

NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Center for the Collaborative Classroom

Doing Business As, if applicable:

Business Address: Center for the Collaborative Classroom 1001 Marina Village Parkway, Suite 110, Alameda, CA 94501-1042

Business Phone: Telephone: 413-885-2013, Toll-free: 800.666.7270 Fax: 510.464.3670

Business email: Sue Hucul shucul@collaborativeclassroom.org

Funding Source & Acct # including location code: 2531-6392-56694-0032 (**Note: Pending receipt of funds**)

Principal or Supervisor: David Diah

Agreement Effective Dates: From September/14/2022. To May/31/2023.

Hourly rate or per session rate or per day rate.

Cost Outline

Format	Number of Days / Hours	Cost Per Day	Total
Collaborative Coach – Fall Cohort	6 teachers - \$325 each	\$325/teacher	\$1625
Collaborative Coach – Winter Cohort	7 teachers - \$325 each	\$325/teacher	\$2275
Virtual Grade level meetings - Fall	4 hours	\$400/hour	\$1600
Virtual Grade level meetings - Winter	4 hours	\$400/hour	\$1600

Virtual walk through - Fall	4 hours	\$400/hour	\$1600
Virtual walk through - winter	4 hours	\$400/hour	\$1600
Total			\$10,300

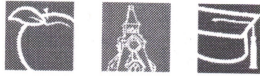
Total amount: \$10,300

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

Based on the conversations with Wexler-Grant's Leadership Team Center for the Collaborative Classroom will partner with Wexler-Grant Community School to continue support for the implementation of Collaborative Literacy.

Submitted by: David Diah

Phone: 475-220-5600



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Wexler-Grant Community School
Date: September 14, 2022
Re: Center for the Collaborative Classroom

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:** Center for the Collaborative Classroom
2. **Description of Service:**
Based on the conversations with Wexler-Grant's Leadership Team Center for the Collaborative Classroom will partner with Wexler-Grant Community School to continue support for the implementation of Collaborative Literacy.
3. **Amount of Agreement and hourly or session cost:**

Format	Number of Days / Hours	Cost Per Day	Total
Collaborative Coach – Fall Cohort	6 teachers - \$325 each	\$325/teacher	\$1625
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Virtual walk through - Fall	4 hours	\$400/hour	\$1600
Virtual walk through - winter	4 hours	\$400/hour	\$1600
Total			\$10,300

4. **Funding Source** and account number: 2531-6392-56694-0032

5. Approximate number of staff served through this program or service:

Collaborative coach - 13 teachers - Being A Reader small group split into two cohorts.

6. Approximate number of students served through this program or service: 91 students.

7. **Continuation/renewal or new Agreement?** Continuation Service.

Answer all questions:

- a. If continuation/renewal, has the cost increased? If yes, by how much? No.
- b. What would an alternative contractor cost: N/A
- 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?
N/A

8. **Type of Service:**

Answer all questions:

- a. Professional Development? Yes
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No

Based on previous student achievement data, it is apparent that the staff level of expertise in certain area needs refinement. Support in implementing Collaborative Literacy programs, reviewing data and providing PD align to the data is essential in improving student's outcome.

- b. After School or Extended Hours Program? Extended Day Hours.
- c. School Readiness or Head Start Programs? N/A
- d. Other: (Please describe) N/A

9. **Contractor Classification:**

Answer all questions:

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

Center for Collaborative Classroom will support the literacy curriculum through implementation of Collaborative Literacy. This will be done with virtual sessions, regular check-ins, and resources. They will work in partnership with Wexler Grant to engage in the professional learning system to develop a multi-year plan for implementing Collaborative Literacy.

10. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company: See attached document.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Quote
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? N/A
- d. Who were the members of the selection committee that scored bid applications? N/A
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department. N/A

11. 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?

The Center for Collaborative Classroom Consultant will focus on supporting teachers with effectively implementing the Collaborative literacy in Grades K-3. This includes support in implementing student-centered lessons that are active and accessible for every student, make intentional instructional decisions to differentiate in order to meet the needs of individual students, use facilitation techniques that encourage all students to communicate and collaborate around rigorous content, implement cooperative structures that effectively deepen student thinking, support students in becoming independent readers, writers, critical thinkers, and problem-solvers that feel confident, prepared, and effective in their practice. Virtual professional learning will consist of supporting teachers with pacing and facilitating lessons. Consultant will also support the leadership team with engaging in learning walks and data review to assess the effectiveness of implementation.

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

This service is strategically aligned to the District Continuous Improvement Plan to improve literacy instruction and will provide teachers with research-based, whole-class reading and vocabulary instruction for grades K-3. Consultants will provide teachers with professional development on implementing research based strategies using Collaborative Literacy. The workshops are designed to introduce teachers to a research-based perspective for implementation of classroom literacy instruction while intentionally embedding social development.

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

This agreement is fiscally sound because of the necessary investment in improving students' overall academic outcome in Literacy while intentionally embedding social development.

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

The lack of instructional support and collaboration for coaches and teachers will result in student flatlining, possible regression and lack of effectiveness to drive this instruction forward.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(Center for Collaborative Classroom)

FOR DEPARTMENT/PROGRAM:

(Wexler Grant Community School)

This Agreement entered into on the 14th day of September, 2022 effective (no sooner than the day after Board of Education Approval), the 14th day of September, 2022, by and between the New Haven Board of Education (herein referred to as the “Board”) and, Center for Collaborative Classroom located at 1001 Marina Village Parkway, Suite 110 Alameda, CA 94501-1042 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of **\$10,300** for training PD focused on the successful implementation of Collaborative Literacy during the **period of September 14, 2022 through May 31, 2023**. The maximum amount the contractor shall be paid under this agreement: Ten-thousand three hundred dollars (\$10,300). 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:** 2531-6392-56694 **Location Code:** 0032

This agreement shall remain in effect from September 14th, 2022 to May 31st, 2023.

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

Center for the Collaborative Classroom will partner with Wexler-Grant Community School to continue support for the implementation of Collaborative Literacy.

We believe that your school holds the expertise and knowledge for what will work best in formulating a professional learning plan within the professional learning culture of the district for implementing Collaborative Literacy programs. We also believe professional learning has the greatest impact when it occurs in the classroom and is tied to the curriculum teachers are using.

Collaborative Classroom will work in partnership with your school district to engage in the professional learning system to develop a multi-year plan for implementing Collaborative Literacy.

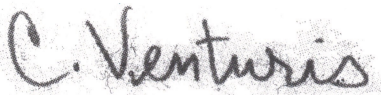
Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.

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***. Contactors may begin service no sooner than the day after Board of Education approval.

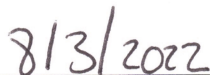
HOLD HARMLESS: The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the 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.

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

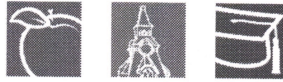


Date

Date


Contractor Printed Name & Title

Revised: 8/2021



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.