



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Contractor full name: Common Ground/New Haven Ecology Project

Doing Business As, if applicable:

Business Address: 358 Springside Ave, New Haven, CT 06515

Business Phone: (203) 389-4333 ext 1220

Business email: Robynstewart@commongroundct.org

Funding Source & Acct # including location code: ARP ESSER III 2553-6399-56694- 0042

Principal or Supervisor: Mia Edmonds-Duff

Agreement Effective Dates: From 09/06/2023 To 06/8/2024

1. Hourly rate or per session rate or per day rate. Session cost is \$283 for Outdoor Learning Specialist sessions, \$600 for community cleanup days, and \$270 for field trips. Total Amount \$28,320

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

This partnership between Common Ground and Roberto Clemente will essentially create an outdoor learning space with an embedded naturalist. The Embedded Naturalist will spend 3 days per week at Clemente supporting the use of the outdoor learning spaces, which may include teaching, professional development, Field trips, and maintenance of the learning environment.

Submitted by: _Mia Edmonds-Duff_ Phone: 475-220 7600_



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Mia Edmonds-Duff

Date: 8-13-23

Re: Common Ground Outdoor Learning Program

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.

2. **Contractor Name:** Common Ground/New Haven Ecology Project

Description of Service:

3. Provide hands-on outdoor learning experiences for students in grades K-8

4. **Amount of Agreement and hourly or session cost:** Amount of agreement. Session cost is \$283 for Outdoor Learning Specialist sessions, \$600 for community cleanup days, and \$270 for field trips. Total Amount \$28,320

5. **Funding Source** and account number: ARP ESSER 2553-6399-56694- 0042

6. Approximate number of staff served through this program or service: 24

7. Approximate number of students served through this program or service: 400

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

Answer all questions:

- If continuation/renewal, has the cost increased? If yes, by how much? No
- What would an alternative contractor cost: Nature's Classroom is extremely expensive.
- If this is a continuation, when was the last time alternative quotes were requested? July 2023
- For new or continuation: is this a service existing staff could provide. If no, why not?
No. Our staff does not have the training and expertise to provide these services. The naturalist will provide enriching outdoor learning activities that support NGSS standards.

9. **Type of Service:**

Answer all questions:

- Professional Development? Yes

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

10. 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? Local
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? Continuation
- f. If it is a renewal/continuation has cost increased? No. If yes, by how much?
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: Teachers will receive professional development and work to extend the learning through reading and writing activities.

11. 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:
[HTTPS://commongroundct.org](https://commongroundct.org)
Common Ground is a leader in outdoor learning and possesses the skill set necessary to support and enhance practices in school yard learning.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
- c. Is the contractor the lowest bidder? Yes. If no, why? Why was this contractor selected?
- d. Who were the members of the selection committee that scored bid applications?
Administrative team
- 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. (Sole Source is only determined by City Purchasing)..

12. Evidence of Effectiveness & Evaluation - Staff surveys

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? A needs assessment was completed as part of our school improvement plan. Multiple stake

holders addressed the need to increase student engagement and to increase collaboration amongst students. The Common Ground specialists will support the needs of Clemente students and staff by integrating ecology activities into our daily schedule. The specialist will work with k-8 staff and students. The service will be monitored through feedback gathered from staff, students, and families. As a global awareness school, we emphasize the importance of caring for our environment. As global citizens our students are receiving hands-on outdoor learning experiences that teach them to appreciate the Earth, our community, our environment, and all it has to offer and why we need to maintain it, respect it and enhance it. Students will work collaboratively, engage in student-to-student discourse and they will follow up the activities with journaling to process the outdoor learning experience. NGSS standards will be addressed during the outdoor learning activities.

- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. Teachers and administrators were surveyed at the end of the year regarding the Common Ground program. Results indicate that Clemente students and staff benefited from the program. 82% of surveyors indicate that the program was a 5/5. 70% of surveyors reported that the program met their social emotional goals. Half of the respondents found that their goals for environmental awareness, school-yard stewardship, and physical and mental health were met.
 - c. How is this service aligned to the District Continuous Improvement Plan? This outdoor learning program is aligned to multiple goals in the districts strategic operating plan. Kindergarten through 5th grade students participating in the program will have a stronger foundation in early learning. In addition, goal number two, high achievement for all learners will also be a focus for Common Ground partnership by allowing all k-5 students to participate in the enrichment component. Finally, the Common Ground program truly focuses on the whole child (goal 3) by providing enrichment activities focusing on teamwork, collaboration, and scientific discovery.
13. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound because it provides enrichment services for all k-8 students this academic school year. The activities provided are engaging activities that promote inquiry, problem solving and cooperation as well as overall cognitive abilities by making naturalistic observations.
14. What are the implications of not approving this Agreement? If this agreement is not approved students will not get to experience outdoor learning and support from a outdoor learning naturalist. Students would not have the experiential activities that would be provided by embedding a naturalist 3 days per week at our building. Students will not have access to these positive interactive learning activities and and thus potentially increasing feelings of isolation. The agreement with Common Ground offers students the opportunity to participate in enriching activities, social experiences, while advocating for their community that Common Ground provides. Without the partnership students and staff would not have the opportunity to use outdoor learning spaces to the same depth and reinforce social emotional skills in an alternate setting.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT

By And Between
The New Haven Board of Education
AND

Common Ground New Haven Ecology Project

FOR DEPARTMENT/PROGRAM:

Roberto Clemente Leadership Academy for Global Awareness

This Agreement entered into on the 5 day of September 2023 effective (no sooner than the day after Board of Education Approval), the 6 day of June, 2024, by and between the New Haven Board of Education (herein referred to as the “Board” and, Common Ground School located at, 358 Springside avenue, New Haven (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$300_ per day, hour or session, for a total of 100 days, hours or sessions.

The maximum amount the contractor shall be paid under this agreement: _____ (\$ 28,320). 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 ESSER Program_ of the New Haven Board of Education, **Account Number:** ARP ESSER IIIC/O 2553- 6399 -56694 **Location Code:** 042_.

This agreement shall remain in effect from September 6, 2023_ to June 6, 2024_.

SCOPE OF SERVICE: *In the space below, please provide brief summary of service.*

Common ground will provide outdoor learning experiences to grades K-5

There will also be clean up days for grades 6-8

Teachers will receive professional development

Students will participate in field trips to Common Ground

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.*

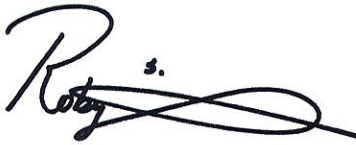
Exhibit B: *Student Data Privacy - attached*

Exhibit C: Contractor's Declaration Attesting to Compliance with Executive Order No. 13G – form must be completed by the contractor. See attached form for contractors who are working with students or staff in school or in after school programs, regardless of location.

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

8/3/2023

Date

Date

Robyn Stewart, Schoolyards Program Manager
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.

Scope of Service for 2023-2024
For Roberto Clemente Leadership Academy
Delivered by the Schoolyards Program of Common Ground

Who We Are

The Schoolyards Program of Common Ground supports the creation and effective use of outdoor learning spaces in schools. We believe that by using our knowledge and resources to provide professional and technical support, we can help schools realize the full potential of teaching outside in **deepening the academic and emotional learning of their students**. Our team consists of professional environmental educators, all with extensive experience in the field.

Goals

- **Outdoor Learning:** A Schoolyards educator will spend three days per week (approximately 5 hours each) at Roberto Clemente Leadership Academy to teach classes in grades K-5 and assist with the maintenance of the garden area. Students will engage in experiential outdoor learning on field trips to Common Ground. Teachers will participate and learn techniques for teaching outdoors.
- **Schoolyard Stewardship:** Schoolyards staff will lead students in grades six through eight in a community cleanup of the schoolyard.
- **Capacity Building:** Through participating in Outdoor Learning sessions and field trips, teachers will develop their skills to teach outdoors.
- **Utilizing the knowledge and resources of Common Ground,** the Schoolyards team will provide technical support and teaching to help Roberto Clemente realize the full potential of teaching outside in deepening the academic and emotional learning of students.

Timeline

Fall 2023			
What	When	Goals met	Cost
Outdoor Learning Specialist	Sept-Dec 2023	Outdoor Learning Capacity Building	\$12,750
Community Cleanup Day	fall 2023	Schoolyard Stewardship	\$600
3 Field Trips	fall 2023	Outdoor Learning Capacity Building	\$810



COMMON GROUND
HIGH SCHOOL, URBAN FARM, AND
ENVIRONMENTAL EDUCATION CENTER

Total Fall 2023			\$14,160
Spring 2024			
What	When	Goals met	Cost
Outdoor Learning Specialist	Jan - Jun 2024	Outdoor Learning Capacity Building	\$12,750
Community Cleanup Day	spring 2024	Schoolyard Stewardship	\$600
3 Field Trips	spring 2024	Outdoor Learning Capacity Building	\$810
Total Spring 2024			\$14,160
Total 2023-24			\$28,320.00

Outdoor Learning Specialists

What is an Outdoor Learning Specialist?

An OUTDOOR LEARNING SPECIALIST is a professional outdoor educator who spends one full school day at your school each week. The educator can teach students, support teachers in using the school's outdoor spaces for lessons and activities, and maintain school gardens and outdoor learning spaces. The outdoor experiences may be curriculum-based, and/or they may address social/emotional needs, build community, incorporate play based learning, or integrate movement breaks. Outdoor Learning Specialists may work with students in preK - 8th grade.

Schedule

The Outdoor Learning Specialist will visit your school on the same day(s) each week. The school will provide a schedule (including a lunch break) of which class works with the Outdoor Learning Specialist when. Additional breaks in the teaching day can be used for consultations with teachers and for garden and outdoor learning space maintenance. Unless otherwise agreed upon, classes will meet the Outdoor Learning Specialist in the outdoor classroom space at the beginning of their scheduled time.

Classroom Teacher Role

The classroom teacher must be outdoors with their students when they are working with the Outdoor Learning Specialist. The classroom teacher participates in or assists with the activities. They should model good engagement for their students and assist with behavior management as necessary. The active presence of the classroom teacher helps to provide continuity and structure for students in the less-familiar learning environment and serves as a professional learning opportunity for the teacher. In addition, it facilitates the teacher making connections for students to classroom learning.

The classroom teacher may choose to (but does not need to) work in conjunction with the Outdoor Learning Specialist to determine and develop appropriate activities for their students.

Specific Student Needs

The classroom teacher is responsible for knowing the educational, emotional, and medical needs of their students, and for communicating these with the Outdoor Learning Specialist when appropriate.

First Aid

If a student requires medical attention during a session with our Outdoor Learning Specialist, standard school procedures will be followed. The Outdoor Learning Specialist does not administer first aid to students.

What about bad weather?

In the case of inclement weather that does not close schools, the Outdoor Learning Specialist will make a judgment as to how to proceed in consultation with the classroom teacher/school. In the case of light rain or cooler temperatures, outdoor learning may proceed as normal - in fact, special learning opportunities may be created by rain. In situations where students should move indoors, the Outdoor Learning Specialist can conduct an alternative activity in the school building. This may be in the indoor classroom or the gym/cafeteria if available.

School closures

- School holidays are accounted for in the number of visits we expect to have at your school. Outdoor Learning Specialists do not visit schools on scheduled early dismissal days.
- In the case of unexpected school closures (such as snow days), our program will also be canceled. Missed instruction will not be made up.

Emergencies

In the unlikely case of a lockdown/shelter-in-place/evacuation situation at the school, our Outdoor Learning Specialist will determine the best course of action to ensure their safety. Missed instruction will not be made up.

If your educator is out, another Common Ground educator may cover the program. If Common Ground needs to cancel a program for any reason (staff illness, etc.), we will work with you to try to make up the day.

Contact

For questions and planning, you may contact your Outdoor Learning Specialist
OR Robyn Stewart, Schoolyards Program Manager

robyn.stewart@commongroundct.org

203-389-4333 x1220

