



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

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: [robyn.stewart@commongroundct.org](mailto:robyn.stewart@commongroundct.org)

Funding Source & Acct # including location code: ARP ESSER 2553-6398-56694-0041

Principal or Supervisor: Marisol Rodriguez

Agreement Effective Dates: From 09/21/2022 To 06/8/2023

Hourly rate or per session rate or per day rate.

60 days/sessions total: \$283.00 per day/session

Total amount: not to exceed \$17,000.00

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 FAME will essentially create an outdoor learning space with an embedded naturalist. The Embedded Naturalist will spend two days per week at FAME supporting the use of the outdoor learning spaces, which may include teaching, professional development, and maintenance of the learning environment.

Submitted by: Marisol Rodriguez Phone: 475-220-2500



# Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Common Ground  
**Date:**  
**Re:** Common Ground - FAME Partnership

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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/New Haven Ecology Project
2. **Description of Service:** Provide hands-on outdoor learning experiences for students in grades Kindergarten through fifth grade.

**Amount** of Agreement and hourly or session cost: \$17,000.00 for academic year 2022 -2023; 60 days/sessions total: \$283.00 per day/session

3. **Funding Source** and account number: ARP ESSER 2553-6398-56694-0041
4. Approximate number of staff served through this program or service: 12 staff
5. Approximate number of students served through this program or service: 315 students

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

**Answer all questions:**

- a. If continuation/renewal, has the cost increased? If yes, by how much? Continuation
- b. What would an alternative contractor cost: There is no alternative contractor for this work
- c. If this is a continuation, when was the last time alternative quotes were requested? No alternative contractor can provide this partnership.
- d. For new or continuation: is this a service existing staff could provide. If no, why not? Existing staff cannot provide this service due to lack of qualification and time. The naturalist will provide enrichment services based on our outdoor learning area/courtyard.

7. **Type of Service:**

**Answer all questions:**

- a. Professional Development? no
  - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? N/A
- b. After School or Extended Hours Program? no
- c. School Readiness or Head Start Programs? no
- d. Other: (Please describe) Embedded naturalist to provide enrichment during school day, including increasing student engagement and collaborative work.

**8. 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? Yes 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? If yes, by how much? No.
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: Teachers will gain experience in Schoolyards programming through participating with students

**9. 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/> Common Ground is a leader in outdoor learning and possesses the skill set necessary to support and enhance practices in Schoolyards programming.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Sole Source
- c. Is the contractor the lowest bidder? N/A If no, why? Why was this contractor selected? This contractor was selected because of their unique expertise in outdoor learning and continued commitment to the students and families of New Haven. They possess the knowledge and resources to support outdoor learning at FAME.
- 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.

**10. 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?  
A needs assessment was completed as part of our school improvement plan. Areas of need emerged from multiple stakeholders. These areas include increased student engagement and the need to encourage collaborative work amongst students. By partnering with Common Ground these needs will be met. This contractor fills the needs of FAME students and staff by embedding a naturalist into our schedule. Each classroom in K - 5 will visit our outdoor classroom and work with the naturalist once a week to explore science topics through the use of hands-on learning activities.

Students will be engaged in science activities and work collaboratively as they study nature in our outside learning environment. The service will be monitored through feedback from participants, teacher observation/feedback, & our SPMT.

- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.

Teachers and principals were surveyed at the end of the school year to give feedback on the Common Ground program. Results indicated that all schools benefited from the program. 83% of respondents indicated that the program was a 5/5. Seventy percent of respondents stated that the program met their social emotional goals, while half the respondents found that their goals for environmental awareness, schoolyard stewardship, and physical/mental health were met.

11.

- a. How is this service aligned to the District Continuous Improvement Plan?

This service is aligned to multiple goals in the district's Strategic Operating Plan. Kindergarten through grade 5 students participating in the Common Ground program will have a stronger foundation in early learning. Additionally, goal number two, high achievement for all learners, will also be a focus for our Common Ground partnership by allowing all K - 5 students to participate in the enrichment component. Finally, the Common Ground partnership truly focuses on development of the whole child (goal 3) by providing enrichment activities focused on teamwork, collaboration, and scientific discovery.

12. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound because it provides enrichment services for all K - 5 students this academic year. The enrichment services provided are engaging activities that promote inquiry, problem solving & cooperation skills, as well as overall cognitive abilities by making naturalistic observations.

13. 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 an embedded naturalist. Students would not have the experiential activities that would be provided by embedding a naturalist 2 days per week at our building. Students will not have access to positive interactive activities and thus potentially increasing student feelings of isolation. Therefore, the agreement with Common Ground offers students the opportunity to participate in enrichment activities & social experiences that Common Ground could provide. Without this 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 additional setting.



NEW HAVEN PUBLIC SCHOOLS

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

**Common Ground**

FOR DEPARTMENT/PROGRAM:

**Family Academy of Multilingual Exploration**

This Agreement entered into on the 1 day of August 2022, effective (*no sooner than the day after Board of Education Approval*), the 21st day of September, 2022, by and between the New Haven Board of Education (herein referred to as the “Board” and, **Common Ground** 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 \$17,000 total, for a total of 60 sessions.

The maximum amount the contractor shall be paid under this agreement: \$17,000. 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 **ARP ESSER Program** of the New Haven Board of Education, **Account Number:** 2553 -6398 -56694 **Location Code:** 0041.

This agreement shall remain in effect from September 21, 2022 to June 8, 2023.

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

Common Ground educators will engage students in Kindergarten through Fifth Grade in activities in our outdoor learning space to support the curricular integration of outdoor learning and encourage collaborative work. Hands-on activities and lessons will include learning activities exploring the courtyard garden, learning about the animals and plants that live there, nature study, and engaging in collaborative learning activities. Through hands-on exploration and engagement, student engagement and collaboration will increase and use of our outdoor learning space will be embedded into the school schedule. The embedded naturalist will provide programming at FAME that includes teaching students, professional development for teachers, and maintenance of the learning environment.

**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.

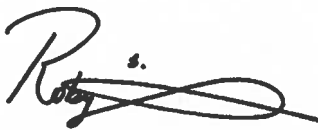
**Exhibit B: Student Data Privacy** - attached

**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**. 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

7/15/22

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Robyn Stewart, Schoolyards Program Manager  
Contractor Printed Name & Title

Revised: 9-27-21



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 2022-2023**  
*For Family Academy of Multilingual Exploration*  
*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 one full time staff member and several part-time professional environmental educators, all with extensive experience in the field.

**Goals**

- **Outdoor Learning:** A Schoolyards educator will spend two days per week at FAME to teach classes, for a total of 60 sessions; teachers will participate and learn techniques for teaching outdoors.
- **Capacity Building:** Through hands-on exploration and engagement, student engagement and collaboration will increase and use of our outdoor learning space will be embedded into the school schedule.
- 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**

<u>Fall 2022</u>			
What	When	Goals met	Cost
Outdoor Learning Specialist	September - December 2022	Schoolyards staff will spend two days per week (approx 30 weeks) teaching classes in the outdoor learning space	\$8,500
<b>Total Fall 2022</b>			<b>\$8,500</b>
<u>Spring 2022</u>			



<b>What</b>	<b>When</b>	<b>Goals met</b>	<b>Cost</b>
Outdoor Learning Specialist	January - June 2023	Schoolyards staff will spend two days per week (approx 30 weeks) teaching classes in the outdoor learning space	\$8,500
<b>Total Spring</b>			<b>\$8,500</b>
<b>Total 2021-2</b>			<b>\$17,000</b>

Feedback Summary  
Outdoor Learning Specialist  
2021-22

We surveyed teachers and principals at the end of the school year to get their feedback on the program. On a scale of 1-5, with 1 being "hate it" and 5 being "love it," 83% of respondents rated the program a 5, or "loved it." All but one school wanted to have the program again next year, and that one school clarified that it was due to funding issues. 100% of respondents said that the program met their school's academic goals. Seventy percent said that the program met their social emotional goals, and half the respondents found that their goals for environmental awareness, schoolyard stewardship, and physical/mental health were met.

Respondents described benefits as including:

- Teachers were able to see beyond the classroom. Students learned observation skills.
- Socially students were more engaged. Students learned about the natural world all around them.
- Students were able to utilize space and learn about nature. It also helped students with their social emotional needs after returning to full in-person after being away from school due to pandemic.
- Kids loved it! We know outdoor learning is so important
- kids were excited about outdoor learning

Comments from respondents included:

- The program was fabulous on so many levels, especially during a pandemic. It allowed us at [school name] to use our outdoor learning spaces to enrich student learning. Our partner, [educator name], was FANTASTIC! Students and teachers built positive relationships with her. Students learned about real life science all around them. Students were excited to see flowers they planted bloom. They were able to taste things like homemade lemonade seasoned with fresh herbs. It was a valuable learning experience we'd like to continue.
- We loved that our students were able to use our outdoor space which was not being used. Students and teachers enjoyed working with [educator name]. She was amazing.
- Teachers were originally hesitant to participate in the outdoor program but when they saw how much the students enjoyed it, they gave great feedback for the program. I'm hoping next year that teachers will go outside with their own classes.
- The program was absolutely FABULOUS!!! We want the program and [educator name] back next year!