed. 		Principal Assistant Principal Grade level teachers Literacy Coach
<ul style="list-style-type: none"> Task 2: Support will be provided to the reading consultant and principal on how to provide teachers with SMART feedback and the importance of monitoring and follow through. 		Principal Assistant Principal Grade level teachers Literacy Coach
Key Areas of Focus		
Instruction:		
<ul style="list-style-type: none"> Literacy Block Fidelity 	High quality Tier 1 instruction	
<ul style="list-style-type: none"> Differentiation during Guided Reading block 	Centers aligned with and reinforce the skills and strategies taught in the mini lesson	

<ul style="list-style-type: none"> • High expectations linked to questioning and student discourse 	Accountable Talk Wait time Student centered	
<ul style="list-style-type: none"> • Questioning (DOK) 	Hess's Cognitive Rigor Matrix	
<ul style="list-style-type: none"> • Robust Vocabulary Development 	Focus on root words, cognates, prefixes, suffixes, synonyms, antonyms and integration of usage into oral language and writing as a means of assessing mastery	
<ul style="list-style-type: none"> • Purposeful Print Rich Environment 	Relevant graphic organizers and anchor charts that provide visual supports to enhance comprehension. Charts and organizers should be created with students and made available to student.	
Data Teams:		
<ul style="list-style-type: none"> • Effective and strategic use of data 		
<ul style="list-style-type: none"> • Rubrics and calibration 		
<ul style="list-style-type: none"> • Benchmark Assessments and Learning Targets 		
<ul style="list-style-type: none"> • Lesson Planning, objectives aligned to the standards 		
Instructional Leadership and Teams:		
<ul style="list-style-type: none"> • Monitoring of instruction 	Learning walks	
<ul style="list-style-type: none"> • Feedback 	Immediate	
<ul style="list-style-type: none"> • Supports 		
<ul style="list-style-type: none"> • Professional development targeted to needs. 		

Developed and submitted by: Dolores S. Cole, EdD.

Daily rate: \$440 per 4-hour day

Dolores S. Cole

795 Prospect Avenue ~ WEST HARTFORD, CT 06107

PHONE (860) 539-4533

E-MAIL dceteachc@aol.com

EDUCATION

May 2014

Doctorate in Educational Leadership Ed. D Nova Southeastern University

May 2003

Masters of Science in
Educational Leadership and
Administration and Supervision certification
Certification (092)

Central Connecticut State University

May 2001

Master of Science in Holistic Thinking

Graduate Institute

May 1986

30 credits beyond a Bachelor degree
in Elementary Education
Professional Educator Grades PK-8, (001)

Central Connecticut State University

May 1968

Bachelor of Arts in English

University of Connecticut

CERTIFICATION

Connecticut Professional Educator's Certifications:

Professional Educator Grades PK-8, (001),

Intermediate Administrators and Supervisors, (092)

National Institute for School Leadership Executive Development Program

January 2010 to October 2011

NISL facilitators: Anthony Nieves, Janet Strauss and Anna Riley

NISL Executive Development Program recertification June 2016

PROFESSIONAL EXPERIENCE

January 2017- Present

Leadership Advisor

Clinton Avenue School, New Haven, CT.

September 2012 – November 2016

*Executive Director of Early Literacy
Principal*

*Hartford Prekindergarten Magnet School
Hartford, CT.*

- Developed the operations plan for a newly established Pre-K 3 and 4-year-old magnet school that opened in August of 2013.
- Recruited 80 suburban families and 80 Hartford families for a full day academically rigorous prekindergarten program.