



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

Principal or Supervisor: David Diah

Agreement Effective Dates: From September/15/2020. To June/30/2021.

Hourly rate or per session rate or per day rate.

FEES:

- 11 virtual workshop-@ \$ 500 hourly rate = \$5500
- 5 hours of editing @\$100 per hour= \$ 500
- **Total= \$ 6000.00**

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 via Zoom or Skype with staff and leadership.
- 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 15, 2020
Re: Curriculum Designers, Inc.

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 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

Service formats:

- Virtual workshops
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Amount of Agreement and the Daily, Hourly or per Session Cost:

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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 2020-2021 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.
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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 15 day of September 2020, effective (*start date no sooner than the day after Board of Education Approval*), on the 15 day of September, 2020, 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 11 virtual workshop-@ \$500 hourly rate = \$5,500 and 5 hours of editing @ \$100 per hour = \$500 totaling \$6,000 for virtual work sessions, virtual coaching via Zoom for work with Wexler Grant’s leadership and staff, from September 15, 2020 through June 30, 2021. The maximum amount the contractor shall be paid under this agreement: Six thousand dollars (\$6,000). 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 **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 15th, 2020 to June 30th, 2021.

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

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Service formats:

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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**. 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

July 21, 2020

Date

Date

Curriculum Designers, Inc.
Heidi Hayes Jacobs, President

Contractor Printed Name & Title

Revised: 7/21/20



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.

Proposal for Professional Services

To: Wexler-Grant School- New Haven Public School District

Date: July 18, 2020

Services to be rendered:

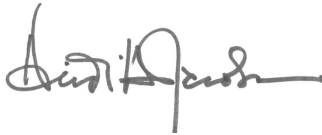
Curriculum development for leadership teams and faculty:

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Service formats:

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

Dates for Services: TBD



Dr. Heidi Hayes Jacobs
President, Curriculum Designers, Inc. (Fed Id# 13-3866127)

date 7/18/20

Representative of Wexler-Grant

date

FEES:

- 11 virtual workshop-@ \$ 500 hourly rate = \$5500
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TERMS and CONDITIONS:

1. If the Client at any time cancels or reschedules any contracted Services, training session, workshop, or part thereof, the Client shall pay to the Company any non-refundable expenses incurred by Company or its subcontractors.
2. If the Client cancels or reschedules any contracted Services, training session, workshop, or part thereof within 30 days of such contracted Services, the Client shall pay to the Company any non-refundable expenses incurred by Company or its subcontractors plus 50% of the consultant fee.
3. Any rescheduled contracted Services or part thereof shall thereafter be scheduled to occur on mutually agreeable dates, and Company and its subcontractors shall not be required to incur additional out of pocket costs beyond the budget incorporated as part of this Agreement in order to perform such Services.

Dr. Heidi Hayes Jacobs

BIO-Blurb

Dr. Heidi Hayes Jacobs is founder and president of the Curriculum Designers Group, providing professional services to schools and organizations internationally to upgrade curriculum and support teaching strategies to meet the needs of 21st century learners. Dr. Jacobs's models on curriculum mapping and curriculum design have been featured in her thirteen books and are the basis for software solutions used throughout the world. She received her doctorate from Columbia University Teachers College in NYC on the Graduate Leadership Fellowship from the U.S. Department of Education in 1981 and served as an adjunct associate professor for over a decade there.

Working with a range of organizations both international and national, state and provincial education departments, professional organizations such as ASCD, NAESP, Learning Forward, the European Council of International Schools, the Near East School Association, the College Board, ADK International Sino-Canadian Schools in China, New Zealand's Learning Network, the Kennedy Center, the Peace Corps World Wise Schools, Carnegie Hall, Australia's EduTech,, and the United Nations Council on Teaching about the UN, the Near East School Association, the International Baccalaureate, the NY State Higher Education Commission, the CCSSO workgroup on Global Competencies, and AASA. In 2014 she received the MAIS International Educator Award in Seville, Spain. Dr. Jacobs has served as a program development advisor to Amazon Studios' children's programming division. She is currently working with the Waterford Institute on its literacy software platform and with Newsela on its curriculum collection.

Her recent work on the modernization of schools appears in her book, co-authored with Marie Alcock, ***Bold Moves for Schools: How We Create Remarkable Learning Environments*** published by ASCD and ***Active Literacy: Active Literacy Across the Curriculum: Connecting Print Literacy with Digital, Media, and Global Competence, K-12***, published by Routledge. Her four-book series on ***Leading the New Literacies, Mastering Digital Literacy, Mastering Media Literacy, Mastering Global Literacy***, were by Solution-Tree are seminal works. Her best-selling, ***Curriculum Mapping: Tools and Templates*** and ***Curriculum 21*** both with ASCD have been the basis for a wide range of professional services provided by a talented faculty and a robust clearinghouse giving educators resources to upgrade classroom life. Her career in education began as a high school, junior high, and elementary teacher in Utah, Massachusetts, and New York.

heidi@curriculum21.com

<http://curriculum21.com>

SHORT VERSION

Dr. Heidi Hayes Jacobs is internationally recognized for her seminal work in contemporary curriculum design and modernizing responsive school environments. She works with a wide array of organizations, schools, districts, and software companies throughout the world. The author of thirteen books including the best-selling *Bold Moves for Schools: How We Create Remarkable Learning Environments* (ASCD) with co-author, Marie Alcock, Dr. Jacobs is fully engaged in how professionals, learners, and families can make choices to best prepare students for the future. You can visit her recently designed website in response to the COVID19 crisis at

<http://transform.curriculum21.com> Twitter @heidihayesjacob

Dr. Jacobs's models on curriculum mapping and curriculum design have been featured in her eleven books and are the basis for software solutions used throughout the world. She is the author of thirteen books. Working with a range of organizations both international and national, state and provincial education departments, professional organizations such as ASCD, NAESP, Learning Forward, the European Council of International Schools, the Near East School Association, the College Board, ADK International Sino-Canadian Schools in China, New Zealand's Learning Network, the Kennedy Center, the Peace Corps World Wise Schools, Carnegie Hall, Australia's EduTech,, and the United Nations Council on Teaching about the UN, the Near East School Association, the International Baccalaureate, the NY State Higher Education Commission, the CCSSO workgroup on Global Competencies, and AASA. In 2014 she received the MAIS International Educator Award in Seville, Spain. Dr. Jacobs has served as a program development advisor to Amazon Studios' children's programming division. She is currently working with the Waterford Institute on its literacy software platform and with Newsela on its curriculum collection.

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