



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

**Cover Sheet is an Internal Document for Business Office Use**

Contractor full name: Common Ground High School, Urban Farm & Environmental Education Center

Doing Business As, if applicable: Common Ground Schoolyards Program

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

Business Phone: 203-389-4333 ext.1220

Business email: Robyn.stewart@commongroundct.org

SS# OR Tax ID #:

Funding Source & Acct: Federal Head Basic Grant  
Account: 2532 5279 56605 location: 0443

Principal or Supervisor: Mary Derwin

Agreement Effective Dates: From 9/01/23 To 06/30/24

Hourly rate or per session rate or per day: \$170 per classroom per field trip- each of the 32 classrooms will take three seasonal trips

Total amount: \$16,320

Description of Service: The Common Ground Schoolyards Program will host three field trips for the 531 Head Start students and their family chaperones. Each of the 32 Head Start classrooms will take three field trips to the Common Ground Urban Farm campus. The project will deepen the understanding of students, families, and teachers in the effective use of outdoor spaces and natural elements in learning.

Submitted by: Mary Derwin Phone: 203-980-5065



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Mary Derwin  
**Date:** June 8, 2023  
**Re:** Common Ground Schoolyard Program

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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:** Common Ground High School, Urban Farm & Environmental Education Center
2. **Description of Service:** The Common Ground Schoolyards Program will host three field trips for the 531 Head Start students and their family chaperones. Each of the 32 Head Start classrooms will take three field trips to the Common Ground Urban Farm campus. The project will deepen the understanding of students, families, and teachers in the effective use of outdoor spaces and natural elements in learning.
3. **Amount of Agreement and hourly or session cost:** \$170 per classroom per field trip  
32 classrooms x 3 visits each  
Total: \$16,320
4. **Funding Source** and account number: Federal Head Start Basic Grant  
Account: 2532 5279 56605 location: 0443
5. **Continuation/renewal or new Agreement?**
  - a. **Answer all questions:**
  - b. If continuation/renewal, has the cost increased? If yes, by how much? No, field trips costs remain the same
  - c. What would an alternative contractor cost: Field trips to the CT Science Museum fall in a range of \$200-\$275 per class and would require additional fees for bussing of students.
  - d. If this is a continuation, when was the last time alternative quotes were requested?  
N/A
  - e. For new or continuation, is this a service existing staff could provide. If no, why not? No, staff currently does not have the expertise in this area of science and environmental study. The program is designed to build internal capacity and support

this area of development empowering teachers and families to continue outdoor learning experiences for children at school, home or in the community. The facilities also allow children to experience farm animals and their care.

**6. Type of Service:**

**a. Professional Development?**

Yes. The Schoolyards Program of Common Ground supports the effective use of school gardens, schoolyard habitats, and outdoor classrooms/spaces in schools and throughout the community. By using their science knowledge and resources to provide professional and technical support, they help schools to realize the full potential of teaching outside in deepening the academic and emotional learning of their students. Common Ground educators will share their expertise with classroom teachers, coaches, paraprofessionals and families during outdoor seasonal field trips and family engagement events. Using the gradual release instructional model, Common Ground staff will model, demonstrate, and co-teach with Head Start staff on their campus. Common Ground staff will provide curriculum, as well as facilitated activities aligned to the Creative Curriculum units of study used in the Head Start classrooms, the CT Early Learning Development Standards and the Head Start Early Learning Outcomes Framework.

If this is a professional development program, can the service be provided by existing staff? If no, why not?

- b. No, staff currently does not have the expertise in this area of science. The program is designed to build internal capacity and support this area of development empowering teachers and families to continue outdoor learning experiences for children at school, home or in the community.
- c. After School or Extended Hours Program – field trips during the school day
- d. School Readiness or Head Start Programs? Head Start Program
- e. Other: (Please describe)

**7. Contractor Classification:**

- a. Is the Contractor a Minority or Women Owned Business? No
- b. Is the Contractor Local? Yes, a local NHPS Charter School
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
- d. Is the Contractor a public corporation? Public charter school in New Haven, CT
- e. Is this a renewal/continuation Agreement or a new service? New agreement-continued learning for students-370 anticipated new students
- f. If it is a renewal/continuation has cost increased? If yes, by how much? Head Start classrooms have scheduled field trips to Common Ground in past school years, but this is a new initiative for the 23-24SY.
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:

Yes. The program is designed to provide authentic and engaging learning opportunities for all stakeholders, building internal capacity at the home, school, and at community level. Teachers, staff, students, and families will be learning side by side. Demonstrations, explorations, modeling, and questioning strategies will be able to be replicated in new contexts by family

members as well as teaching staff. Students will develop inquiry and higher-level thinking skills that can be transferred to future learning experiences in the natural environment.

#### **8. Contractor Selection:**

- 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.

The contractor is a New Haven Public Charter School. The Schoolyards Program is a community program of Common Ground High School, Urban Farm and Education Center. The program employs certified teachers and professionals with graduate degrees in environmental studies and extensive experiences in outdoor learning, school gardens, habitats, and makerspaces. Many of the staff members have led outdoor learning programs with children and adults throughout New England.

- In 2012, the Connecticut School Garden Resource Center was launched through a partnership between Common Ground and the Green Village Initiative, an organization that has started school gardening efforts across Bridgeport and Westport.
- Through a partnership with Audubon Connecticut, the U.S. Fish and Wildlife Service, and New Haven Public Schools, this work grew to include schoolyard habitats, as well as edible gardens.
- Today, the School Garden Resource Center provides professional development, infrastructure support, networking opportunities, and other resources to a network of more than a dozen New Haven Public Schools — while also supporting like-minded efforts across Connecticut.

- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source?  
NHPS District Resource

- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor:

Cost, proximity, quality of staffing, scope of services, resources and flexibility made this contractor more desirable than any alternate sources.

#### **9. Evidence of Effectiveness & Evaluation**

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?

This project is designed to enhance the learning experience for all New Haven Head Start students in science as well as strengthen the teaching staff's (lead teachers, paraprofessionals, coaches, assistant teachers, and part-time assistants) instructional practices in the areas of science, social emotional learning, language arts and mathematics and how these relate to the CT Early Learning and Development Standards. The project is also intended to provide learning opportunities for families to deepen their understanding on how to further support their children's learning and strengthen the home-school connection, foster relationships and build a cooperative learning community with teachers, children and families learning together. The project is intended to build engagement by extending learning outdoors and bring the outdoors in.

The contractor's performance will be evaluated using multiple measures; through number of children's feedback, staff evaluations upon completions of field trips, and parental/family feedback. Student outcomes will be progress monitored for growth with the below goals targeted:

- 80% of children will demonstrate progress in scientific reasoning from Fall of 2023 to Spring of 2024 as measured by the T.S. Gold Observational Assessment
- 80% of children will demonstrate progress in language and communication from Fall of 2022 to Spring of 2023 as measured by the T.S. Gold Observational Assessment
- 80% of children will demonstrate progress in literacy from Fall of 2022 to Spring of 2023 as measured by the T.S. Gold Observational Assessment
- 80% of children will demonstrate progress in social emotional learning from Fall of 2022 to Spring of 2023 as measured by the T.S. Gold Observational Assessment
- 80% of children will demonstrate progress in mathematical reasoning from Fall of 2022 to Spring of 2023 as measured by the T.S. Gold Observational Assessment

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

The project addresses the goals of increasing student achievement, culture, climate as well as family and community engagement. This proposal utilizes highly engaging natural materials/environment and lessons to deepen teacher practice, family engagement and student achievement. New Haven Head Start will maintain fidelity to Head Start Program Performance Standards by utilizing Creative Curriculum as the curriculum for the Head Start program for the 2023-2024 school year and enhancing units with authentic inquiry-based learning through highly qualified science partners. The project will utilize the expertise of Common Ground partners for on and off-site field trips as well as the facilitation of family evenings. The goals are aligned to the NHPS District's Strategic Plan goal number one.

Strong Foundation in Early Learning: If we assure that all students receive high quality early childhood experiences, focusing on appropriate Child Developmental Strategies, then all students will have the necessary skills to meet their personal growth targets.

- By 2024 80% of Pre-K-3 students with uninterrupted learning will meet or exceed grade level literacy and math benchmarks.
- By 2024 100% of students will meet or exceed grade level growth expectations.
- By 2024 100% of elementary schools and 85% of all PreK-3 classrooms will have fully implemented play-based/inquiry-based learning.

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

This agreement is fiscally sound because field trips have been budgeted for in the Federal Head Start Basic Grant with the goal of enhancing students' learning in science, mathematics, and social emotional learning. This agreement is aligned to the CT Early Learning Standards and tied directly to improved learning outcomes for students, teachers, and families. The learning connects the local natural environment and community together making it relevant and meaningful.

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

By not approving the agreement, the initiative for outdoor learning and play would be jeopardized.



NEW HAVEN PUBLIC SCHOOLS

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

**Common Ground High School, Urban Farm & Environmental  
Education Center**

FOR DEPARTMENT/PROGRAM:

**Early Learning: New Haven Public Schools Head Start Program**

This Agreement entered into on the 10th day of July 2023, effective (*no sooner than the day after Board of Education Approval*), the 1st day of September 2023, by and between the New Haven Board of Education (herein referred to as the “Board”) and, Common Ground High School, Urban Farm & Environmental Education Center located at 358 Springside Avenue, New Haven, CT 06515 (herein referred to as the “Contractor”)

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$170 per classroom field trip for a total of 3 field trips for 32 Head Start classrooms.

The maximum amount the contractor shall be paid under this agreement: sixteen thousand, three hundred twenty dollars (\$16,320). 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 **Head Start Program** of the New Haven Board of Education, **Account Number:** 2532 5279 56605 **Location Code:** 0443.

This agreement shall remain in effect from 9/01/2023 to 6/30/2024.

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

The Common Ground Schoolyards Program will host three seasonal field trips for the 531 Head Start students and their family chaperones. Each of the 32 Head Start classrooms will take three field trips to the Common Ground Urban Farm campus. The project will deepen the understanding of students, families, and teachers in the effective use of outdoor spaces and natural elements in learning. Students will have the experience of observing seasonal changes in the farm environment and the effect on the animals living there.

**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' 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

6/12/23  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Robyn Stewart, Schoolyards Program Manager  
Contractor Printed Name & Title



Revised: 11/27/19



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

Scope of Service for 2023-24  
For NHPS Head Start  
Delivered by Common Ground

### Scope of Service

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**.

Common Ground's field trip program aims to get Every Child Outside.

Our team consists of full time and part-time educators with extensive experience in the field.

### Goals

*Essential Question: How can we engage students in learning outdoors?*

- Field trips to Common Ground: Field trips for each class to Common Ground's campus.

### Details

What	When	Goals met	Cost
Field trips to Common Ground	Oct - May	Three field trips to Common Ground for each Head Start class	\$16,320
<b>Total</b>			<b>\$16,320</b>



The Schoolyards Program is a Community Program of Common Ground High School, Urban Farm & Environmental Education Center  
358 Springdale Ave, New Haven, CT 06515 [www.commongroundct.org](http://www.commongroundct.org)  
Contact: Robyn Stewart, Schoolyards Program Manager, 203-389-4133 x. 122; [robyn.stewart@commongroundct.org](mailto:robyn.stewart@commongroundct.org)