



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

Please Type

Contractor full name: Curriculum Designers, Inc.

Doing Business As, if applicable:

Business Address: Curriculum Designers, Inc. 26 Allendale Drive, Rye, NY 10580.

Business Phone: 914-921-2046 (office) and 914-907-2852 (mobile) and Fax: 914- 921-0164

Business email: Dr. Heidi Hayes Jacobs <Heidi@curriculum21.com>

SS# OR Tax ID #: On File

Funding Source & Acct # including location code: 2547-6293-56694-0032  
**(Note: Pending receipt of funds)**

Principal or Supervisor: David Diah

Agreement Effective Dates: From September/14/2021. To June/30/2022.

Hourly rate or per session rate or per day rate.

FEES:

- 12 virtual coaching hours -@ \$ 500 hourly rate = \$6000
- 5 hours of editing @\$100 per hour= \$ 500
- **Total= \$ 6500.00**

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

Service formats:

- Virtual workshops
- Virtual coaching sessions
- Editing hours to provide feedback

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, 2021  
**Re:** Curriculum Designers, Inc.

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**Executive Summary/ Statement:** (Please provide 1-2 sentences describing the Service – do not leave blank):

Approval is requested for an Agreement by and between the New Haven Board of Education and Curriculum Designers, Inc, for work sessions, virtual coaching via Zoom for work with Wexler Grant's leadership and staff.

Services to be rendered:

Curriculum development for leadership teams and faculty:

- Develop service-learning projects with three teams of teachers representing primary grades, upper elementary, and middle school.
  - Reviewing current practice through the lens of equity to include all learners with an eye to language capacity and needs
  - Integrate skills and content from the ongoing curriculum into the SBL projects whenever possible.
  - Crafting assessment tasks both formative and summative to provide evidence of meeting standards and service learning targets.
  - Provide coaching and feedback on SBL projects designed by faculty based on criteria from our workshop through virtual editing.
- Follow up support for instructional coaches to build capacity to move the work forward

Service formats:

- Virtual workshops
- Virtual coaching sessions
- Editing hours to provide feedback

**Amount of Agreement and the Daily, Hourly or per Session Cost:**

FEES:

- 12 virtual coaching hours -@ \$ 500 hourly rate = \$6000
- 5 hours of editing @\$100 per hour= \$ 500
  
- Total= \$ 6500.00

**Funding Source & Account #:** 2547-6293-56694-0032

**Key Questions:** (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. Please describe how this service is strategically aligned to the District Continuous Improvement Plan?

This service is strategically aligned to the District Continuous Improvement Plan to improve literacy and math instruction and will provide teachers with research-based, for virtual workshops and work sessions, virtual coaching via Zoom or Skype for follow up work with teams/leadership and virtual editing of curriculum either in google docs with proposed curriculum or on a curriculum mapping platform if the school elects to use one for all staff members who teach grades K-8.

2. What specific need will this contractor address?

During the 2021-2022 School year, Curriculum Designers, Inc will partner with Wexler-Grant to support with providing services such as follows:

- Develop service learning projects on a school-wide level
- Develop service learning projects for grade-levels and teams
- Reviewing current practice through the lens of equity to include all learners with an eye to language capacity and needs
- Crafting assessment tasks both formative and summative to provide evidence of meeting standards and service learning targets.
- Integrating digital literacy, media savvy, and global connections into the units
- Providing direct feedback on SBL projects designed by faculty based on criteria from our workshop through virtual editing.
- Follow up support for instructional coaches to build capacity to move the work forward

3. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection: Quote.
4. If this is a continuation service, when was the last time the alternatives were sought?  
N/A
5. What specific skill set does this contractor bring to the project? See attached resume.
6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume): Curriculum Designers, Inc will support the implementation of a service learning project on a school-wide level as well as supporting the vision of the School Continuous Improvement Plan. Dr. Heidi Jacobs will be working collaboratively with leadership and staff to support both instructional coaches and the different grade levels to build capacity to move the work forward.

7. Is this a new or continuation service? Continuation Service.
8. If this is a continuation service has cost increased?
  - a) If yes, by how much? N/A
  - b) What would an alternative contractor cost? N/A
  - c) Is this a service existing staff could provide? Why or why not? N/A
9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated? Ongoing

Curriculum Designers, Inc will be evaluated monthly by administration through ongoing feedback. The contractor will be working with leadership and staff virtually reviewing current practices to see the development of service learning projects on a school wide level. Therefore there will be documentation of service learning projects for grade levels and teams. Finally using the school's student data.

10. If a continuation service, attach a copy of the previous evaluations or archival data demonstrating effectiveness. (If archival data includes lengthy reports, syllabi, training materials, etc., please have a copy available for review) N/A.
11. If the service is a professional development program, can the training be provided internally, by district staff?
  - a) If not, why not? Based on the development and implementation of a service-based learning model, it is apparent that the leadership and staff level of expertise in certain area needs refinement. Support in developing a service learning projects on a school wide level and providing direct feedback on SBL projects designed by staff based on criteria from workshop through virtual editing is essential in improving student's outcome overall.
  - b) How will the output of this Agreement contribute to building internal capabilities? After receiving ongoing collaborative support and feedback, the goal will that the administration, instructional coaches and teachers will be able to do this without assistance and there is a gradual release in developing service learning projects on a school wide level each year.
12. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound because of the necessary investment in the future of the coaches and teachers in improving students' overall outcome.
13. What are the implications of not approving this Agreement?

The planned professional development provided is a series of workshops that includes a blend of support. These include virtual workshops and work sessions, virtual coaching via Zoom or Skype for follow up work with teams/leadership and virtual editing of curriculum either in google docs with proposed curriculum or on a curriculum mapping platform if the school elects to use one for all staff members who teach grades K-8. The

lack of instructional support and collaboration for coaches and teachers will result in student flatlining, possible regression and lack of effectiveness to drive the service learning projects forward.



NEW HAVEN PUBLIC SCHOOLS

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

**(Curriculum Designers, Inc)**

FOR DEPARTMENT/PROGRAM:

**(Wexler Grant Community School)**

This Agreement entered into on the   14   day of   September   20  21  , effective (*start date no sooner than the day after Board of Education Approval*), on the   14   day of   September  , 20  21  , by and between the New Haven Board of Education (herein referred to as the “Board” and,   Curriculum Designers, Inc   located at,   26 Allendale Drive ~ Rye, NY 10580   (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of 12 virtual coaching hours-@ \$500 hourly rate = \$6,000 and 5 hours of editing @ \$100 per hour = \$500 totaling \$6,500 for virtual work sessions, virtual coaching via Zoom for work with Wexler Grant’s leadership and staff, from September 14, 2021 through June 30, 2022. The maximum amount the contractor shall be paid under this agreement:   Six thousand five hundred dollars   (\$6,500). 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 September 14<sup>th</sup>, 2021 to June 30<sup>th</sup>, 2022.

**SCOPE OF SERVICE:** *Please describe service deliverables, including, locations and costs for service, including travel and supplies, if applicable. A detailed Scope of Service with pricing must be attached as Exhibit A).*

**Please do not leave this section blank**

Services to be rendered:

Curriculum development for leadership teams and faculty:

- Develop service learning projects on a school-wide level
- Develop service learning projects for grade-levels and teams

- Reviewing current practice through the lens of equity to include all learners with an eye to language capacity and needs
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**Exhibit A: Scope of Service:** Please attach contractor's detailed Scope of Service 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

July 8, 2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Curriculum Designers, Inc.  
Heidi Hayes Jacobs, President

\_\_\_\_\_  
Contractor Printed Name & Title

Revised: 7/6/21



**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.