



NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

NEW HAVEN BOARD OF EDUCATION FINANCE AND OPERATIONS COMMITTEE

Monday, February 3, 2020

4:30 p.m.

Gateway Center – 2nd Floor Board Room

Chair: Ms. Yesenia Rivera

Action Items

A. AGREEMENTS

1. To approve a Grant Administration Agreement, by and between the New Haven Board of Education and Higher Heights Youth Empowerment Program, Inc., to serve as Fiscal Agent for a grant from the William Casper Graustein Memorial Fund, in the amount of \$141,500.00 for professional development training conducted by the Winter's Group on Intercultural Diversity Inventory and design of a learning plan for New Haven Public Schools, from October 1, 2019 to September 30, 2020.

Presenter: Ms. Carolyn Ross Lee
(Pages #7-18)

2. To approve Amendment #1 to Agreement #96251425 with Coppola Photography to increase funding of \$33,530.00 by \$1,500.00 to \$35,030.00 to translate the Magnet "Tips to Apply" video in Spanish.

Funding Source: Magnet 17-22 Central Office Program
Acct. #2517-6251-56694-0000

Presenter: Mr. Marquelle Middleton
(Pages # 19-21)

3. To approve an Agreement by and between the New Haven Board of Education and Public Good, to develop, design, produce creative content for the 2020 NHPS School Enrollment Campaign, from December 9, 2019 to April 30, 2020, in an amount not to exceed \$58,937.00.

Funding Source: Magnet 17-22 Program
Acct. # 2517-6251-56694-0000

Presenter: Mr. Marquelle Middleton
(Pages #22-31)

4. To approve Amendment #1 to Agreement #96211364 with Great Minds PBC, formerly known as Great Minds, LLC, to change the service start date from November 5, 2019 to September 5, 2019, with no change in funding amount.

Funding Source: Commissioners Network – Clinton Avenue Program
Acct. # 2547-6211-56694-0006

Presenter: Ms. Kristina DeNegre
(Pages #32-36)

5. To approve Amendment #1 to Agreement #96211369 with PBL Work, formerly Buck Institute for Learning, to change the service start date from November 5, 2019 to October 1, 2019, with no change in funding amount.

Funding Source: Commissioners Network – Clinton Avenue Program
Acct. # 2547-6211-56694-0006

Presenter: Ms. Kristina DeNegre
(Pages #37-43)

6. To approve Amendment #1 to Agreement #95034347/#91320829 with Area Cooperative Educational Services, (ACES), to decrease funding of \$279,370.00 from General Fund acct #190-494-00-56694 and to fund \$279,370.00 from Alliance Program, acct. #2547-6108-56694-0420, with no change in total funding amount.

Funding Source: **IDEA Program**
Acct. #2504-5034-56903-0490 (\$400,380.00)
Priority School Program
Acct. # 2579-5319-56694-0000 (\$500,000.00)
Alliance Program
Acct. # 2547-6108-56694-0420 (\$279,370.00)

Presenter: Ms. Typhanie Jackson
(Pages #44-50)

7. To approve an Agreement by and between the New Haven Board of Education and Great Schools Partnership, Inc., to provide professional development to for staff in secondary Career and Technical Education programs to establish common course expectations and scoring criteria, co-development of common assessments and improvement in instructional strategies, from January 28, 2020 to June 30, 2020, in an amount not to exceed \$96,800.00.

Funding Source: **Carl D. Perkins Program**
Acct. # 2508-5080-56901-0000

Presenter: Dr. Paul Whyte
(Pages #51-95)

8. To approve an Agreement by and between the New Haven Board of Education and Yale University to provide professional development and support on School Planning and Management Teams, Student and Staff Support Teams, and ongoing technical assistance to staff at six Title I schools: Celentano, Clemente, Hillhouse, Lincoln Bassett, Truman and Wexler/Grant, from February 11, 2020 to June 30, 2020, in an amount not to exceed \$60,000.00.

Funding Source: **Title I Program**
Acct. # 2531-5256-56694-0000

Presenter: Ms. Keisha Redd-Hannans
(Pages #96-128)

9. To approve an Agreement by and between the New Haven Board of Education and State of Connecticut/CEN, to provide internet services for all schools and administrative office in the New Haven Public School District from July 1, 2020 to June 30, 2021, in an amount not to exceed \$48,000.00.

Funding Source: **2020-2021 Operating Budget**
Acct. # 190-47200-52265

Presenter: Ms. Sabina Sitaru
(Pages #129-142)

10. To approve an Agreement by and between the New Haven Board of Education and PowerSchool Group, LLC, provide PowerSchool Server warranty and updating/refresh maintenance, March 2, 2020 to June 30, 2020, in an amount not to exceed \$58,301.10.

Funding Source: **Capital Projects**
Acct. # 3C19-1986-49114

Presenter: Ms. Sabina Sitaru
(Pages #143-164)

11. To approve an Agreement by and between the New Haven Board of Education and Crown Castle International Corporation to provide leased fiber circuit WAN Ethernet Services, from July 1, 2020 to June 30, 2021, in an amount not to exceed \$559,560.00.

Funding Source: 2020-2021 Operating Budget
Acct. # 190-47200-52265

Presenter: Ms. Sabina Sitaru
(Pages #165-179)

12. To approve Amendment #2 to Agreement # 96273412 with Little Scientists to increase the number of one hour sessions from 51 at Davis by 100 (60 sessions at Martinez and 40 sessions at Columbus), for a total of 151 sessions, and to increase funding of \$8,925.00 by \$17,500.00 to \$26,425.00.

Funding Source: 21st Century Program
Acct. # 2579-6273-56694-0009 (\$8,925.00)
State After School Program
Acct. # 2579-6205-56694-0008 (\$10,500.00)
Acct. # 2579-6205-56694-0041 (\$ 7,000.00)

Presenter: Ms. Gemma Joseph Lumpkin
(Pages #180-187)

13. To approve Amendment #2 to Agreement # 96273406 with Arte, Inc., to increase the number of sessions by 30 sessions for Hill Central for a total of 264 sessions and to increase funding of \$54,800.00 by \$6,000.00 to \$60,800.00.

Funding Source: State After School Program
Acct. # 2579-6205-56694-0007 (\$6,000.00)
Extended School Hours Program
Acct. # 2579-5326-56694-0013 (\$6,800.00)
Title I Program
Acct. # 2531-5208-56694-0032 (\$10,000.00)
Acct. # 2531-5208-56694-0016 (\$10,000.00)
Acct. # 2531-5208-56694-0015 (\$10,000.00)
Acct. #2531-5208-56694-0042 (\$10,000.00)
21st Century Program
Acct. # 2579-6273-56694-0009 (\$ 8,000.00)

Presenter: Ms. Gemma Joseph Lumpkin
(Pages #188-193)

14. To approve Amendment # 2 to Agreement # 95326409 with Cross Sector Consulting, to increase the number of evaluation sites from 6 schools by 4 to 10 schools, and to increase funding of \$24,000.00 by \$5,000.00 to \$29,000.00.

Funding Source: 21st Century Program
Acct. # 2579-6325-56694-0000 (\$5,000.00)
Acct. # 2579-6243-56694-0000 (\$4,000.00)
Acct. # 2579-6273-56694-0000 (\$5,000.00)
Extended School Hours Program
Acct. #2579-5326-56694-0000 (\$10,000.00)

State Afterschool Program**Acct. # 2579-6205-56694-0000 (\$5,000.00)****Presenter:** Ms. Gemma Joseph Lumpkin
(Pages # 194-198)

15. To approve Amendment #1 to Agreement #95384309 with Catholic Charities Archdiocese of Hartford to decrease the number of School Readiness spaces from 164 full day by 5 spaces to 159 full day spaces, and to decrease funding from \$1,463,536.00 by \$18,591.67 to \$1,444,944.67.

Funding Source: School Readiness Program
Acct. # 2523-5384-56697-0442**Presenter:** Ms. Denise Duclos
(Pages #199-210)

16. To approve Amendment #1 to Agreement #95384352 with Creating Kids at the Connecticut Children's Museum, to increase the number of School Readiness spaces from 8 spaces by 1 space for a total of 9 spaces, and to increase funding of \$48,000.00 by \$3,000.00 to \$51,000.00.

Funding Source: School Readiness Program
Acct. # 2523-5384-56697-0442**Presenter:** Ms. Denise Duclos
(Pages #211-222)

17. To approve Amendment #2 to Agreement #95384312 with Friends Center for Children, to increase the number of School Readiness spaces from 49 spaces by 5 spaces for a total of 54 spaces, and to increase funding of \$437,276.00 by \$18,591.67 to \$455,867.67.

Funding Source: School Readiness Program
Acct. # 2523-5384-56697-0442**Presenter:** Ms. Denise Duclos
(Pages #223-235)

18. To approve Amendment #1 to an Agreement with Columbus School Pre-K, to decrease the number of School Readiness spaces from 40 spaces by 1 space for a total of 39 spaces, and to decrease funding of \$240,000.00 by \$3,000.00 to \$237,000.00.

Funding Source: School Readiness Program
Acct. # 2523-5384-56697-0442**Presenter:** Ms. Denise Duclos
(Pages #236-247)

19. To approve Amendment #1 to an Agreement with East Rock School Pre-K to decrease the number of School Readiness part day spaces from 40 by 2 spaces to 38 part day spaces, and to decrease funding of \$300,000.00 by \$4,500.00 to \$295,500.00.

Funding Source: School Readiness Program
Acct. #2523-5384-56697-0442**Presenter:** Ms. Denise Duclos
(Pages #248-259)

20. To approve Amendment #1 to an Agreement with Nathan Hale School Pre-K to increase the number of School Readiness space from 22 school day spaces, by 1 space to 23 school day spaces, and to increase funding of \$258,000.00 by \$3,000.00 to \$261,000.00.

Funding Source: School Readiness Program

Acct. #2523-5384-56697-0442

Presenter: Ms. Denise Duclos
(Pages #260-271)

- 21. To approve Amendment #1 to Agreement #95384320 with United Community Nursery School, to decrease the number of School Readiness spaces from 20 full day spaces by 3 spaces to 17 full day spaces, and decrease the number of part day spaces from 10 by 4 to 6 part day spaces, and to decrease funding of \$223,480.00 by \$20,155.00 to \$203,325.00.

Funding Source: **School Readiness Program**
Acct. #2523-5384-56697-0442

Presenter: Ms. Denise Duclos
(Pages #272-283)

- 22. To approve Amendment #1 to Agreement #95384321 with Yale New Haven Hospital Day Care Center, to increase the number of School Readiness spaces from 27 full day by 3 spaces to 30 full day spaces, and to increase funding of \$240,948.00 by \$11,155.00 to \$252,103.00.

Funding Source: **School Readiness Program**
Acct. #2523-5384-56697-0442

Presenter: Ms. Denise Duclos
(Pages #284-295)

- 23. To approve Amendment #1 to Agreement #95384316 with New Haven YMCA Youth Center, to decrease the number of School Readiness spaces from 45 full day by 14 spaces to 31 full day spaces, and to decrease funding of \$401,580.00 by \$52,056.62 to \$349,523.38.

Funding Source: **School Readiness Program**
Acct. # 2523-5384-56697-0442

Presenter: Ms. Denise Duclos
(Pages #296-307)

B. CONTRACTS

- 1. To approve Award of Contract #70195019 to the sole bidder, Gabrielli Truck Sales, LTD, 401 Old Gate Lane, Milford, CT for the purchase of one or more 2020 Hino 195 refrigerated box truck, in an amount not to exceed \$90,000.00.

Funding Source: **Food Service Fund**
Acct. #2521-5200-5858698 (\$70,000.00)
Food Service Capital
Acct. #3C191993 (\$10,000.00)
Citywide Rolling Stock
Acct. # 3C202001 (\$10,000.00)

Presenter: Mr. Michael Gormany
(Pages # 308-331)

- 2. To approve an Award of Contract #21637-1-2 to the sole bidder, Select Fence and Guardrail, LLC, 39 McDermont Road, North Haven, CT, for On Call Fence Repairs for NHPS for Fiscal Year 2020-2021, in an amount not to exceed \$25,000.00.

Funding Source: **Capital Projects**
Acct. #3C17-1592-58702

Presenter: Mr. Joseph Barbarotta
(Pages #332-334)

4. To approve an Award of Contract #21641-1-2 to the lowest bidder, The Tim's Enterprise, LLC, 39 Myrtle Avenue, Ansonia, CT for On Call Flooring/Carpeting/VCT Services for NHPS for Fiscal Year 2020-2021, in an amount not to exceed \$50,000.00.

Funding Source: 2020-2021 Operating Budget
Acct. #190-47400-56624

Presenter: Mr. Joseph Barbarotta
(Pages #335-337)

5. To approve a Renewal of an Award of Contract #21624-1-2 to Precision Cutting Services, LLC, 145 Stuyvesant Avenue, New Haven, CT for On Call Tree and Stump Removals for NHPS for Fiscal Year 2020-2021, in an amount not to exceed \$50,000.00.

Funding Source: Capital Projects
Acct. # 3C202071-58101

Presenter: Mr. Joseph Barbarotta
(Pages # 338-340)

4. To approve an Award of Contract #50500-1-2 to the lowest bidder, Total Lighting Service, LLC, 24 Wooster Avenue, Waterbury, CT for On Call Emergency Lighting Service for NHPS for Fiscal Year 2020-2021, in an amount not to exceed \$50,000.00.

Funding Source: Capital Projects
Acct. # 3C17-1779-58101

Presenter: Mr. Joseph Barbarotta
(Pages # 341-343)

5. To approve a Renewal of an Award Contract #21632A-1-2 with Tucker Mechanical, 367 Research Parkway, Meriden, CT for On Call HVAC Repairs for NHPS for Fiscal Year 2020-2021, in an amount not to exceed \$200,000.00.

Funding Source: 2020-2021 Operating Budget
Acct. #190-47400-56624

Presenter: Mr. Joseph Barbarotta
(Pages #344-346)



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Carolyn Ross-Lee
Date: 1/13/2020
Re: Grant Award District Equity Leadership Team DELT

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

The Trustees of the William Caspar Graustein Memorial Fund granted New Haven Public Schools an award \$141,500.00 New Haven School District DELT Equity Action Plan, with the Higher Heights Youth Empowerment Programs Inc. serving as the Fiscal Sponsor.

The Equity Program Grant allows for the delivery of Professional Development training by the Winter's Group in the Intercultural Diversity Inventory (IDI) and the design of a learning plan for New Haven Public Schools.

The training will be provided to key stakeholders including, administrators, union leaders, teacher leaders and appointed board members.

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

Funding Source & Account #: William Casper Graustein Memorial Fund Grant #4448

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 aligns to the district goals of student achievement, professional development and culture and climate.
2. What specific need will this contractor address?
The Winters Group, Inc. is a team of experienced Diversity, Equity and Inclusion Strategists. They will provide professional development services designed to build the capacity of identified district staff to operate with greater cultural proficiency. The team of equity specialists are trained and qualified administrators of *The Intercultural Development Inventory*[®] (IDI[®]) which assesses cultural competence at both the organizational and individual level. As IDI Administrators, the contractor is certified to administer the IDI to others, as well as to apply the IDI to their own work, both in how they demonstrate cross cultural knowledge and navigate cultural differences, and in how they support school districts as they advance equity initiatives to address challenges, increase cross-cultural understanding, and support the accomplishment of

equity goals. The use of the IDI supports The Winters Group in creating meaningful, developmental learning experiences that reflect your organization's readiness and orientation across difference. Using the aggregate results of the IDI assessment, The Winters Group team will work closely with New Haven key stakeholders to co-design learning that is proven to enhance the cultural competence of school leadership and staff. This work will support the District's desire to provide racially equitable and inclusive environments that honor the diversity of each student, increase achievement, and close gaps between highest and lowest performing students.

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:

The contractor was selected by committee based on interview and unique product IDI

4. If this is a continuation service, when was the last time the alternatives were sought?
NA

5. What specific skill set does this contractor bring to the project?

The Winters Group core team has over 80 years of combined experience in diversity and related topics. They take a holistic systems approach to our work grounded in research. The Winters Group's assessment approach is at both the individual and organizational levels. In addition to diversity, equity and inclusion the team brings a wide range of experience from various fields including, education, engineering, technology, law, communications and statistics.

The Winters Group team of Senior Consultants' and Principal Strategists' background, experience, and first-hand knowledge make them uniquely positioned to provide training, support and guidance. Members of The Winters Group consulting team are trained and certified in *The Intercultural Development Inventory*[®] (IDI[®]) as well as *Facilitative Leadership for Social Change* to help clients as they manage issues of culture, class, and equity and confront systems that threaten inclusive practices in schools and classrooms. Specifically, training in Facilitative Leadership for Social Change is designed to help lead the conversations to get diverse community groups to shared goals by using collaborative processes, frameworks, skills, resources and tools designed to gather and understand diverse perspectives.

The Winters Group has deep understanding of successful implementation of a district-wide equity imperative, and currently design and deliver both teacher and school/district leadership training for Cultural Competence in Charlotte-Mecklenburg Schools in North Carolina. In this fourth year of district-wide implementation, we bring knowledge of best practice and lessons learned that can be applied in the New Haven Public Schools.

6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):

7. Is this a new or continuation service? New service

8. If this is a continuation service has cost increased? NA
 - a) If yes, by how much?
 - b) What would an alternative contractor cost?
 - c) Is this a service existing staff could provide? Why or why not?
9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?
The performance will be evaluated based on school climate surveys and participant feedback.
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)

11. If the service is a professional development program, can the training be provided internally, by district staff?
Internal staff do not have certifications in *The Intercultural Development Inventory*[®] (*IDI*[®]) or *Facilitative Leadership for Social Change*. Professional Development will build internal capacity as we co-design experiential learning opportunities for district leadership. We might also consider a Train the Trainer model for identified staff, to provide internal capacity building.

a) If not, why not?

The current agreement does not include a Train the Trainer option. In order for internal district staff to provide training internally, they would need to participate in a comprehensive Train the Trainer program that includes obtaining certifications in *The Intercultural Development Inventory (IDI)* and *Facilitative Leadership for Social Change*.

b) How will the output of this Agreement contribute to building internal capabilities?
During the initial engagement process under this agreement, The Winters Group will better understand where there are opportunities for embedding cultural proficiency and equity into the existing work of the District. For sustainability, The Winters Group believes that cultural proficiency should be a part of every aspect of the District from operations to student services and everything in between.

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

This agreement provides much needed Professional Development training in cultural awareness, responsiveness and competency. This agreement allows for the acceptance of the grant Award by the William Casper Graustein Foundation

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

The district would turn down funding for an area of need.

GRANT ADMINISTRATION AGREEMENT

THIS GRANT ADMINISTRATION AGREEMENT (the “Agreement”) is made and entered into as of the 11 day of February by and between HIGHER HEIGHTS YOUTH EMPOWERMENT PROGRAMS, INC., a Connecticut Nonstock, tax exempt corporation having its principal place of business at 157 Church Street, 19th Floor, New Haven, Connecticut 06510 (the “Sponsor”) and NEW HAVEN BOARD OF EDUCATION (the “Applicant”).

WHEREAS:

1. The Sponsor is a tax exempt organization, as described in section 501(c)(3) of the Internal Revenue Code of 1986, as the same may from time to time be supplemented or amended and remain in effect;
2. The Applicant wishes to undertake the equity project known as Winters Group and the District Equity Leadership Team (DELT), as more particularly set forth in Schedule A (the “Project”);
3. Pursuant to the Certificate of Incorporation and the Bylaws, as amended, of the Sponsor, the Sponsor’s purpose is to work within the greater area of the City of New Haven, Connecticut (the “Greater New Haven Area”) in order to change the lives of under-represented college bound students and Empower, Encourage, and Equip them to obtain a post-secondary education, as more particularly set forth and limited in the Certificate (collectively, the “Purpose”); and
4. The Sponsor’s fiscal administration of the Project pursuant to this Agreement shall further its Purpose.

NOW, THEREFORE:

In consideration of the premises and the mutual covenants and promises contained herein, the parties, each intending to be legally bound hereby, agree as follows:

1. FISCAL ADMINISTRATION

The Sponsor agrees to accept and hold donations, grants, and other funds on behalf of and for the benefit of the Applicant for the Project (collectively, the “Funds”). The Funds shall be disbursed at the direction of the Applicant to pay for any costs and expenses related to the Project (collectively, the “Expenses”); provided, however, that the Sponsor shall distribute Funds only in accordance with the Budget, as defined in Section 3.

2. PROJECT

If the Purpose of the Project changes, the Sponsor will make no further distribution of Funds for the Project. At the written request of the Applicant, the Sponsor may resume distribution of Funds, in its discretion, if the Sponsor approves the changes to the Purpose of the Project in writing.

3. BUDGET

Prior to the date of this Agreement, the Applicant has submitted to the Sponsor a budget, detailing the Expenses of the Project and establishing the maximum amount of Funds required to complete the Project (the "**Budget**"). The Budget shall include the fees for the services provided by the Sponsor as defined in Section 5. The Sponsor will not distribute Funds in excess of the Budget and will not distribute Funds for Expenses not included in the Budget. Changes in the Budget will not be permitted unless at the written request of the Applicant, the Sponsor, in its discretion, approves such changes in writing. Requests for distribution of Funds shall be made in two payments. First and second payments will be distributed upon the receipt of the funder receiving the contingency items outlined in the Memorandum of Agreement #4448. Nothing herein shall require sponsor to disburse funds in excess of those deposited with Sponsor, less 7 percent.

4. RESTRICTED FUND

The Sponsor shall place all gifts, grants, contributions, and other revenues received by Sponsor for the Project into a restricted fund to be used for the sole benefit of the Project. Interest earned on the Project's Funds, if any, shall be retained by the Sponsor.

5. FEE FOR SERVICES

In addition to the interest earned by the Project's Funds as provided in Section 4, if any, the Sponsor shall retain seven percent (7%) of all Funds received by it in order to pay for its fees for services ("**Fees**"). Such fees include all administrative costs associated with the sponsorship, including without limitation all tax, withholding, and bookkeeping costs and expenses.

6. REPORTING

The Applicant shall provide a report of activities and Expenses of the Project to the Sponsor upon completion of the Project. The Sponsor shall provide an accounting of the disbursement of all Funds and the Fees retained by the Sponsor.

7. **APPLICANT REPRESENTATIONS**

The Applicant represents that:

(a) The Project is, and shall remain, consistent with the Purpose at all times during the term of this Agreement.

(b) The Applicant shall provide evidence of the insurance policy set forth in Section 6(c) to the Sponsor prior to the commencement of the Project.

(c) The Applicant shall comply with all federal, state, and local laws in the performance of the Project.

8. **FUNDRAISING**

8.1 Fundraising. The Applicant is responsible for raising all funds for the Project.

8.2 Logos and Trademarks. The Applicant shall include and attach the logo of the Sponsor as set forth on Schedule B, or such other logos or trademarks of the Sponsor that the Sponsor may provide to the Applicant and instruct the Applicant to use, and the Applicant shall include the words "Assisted by Higher Heights Youth Empowerment Programs, Inc." on all advertisements, brochures, posters, or other promotional material or other material that appears in public.

9. **TERM AND TERMINATION**

9.1 Term. This Agreement shall commence on the date hereof and shall continue unless otherwise terminated pursuant to the terms herein on the earlier to occur of (a) the date upon which all the Funds necessary to meet the Budget have been distributed by the Sponsor, (b) the cessation of the Project, (c) the cessation of any work on the Project for a period of three (3) consecutive months, or (d) one (1) year from the date hereof, provided that the Sponsor and the Applicant may extend such one (1) year period upon written agreement between the parties.

9.2 Termination. The Applicant may terminate this Agreement at any time, in its sole discretion, upon written notice to the Sponsor. The Sponsor may immediately terminate this Agreement, without any notice to the Applicant, if the Applicant breaches any of its representations contained in this Agreement.

9.3 Disposition of Funds upon Termination. Upon termination of this Agreement for any reason, the Applicant acknowledges and agrees that any Funds held by the Sponsor shall remain the property of the Sponsor and shall be used by the Sponsor, in its sole and absolute discretion, to fund other projects.

10. LIABILITY AND INDEMNIFICATION

10.1 Allocation of Risk. The Sponsor shall have no liability, and the Applicant assumes all liability, for any losses or damages that it may incur as a result of any action taken by the Applicant in reliance upon any advice, guidance, or recommendations given by Sponsor to Applicant in its role as Sponsor or otherwise, including without limitation any financial losses or damages which may occur as a result of any oral or written advice of the Sponsor or any employee, director, officer, or representative thereof.

10.2 Limitation of Liability. If there shall, at any time, be any cost or liability incurred or threatened on the part of or against the Sponsor by virtue of this Agreement, or the performance or non-performance of its responsibilities under this Agreement, or by virtue of a breach by the Sponsor of any representation contained herein, whether due to the negligence of the Sponsor or otherwise, the Applicant agrees that in no event will the total aggregate liability of the Sponsor for any claims, losses, or damages exceed the total amount of the Funds received by the Sponsor under this Agreement for the three (3) month period immediately preceding the date upon which the first act or omission occurred that gave rise to the Sponsor's liability. The foregoing limitation of liability is complete and exclusive, shall apply even if the Applicant has been advised of the possibility of such potential claims, losses, or damages, and shall apply regardless of the success or effectiveness of any other remedies possessed by the Applicant or third parties.

10.3 Indemnification. The Applicant shall defend, release, hold harmless, and indemnify the Sponsor from all actual or potential liability, damages, demands, claims, loss, or expense (including reasonable attorneys' fees) the Sponsor might have or incur for or because of any damage or injury to persons or property occurring in connection with the Project, including any and all claims from the creditors of the Applicant, and the Sponsor shall be entitled to use the Funds to pay for any such incurred costs, losses, or expenses.

11. ASSIGNMENT

Neither this Agreement nor any right hereunder may be assigned by the Applicant, without the prior written consent of the Sponsor.

12. INDEPENDENT CONTRACTOR

Nothing in this Agreement shall in any way be construed to constitute the Sponsor as an agent, joint venturer, partner, employee, employer, or representative of the Applicant or any third parties that may perform services in connection with the Project, but the Sponsor shall perform the sponsorship services hereunder as an independent contractor.

13. APPLICABLE LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut and shall be binding upon the parties and their respective successors and assigns.

14. ENTIRE AGREEMENT

This Agreement is the entire agreement of the parties and supersedes any prior agreements between them with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth above.

SPONSOR

HIGHER HEIGHTS YOUTH EMPOWERMENT PROGRAMS, INC.

By: _____
Name: _____
Title: Executive Director

APPLICANT

New Haven Board of Education

By: _____
Name: _____
Title: **President**
Address: **54 Meadow Street**
New Haven, CT 06519

Schedule A

**Memorandum of Agreement
Between
The William Caspar Graustein Memorial Fund
and
Higher Heights Youth Empowerment Programs, Inc. on behalf of the
New Haven School District
In Support of an Equity Program Grant
Grant Number: 4448**

Grant Period: October 1, 2019 to September 30, 2020

Total Award: \$141,500

Proposed Work:

Based on information contained in the funding proposal, Higher Heights Youth Empowerment Programs, Inc. will support the New Haven School District in demonstrating the extent to which the following were achieved during the time period of this grant:

1. Engage with the Winters Group to convene a broad group of stakeholders, implement the Intercultural Diversity Inventory, and design a learning plan for New Haven Public Schools.
2. Expand the District Equity Leadership Team (DELT) membership to involve key school district leaders in the advisory board for this effort, including: Board of Education members; union leaders; parent group leaders; and, if possible, students.

Conditions of the Grant Award:

1. Program and Fiscal Accountability

Higher Heights Youth Empowerment Programs, Inc. will be responsible for the implementation and reporting of progress on proposed work described in this Memorandum of Agreement and the grant proposal as submitted to the William Caspar Graustein Memorial Fund (Memorial Fund).

2. Reporting Schedule and Funds Disbursements

Higher Heights Youth Empowerment Programs, Inc. will provide interim progress and fiscal reports and final progress and fiscal reports.

a) Reports are due according to the schedule below:

6 Month Progress and Fiscal Reports	April 1, 2020
Final Progress and Fiscal Reports	December 30, 2020

b) Funds will be disbursed as follows:

First Payment	Upon receipt of: Minutes from the New Haven Board of Education (BOE) showing approval of the grant. Documentation showing that the BOE publicly acknowledged the grant through either a joint press conference or joint press release. c) Signed Memorandum of Agreement. d) Signed copy of fiscal sponsor agreement.	\$70,750
Second Payment	Upon receipt of 6 Month Progress and Fiscal Report	\$70,750

3. *Communications*

The Memorial Fund will be provided with the opportunity to review and comment on written communications that contain references to this grant. The Memorial Fund's support of this project is not necessarily an endorsement of other projects or the overall agenda of Higher Heights Youth Empowerment Programs, Inc.

4. *Antidiscrimination Statement*

Higher Heights Youth Empowerment Programs, Inc. commits to adhere to antidiscrimination policies in its governance, employment and service delivery practices on the basis of sex, race, creed, color, national origin and sexual orientation.

The terms of this Memorandum of Agreement cannot be changed or modified without written notification by duly appointed representatives of Higher Heights Youth Empowerment Programs, Inc. and the written approval of the Memorial Fund. Signatures below and endorsement of grant award checks constitute agreement with all the terms and conditions as set forth in this Grant Award Memorandum of Agreement.




 Mr. R. David Addams

Ms. Chaka Felder-McEntire
 Executive Director
 William Caspar Graustein Memorial Fund
 One Hamden Center
 2319 Whitney Avenue Suite 2B
 Hamden, Connecticut 06518

Founder/Executive Director
 Higher Heights Youth Empowerment
 Programs, Inc.
 157 Church St. 19th Floor
 New Haven, CT 06511

Oct. 18, 2019

 Date

 Date

11/10/22 9

Schedule B



**Equity Program Grant Application
For Grant Period: October 1, 2019 to September 30, 2020**

Application is Due Friday, September 13, 2019

Budget Narrative

If you are projecting carryin funds from a previous Memorial Fund Grant, these funds must be represented in the revenue section (please include any associated grant numbers).

Organization/ Group Name:	New Haven Public Schools/ District Equity Leadership Team		
Grant Period Start Date:	10/1/19	Grant Period End Date:	9/30/20

Revenue: List all revenue souces (including any Memorial Fund carry-in) and identify if secured or pending:

1. William Casper Memorial Fund Graustein (Pending)
- 2.

Expenses

Description

Salaries:

Benefits/Fringe:

Consultants/Contracts: \$5,000 Conduct Interviews, focus groups, and briefings
Assumes 4 focus groups and briefings

Conferences/Meetings: \$12,000 Custom Design of Developmental Learning Experience For Leaders:

- Custom design of 4 full day modules
- Includes content design meetings with DELT Innovation & Learning Team
- Includes partictpant workbook/reflection guide (*Inhouse*)

\$62,000 Delivery of Development Learning Experience for Leaders:

- Four Full day modules for 150 leaders
- Max 35 participants per session (17 total sessions)
- One faciliator

Travel: \$15,000

Other: \$32,500 Baseline Assessment Using the Intercultural Development Inventory (IDI):

- Assumes 130 leaders
- Includes analysis and reporting
- Includes 1x1 feedback session via phone and personalized Individual Development Plan for each participant

\$ 9,905 Fiscal Sponsor Fees

\$ 5,095 Printing and Miscellenous

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Coppola Photography AMENDMENT #: 1

GRANT # if applicable: _____ AGREEMENT #: 96251425

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: Federal Magnet Assistance Grant DATE: 1/10/20

FUNDING SOURCE FOR AGREEMENT: Magnet 17-22 Central Office Program

ACCT # FOR AGREEMENT: 2517-6251-56694-0000

ORIGINAL AMOUNT OF AGREEMENT: \$33,530

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$33,530

X ACTUAL OR _____ ESTIMATE

AMOUNT OF THIS AMENDMENT: \$1,500

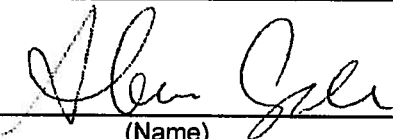
X INCREASE OR _____ DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$35,030

FUNDING SOURCE & ACCT # FOR AMENDMENT: 2517-6251-56694-0000

DESCRIPTION AND NEED FOR AMENDMENT: This additional charge is to translate the Magnet "Tips to Apply" video in Spanish.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE:  1-21-2020
(Name) (Date)

PHOTOGRAPHER / OWNER
(Title)

NEW HAVEN BOARD OF EDUCATION:

President (Date)



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT NO. 96251425

AGREEMENT

By And Between

The New Haven Board of Education

AND

Coppola Photography

FOR DEPARTMENT/PROGRAM:

New Haven Magnet Schools Program

This Agreement entered into on the 13th day of November 2019, effective (no sooner than the day after Board of Education Approval), the 9th day of December 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, Coppola Photography located at, 294 Route 81, Killingworth, CT 06419 (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of **\$13,610** for Project 1: Commercial Photography and **\$19,920** for Project 2: Commercial Videography.

The maximum amount the contractor shall be paid under this agreement: Thirty-three thousand five hundred thirty dollars (**\$33,530**). 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 **Magnet 17-22 Central Office Program** of the New Haven Board of Education, **Account Number: 2517-6251-56694 Location Code: 0000.**

This agreement shall remain in effect from December 9, 2019 to April 30, 2020.

SCOPE OF SERVICE: *Describe service deliverables, including, locations and costs for service, including travel and supplies, if applicable. A detailed Scope of Service with pricing is attached).*

Coppola Photography will provide commercial videography and photographs. Photos will be used in our 2020 Choice & Enrollment catalog covering all our schools throughout the district. Commercial will highlight the importance of what NHMS have to offer throughout our district. Video will be aired on WTNH, NBC and uses in our community outreach help families identify their child's educational needs. The following services will entail of Photos: photographing 12 schools, images that highlight themes, coordinate and create scenarios and identify branded clothing and uniforms from all schools. Video: planning, writing, directing, producing, filming & editing video, uploading video to be aired on WTNH and NBC.

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

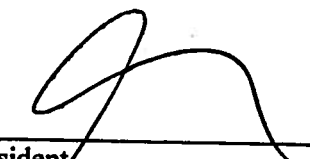
APPROVAL: This Agreement must be approved by the New Haven Board of Education *prior to service start date*. Contractors may begin service no sooner than the day after Board of Education approval.

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

11-14-19
Date


President
New Haven Board of Education

12/9/19
Date

ADAM COPPOLA, OWNER COPPOLA PHOTOGRAPHY
Contractor Printed Name & Title

Revised: 10/2/18



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Marquelle Middleton
Date: November 14, 2019
Re: Public Good Agreement

Executive Summary/ Statement: Public Good in collaboration with the New Haven Public Schools, Choice & Enrollment office will develop, design, production assistance and delivery of all the creative content for the 2020 NHPS School Enrollment Campaign.

Amount of Agreement and the Daily, Hourly or per Session Cost: \$58,937

- Item 1: Street Banners \$8,820
- Item 2: Brochure Design Choice Catalog \$19,827
- Item 3: Brochure Design Interdistrict Booklet \$6,740
- Item 4: Mailing List \$2,000
- Item 5: Flyer K & Open House \$1,000
- Item 6: Advertisements Magazines/Newspapers/Digital ads \$1,600
- Item 7: Billboards Ads \$4,000
- Item 8: Project Management \$1,750
- Item 9: Website Update \$6,500
- Item 10: Bus Displays Ads \$400
- Item 11: Spanish Translation \$3,500
- Item 12: Postcard Mailing List and Design \$1,900
- Item 13: Online Advertisements \$900

Funding Source & Account #: Magnet 17-22 Central Office, 2517-6251-56694-0000

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?
Public Goods in collaboration with New Haven Public Schools, Choice & Enrollment office will develop, design, production assistance and delivery of all the creative content for the 2020 NHPS School Enrollment Campaign.
2. What specific need will this contractor address?
To create an artwork design of a catalog that will increase diversity for all students given the opportunity to apply to the New Haven Public Schools.
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:

Contractor was selected because Quote was within budget requirements; other vendors could not meet budget requirements and target audience. Provider also presents a sole source attention to the NHPS Magnet Schools Marketing Campaign.

4. If this is a continuation service, when was the last time the alternatives were sought?
The Choice & Enrollment Marketing Campaign searches diligently every year to search for vendors with new and different creative idea.
5. What specific skill set does this contractor bring to the project?
Advertising the Choice & Enrollment Lottery and process. Ensuring that all students throughout the district is well informed of the educational opportunities in New Haven and Suburban families will be able to receive all information of enrollment process. The company will produce a quality advertisement catalog that will enhance our marketing campaign.
6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):
7. Is this a new or continuation service?
Continuation service.
8. If this is a continuation service has cost increased? No
 - a) If yes, by how much?
 - b) What would an alternative contractor cost?
An estimated 33% more due to time, demand, personal attentions do to administrator's schedules and budget requirements.
 - c) Is this a service existing staff could provide? Why or why not?
Why or why not? No, no capabilities to manufacture this type Marketing materials.
9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?
Contractor reports directly to the Choice & Enrollment Director and Coordinator on a daily basis.
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? No
 - a) If not, why not?
Office of Choice & Enrollment does not have the capability to process the tools and knowledge of artwork design, layout and manufacturing practices of this type of project. Training will create additional cost to the NHPS budget.

b) How will the output of this Agreement contribute to building internal capabilities?

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

Because it is economically, budget affordable. The provider will design a Marketing campaign for the NHPS Magnet Schools to campaign our educational message to our district.

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

Students will not receive adequate information to apply for the magnet Schools Lottery and information will most likely be misinformed.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Public Good Design

FOR DEPARTMENT/PROGRAM:

New Haven Magnet Schools Program

This Agreement entered into on the 7th day of November 2019, effective (*no sooner than the day after Board of Education Approval*), the 9th day of December 2019, by and between the New Haven Board of Education (herein referred to as the “Board” and, Public Good Design located at, 135 Seneca Road, 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 \$58,937.

- Item 1: Street Banners \$8,820
- Item 2: Brochure Design Choice Catalog \$19,827
- Item 3: Brochure Design Interdistrict Booklet \$6,740
- Item 4: Mailing List \$2,000
- Item 5: Flyer K & Open House \$1,000
- Item 6: Advertisements Magazines/Newspapers/Digital ads \$1,600
- Item 7: Billboards Ads \$4,000
- Item 8: Project Management \$1,750
- Item 9: Website Update \$6,500
- Item 10: Bus Displays Ads \$400
- Item 11: Spanish Translation \$3,500
- Item 12: Postcard Mailing List and Design \$1,900
- Item 13: Online Advertisements \$900

The maximum amount the contractor shall be paid under this agreement: Fifty-eight thousand nine hundred thirty-seven dollars (**\$58,937**). 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 **Magnet 17-22 Central Office Program** of the New Haven Board of Education, **Account Number:** 2517-6251-56694 **Location Code:** 0000.

This agreement shall remain in effect from December 9, 2019 to April 30, 2020.

SCOPE OF SERVICE: *Describe service deliverables, including, locations and costs for service, including travel and supplies, if applicable. A detailed Scope of Service with pricing is attached).*

Public Good in collaboration with the New Haven Public Schools, Choice & Enrollment office will develop, design, production assistance and delivery of all the creative content for the 2020 NHPS School Enrollment Campaign. Services consists as NHPS Choice Catalog (144 pages); NHPS Interdistrict Catalog (48 pages); Advertisements consisting of print, web, digital billboards; New Haven Street Banners; Office of Choice & Enrollment Flyers; Office of Choice & Enrollment Website updates; Spanish translations and Purchased mailing lists for direct-to-home mailings.

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

11/13/19
Date

Date

Alaina C. Driscoll, Principal
Contractor Printed Name & Title

Revised: 10/2/18



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



ESTIMATE

How can we help?

Public Good, LLC
 135 Seneca Rd.
 New Haven, Connecticut 06515
 United States

203-506-7040
 www.publicgood.design

BILL TO

**New Haven Public Schools - Office of
 Choice & Enrollment**
 Marquelle Middleton
 54 Meadow Street
 New Haven, Connecticut 06519
 United States

marquelle.middleton@new-
 haven.k12.ct.us

Estimate Number: 265

Estimate Date: November 5, 2019

Expires On: December 5, 2019

Grand Total (USD): \$58,937.00

Items	Quantity	Price	Amount
Street-Banners EXPO ANNOUNCEMENT: Tough-grade Vinyl street banners - 3.5' x 30', 18-oz. double sided, full-color print made to New Haven Parking Department specifications. Prices include actual banner product, design work, and delivery to New Haven Parking Department.	6	\$1,470.00	\$8,820.00
Brochure Design CHOICE CATALOG DESIGN WORK: Choice Catalog production with flip-side of brochure in Spanish. 144-page self-cover brochure with 4-page Application in centerfold. Early Education section added. Collaborate and project management with Michele Bonanno and staff. All schools emailed for input/approval of final draft of their information.	1	\$19,827.00	\$19,827.00
Brochure Design INTERDISTRICT BOOKLET DESIGN WORK: Interdistrict/Open Choice booklet design with text provided by schools in 8.5x5.5 format. 48-pages. Photos chosen, formatted and input into layout.	1	\$6,740.00	\$6,740.00
Mailing List MAILING TO 24000 SUBURBAN FAMILIES: Names and addresses targeting families with children ages 3-15 residing in Seymour, Ansonia, Derby, Branford, Guilford, North Branford, North Haven, Milford, Orange, Shelton, Wallingford and East Haven for mailing the Suburban Booklet.	1	\$2,000.00	\$2,000.00



ESTIMATE

How can we help?

Public Good, LLC
 135 Seneca Rd.
 New Haven, Connecticut 06515
 United States

203-506-7040
www.publicgood.design

Items	Quantity	Price	Amount
Flyers KINDERGARTEN & OPEN HOUSE FLYERS: Print-Ready and email-format flyers in full color in sizes 8.5x11. KG flyers designed for Head Start and General Public and 616 mailed to existing PreK Head Start households. Open House flyers for incoming high school students.	5	\$200.00	\$1,000.00
Advertisements MAGAZINE/NEWSPAPER/DIGITAL ADS: Ads in a variety of sizes for New Haven Register, Inner City, La Voz, WTNH.	8	\$200.00	\$1,600.00
Billboard Ads BILLBOARD ADS: Advertisements for use on I-95 digital and vinyl billboards.	20	\$200.00	\$4,000.00
Project Management PROJECT MANAGEMENT: Management of information gathered from among all vendors and schools. Creation of a new website to handle the input of all text information.	1	\$1,750.00	\$1,750.00
Website Update WEBSITE UPDATE: School pages website update with new text from each individual school. New beautiful homepage pictures, new magnet video, PDFs of brochures, calendar link, new school profile pages with scrolling photos.	1	\$6,500.00	\$6,500.00
Bus Displays BUS DISPLAY ADS: King-size bus ads for advertising Open House and Application Period information on city busses.	2	\$200.00	\$400.00
Spanish Translation Translation services for fast Spanish translation of New Haven School Choice Catalog. Total, 9268 words translated.	1	\$3,500.00	\$3,500.00



ESTIMATE

How can we help?

Public Good, LLC
 135 Seneca Rd.
 New Haven, Connecticut 06515
 United States

203-506-7040
www.publicgood.design

Items	Quantity	Price	Amount
Postcard Mailing POSTCARD DESIGN+MAILING LIST: Postcard mailer design & mailing list purchase for advertising HSC to targeted households with children in the towns of Ansonia, Derby, Seymour and East Haven. Price includes purchase of this 5000-household mailing list.	2	\$950.00	\$1,900.00
Online Advertisements Advertisements designed for online banner usage. Advertised Fair with link through to website.	9	\$100.00	\$900.00
Total:			\$58,937.00
Grand Total (USD):			\$58,937.00

NEW HAVEN PUBLIC SCHOOLS AMENDMENT TO AGREEMENT

CONTRACTOR: Great Minds PBC, f/k/a Great Minds LLC AMENDMENT #: 1

GRANT # if applicable: _____ AGREEMENT #: 96211364

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: Commissioner's Network Grant DATE: 1/16/2020

FUNDING SOURCE FOR AGREEMENT: Commissioner's Network Grant

ACCT # FOR AGREEMENT: 2547-900-6211-56694-0006

ORIGINAL AMOUNT OF AGREEMENT: \$28,900.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$28,900.00

_____ ACTUAL OR _____ ESTIMATE

AMOUNT OF THIS AMENDMENT: \$0

_____ INCREASE OR _____ DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$28,900.00

FUNDING SOURCE & ACCT # FOR AMENDMENT: 2547-900-6211-56694-0006

DESCRIPTION AND NEED FOR AMENDMENT: Change the dates of service from 11/05/2019 – 05/06/2020 to 09/05/2019 – 5/30/2020.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: _____ DocuSigned by:
Bill Dini 1/16/2020
(Name) (Date)

CAO, Mathematics
(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)

CONTRACTORS COPY

AGREEMENT COVER SHEET TO BE COMPLETED BY DISTRICT EMPLOYEE

PLEASE ATTACH TO AGREEMENT

PLEASE TYPE AGREEMENT NO. 96211364

CONTRACTOR FULL NAME: Great Minds LLC

DOING BUSINESS AS, IF APPLICABLE:

BUSINESS ADDRESS: 55M Street SE, Suite 340, Washington DC 20003

BUSINESS PHONE: 202-223-1854

BUSINESS EMAIL: matt.morgan@greatminds.org

SS# OR TAX ID #: 37-1841659

PREPARED BY: Kristina DeNegre

PRINCIPAL OR SUPERVISOR: Kristina DeNegre, Principal

AGREEMENT EFFECTIVE DATES: From 11/5/2019 To 05/06/2020

HOURLY/ DAY/or PER SESSION RATE: \$28,900.00 for 8 on-site sessions at \$3,500.00 each and two virtual PD sessions at \$450.00.

TOTAL AMOUNT: \$28,900.00

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

Funding is for On-site Professional Development, Virtual PD sessions, and Onsite Coaching for administration and teaching staff. On-site coaching is grade-band specific (K-5 or 6-8) and session requires a pre-determined host grade level.

In addition, please attach a detailed scope of service and a copy of the Contractor's resume:

Submitted by: Kristina DeNegre Phone: (475)220-3300

CONTRACTORS COPY

AGREEMENT NO. 96211364

AGREEMENT

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

Great Minds LLC

FOR DEPARTMENT/PROGRAM:

Clinton Avenue School

This Agreement entered into on the 5th day of November, 2019 effective (no sooner than the day after Board of Education Approval), the 5th day of November 2019, by and between the New Haven Board of Education (herein referred to as the "Board") and Great Minds LLC located at 55 M Street, SE, Suite 340, Washington DC 20003 (herein referred to as the "Contractor").

SCOPE OF SERVICE: *Brief description of service deliverables. In addition, please attach a detailed Scope of Service that describes all deliverables, locations and costs for service, including supplies, materials and travel, if applicable:*

In order to continue to build capacity among staff and provide support/guidance in implementing a comprehensive, standards aligned curriculum for Math instruction in grades Kindergarten through Grade 8. There will be a total of 8 on-site sessions at \$3,500 each and 2 virtual PD sessions at \$450 each during the 2019-2020 school years.

Staff will participate in on-site and virtual sessions in order to improve instructional leaders' ability to support effective classroom practice. Sessions will help to improve educators' understanding of how to effectively and efficiently prepare and teach a Eureka Math lesson. Throughout these sessions, educators collaborate to analyze teaching and learning in their school community. A Eureka Math trainer will guide small groups in order to analyze and customize a selected lesson based on student data. Additional Funding will be used to provide half day grade band on-site coaching, which will improve participants' understanding of how to effectively and efficiently prepare and teach a Eureka Math lesson. In addition Clinton Avenue School will also invest in Affirm online licenses to track students' progress and their achievement levels in order to plan according to their needs.

to expand their learning in our Extended Learning Day programs to not only sharpen the skills they are learning but to put those skills into practice. Pricing for Affirm licenses will be addressed separately and is not part of this agreement.

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of **\$28,900.00 for 10 sessions**. The maximum amount the contractor shall be paid under this agreement: Twenty-eight thousand and 900 dollars

(\$28,900.00). Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

Contractor will invoice upon completion of the Services with payment expected within in 30 days. Unless otherwise agreed to by the parties in writing, invoices will be issued regularly. Invoices are only payable in the legal tender of the invoice. All invoice amounts shall be due for payment without deduction thirty (30) days after issuance of the invoice.

Fiscal support for this Agreement shall be by Commissioner's Network Grant Program of the New Haven Board of Education, **Account Number: 2547-900-6211-56694- 0006** This agreement shall remain in effect from November 5, 2019 to May 6, 2020.

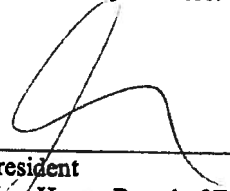
Intellectual Property: In connection with the Services, Contractor may provide Board with curriculum and professional development materials, including but not limited to PowerPoint presentations, videos, and Professional development and curriculum materials (the "Works"). Contractor owns all right, title, and interest, including all associated copyrights, trademarks and other intellectual property rights, in and to the Works (the "IP Rights"). Subject to the license granted herein, contractor retains all IP Rights. Board acknowledges that the license granted herein does not provide Board, Board's school, or Board's school district with title to or ownership of the Works, including the IP Rights. Contractor grants to Board, and Board hereby accepts, a limited, non-exclusive, and non-royalty license to use the Works in connection with the SOW or Contract or for further internal non-commercial training (the "License"), with no right to license or sublicense. Board may modify the Works only to the extent necessary for internal training (the "Derivative Works"). Derivative Works shall be considered "works made for hire" and owned by contractor. Board assigns and transfers to Contractor all right, title and interest in and to the Derivative Works, including without limitation any moral rights and any intellectual property rights subsisting therein and agrees to take any other steps necessary to assist Contractor in perfecting its right to same. Board represents and warrants that any Derivative Works created are original to Board and shall not infringe any intellectual property right of any other person or entity, and shall not constitute a libel or defamation, or an invasion of the right of privacy or publicity. Apart from the rights already licensed to Board herein, Board shall maintain no rights in and to the Derivative Works. Board agrees to refrain from distributing the Works and/or the Derivative Works to anyone outside of Board's school district, including by posting same to any website that can be accessed by persons in other school districts.

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.

DocuSigned by:
Jill Diniz
Contractor Signature



President
New Haven Board of Education

9/25/2019

Date

10/15/19

Date

Great Minds LLC
Jill Diniz, Chief Academic Officer - Math
Contractor Printed Name & Title

Revised: 7/17

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: PBL Works (Formally Buck Institute for Learning) AMENDMENT #: 1

GRANT # if applicable: _____ AGREEMENT #: 96211369

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: Commissioner's Network Grant DATE: 1/16/2020

FUNDING SOURCE FOR AGREEMENT: Commissioner's Network Grant

ACCT # FOR AGREEMENT: 2547-900-6211-56694-0006

ORIGINAL AMOUNT OF AGREEMENT: \$17,500.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$17,500.00

_____ ACTUAL OR _____ ESTIMATE

AMOUNT OF THIS AMENDMENT: \$0


_____ INCREASE OR _____ DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$17,500.00

FUNDING SOURCE & ACCT # FOR AMENDMENT: 2547-900-6211-56694-0006

DESCRIPTION AND NEED FOR AMENDMENT: Change the dates of service from 11/05/2019 – 05/06/2020 to 10/1/2019 – 5/30/2020.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE  _____ 1/17/20
(Name) Patrick Martin (Date)

Senior Director of Finance and Administration
(Title)

NEW HAVEN BOARD OF EDUCATION:

_____ President _____ (Date)

AGREEMENT

AGREEMENT NO. 962113109

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

Buck Institute for Education

FOR DEPARTMENT/PROGRAM:

Clinton Avenue School

This Agreement entered into on the 5th day of November, 2019 effective (no sooner than the day after Board of Education Approval), the 5th day of November 2019, by and between the New Haven Board of Education (herein referred to as the "Board") and The Buck Institute for Education located at 3 Hamilton Landing, Suite 220, Novato, CA 94949 (herein referred to as the "Contractor").

SCOPE OF SERVICE: *Brief description of service deliverables. In addition, please attach a detailed Scope of Service that describes all deliverables, locations and costs for service, including supplies, materials and travel, if applicable:*

In order to continue to build capacity among staff and provide support/guidance in implementing project-based/inquiry-based learning with focus and fidelity we will continue to work with the Buck Institute for Education through focused sustained support visits during the 2019-2020 school year.

This plan is designed to continue to improve student achievement and guide our students as they acquire 21st century skills necessary to be successful in post-secondary education and careers. Clinton Avenue School's teachers, who will continue be trained in and implement Project Based Learning (PBL) methods, will devote more class time to teaching 21st century skills; our students will perform better on standardized tests than students engaged in traditional instruction. PBL will continue to foster collaboration among colleagues, and provide opportunities to build relationships with students and their families. Additionally, the PBL model will continue to accommodate our diverse learners by introducing a wider range of learning opportunities into the classroom. Students learning through the Project Based Learning model (PBL) will retain content longer and have a deeper understanding of what they are learning. Project Based Learning (PBL) is a strategy we will use to close the achievement gap by engaging all students, and especially lower-achieving students, in their learning. With additional technology, our teachers and students will find resources and information to create products and collaborate more effectively with their peers, connect with experts, partners, and audiences around the world. In our PBL classrooms, our students will demonstrate improved attitudes toward learning, student engagement will be high, and students will become more self-reliant and have better attendance than in more traditional settings. Students will have an opportunity

to expand their learning in our Extended Learning Day programs to not only sharpen the skills they are learning but to put those skills into practice.

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of **\$5,500.00 per 1 day and \$6000.00 for 2 sessions** for up to a maximum of **three day(s)**. The maximum amount the contractor shall be paid under this agreement: **Eleven Thousand dollars (\$17,500.00)**. 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 Grant Program of the New Haven Board of Education, **Account Number: 2547-900-6211-56694- 0006**
This agreement shall remain in effect from November 5, 2019 to May 6, 2020 .


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's 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

9/16/19
Date


President
New Haven Board of Education

10/15/19
Date

Debra S. Hunter, Chief Strategy and Operations Officer
Contractor Printed Name & Title

Revised: 7/17

Proposal for Services

Prepared for Clinton Avenue School – Kristina DeNegre
Proposal # P-16324
Date August 22, 2019

The follow document is a proposal and is not a guarantee of service availability, nor does it confirm the scheduling of any of the services listed. Please reach out to the PBLWorks Services team if you have any additional questions, and we are happy to follow up by email or by phone. *The prices listed on the Services Proposal are valid for 60 days and are subject to change after the proposal expires.*

Ready for the next steps? If you would like to move forward with scheduling services, your next steps are as follows:

1. Request the specific services and dates you would like to schedule by replying by email to services@pblworks.org. *Please note that services and dates are not guaranteed until a Service Agreement is signed. PBLWorks requires at least 6-8 weeks for contracting and procurement.*
2. Complete the **Contact Information Form** for service contracting. *This form confirms your authorized signer and the billing, shipping, and administrative contacts for your organization, required for PBLWorks to generate a contract.*
3. Sent via DocuSign, the Services Agreement is signed by your authorized signer. *Once signed, your services are scheduled and dates are officially secured on our calendar.*

Does your school or district have additional requirements for contracting? Please let us know as soon as possible, so we can work with your team to finalize needs.

If you have other questions or concerns about scheduling, service details, or pricing, feel free to be in touch. We look forward to working with you to bring Project Based Learning to the teachers and students you serve!

Pricing for Services

Service	Service Price	Quantity	Total Price
	USD		USD
Teacher Sustained Support Visit (1-day)	\$5,500.00 per visit	1 visit	\$5,500.00
Teacher Sustained Support Visit (1-day)	\$6,000.00 per visit	1 visit	\$6,000.00
Teacher Sustained Support Visit (1-day)	\$6,000.00 per visit	1 visit	\$6,000.00
TOTAL			USD \$17,500.00

These prices are valid for scheduled services in the continental United States within the date ranges listed above. Prices are inclusive of facilitator fees, travel, accommodations, and administrative and other costs.

This is a non-binding quote for service offerings requested of PBLWorks. Service scheduling is not confirmed until a signed Services Agreement has been received by PBLWorks. Peak demand for service delivery is June, July, and August. Clients are advised to confirm services 60+ days in advance of the desired service delivery date.

This offer is valid for 60 days following the proposal date.

The attached PBLWorks Services Catalog is reference to describe services listed in this proposal.

██████████

PBL Services 2019

Onsite at your
school or district



BUCK INSTITUTE FOR EDUCATION

PBLworks

pblworks.org/services

**NEW HAVEN BOARD OF EDUCATION
AMENDMENT TO AGREEMENT**

CONTRACTOR: ACES (UYE)

AMENDMENT: 1

GRANT NO: 2504-5034-56903-0490, and
2579-5319-56694-0000, 190-494-00-56694

AGREEMENT NO: 95034347 and 91320829

GRANT NAME: IDEA Handicapped Special Funds Account,
General Funds Acct, Priority School Account,

DATE : 01/14/2020

FUNDING SOURCES OF AGREEMENT: IDEA Handicapped Special Funds Account, Priority
School Account, General Funds Account

ORIGINAL AMOUNT OF AGREEMENT: \$1,179,750

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$1,179,750

√ ACTUAL OR ESTIMATE

AMOUNT OF THIS AMENDMENT: \$ 0

 INCREASE OR DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$1,179,750

FUNDING SOURCES FOR AMENDMENT:

IDEA Handicapped Special Funds Account # - 2504-5034-56903-0490 - \$400,380,

Priority School Account #2579-5319-56694-0000 - \$500,000

General Funds Account # 190-494-00-56694 - \$0

Alliance Grant Account # 2547-6108-56694-0420 -279,370

DESCRIPTION AND NEED FOR AMENDMENT: Decrease from General Funds, Account # 190-
494-00-56694 by \$279,370. Adding the Alliance Grant, Account # 2547-6108-56694 in the
amount of \$279,370 . Total amount of agreement remain the same.

ALL OF THE TERMS & CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE & EFFECT

CONTRACTOR'S SIGNATURE: _____

(Signature)

(Date)

NEW HAVEN BOARD OF EDUCATION:

(President)

(Date)

**NEW HAVEN BOARD OF EDUCATION
AMENDMENT TO AGREEMENT**

CONTRACTOR: ACES (UYE)

AMENDMENT: 1

GRANT NO: 2504-5034-56903-0490, and
2579-5319-56694-0000, 190-494-00-56694

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DATE : 01/14/2020

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School Account, General Funds Account

ORIGINAL AMOUNT OF AGREEMENT: \$1,179,750

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$1,179,750

√ ACTUAL OR ESTIMATE

AMOUNT OF THIS AMENDMENT: \$ 0

 INCREASE OR DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$1,179,750

FUNDING SOURCES FOR AMENDMENT:

IDEA Handicapped Special Funds Account # - 2504-5034-56903-0490 - \$400,380,

Priority School Account #2579-5319-56694-0000 - \$500,000

General Funds Account # 190-494-00-56694 - \$0

Alliance Grant Account # 2547-6108-56694-0420 -279,370

DESCRIPTION AND NEED FOR AMENDMENT: Decrease from General Funds, Account # 190-
494-00-56694 by \$279,370. Adding the Alliance Grant, Account # 2547-6108-56694 in the
amount of \$279,370 . Total amount of agreement remain the same.

ALL OF THE TERMS & CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE & EFFECT

CONTRACTOR'S SIGNATURE: _____

(Signature)

(Date)

NEW HAVEN BOARD OF EDUCATION:

(President)

(Date)

AGREEMENT
By And Between
The New Haven Board of Education
AND AGREEMENT NO. 95034347

ACES – Urban Youth Elementary

FOR DEPARTMENT/PROGRAM:

Student Services/Special Education Department

This agreement entered into on the 15th day of July, 2019 effective the 29th day of August, 2019 by and between the New Haven Board of Education (herein referred to as the “Board”) and, AREA Cooperative Education Services located at 350 State Street, North Haven, CT (ACES) (herein referred to as the “Contractor”).

SCOPE OF SERVICE:

- **The New Haven Public Schools currently offers an educational program known as the Urban Youth Program to “at risk” students. The Board and ACES have determined that this service/program can and should, at this time, be delivered at and through ACES. ACES will provide physical space and all furniture, fixtures and equipment necessary to provide educational services to 45 students who are residents of New Haven. ACES will hire, train, supervise, make available, and discipline if applicable, all teachers, staff and related service providers as are necessary for the delivery of education to the UYE students.**
- **The staff will implement in all respects the 504 plans, and/or IEP's of any disabled students having such plans. ACES staff will provide educational services to all the students in accordance with curriculum, materials and instructional levels which comply with the applicable standards issued by the Connecticut State Department of Education.**
- **ACES will provide transportation to and from students' home to the North Haven Mill Road School (where program will be housed).**
- **Provide to the Board such records, reports, evaluations and documents of progress regarding each student and make such records available to parents and/or guardians of each student in accordance with provisions of Connecticut General Statutes Section 10-15b.**
- **Maintain the confidentiality of all student records in its possession in accordance with the provisions of the law.**
- **Permit Board representatives to observe any component of the ACES UYE program or the services being delivered to the ACES UYE students.**

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$1,179,750 per school year for up to a maximum of 182 day(s). The maximum amount the contractor shall be paid under this agreement: One Million One Hundred Seventy Nine Thousand Seven Hundred and Fifty Dollars (\$1,179,750).

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 Program of the New Haven Board of Education,
Account Number:**

Priority Schools Account 2579-5319-56694 - \$500,000 (pending receipt of funds)

Special Funds IDEA Pupil Services 2504-5034-56903 - \$400,380 (pending receipt of funds)

General Funds Contractual Services 190-494-56694 - \$279,370

Location Code: _ _ _ _ .

This agreement shall remain in effect from August 29th, 2019 to June 30th, 2020.

Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable.

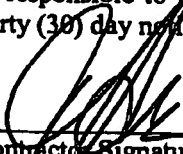
Exhibit B: Student Data and Privacy Agreement: Attached

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.

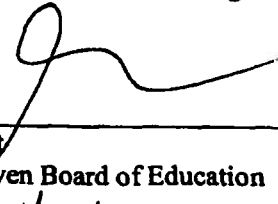
The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contract through the last day of thirty (30) day notice period.



Contractor Signature

7/16/17

Date



President
New Haven Board of Education

8/12/19

Date

Timothy Hennes

Contractor Name Printed or Typed



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 to 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

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Dr. Paul Whyte
Date: December 12, 2019
Re: Contract for Services to Support New Haven CTE Program

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 Great Schools Partnership, Inc. (GSP) to provide professional development to CTE staff in all secondary CTE programs across the district to establish common course expectation, scoring criteria for CTE courses, co-development of common assessments, and improvement in instructional strategies.

Amount of Agreement and the Daily, Hourly or per Session Cost: \$96,800 total. GSP's daily rate is \$1,210. This daily rate includes travel costs. This is the same rate previously negotiated for other NHPS efforts

Funding Source & Account #:

2508-900-5080-56901-0000:

2508-900-5080-50136-0000:

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 aligns with the District Continuous Improvement Plan because it meets the Talent management goals and Academic Achievement Goals. The service will improve instruction and access to quality Career and Technical Education options.

2. What specific need will this contractor address?

Currently our CTE programs vary widely across the district in terms of content coverage and accepted levels of student performance. GSP efforts to collaboratively develop common learning standards for each of the common programs, along with common scoring criteria, and parallel assessments will ensure consistency in common programs and enhance overall quality. It will enable us to ensure that a student taking a similar CTE course at different locations will be receiving and demonstrating the same fundamental standards. This process will also provide a pathway for continuous refinement and improvement of instructional quality.

GSP is uniquely positioned to take on this support. GSP staff have worked in and with New Haven public schools for numerous years and specifically with the CTE program for the past year. They have a deep understanding of mastery-based learning, the policy contest of CT and New Haven, and a regional understanding of CTE programs across New England. Their combination of CTE and mastery knowledge is not held by other regional organizations.

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:

Our collaboration with GSP to support our CTE efforts was determined through an open RFP to which GSP applied and was accepted for this work last year. We did not create another open RFP this year knowing that our work this year is a continuation of work started last year.

We conducted the original open RFP process to determine an organization that would fit best with the needs of New Haven. While regionally based, GSP is nationally recognized for their work that aligns with our needs. In addition, the CT Department of Education (Suzanne Loud, in charge of CTE for the state) highly recommended GSP for this specific work when we looked externally for confirmation of our investigation into GSP.

4. If this is a continuation service, when was the last time the alternatives were sought?
This is the second year of this work first started in January 2019. We did not seek alternatives for this round of work.

5. What specific skill set does this contractor bring to the project?
GSP has a state, regional and national reputation for supporting mastery-based education implementation with deep skills doing so in a CTE context. The GSP staff assigned to this work have specific experience working with CT CTE centers and understand the CT policy context. Their content knowledge of this work is deep and thorough.

They also have deep facilitation and process planning skills. This work crosses six different school contexts with different teachers and leaders. GSP is extremely adept at designing learning, planning, and implementation processes that bring in ideas and input from all participants, a particularly crucial skill set to bring these different teachers together. Past efforts in New Haven have demonstrated these skills.

All of the mastery-based learning work will have limited impact if not accompanied by high-quality instructional strategies. Quality instruction in a CTE setting is a bit different than quality instruction in many other contexts. GSP has specific knowledge regarding how to undertake instructional best practices within a CTE setting.

6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):

New Haven is working to ensure equity across the district through the development of common learning expectations and high-quality instruction. This work clearly brings in our CTE efforts. GSP is our lead contractor to support this work building knowledge capacity and skills of New Haven teachers to undertake these changes.

Resumes for Carrie and Arielle are attached to email.

7. Is this a new or continuation service?

This is a continuation service

8. If this is a continuation service has cost increased?

Daily rates remain the same as they were in the previous contract.

a) If yes, by how much? NA

b) What would an alternative contractor cost?

In our open RFP from last year, GSP costs were comparable when compared with other options. We were pleased with this knowing that costs from organizations with national reach are usually quite a bit higher. We do not know what an alternative contractor might cost within this year but suspect there would be no changes.

c) Is this a service existing staff could provide? Why or why not?

We do not believe any existing staff at New Haven could provide this support. While we have high quality CTE staff and we have staff who are increasingly knowledgeable pertaining to mastery-based education, we do not have staff who have a solid depth of understanding in both arenas. This is where we need GSP.

9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?

This contract has very specific deliverables that will be expected from GSP. At the end of the contract time period, we will be able to quickly and clearly determine the success of GSP's work. We will also be monitoring this work as it progresses using two general strategies. First, in any group gathering, GSP asks for formal feedback and input at the end of each session. This feedback is collated by GSP and shared with New Haven district leadership. Concerns raised by New Haven teachers can then be quickly addressed for future work. In addition, highlights noted by New Haven teachers can be continued and enhanced. In addition, the GSP staff working with New Haven communicate regularly with Dr. Paul Whyte. This enables Dr. Whyte to routinely check on progress and monitor quality.

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)

All of the work GSP has done can be found in a Google folder [here](#). This includes various agendas and feedback from meetings as well as the drafts of the graduation competencies. See attached folder

11. If the service is a professional development program, can the training be provided internally, by district staff? No

a) If not, why not?

We do not believe any existing staff at New Haven could provide this support. While we have high quality CTE staff and we have staff who are increasingly knowledgeable pertaining to mastery-based education, we do not have staff who have a solid depth of understanding in both arenas. This is where we need GSP.

b) How will the output of this Agreement contribute to building internal capabilities?
GSP has demonstrated a strong and continued commitment to build internal capacity in all functions. This work will simultaneously create resources (common standards, common performance indicators, common scoring criteria, and parallel assessment tasks) for current and future teachers to use, and as a simultaneous product, create their capacity to hone and refine this work moving forward.

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

This is crucially important work for New Haven to provide a high-quality and equitable education to all students. Using federally provided Perkins Funds enables us to bring in a national support provider and regional rates. As such, we are getting far more impact for these funds than would otherwise be available.

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

Despite strong efforts from New Haven CTE teachers, our CTE programs are not cohesive across the district. Different students realize different outcomes largely due to our lack of cohesion. Not approving this agreement would continue this inequitable condition for while we can all see this reality, we have neither the internal capacity or time to fully coordinate these changes. Not approving this agreement would result in continued inequities across the district with CTE and, importantly, between CTE students and non-CTE students.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Great Schools Partnership, Inc.

FOR DEPARTMENT/PROGRAM:

High Schools with CTE Programs

This Agreement entered into on the 28th day of January 2020, effective (*start date no sooner than the day after Board of Education Approval*), on the 28th day of January, 2020, by and between the New Haven Board of Education (herein referred to as the “Board” and, Great Schools Partnership, Inc. located at 482 Congress Street, Suite 500, Portland, Maine (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$ 1,210 per day, for a total of 80 days, hours or sessions.

The maximum amount the contractor shall be paid under this agreement: Ninety-six thousand eight hundred (\$ 96,800). 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 Carl D. Perkins Grant **Program** of the New Haven Board of Education, **Account Number:** 2508-900-5080-56901 :**Location Code:** 0000

This agreement shall remain in effect from January 28, 2020 to June 30, 2020.

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

Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable.

By June 2020, Great Schools Partnership staff will collaborate with NHPS CTE teachers and district staff to:

1. Establish common course expectations and competencies for all CTE courses in NHPS.
2. Create scoring criteria for CTE courses based on shared competencies
3. Create sets of common assessments for common CTE courses in NHPS
4. Observe each CTE teacher 2 times throughout the year and provide feedback to hone and refine instructional practices

Activity 1: Common Course expectations and competencies. GSP will work with New Haven CTE teachers to identify sets of common course expectations and competencies that will be employed by different teachers and potentially different sites in order to ensure consistency in common programs across the district. This work will build upon current practice, review current industry pathways and learning expectations, and create unified sets of competencies. This work will be undertaken through a combination of collaborative work across sites and individual meetings with teachers at all sites. Approximately 20 days on and off site for a total of \$24,200.

Activity 2: Develop scoring criteria. GSP will work with both individual teachers and teams of teachers to create scoring criteria aligned with course competencies. These criteria will define levels of performance expectations and be used commonly across common courses ensuring consistency in the curriculum and evaluations of student achievement. Approximately 20 days on and off site for a total of \$24,200.

Activity 3: Support creation of parallel assessments. GSP will work with CTE teachers to create parallel assessments targeting measurement of key fundamental competencies in common courses. These assessments, assuming some level of ongoing refinement, will be used in common courses and year to year enabling better understanding of student achievement. Approximately 25 days on and off site for a total of \$30,250.

Activity 45: Improve instructional practice. GSP staff will observe and support CTE teacher in their instructional practice providing feedback based on best instructional practices. Approximately 15 days on and off site for a total of \$18,150.

GSP will produce:


- 1) A written set of common course expectations and competencies with aligned scoring criteria for all CTE courses in NHPS in a common format. This will be produced in both hard and electronic copies.
- 2) Examples of parallel assessments that employ similar scoring criteria for common CTE courses available in both hard and electronic copies
- 3) Agendas and materials for each CIA meeting involving this effort
- 4) A record of observation days and teachers observed.

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's 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

1/16/2020

Date

Date

David J. Ruff, executive director

Contractor Printed Name & Title

Revised: 12/3/19



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

NHPS combined competencies:

Computer Info Systems: Hillhouse/Hatfield
Computer Apps: Career/Bryson&Schneider
Computer Info Systems: Cross (1 semester)/Mack

Digital Media and Movie Making: ESUMS/Eaton
Digital Video Production: Cross/Mack
Digital Video Production: MBA/Achebe

Graphic Design: Career/Lowman
Graphic Design: Cross/Mack
Graphic Design: MBA/Cap&Carrington

Stand Alone: (or uncertain where they fit in)

Career Branding: MBA/Heckler
Comp Sci: Cross/Mack
Video Gaming 1+2: Cross/Mack
Engineering Digital Electronics: ESUMS/Smith
SOUND SCHOOL:

ALL

ESUMS:

Tech Topics

POE

DRAFT:

Make a copy of this document before you type into it be sure to name following these rules: SCHOOL NAME, TEACHER LAST NAME, SUBJECT+DRAFT COMPETENCIES



AUTOMOTIVE COMPETENCIES & PERFORMANCE INDICATORS*

Moving New Haven towards Mastery-Based Learning

Content Area Competency	Performance Indicators	Evidence
<p>1. Customer Relations and Shop Procedures: Explain the basic processes and procedures for maintaining a clean, safe, and customer-friendly shop.</p>	<ul style="list-style-type: none"> a. Interpret repair and work orders, including differentiating between parts and labor costs. b. Differentiate between flat rate labor and hourly labor. c. Explain what is included in an automobile maintenance schedule. 	
<p>2. Shop Safety Procedures: Identify and describe basic shop safety practices, including personal, shop, and hazardous materials.</p>	<ul style="list-style-type: none"> a. Demonstrate knowledge of proper use, storage, and disposal of hazardous materials for an automotive facility according to OSHA regulations. b. Demonstrate and explain knowledge of personal safety practices such as eyewear, clothing, footwear, and personal protective equipment (PPE). c. Demonstrate and explain knowledge of shop safety procedures when performing tasks, such as raising a vehicle with a floor jack. d. Identify basic hand tools and 	

	<p>their usage in the automotive industry.</p>	
<p>3. Engine Repair: Describe the various processes used to perform engine repair.</p>	<ul style="list-style-type: none"> a. Describe basic valve train operation and configuration, such as DOHC, SOHC, OHV, and flathead. b. Describe basic engine cylinder configurations such as V, inline, and horizontally opposed. c. Identify and describe the function of the basic engine components. d. Differentiate between the 4-stroke and 2-stroke operating cycles. e. Differentiate between spark ignition and compression ignition engines. f. Describe the purpose, operation, and basic components of lubrication systems. g. Describe the purpose, operation, and basic components of engine cooling systems. h. Describe the purpose, operation, and basic components of exhaust and exhaust emissions systems. 	
<p>4. Electrical/Electronic Systems: Identify and describe the various components of electrical/electronic systems.</p>	<ul style="list-style-type: none"> a. Explain the process for performing battery diagnosis and service. b. Describe the purpose, operation, and components of basic starting systems. c. Describe the purpose, operation, and components of basic charging systems. 	

	<ul style="list-style-type: none"> d. Describe the purpose, operation, and components of basic lighting systems. e. Differentiate between series and parallel circuits. f. Define volts, amperes, and resistance. g. Perform simple calculations for volts, amperes, and resistance using Ohm's Law. 	
<p>5.Engine Performance: Describe the components and functions of the various systems related to engine performance.</p>	<ul style="list-style-type: none"> a. Describe the purpose, operation, and basic components of the ignition system. b. Describe the purpose, operation, and basic components of fuel and air induction systems. c. Identify the differences between carburetion and fuel injection. d. Describe the purpose, operation, and basic components of evaporative emission control systems. e. Explain the use of a computer scanner to read Diagnostic Trouble Codes (DTC). 	
<p>6. Suspension and Steering: Identify and describe the function of the components of suspension and steering systems.</p>	<ul style="list-style-type: none"> a. Describe the purpose, operation, and basic components of the steering system. b. Describe the purpose, operation, and basic components of the suspension system. c. Explain caster, camber, and toe-in wheel alignment angles. d. Identify factors that cause 	

	abnormal tire wear.	
<p>7. Brakes: Identify and describe the major components of various types of braking systems.</p>	<ul style="list-style-type: none"> a. Explain hydraulic systems as they pertain to the service braking systems. b. Describe the purpose, operation, and basic components of drum brakes. c. Describe the purpose, operation, and basic components of disc brakes. d. Describe the purpose, operation, and basic components of parking brake systems. e. Describe the purpose, operation, and basic components of anti-lock braking systems (ABS) and traction control systems (TCS). 	

DRAFT: Accounting 2



ACCOUNTING COMPETENCIES & PERFORMANCE INDICATORS*

Moving New Haven towards Mastery-Based Learning

Content Area Competency	Performance Indicators	Evidence
<p>1. Accounting Principles: Identify and describe generally accepted accounting principles (GAAP/IFRS) and explain how the application of these principles impacts the recording of financial transactions and the preparation of financial statements.</p>	<ul style="list-style-type: none"> a. Define assets, liabilities, equity, revenue, expenses, gains, and losses. b. Explain the difference between the periodic and perpetual inventory methods c. Determine the cost of inventory for businesses and apply appropriate valuation methods. d. Identify, calculate, and record depreciation and depletion and explain the impact on the financial statements. e. Apply transactions for accounts payable and other short-term debt. f. Record transactions for long-term debt instruments. g. Describe and record equity-related transactions. h. Describe and record revenue-related transactions. i. Analyze transactions involving accruals. j. Describe and record expense-related transactions. 	
<p>2. Accounting Process:</p>	<ul style="list-style-type: none"> a. Analyze and describe how basic business transactions 	

<p>Complete the various steps of the accounting cycle in order to prepare financial statements.</p>	<p>impact the accounting equation.</p> <ul style="list-style-type: none"> b. Explain the need for adjusting entries and record basic adjusting entries. c. Complete the closing process. 	
<p>3. Financial Reports: Develop an understanding and working knowledge of financial statements.</p>	<ul style="list-style-type: none"> a. Describe the users and uses of financial information. b. Describe the information provided in each financial statement and how the statements relate. 	
<p>4. Financial Analysis: Access the financial condition and operating results of a company and analyze and interpret financial statements and information to make informed business decisions.</p>	<ul style="list-style-type: none"> a. Calculate component percentages. b. Discuss the information that can be obtained from analyzing financial statements. 	

Accounting 1(First Year)



ACCOUNTING COMPETENCIES & PERFORMANCE INDICATORS*

Moving New Haven towards Mastery-Based Learning

Content Area Competency	Performance Indicators	Learning Targets
<p>1. Accounting Profession: Explain the role that accountants play in business and society.</p>	<ul style="list-style-type: none"> a. Describe career opportunities in the accounting profession. b. Explain the need for a code of ethics in accounting and ethical responsibilities required of accountants. c. Describe how current events impact the accounting profession. d. Identify the major-policy setting bodies in the accounting profession and explain their role. 	<ul style="list-style-type: none"> ● Explain the different types of accounting and the careers connected to it. ● Argue the ethical responsibilities of accountants based on various scenarios. ● Explain the role of FASB and the SEC and the impact of GAAP on the accounting profession.
<p>2. Accounting Principles: Identify and describe generally accepted accounting principles (GAAP/IFRS) and explain how the application of these principles impacts the recording of financial transactions and the preparation of</p>	<ul style="list-style-type: none"> a. Define assets, liabilities, equity, revenue, expenses, gains, and losses. b. Describe methods for controlling and safeguarding cash. c. Record transactions affecting accounts receivable, including uncollectible accounts, write-offs, and recoveries. d. Explain the difference between the periodic and perpetual inventory methods e. Determine the cost of inventory for businesses and 	<ul style="list-style-type: none"> ● Perform transaction analysis based on source documents of an accrual method business. ● Prepare a bank reconciliation and adjust cash to balance. ● Prepare end of the period adjusting journal entries. ● Compare and contrast cash basis accounting to

<p>financial statements.</p>	<p>apply appropriate valuation methods.</p> <ol style="list-style-type: none"> f. Identify the costs of property, plant and equipment, calculate, and record depreciation and depletion and explain the impact on the financial statements. g. Apply transactions for accounts payable and other short-term debt. h. Record transactions for long-term debt instruments. i. Describe and record equity-related transactions. j. Describe and record revenue-related transactions. k. Record and analyze accruals for liabilities that are probable and can reasonably be estimated. l. Describe and record expense-related transactions. m. Distinguish between the accrual basis of accounting and the cash basis of accounting and discuss the impact each has on the financial statements. 	<p>accrual basis accounting.</p>
<p>3. Accounting Process: Complete the various steps of the accounting cycle in order to prepare financial statements.</p>	<ol style="list-style-type: none"> a. Explain the purpose of a uniform accounting system. b. Explain the purpose of journals and ledgers and their relationship. c. Describe the impact of technology on the accounting process. d. Analyze and describe how basic business transactions impact the accounting equation. 	<ul style="list-style-type: none"> ● Prepare journal entries. ● Post journal entries to the general and subsidiary ledgers. ● Analyze a transaction's impact on the accounting equation. ● Prepare a trial balance and adjustments.

	<ul style="list-style-type: none"> e. Apply the double-entry system of accounting to record basic transactions and prepare a trial balance. f. Explain the need for adjusting entries and record basic and complex adjusting entries. g. Explain the need of the closing process and the recording of closing entries. Compose and deliver short messages, presentations, and lists on familiar topics orally or in writing. h. Prepare the financial statements for a sole proprietorship and merchandising corporation. 	<ul style="list-style-type: none"> ● Prepare closing entries and a post-closing trial balance. ● Prepare an income statement, statement of retained earnings/owner's equity and balance sheet.
<p>4. Financial Reports: Develop an understanding and working knowledge of financial statements.</p>	<ul style="list-style-type: none"> a. Identify the sources of information to prepare basic financial reports. b. Describe the users and uses of financial information. c. Describe the information provided in each financial statement and how the statements relate. d. Identify the business activities reported in a statement of cash flows. e. Explain how disclosure requirements impact financial reporting. 	<ul style="list-style-type: none"> ● Present an analysis of the financial statements and disclosures that would impact the users of the financial information. ● Explain the business activities reported on a statement of cash flows.
<p>5. Financial Analysis: Access the financial condition and operating results of a company and analyze and</p>	<ul style="list-style-type: none"> a. Calculate component percentages. b. Discuss the information that can be obtained from analyzing financial statements. c. Perform basic ratio analysis, horizontal and vertical analysis 	<ul style="list-style-type: none"> ● Present an analysis of the financial statements, including the information obtained and how it would impact the users of

<p>interpret financial statements and information to make informed business decisions.</p>	<p>to explain and analyze information provided in each financial statement and how the statements relate.</p>	<p>the financial information.</p>
<p>6. Special Applications: Apply appropriate accounting principles to payroll.</p>	<ul style="list-style-type: none"> a. Prepare and maintain payroll records. b. Calculate and record transactions related to employee payroll. c. Calculate and record employer's payroll taxes. d. Journalize payroll transactions. 	<ul style="list-style-type: none"> ● Calculate gross pay, mandatory deductions to payroll and voluntary deductions. ● Record payroll and employer's payroll taxes in journal.

DRAFT



CHILDHOOD DEVELOPMENT & PERFORMANCE INDICATORS*

Moving New Haven towards Mastery-Based Learning

Content Area Competency	Performance Indicators	Evidence
<p>1. Analyze career paths within early childhood education, childcare services, and related fields.</p>	<p>a. Demonstrate interpersonal skills that promote positive and productive relationships with children.</p> <p>b. Explore career opportunities in early childhood education, childcare services occupations, and related fields.</p> <p>c. Describe and demonstrate effective employability skills by identifying education and training requirements and opportunities for career paths in early childhood education, childcare services, and related fields.</p>	<p>b. Prepare a professional portfolio to include your philosophy of early childhood education, resume, work samples, and other documentation (e.g., photographs, lesson plans or activities, menus, daily schedules, observation records, etc.).</p> <p>Demonstrate effective job-seeking skills needed for the interviewing process.</p> <p>Practice appropriate behaviors in relation to individual, family, community, career, and workplace settings to include attitude, appearance, and work ethic.</p>
<p>2. Analyze the principles of human growth and the conditions in the development</p>	<p>a. Identify factors that impact physical, emotional, social, moral, heredity and intellectual development during childhood.</p> <p>b. Interpret interrelationships among physical, emotional,</p>	<p>a. Explain the importance of a daily schedule for the following age groups: infants, toddlers, and preschoolers.</p> <p>b. Develop a daily time schedule for both toddlers and preschoolers who are enrolled</p>

<p>during early childhood.</p>	<p>social, and intellectual aspects of human growth and development during childhood.</p> <p>c. Explain how parenting practices of caregivers and family members influence growth in early childhood.</p> <p>D. Recognize the effects of life's physical and emotional events and their impact during early childhood.</p>	<p>in a childcare setting, including time slots allocated for eating, napping, indoor and outdoor play, toileting, hand washing, center times, free play, transitions, and educational time.</p> <p>c. Demonstrate the use of effective transitions that could be used in a childcare setting.</p> <p>REWARDS SYSTEM</p>
		<p>c. Determine the importance of demonstrating respect for individuals' differences, including sensitivity to gender, race, age, and cultural diversity.</p> <p>d. Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students do the following:</p> <ul style="list-style-type: none"> a. Interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media. b. Communicate information and ideas effectively to multiple audiences using a variety of media and formats. c. Develop cultural understanding and global awareness by engaging with learners of other cultures.
<p>3. Demonstrate the use of correct strategies that</p>	<p>a. Explain the role of nurturance on the growth and development of children.</p>	<p>Explore brain development.</p> <p>b. Describe the characteristics of physical development.</p>

<p>promote positive growth and development during early childhood.</p> <p>4. Analyze the roles and responsibilities of parenting.</p> <p>5. Evaluate external support systems that provide services for parents.</p>	<p>b. Explain the role of communication on the growth and development of children.</p> <p>c. Recognize the role of family and support systems in meeting the growth and development needs of children.</p> <p>a. Explain parenting roles across the life span.</p> <p>b. Identify potential consequences of parenting practices for the individual, family, and society.</p> <p>a. Examine the benefits of community resources and support systems for individuals and families.</p>	<p>c. List cognitive skills acquired.</p> <p>d. Examine social development.</p> <p>e. Explore Erikson's Psychosocial Theory of Human Development as related to this age.</p> <p>f. Describe emotional development.</p> <p>g. Select activities, toys, and equipment to promote all areas of development (physical, cognitive, social, and emotional).</p>
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DRAFT: NHPS GRAPHIC DESIGN

Make a copy of this document before you type into it be sure to name following these rules: SCHOOL NAME , TEACHER LAST NAME, SUBJECT+DRAFT COMPETENCIES



COMPETENCIES & PERFORMANCE INDICATORS*
 Moving New Haven towards Mastery-Based Learning

CROSS: MACK

<p>Marking Period 4: Graphic Design (Introduces Printing and Graphic Design Pathway) There are no CSDE Competencies -- These are from the GAERF generated Competencies as the standard.</p>		
COMPETENCIES	Performance Indicators	
<p>1. Graphic Communications Industry</p>	<ul style="list-style-type: none"> a. Define the graphic communications industry b. Review the types of products and services provided by the industry c. Assess examples of different types of communications mediums 	
<p>3. File Creation to Output: Printing a document requires a great deal of skill and knowledge. Professionals who work in the printing industry need to be familiar with every step of the process from creation of a document to its output. There is a large variety of software and equipment that designers,</p>	<ul style="list-style-type: none"> a. File Creation and Design b. Identify common components of page <ul style="list-style-type: none"> i. Text ii. Illustrations iii. Photographs c. Proofread and edit page of text, making corrections/adjustments as specified by instructor d. Define these terms: page layout, image editing and illustration e. Review professional software applications <ul style="list-style-type: none"> i. Page Layout ii. Image Editing iii. Illustration f. Review office/home-based software applications g. Create a page that includes fonts, styles, 	

<p>prepress and press operators use to create high quality printing. Their knowledge of these tools is often the difference in a successful print project.</p>	<p>margins, indents, tabs, photographs and illustrations using professional layout software</p> <ul style="list-style-type: none"> h. Assess the significance of Adobe Acrobat Portable Document Format (PDF) as it pertains to the graphic communications industry i. Create PDF of page that includes photographs and illustrations j. Compare the differences between supplying PDF files versus native files for print k. Define RGB and CMYK color reproduction l. Discuss the Pantone color process m. Contrast color reproduction viewed on digital display (Monitor, TV, tablet, smartphone) versus print n. Identify different types of graphics <ul style="list-style-type: none"> i. Line art ii. Continuous tone iii. Raster iv. Vector o. Describe pixels per inch resolution p. Define Imposition q. Define Trapping r. Define Bleed s. Gather samples of full bleed and no bleed printed examples t. Explain the purpose of proofing 	
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CAREER-LOWMAN

<p>Content Area Competency</p>	<p>Performance Indicators</p>
<p>1. Discuss developments and individuals relating to the history of the graphics and design industry and explore emerging trends and technologies.</p>	<ul style="list-style-type: none"> a. Research technologies that advanced graphic design. b. Describe past, present, and future styles in the graphic design field. c. Describe the importance of graphic design's influence on society. d. Identify persons with major contributions to the field of graphic design. e. Identify and describe emerging trends and technologies.
<p>2. Communicate</p>	<ul style="list-style-type: none"> a. Formulate written and verbal communications using industry

ideals using industry standard terminology	<p>standard terms.</p> <p>b. Prepare and deliver a visual presentation utilizing appropriate industry terminology.</p>
3. Explore careers available in the field of graphic communications and the design industry.	<p>a. Identify the certificates, diplomas, and degrees available.</p> <p>b. Compare and contrast careers in graphics and design, along with their education, training requirements, and salary ranges.</p> <p>c. Identify the college majors that are found in the area of graphics design and communication.</p>
4. Examine the professional and ethical issues involved in the graphic design industries.	<p>a. Identify basic copyright issues for graphic design industries to include understanding the use of Creative Commons copyright.</p> <p>b. Explain the consequences of copyright infringement.</p> <p>c. Explain ethics issues for the graphic design industries.</p>
5. Identify and apply the elements of design.	<p>a. Identify the applications of color, line, shape, texture, size, and value in samples of graphic work.</p> <p>b. Analyze the use of color, line, shape, texture, size, and value in samples of graphic work.</p> <p>c. Incorporate color, line, shape, texture, size, and value in student-generated graphic work</p> <p>d. Demonstrate the elements of design through manual sketching</p> <p>e. Demonstrate the elements of design through digital sketching</p>
6. Identify and apply the principles of design.	<p>a. Analyze the principles of balance, contrast, alignment, rhythm, repetition, movement, harmony, emphasis, and unity in samples of graphic works.</p> <p>b. Incorporate principles of balance, contrast, alignment, rhythm, repetition, movement, harmony, emphasis, and unity in student-generated graphic works.</p> <p>c. Demonstrate the principles of design through various drawing techniques.</p>
7. Identify and apply the principles of typography.	<p>a. Identify the anatomical components and qualities of type (i.e., x-height, ascenders, descenders, counters, etc.)</p> <p>b. Construct graphic works utilizing and manipulating type.</p> <p>c. Apply and adjust formatting to type.</p>
8. Identify and apply the principles of design to layout.	<p>a. Apply effective use of negative space, composition, message structure, graphics, etc., to graphic works.</p> <p>b. Create graphic works utilizing grids.</p>

	<ul style="list-style-type: none"> c. Create graphic works utilizing templates. d. Demonstrate layout skills for print collaterals (i.e., business cards, newspapers, packaging, etc.) e. Demonstrate layout skills for digital media. f. Explain the importance of consistency of design. g. Explain the importance of usability. h. Explain the importance of core messaging. i. Apply measurement tools and ratio analysis to image positioning in graphic works. j. Solve aspect ratio proportion measurement in video and animation development
9. Demonstrate knowledge of concept development.	<ul style="list-style-type: none"> a. Generate project ideas through the use of thumbnails, roughs, mock-ups, wireframes, etc.
10. Demonstrate knowledge of concept image creation and manipulation.	<ul style="list-style-type: none"> a. Analyze differences and appropriate applications of vector-based and bitmap images. b. Use a variety of input devices to import photos, images, and other content. c. Incorporate the use of image manipulation and illustration software into final products. d. Apply nondestructive image editing techniques such as layering and masking. e. Practice using different selection tools and techniques to manipulate images. f. Practice in-camera composition and cropping.
11. Demonstrate application of media outputs.	<ul style="list-style-type: none"> a. Use appropriate resolution, compression, and file formats for various media outputs including web, video, and print. b. Incorporate appropriate color modes in graphic works including but not limited to RGB and CMYK. c. Develop a workflow for a project. d. Synthesize information collected from communications with various stakeholders. e. Describe project management. f. Create projects that define core message.
12. Identify and apply the design process.	<ul style="list-style-type: none"> a. Explain the design process. b. Apply the design process to generate graphic works.
13. Demonstrate knowledge of branding and corporate identity.	<ul style="list-style-type: none"> a. Analyze branding and corporate identity, its purpose and constituents. b. Create a visual that contains all the richness of the brand.

<p>14. Identify and produce files utilizing different digital formats.</p>	<ul style="list-style-type: none"> a. Describe the strengths and weaknesses of TIFF, EPS, JPG, GIF, PDF, and PNG in a Postscript environment. b. Create documents/images and demonstrate the ability to save as digital files. c. Demonstrate how to place scanned graphics/photos into an existing page layout program. d. Produce digital files using appropriate DPI and PPI resolution for media.

<p>Content Area Competency</p>	<p>Performance Indicators</p>	<p>Evidence</p>
<p>1. Empowered Learner: Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.</p>	<ul style="list-style-type: none"> a. Students understand the fundamental concepts of technology operations, demonstrate the ability to choose, use and troubleshoot current technologies and are able to transfer their knowledge to explore emerging technologies. 	
<p>2. Digital Citizen: Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.</p>	<ul style="list-style-type: none"> a. Students demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. 	

<p>3. Knowledge Constructor: Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.</p>	<p>a. Students curate information from digital resources using a variety of tools and methods to create collections of artifacts that demonstrate meaningful connections or conclusions.presentations students will be able to compare and contrast commonly used operating systems and their functions and features</p>	
<p>4. Innovative Designer: Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.</p>	<p>a. Students know and use a deliberate design process for generating ideas, testing theories, creating innovative artifacts or solving authentic problems.</p>	<p>1.</p>
<p>5. Computational Thinker: Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test</p>	<p>a. Students break problems into component parts, extract key information, and develop descriptive models to understand complex systems or facilitate problem-solving develops a presentation using PowerPoint.</p>	

solutions.		
6. Creative Communicator: Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.	a. Students create original works or responsibly repurpose or remix digital resources into new creations.	Typographic Portrait Dynamic Composition 2
7. Global Collaborator: Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally.	a. Students use collaborative technologies to work with others, including peers, experts or community members, to examine issues and problems from multiple viewpoints.	
Technology & Society	Students will develop an understanding of the cultural, social, economic, and political effects of technology.	
The attributes of design	Students will understand the following: Everyone can design, design is a creative process, requirements of design, the design process.	CRAP Lesson: contrast, repetition, alignment, proximity.

Graphic Communications Industry	<ul style="list-style-type: none"> a. Define the graphic communications industry b. Review the types of products and services provided by the industry c. Assess examples of different types of communications mediums 	<p>Lesson on printed,digital, navigational 2D images/ design.</p> <p>Product Packaging.</p>

Notes:

Graphic Design Portfolio Criteria

Trimester 1	Trimester 2	Trimester 3
Projects: Typographic Portrait	Projects Colorization Clone Project	Projects Magazine Project Dollar Bill Redesign Final - KetchUp Logo Design
Skill Set Assignments: Shapes Dynamic Composition 1 Dynamic Composition 2 Symmetry and Gestalt Type on a Grid Typographic Portrait	Skill Set Assignments CT Map Coloring Book Colorization Shopping Cart Clone Project	Skill Set Assignments Photo Cube Magazine Project Dollar Bill Redesign All Ages Venue - Logo
Portfolio Upload (student choice): Dynamic Composition 2 Typographic Portrait	Portfolio Upload (student choice): Colorization Clone Project	Portfolio Upload (student choice): Magazine Project Dollar Bill Redesign

Categories of Tasks

1. Projects
2. Skill Set Assignments
3. Portfolio Upload

Description of Categories

1. **Projects:** These are larger assignments ranging in length (single document to multiple documents, one week to 4 weeks). Students will take all of the skill sets they have learned up until that project and use it to complete the project.
2. **Skill Set Assignments:** These assignments are completed mostly in one to two class periods. The purpose of the assignment is to teach students a skill in the the software i.e. Adobe Illustrator, Adobe Photoshop, etc. These skills will then be used in their projects.
3. **Portfolio Upload:** Students will be required to upload certain projects to their portfolio and will also be able to choose to upload any assignment they want to their portfolio. Students will be able to use these upload for their Student Led Conference along with their Senior Portfolio Presentation.

CS Programming (MBA: Cap)



Haven School Change
NEW HAVEN PUBLIC SCHOOLS

COMPETENCIES & PERFORMANCE INDICATORS*
Moving New Haven towards Mastery-Based Learning

Content Area Competency	Performance Indicators	Evidence
Devices	<p>1A-CS-01 Select and operate appropriate software to perform a variety of tasks, and recognize that users have different needs and preferences for the technology they use. (P1.1) 1B-CS-01 Describe how internal and external parts of computing devices function to form a system. (P7.2) 2-CS-01 Recommend improvements to the design of computing devices, based on an analysis of how users interact with the devices. (P3.3) 3A-CS-01 Explain how abstractions hide the underlying implementation details of computing systems embedded in everyday objects. (P4.1)</p>	
Hardware & Software	<p>1A-CS-02 Use appropriate terminology in identifying and describing the function of common physical components of computing systems (hardware). (P7.2) 1B-CS-02 Model how computer hardware and software work together as a system to accomplish tasks. (P4.4) 2-CS-02 Design projects that combine hardware and software components to collect and exchange data. (P5.1) 3A-CS-02</p>	

	Compare levels of abstraction and interactions between application software, system software, and hardware layers. (P4.1)	
troubleshooting	1A-CS-03 Describe basic hardware and software problems using accurate terminology. (P6.2, P7.2) 1B-CS-03 Determine potential solutions to solve simple hardware and software problems using common troubleshooting strategies. (P6.2) 2-CS-03 Systematically identify and fix problems with computing devices and their components. (P6.2) 3A-CS-03 Develop guidelines that convey systematic troubleshooting strategies that others can use to identify and fix errors. (P6.2)	Students will try to fix computers from around the school and in class. Using problem solving skills to diagnose the issue.
network communication & organization		
cybersecurity	1A-NI-04 Explain what passwords are and why we use them, and use strong passwords to protect devices and information from unauthorized access. (P7.3) 1B-NI-05 Discuss real-world cybersecurity problems and how personal information can be protected. (P3.1) 2-NI-05 Explain how physical and digital security measures protect electronic information. (P7.2) 3A-NI-	

	<p>05 Give examples to illustrate how sensitive data can be affected by malware and other attacks. (P7.2) 2-NI-06 Apply multiple methods of encryption to model the secure transmission of information. (P4.4) 3A-NI-06 Recommend security measures to address various scenarios based on factors such as efficiency, feasibility, and ethical impacts. (P3.3) 3A-NI-07 Compare various security measures, considering tradeoffs between the usability and security of a computing system. (P6.3) 3A-NI-08 Explain tradeoffs when selecting and implementing cybersecurity recommendations. (P7.2)</p>	
<p>Program Development</p>	<p>a. 3A-AP-19 Systematically design and develop programs for broad audiences by incorporating feedback from users. (P5.1)</p> <p>3A-AP-22 Design and develop computational artifacts working in team roles using collaborative tools. (P2.4)</p> <p>2-AP-16 Incorporate existing code, media, and libraries into original programs, and give attribution. (P4.2, P5.2, P7.3)</p>	
<p>Culture</p>	<p>1A-IC-16 Compare how people live and work before and after the implementation or adoption of new computing technology. (P7.0)</p>	

	<p>1B-IC-18 Discuss computing technologies that have changed the world, and express how those technologies influence, and are influenced by, cultural practices. (P7.1)</p> <p>2-IC-20 Compare tradeoffs associated with computing technologies that affect people's everyday activities and career options. (P7.2)</p> <p>3A-IC-24 Evaluate the ways computing impacts personal, ethical, social, economic, and cultural practices. (P1.2)</p>	
al Interactions	<p>1A-IC-17 Work respectfully and responsibly with others online. (P2.1)</p>	
ty, Law, & Ethics	<p>1A-IC-18 Keep login information private, and log off of devices appropriately. (P7.3)</p> <p>2-IC-23 Describe tradeoffs between allowing information to be public and keeping information private and secure. (P7.2)</p> <p>3A-IC-29 Explain the privacy concerns related to the collection and generation of data through automated processes that may not be evident to users. (P7.2)</p>	



COMPUTER INFORMATION SYSTEMS AND
COMMUNICATIONS COMPETENCIES & PERFORMANCE
INDICATORS*

Moving New Haven towards Mastery-Based Learning

Content Area Competency	Performance Indicators	Evidence
<p>Impact on Society: Assess impact of information technology in a global society.</p>	<p>a. Describe the impact of technology on the knowledge and skills needed for success in the workplace</p> <p>b. Identify devices and components appropriate</p>	<p>1. Students create a blog to describe different careers and how they use technology within a career of their choosing.</p>
<p>Devices and Components: Identify devices and components appropriate for specific tasks.</p>	<p>a. Identify the purpose, operation, and care of all types of devices and components.</p> <p>b. Identify examples of emerging hardware technologies.</p>	<p>1. Students will be tested on the purposes and care of.</p> <p>2. Students will research hardware technologies and then create computational</p>

		artifacts and written responses to share with the class
operating systems and interfaces: Describe various types of operating systems and interfaces.	a. Manage files and folders.	1. By researching, doing project presentations students will be able to compare and contrast commonly used operating systems and their functions and features
input technologies: various input technologies to interact and manipulate information appropriately	a. Develop proper input techniques such as keying, scanning, digital cameras, virtual keypad, recognition of developing technologies, the use of a multi-touch screen, mouse/pad or stylus, student response systems, and any new emerging technology. b. Apply a variety of input technologies to maximize	1. Students will be tested on their skill abilities, write research papers, complete pitches and business plans an audience on the subject

	productivity.	
Applications: identify, evaluate, install, upgrade, troubleshoot, and optimize applications.	a. Evaluate and select the appropriate applications to productively complete tasks. MS Word/Google Docs MS Excel/Google Sheets MS PPT/Google Slides	1. Student use Word to create an essay. 2. Students will be able to use Excel formulas to analyze data and create appropriate graphs. 3. Students will develop a presentation using PowerPoint.
Digital Media: identify and create digital media.	a. Identify and select appropriate delivery methods and tools for digital media projects. b. Use elements of digital and visual literacy appropriately.	1. Students will create newspapers, flyers, pamphlets
Web Development Design: identify, develop, implement,	a. Identify and apply appropriate design concepts and create web pages. b. Identify client and target audience needs.	1. Students will create their own webpage 2. Work with a community

<p>ate, and ate web ions.</p>		<p>partner in which students may create a web page while learning the type of audience Then pre</p>
<p>Programming Application Development: gn, develop, and ement rams and ications.</p>	<p>a. Identify and define object- oriented programming terminology. b. Identify and explain programming structures.</p>	<p>1. Students will create computational artifacts, then demonstrate their functionality by displaying on a screen</p>
<p>Networking Structure Security: lop skills to gn, deploy, administer orks and ommunicatio stems.</p>	<p>a. Identify basic network connectivity concepts. b. Identify and explain privacy issues within an organization.</p>	<p>1. By testing through hands- on and from computer</p> <p>2. Trips to organizations to check out how security issues are handled, do research and present a PowerPoint on the matter</p>

ing Period 1: General Computer Literacy -- Google Drive, Google Docs, etc
ndalone)

Career & Technical Education Standards for Computer Information Systems

Content Area Concepts	Competencies	Performance Indicators	
1 – Impact on society	Develop a mastery of technology tools required to enhance academic, business and personal performance for success.	Assess the impact of information technology in a global society.	
2 - Devices and components	Describe current and emerging hardware; configure, install and upgrade; diagnose and repair.	Identify devices and components appropriate for specific tasks.	
3 - Operating systems and files	Identify and evaluate various types of	Beginning Learner Expectations Navigate the basic operating system.	

	<p>operating systems and utilities.</p>	<p>*Manage files and folders.</p> <p>Identify and use appropriate help resources (e.g., help desks, online help, and manuals) to install, configure, upgrade, diagnose and repair operating systems and utilities.</p>	
<p>5 - ications</p>	<p>Use emerging applications appropriate for specific tasks.</p>	<p>Identify, evaluate, select, install, use, upgrade, troubleshoot and customize applications.</p> <p>Beginning Learner Expectations -</p> <p>Produce projects that include a variety of media (e.g., images, text, video, web-based tools and audio).</p> <p>Use collaborative applications tools to support learning.</p> <p>Intermediate Learner Expectations -</p> <p>*Evaluate and select the appropriate applications to</p>	

		<p>productively complete tasks.</p> <p>Use help features and reference materials to learn applications and solve problems.</p> <p>Identify and use resources to solve problems using application software.</p>	
Digital Media	Use and Create Digital Media	<p>Use and create digital media.</p> <p>Design, develop, test, implement, update and evaluate web solutions.</p> <p>Beginning Learner Expectations -</p> <p>Explore current and emerging digital media.</p> <p>Create digital media projects collaboratively.</p> <p>Intermediate Learner Expectations -</p> <p>Create digital media to enhance academic achievement across the curriculum.</p>	

. & Analysis, age	1A/1B-DA-05 Store, copy, search, retrieve, modify, and delete information using a computing device and define the information stored as data. (P4.2)		

Adapted from [CSTA Computer Science Standards Progressions](#)
(Adapted by CT on June 6, 2018)

Aspects of Computing, Social Actions	1A-IC-17 Work respectfully and responsibly with others online. (P2.1) 1B-IC-20 Seek diverse perspectives for the purpose of improving		
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	computational artifacts. (P1.1)		
icts of puting, Safety, & Ethics	<p>1B-IC-21 Use public domain or creative commons media, and refrain from copying or using material created by others without permission. (P7.3)</p> <p>1A-IC-18 Keep login information private, and log off of devices appropriately. (P7.3)</p>		



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Keisha Redd-Hannans
Date: February 3, 2020
Re: Yale University

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

Yale University will provide professional learning and supports on School Planning and Management Teams, Student and Staff Support Teams, and on-going technical assistant to staff, parents, and students at 6 Title I Schools: Celentano, Clemente, Hillhouse, Lincoln Bassett, Truman, and Wexler/Grant.

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

Total Cost: \$60,000

Cost per School: \$10,000 per school (Celentano, Clemente, Hillhouse, Lincoln Bassett, Truman, and Wexler/Grant)

Funding Source & Account #:

Funding Source: Title I

Account Number: 2531-5256-56694

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?

The School Development Program will provide services that will strengthen our family and community engagement as well as our social-emotional supports in the selected schools. The Comer Model utilizes a no-fault decision making protocol that requires participation from administration, teachers, staff, students, parents, and community members focused on creating, monitoring, and discussing the School Continuous Improvement Plan at each school. Additionally, the Comer Model

requires school teams to examine the needs of the whole child when determining appropriate supports to help the student become successful.

2. What specific need will this contractor address?

The School Development Program will establish and/or monitor school governance structures at the targeted schools. All schools in the State of Connecticut are required to have School Governance Councils. The State of Connecticut provided a waiver to New Haven Public Schools to utilize the School Planning and Management Team model created by the School Development Program as an approved governance structure. Therefore, the contractor will ensure that we are in compliance with all state requirements as they relate to establishing school governance structures.

Also, please see response number one.

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:

The School Development Program was selected based upon their impact on New Haven Public Schools over the years. Attached is the most recent report from the School Development Program on its impact on New Haven Public Schools from 2016 – 2018.

4. If this is a continuation service, when was the last time the alternatives were sought?

This is a sole source provider.

5. What specific skill set does this contractor bring to the project?

The School Development Program (SDP) or Comer Model is the architect of the elements outlined in the contract. More specifically, the School Planning and Management Team (SPMT) and the Student and Staff Support Team (SSST) are mechanisms of the Comer Model. Thus, any professional development, consultation, coaching and technical support to be provided for the establishment of those teams and the ongoing effective functioning of those teams can best be provided by faculty

members from the Comer Program. Attached is a copy of the bio sketch for Dr. James P. Comer, the founder of the Comer School Development Program.

6. How does this contractor fit into the project as a whole? (If the contractor is an individual, please attach a copy of their resume):

Please see response number 5.

7. Is this a new or continuation service?

This contract outlines services to be provided to six schools: Clemente, Celentano, Hillhouse, Lincoln Bassett, Truman and Wexler-Grant. Neither Clemente nor Celantano have had a SPMT in several years. Thus, elements of this contract will be new service, while others will be somewhat continuous.

8. If this is a continuation service has cost increased?

The cost has not increased. And, over the years, because of long-standing relationship, the School Development Program has intentionally charged the NHPS substantially less for services than it charges other school districts.

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?**

The School Development Program will provide professional learning and supports to School Planning and Management Teams (SPMT), Student and Staff Support Teams (SSST), and on-going technical assistance to staff at 6 Title I schools. This focused and targeted professional learning will be on-going and will take place before, during and after school depending upon meeting times. The District does not have any staff solely assigned to create, monitor, and provide supports to ensure that the SPMT and the SSST are highly functioning teams.

9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?

As with previous contracts, the SDP will submit a report at the end of the contract period outlining services provided and outcomes. Specifically, regarding the SPMT and the SSST, the SDP has specific assessment tools that are completed by team members about their functioning; and observation tools that are used by the SDP

faculty to ascertain level of functioning of the teams. Data gathered from those tools will be included in that report. Attached is the most recent report, including those tools as appendices submitted along with the contract in October 2019.

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)**

Please see attached documents.

11. **If the service is a professional development program, can the training be provided internally, by district staff? No.**

a) **If not, why not?**

The School Development Program will provide professional learning and supports to School Planning and Management Teams (SPMT), Student and Staff Support Teams (SSST), and on-going technical assistance to staff at 6 Title I schools. This focused and targeted professional learning will be on-going and will take place before, during and after school depending upon meeting times. The District does not have any staff solely assigned to create, monitor, and provide supports to ensure that the SPMT and the SSST are highly functioning teams.

b) **How will the output of this Agreement contribute to building internal capabilities?**

The School Development Program facilitators will build the capacity of all members on the SPMT and SSST by modeling strategies to effectively implement high functioning teams. Therefore, it is expected that the teams at the selected schools will be able to function at a high level without the intensive support by the School Development Program facilitators.

12. **Why do you believe this Agreement is fiscally sound?**

This agreement is fiscally sound because the Comer Model has been proven to enhance family and community engagement by increasing involvement from parents in schools in creating intervention plans for their children and increasing their inclusiveness in decision making. Additionally, the Comer Model has assisted with the improvement of the school climate. Please see the attached report and the response to question number 5.

13. **What are the implications of not approving this Agreement?**

The schools identified to receive the support from the School Development Program have expressed the need to re-establish or strengthen their SPMT and their SSST. If this Agreement is not approved our school governance structures in these schools will not be in compliance with State guidelines.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND
(Yale University)
FOR DEPARTMENT/PROGRAM:
(Title I Program)

This Agreement entered into on the 11th day of January 2020 , effective (*start date no sooner than the day after Board of Education Approval*), on the 28th day of January 2020, by and between the New Haven Board of Education (herein referred to as the “Board” and, Yale University located at, 25 Science Park, 3rd Floor, 150 Munson Street, New Haven, CT 06511 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$60,000.00 to include professional learning and supports on School Planning and Management Teams, Student and Staff Support Teams, and on-going technical assistant to staff at 6 Title I Schools: Celentano, Clemente, Hillhouse, Lincoln Bassett, Truman, and Wexler/Grant. The cost is \$10,000.00 per school.

The maximum amount the contractor shall be paid under this agreement (\$60,000.00). 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 Title I Program of the New Haven Board of Education, **Account Number:** 2531 -5256-56694.

This agreement shall remain in effect from February 11, 2020 to June 30, 2020.

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).*

Professional development opportunities:

- Professional development for the School Planning and Management Team (SPMT) and for the Student and Staff Support Team (SSST) as needed
Sub-Total for section: \$1,000 per session per team for a total of \$12,000)

Meetings/Consultations:

- Consultation with school administrators (2 @ \$500 per session)
Sub-Total for section: \$6,000

Coaching, Monitoring, Technical support for teams:

- Monitoring, coaching/feedback for School Planning and Management Teams (SPMT). Four meetings/consultations per school @ \$500 per meeting/consultation, for a total of \$12,000
- On-site monitoring and coaching of the Student and Staff Support Teams (SSST). Eight meetings/consultation per school @ \$500 per meeting/consultation for a total of \$24,000

Sub-Total for section: \$36,000

Team Leadership cross-schools collaborative session:

- One session for SPMT chairpersons from each of the 6 schools (\$3,000 for session)
- One session for SSST chairpersons from each of the 6 schools (\$3,000 for session)

Sub-Total for section: \$6,000

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

January 10, 2020

Date

Date

James Cresswell, Senior Contract Manager
Contractor Printed Name & Title

Revised: 12/3/19

James P. Comer, MD, MPH
Maurice Falk Professor of Child Psychiatry

ABBREVIATED CURRICULUM VITAE

DATE AND PLACE OF BIRTH: September 25, 1934, East Chicago, Indiana

CURRENT POSITIONS: Maurice Falk Professor of Child Psychiatry, Yale Child Study Center; Founder, School Development Program, Yale Child Study Center; Associate Dean, Yale School of Medicine.

EDUCATION: A.B., Indiana University, 1956; M.D. Howard University College of Medicine, 1960; M.P.H. University of Michigan School of Public Health, 1964.

PSYCHIATRY TRAINING: Yale School of Medicine, 1964-67; Yale Child Study Center, 1966-67; Hillcrest Children's Center, Washington, D.C., 1967-68.

PROFESSIONAL BIOGRAPHICAL SUMMARY:

James Comer, MD, MPH is the Maurice Falk Professor of Child Psychiatry at the Yale University Child Study Center. Dr. Comer has concentrated his career on promoting a focus on child and adolescent development as a way of improving schools. In 1968, he founded the Comer School Development Program that promotes the collaboration of parents, educators, and community to improve social, emotional, and academic outcomes for children that, in turn, help them achieve greater school success. He has improved the educational environment in more than 1,000 schools throughout the U.S. He has authored numerous publications and received many awards for his work, including 49 honorary degrees. In 2014 President Barack Obama appointed Dr. Comer to his Advisory Commission on Educational Excellence for African Americans. Dr. Comer received an M.D. from Howard University. He is a member of the National Academy of Medicine and the American Academy of Arts and Sciences.

MAJOR WRITINGS:

Books: *Beyond Black and White*. Quadrangle/New York Times Books, New York, 1972; *Black Child Care*. Simon & Schuster, New York, 1975; --Revised as *Raising Black Children*. New American Library, New York, 1992; *School Power: Implications of an Intervention Project*. The Free Press, New York, 1980; --Revised, The Free Press, New York, 1993; *Maggie's American Dream: The Life and Times of a Black Family*. New American Library, New York, 1988; *Rallying the Whole Village: The Comer Process for Reforming Education*. Teachers College Press, New York, 1996. (James P. Comer, Norris M. Haynes, Edward T. Joyner, and Michael Ben-Avie, editors); *Waiting For a Miracle: Why Schools Can't Solve Our Problems – and How We Can*. Dutton, New York, 1997; *Child by Child: The Comer Process for Change in Education*. Teachers College Press, New York, 1999. (James P. Comer, Michael Ben-Avie, Norris M. Haynes, and Edward T. Joyner, editors); *The Field Guide to Comer Schools in Action*. Corwin Press, California, 2004. (James P.

Comer, Edward T. Joyner, and Michael Ben-Avie, editors); *Leave No Child Behind: Preparing Today's Youth for Tomorrow's World*. Yale University Press, Connecticut, 2004; *What I Learned in School: Reflections on Race, Child Development, and School Reform*. San Francisco, CA: Jossey-Bass, October 2009.

Articles & Columns: Published in *Scientific American*, *American Journal of Psychiatry*, *The Journal of Negro Education*, *Journal of the American Academy of Child Psychiatry*, *The American Journal of Orthopsychiatry*, *Ebony*, *New York Times*, *Boston Sunday Globe*, *American Prospect*, *Parents Magazine*, *United Features Syndicate, Inc.*

Chapters: Over thirty chapters published.

LECTURES: Numerous colleges, universities, medical schools, scientific associations, public schools and other organizations across the country and internationally.

CONSULTATIONS: Children's Television Workshop (Sesame Street, Electric Company); Public Committee on Mental Health, chaired by Mrs. Rosalyn Carter; Numerous others.

COMMITTEES AND COMMISSIONS:

National Board for Professional Teaching Standards, Carnegie Forum on Education and the Economy	1987-1991
Task Force on Early Adolescent Education, Carnegie Council on Adolescent Development	1987-1989
Research Program on Successful Adolescence, John D. and Catherine T. MacArthur Foundation	1988-1996
ASCD Commission of the Whole Child	2005-2007
CARE Advisory Council, Yale Community Alliance for Research and Engagement (CARE)	2007 -
NCATE National Expert Panel, Increasing the Application of Knowledge About Child and Adolescent Development in Educator Preparation Programs	2008 - 2010
White House Initiative on Educational Excellence for African Americans	2014 -2016
Aspen Institute National Commission on Social, Emotional, and Academic Development (SEAD)	2016-2019

HONORS: John and Mary Markle Foundation Scholar in Academic Medicine, 1969-1974; Rockefeller Public Service Award, 1980; *Newsweek* Feature, "25 Americans on the Cutting Edge," October 2, 1989; Special Presidential Commendation, American Psychiatric Association, 1990; Harold W. McGraw, Jr. Prize in Education, 1990; James Bryant Conant Award, Education Commission of the States, 1991; Council of Chief State School Officers Distinguished Service Award, 1991; Charles A. Dana Award for Pioneering Achievement in Education, 1991; Presidential Citation, American Educational Research Association, 1995; Heinz Family Award, 1996; *Education Week* Feature, "100 Faces of a Century," December 15, 1999; John P. McGovern Behavioral Science Award, Smithsonian Institute, 2004; University of Louisville, Grawemeyer Award in Education, 2007; The John H. Romani Award, University of Michigan School of Public Health 2009; NAACP Lifetime Achievement Award, 2011; Yale Child Study Center Lifetime Award, 2012; Academy of Child and Adolescent Psychiatry, Sidney Berman Award, 2014; Collaborative for Academic, Social, and Emotional Learning (CASEL) Mary Utne O'Brien Award, 2015.

Scope and Impact of SDP Work in New Haven Public Schools

Executive Summary

This report covers work from 2016-2018. The Impact of the SDP in the New Haven Public Schools falls into two main categories: a) SDP-NHPS contract work and, b) SDP-SCSU-NHPS Collaborative; a third category, Continued Liaison with the Department of Education is included with a focus on two specific elements.

SDP-NHPS contract work

Professional development resulted in: i) improved classroom climate; ii) increased teacher efficacy and confidence; iii) deepening of teachers' and administrators' knowledge base; and iv) shifting of mindsets for teachers and some Central Office staff.

Parents, Partners, and Peers (PPP) initiative resulted in: i) development and implementation of a parent curriculum; ii) 6 parents trained as leaders and mentors; iii) 50 parents completing 10-week training; iv) a network of support for parents with specific needs; v) empowerment of parents; vi) increased knowledge base, confidence and efficacy; and, vii) improved parental skills.

Student and Staff Support Teams (SSST) work resulted in: i) involvement from parents in some schools in creating intervention plans for their children; ii) a greater sense of support for classroom teachers; iii) a decrease in referrals in some schools; and, iv) a mechanism for identifying and trouble-shooting global school issues.

Establishment & Monitoring of School Planning and Management Teams resulted in: i) schools with evidence-based functioning SPMTs; ii) greater sense of staff inclusiveness in decision-making; and iii) greater SPMT expertise in ascertaining strengths and dealing with challenges.

SDP-SCSU-NHPS Collaborative

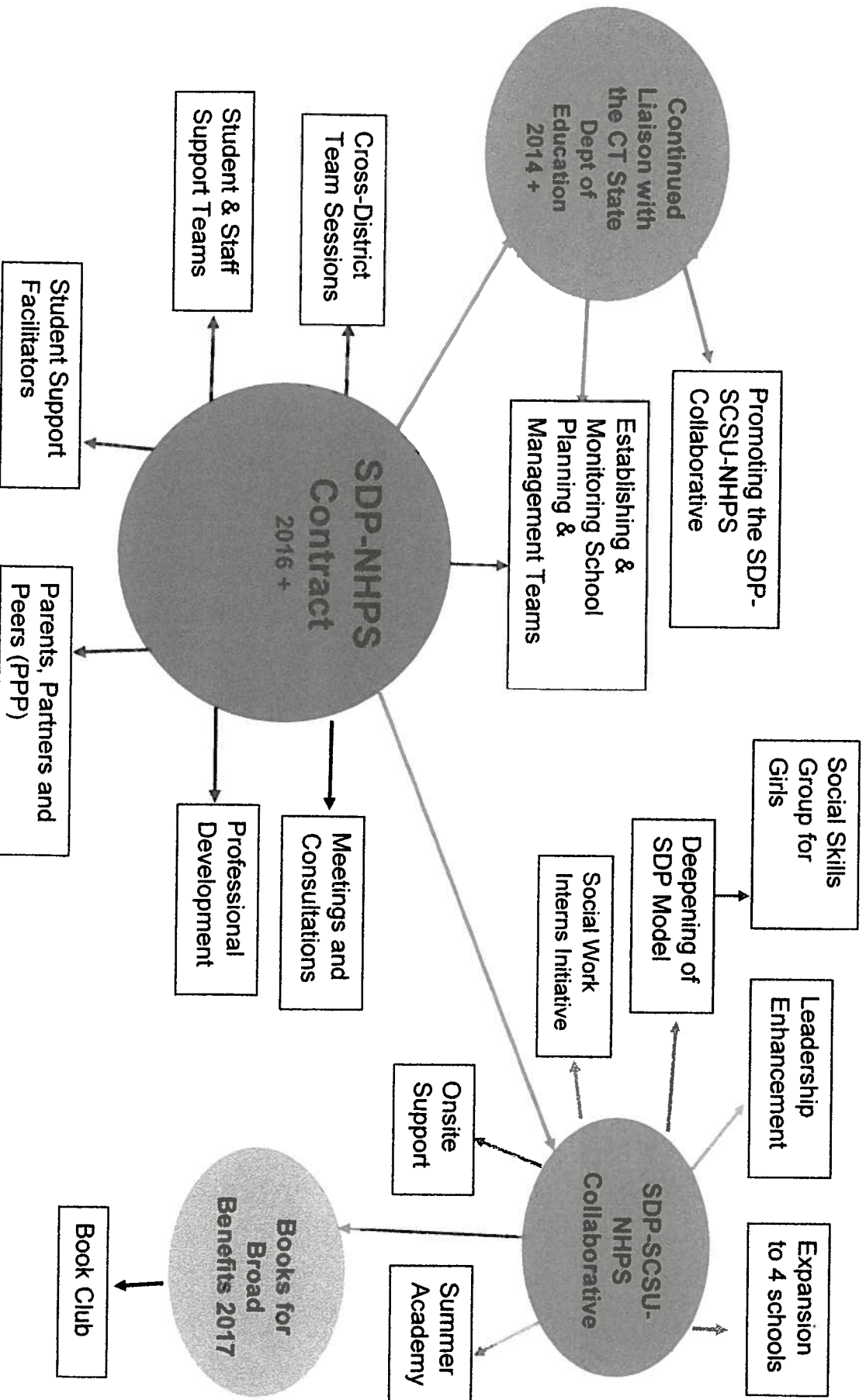
Work with the Collaborative resulted in: i) deepening of the SDP model in four schools; ii) leadership enhancement for principals in participating schools; iii) social work interns initiative to provide support for students and staff in participating schools, e.g., establishing and/or facilitating peer mediation groups; one-on-one support for students in crisis and sessions with small group of students. iv) Summer Academy for Developmentally Centered Education; v) social skills group for girls; vi) books for broad benefits which led to the establishment of a book club in one school.

Continued liaison with the Connecticut State Department of Education

SDP faculty continued liaison work with the Connecticut State Department of Education to: i) Keep abreast of any changes regarding the School Planning and Management Teams; and ii) Promote the expansion of the PD element of the SDP-SCSU-NHPS Collaborative.

The chart below summarizes the SDP work in, and impact on, the New Haven Public Schools.

SDP-New Haven Public Schools Impact Report Schematic



SDP Work in New Haven Public Schools Under the 2018-2019 Contract

The SDP-NHPS' Contract:

The 2018-2019 contract between Yale School Development Program and New Haven Public Schools included services provided to five schools: Lincoln Bassett, Fair Haven, Wexler-Grant, West Rock, and Hillhouse. The scope of those services included the following components:

- Administration of survey and analysis of survey data
- Meetings and consultations
- Professional development for School Planning and Management Teams (SPMT) and Student and Staff Support Teams (SSST)
- Monitoring, coaching and on-site support for both teams
- Team leadership cross-district collaborative session

Administration of survey and analysis of data:

The contract included the administration of the School Implementation Questionnaire-Abbreviated (SIQ-A) to the school staff. This survey is a standard, base-line and end-of-year data gathering tool used in Comer network of schools. The central idea is that if teams are functioning effectively, their impact should reach across the school; thus, on a broad basis, when surveyed, staff should be able to give their input regarding the impact of those teams on the broader school community. That survey includes questions pertaining to: the leadership of the school; the extent to which staff feel included in decision-making; whether or not the SPMT and the SSST seek the input of other school staff in decision-making; and, if those teams practice the three guiding principles of collaboration, consensus, and no-fault problem solving.

Since the five schools were at different points in the functioning of their teams, with two of them not having teams established, we realized that we would not collect meaningful data from staff using that survey; thus, toward the end of the school year, we adjusted to the current situation of the schools and requested that the teams complete a survey specific to each team. The SSST members were asked to complete the SSST Quality Standards Inventory; and, the SPMT members were asked to complete the SPMT Quality Standards Inventory, with one school choosing, with our permission, to do the SPMT end-of-year assessment. We adjusted the cost to the district in our invoicing to reflect that change.

The SSST Quality Standards Inventory:

This assessment has 38 items covering the following five areas: 1). Membership, roles and responsibilities; 2). Development and execution of the agenda; 3). The SSST's relationship to other teams; 4). The Guiding Principles; and 5). Developmental focus. In responding to the items, participants are asked to select the best option that applies to the corresponding level of implementation. They are also provided space for additional comments they wish to include. (See Appendix A for a copy of this inventory).

In analyzing the responses, schools will not be identified by name in this report; instead, the focus will be on patterns or trends and similarities across schools with respect to members' responses to specific items.

Patterns and trends in responses to specific items:

- The first item on the survey states: "The SSST is composed of all relevant staff, including: an administrator, school psychologist, social worker, guidance counselor, special education teacher (s), the nurse, the speech and language therapist, other." For the schools that responded, common among them was the absence of the nurse, the speech therapist, and the guidance counselor from the meetings. None of these schools has a full-time nurse; and, there is not a speech therapist in most schools. The nurse is an important member of the team in that when a student is referred to the team for help, in many instances, there are medical issues not yet diagnosed; or, known to the nurse but not to the referring teacher, but can be vital for the creation of a meaningful intervention for the student. We have advised the chairperson of SSSTs that if the nurse is unable to attend the meetings, prior to their meetings, he/she should consider checking with the nurse to find out if there is information about the students that may be relevant for creating the most meaningful and impactful intervention for the student.
- Another item on the inventory reads: "The SSST invites parent (s) to the meeting to get their input regarding issues pertaining to **their child**, and the intervention/plan being considered for implementation." Most of the schools that responded indicated no to this item. Wondering if they were not including parents because they did not understand that they could, or the important of parents' involvement in their children's cases, we encouraged the teams to make a dedicated effort to include parents and outlined some of the benefits achieved when parents are involved. Chairpersons impressed upon us that they often put in great effort to invite parents to these meetings; however, sometimes having them show up is a challenge. The following question was posed to us: "What should we do when students have serious challenges and parents won't give the needed consent for their students to receive help/support?" That's a question we have heard over the years from several teams and have brought it to the attention of Central Office personnel given that it is a trend across many schools in the district. We don't know if anyone has the answer. However, schools continue to create the most meaningful interventions they are able to create.
- One item states: "A case manager is assigned to monitor the recommended intervention for each student discussed." A couple teams indicated that they were either not carrying out this function at all or not doing so regularly. After an intervention has been agreed upon by the team, follow-through is essential for achieving success. Having a member of the team assigned as the case manager to monitor the implementation of that plan allows the team to know in a timely manner, the extent to which that intervention is working or if modifications are needed to achieve success. The case manager's role also prevents cases from falling from the cracks. Teams have included the case manager's role as an important addition for the up-coming school year.

- Regarding frequency of meetings, one item reads: “The SSST meets: a) once a month; b) twice per month.” Whereas most schools indicated twice per month, for one of the schools, every member of the team indicated that the team meets once per week. This is a school that has a model SSST with most of the relevant staff, except a nurse; and, very importantly, the administrator attends most meetings. Regarding this team, in the additional comments section, one person wrote: “The SSST at this school is the most productive and efficient team that meets at the school. Kudos to the team for their good work.” Another individual wrote: This is a great team. The entire district would benefit from SEL trainings, cultural competency, and interactive activities around the reasoning behind the SSST and the needs of students.”

The SPMT Quality Standards Inventory:

This assessment has 30 items covering the following five areas: 1). Membership, roles and responsibilities; 2). Relationship to other teams; 3). Development and execution of the agenda; 4). Meeting operations/procedures; and, 5). The Guiding Principles. (See Appendix B for a copy of the inventory)

In responding to the items, participants are asked to select the best option that applies to the corresponding level of implementation. Two additional items are included: one asks members to rate the level of the team’s functioning from high to low functioning; and the other item asks: “What challenges, if any does your SPMT continue to face?”

As with the SSST inventory, in analyzing the responses, schools will not be identified by name in this report; instead, the focus will be on patterns or trends and similarities across schools with respect to members’ responses to specific items.

Patterns and trends in responses to specific items:

- The first item on the inventory reads: “All SPMT members understand the role and responsibilities of the team. For the schools that returned the completed inventory, all the respondents indicated yes to this item. That response is important because SDP faculty provided PD to the teams; and, for the teams to function effectively, it is important that the members understand their roles and responsibilities.
- Another item reads: “To carry out its work, the SPMT has sub-committees that are representative of the school community.” While a couple schools indicated yes to this item and went on to list their sub-committees, one school indicated not applicable in their response to this item. Like the other schools, this school also has sub-committees to SPMT such as: BLDT, family engagement, climate and culture, activities, fundraising etc. but because they are such long-standing components to the team, the respondents might have simply viewed those sub-committees as just an established part of the functioning of the team.

- To ascertain the practice of the no-fault problem solving guiding principle by members of the team, one item states: “Difficult issues are sometimes raised and addressed without blaming or finger pointing.” From those who responded, most members indicated yes, sometimes. The choice was no, yes sometimes or yes regularly. No-fault problem solving is a challenging principle to demonstrate consistently; so, this reflection from team members is a positive indication.
- In rating the level of the team’s functioning, teams rated themselves as moderate functioning to high functioning. In most cases, their rating was commensurate with the ranking of the SDP faculty. It is also important to note that based on our attendance at SPMT meetings and observations of those meetings, the SDP faculty ranks the SPMT’s level of functioning based on several factors. The rankings are: high functioning, moderately high functioning, moderate functioning, and moderately low functioning. Level of functioning is based on, but not limited to the following factors:
 - Consistent monthly meetings held during the school year
 - Representation from all constituent groups, including parents and students
 - An administrator present and active at each meeting
 - A written agenda with substantive items and time allocation for each item
 - The inclusion of data to aid in the critical discussion of issues pertaining to curriculum, instruction, assessment, and student behavior at most, if not all meetings
 - Questions and/or substantive discussion following the sharing of data
 - Meetings run by agreed-upon norms including the SDP’s three guiding principles of collaboration, consensus, and no-fault problem solving
 - Roles (i.e., chairperson, facilitator, time keeper, note taker) utilized to ensure productive meetings
 - Meetings are used for sharing of key information; and for problem-solving and decision-making that are in the best interests of students

One school’s SPMT chairperson asked for the team to respond to the end-of-year assessment with the open-ended questions that was also made available to the teams. (See Appendix C for a copy of this assessment). There was a high level of consistency in responses to the items from the ten members who responded individually. For example, one item states: On a scale of 1 – 5, with 1 being not at all, and 5 being very much so, did your team function as a decision-making team in your school? The response options were: not at all, slightly, somewhat, mostly, or very much. Most individual indicated mostly or very much.

To the item: “Did your SPMT communicate with the rest of the school community? If so, in what specific ways?” the responses were consistently yes and included the use of emails, minutes sent on Google Docs, and information shared at staff meetings. And, to the question asking: “Did your team experience some challenges this academic year? If so, list some of those challenges.” One recurring response was time as a challenge. Additionally, inconsistent parent attendance at meetings was another challenge listed. Schools across the district continue to have varying degrees of success with parents attending SPMT meetings on a regular basis.

Meetings and Consultations:

In our work with schools, one of the norms by which the SDP faculty operates, is the scheduling of an initial meeting with the administrator. We generally contact the principal regarding the scheduling of this session to conduct a contextual analysis as the first phase of the work that will be done. This contextual analysis, a method used to gather information from representatives of different constituent groups in the school (i.e., leadership, teachers, students, parents, custodial, security, etc.) is intended to help us learn about the school from those who make up the school community. Seeking information about a broad range of school-related factors such as: leadership, school structures, staffing, student development, student academic achievement, school climate, communication, parent involvement/engagement and district support, school staff are invited to share their perspectives of what's working well; what's not working well; and, areas that can be improved with support from the SDP.

Though the scope of the work within this contract was fairly narrow in that it focused mostly on the School Planning and Management Team and the Student and Staff Support Team, we still scheduled that meeting as a kind of mini contextual analysis or information gathering session. We were interested in finding out: if the teams were established; the level to which they were functioning; barriers to their effectiveness; the status of the training of team members; and overall, factors within and outside of the school that operate to influence the functioning of the school and particularly of the teams.

A number of issues were surfaced in those meetings, including the following:

- Up until two years ago, one school had one of the highest performing SSSTs in the district; however, last year with new leadership and the departure of some staff persons, the team became "non-functioning." So, one of our responsibilities was to facilitate the process to help them reestablish their SSST.
- Regarding that first point, it is important to note that we at the SDP work in a supportive way with schools to help them build their own capacity to carry on the work even if we are no longer involved with them. Many schools in the Comer network have managed to reach the stages of transformation and even institutionalization along our life cycle of implementation. That is, they have implemented the SDP model to such high level that their context is transformed to reflect certain lived components of the model such as: the practice of the three guiding principles of collaboration, consensus, and no-fault problem solving; the effective functioning of the SPMT, SSST and Parent Team; the importance of relationships between and among all stakeholders, and the infusion of child and adolescent development principles into curriculum, instruction, and other day-to-day practices. When schools get to the phase of transformation and more so to institutionalization, the turn-over of staff and even a change in leadership do not result in an effectively functioning team becoming non-functioning.
- In another school, even though they attempted to establish their SPMT twice within the past couple years, they have never been fully successful. One barrier that was revealed is that the principal tried to serve as the chairperson in the past, but because of his hectic schedule with many competing demands on his time, he was never able to give sufficient attention to this team. Here again, one of our responsibilities was to facilitate the process to help them successfully establish their SPMT.

- A couple schools had effectively functioning SPMTs and SSSTs but desired the monitoring and coaching we would offer; and, the administrators requested a presentation by us to the entire staff about the SPMT and SSST.
- One issue raised in these meetings that seemed common across the schools, was the inconsistent attendance of parents to SPMT meetings. We shared with each group some of the strategies other schools have used to encourage parents' and family participation; and, later in meetings, joined the chairpersons when they welcomed and encouraged parents in attendance to continue their involvement.
- Finding the best time for meetings was also an issue that surfaced. In one school, we worked with the principal in that first meeting to create a diagram that reflected the days of the week when each recommended member of the SSST was in the building. Then, we looked for the day when most of those members would likely be in the building and selected that day to meet. A couple meetings later, a modification was made to the starting time of the meeting.
- In that initial meeting with the principal and other selected personnel in each building: we explained the elements of the contract, requested and received dates for the SPMT and SSST meetings for those already established; and, dates for professional development for the team members and/or for the entire staff.
- Over the next three months, we met with the principals before or after SPMT and/or SSST meetings; and, toward the end of the year met with them and/or with the chairpersons of the SPMT and SSST to encourage them to continue their efforts to maintain the functioning of their teams.

Professional Development for SPMT and SSST

As stated above, in our initial meeting with the principal and their selected staff, we learned that one school did not have a SPMT established, and one did not have a SSST. So, our first task in each of these schools was to provide PD to the staff who were convened to comprise the team. We helped those individuals to understand many elements about the teams including but not limited to the following:

- the overall purpose for each team
- the roles and responsibilities of the teams
- the composition of the teams
- sub-committees of the teams
- ways in which the team operates including the practice of the three guiding principles of collaboration, consensus, and no-fault problem solving
- first steps in setting up the team
- the selection and use of roles on the team (i.e., chairperson, facilitator, time keeper, note taker, etc.)
- appropriate and inappropriate items for team meetings
- presentation of data at meetings
- on-going ways of assessing team functioning.

Three schools did not only want to have PD for their team members, they also requested PD for the entire staff. While they all wanted the staff to gain a deeper understanding about both the

SPMT and SSST, two schools requested greater emphasis on the SPMT with the hope of motivating more staff to attend the meetings; and, the other school wanted emphasis on the SSST as teachers needed a better understanding about the referral process to the SSST and the follow up regarding the interventions proposed by the SSST. SDP faculty provided the requested PD.

Monitoring, coaching and on-site support for SPMT and SSST:

The School Development Program as a model includes the following three operations: 1). Assessment and modification; 2). The comprehensive school plan; and 3). Staff development. These three operations are essential for the effective functioning of the entire school. The advocacy for needed and often embedded staff development comes from the awareness that, for any program or initiative to be successfully executed in schools, school personnel must receive relevant and sound staff development that provides them the information, materials, strategies and tools they will need to execute that initiative. That thinking extends to the work we do with teams in schools. Not only do we provide the professional development to team members, but we also sit in on meetings to observe, monitor, and coach as needed. Coaching sometimes results in teams doing a quick assessment and making modifications during meetings or proposing such changes for their next meeting. Monitoring and coaching also allow for the SDP faculty consultant to clarify issues raised, and at times, even provide a mini-PD session.

When a contract is agreed-upon to be executed for a full school year, the intent is not for the SDP faculty consultant to attend every SSST or SPMT meeting. First, the cost would be prohibitive to the district; and very importantly, teams would not be able to build their own capacity to function without a consultant. Thus, the SDP faculty representative attends some meetings, as stipulated in the contract to monitor on-going functioning of the team and provide coaching and/or feedback to the team or to the chairperson and administrator. As previously mentioned, the goal is for teams to be highly functioning so that even when there is turn-over of membership or change in leadership, it should still be able to maintain its functioning.

So, under this contract, all five schools benefitted from the SDP's monitoring, coaching and on-site support. However, in terms of impact two teams stand out. In an earlier section it was mentioned that one school did not have a SPMT up and running and another did not have a SSST. Working with the principal to establish the teams was a priority, and by the end of the school year, the teams were established and having an impact.

For the school without the SPMT, during the PD session, the SDP consultant shared with the team members the following overall purpose of the SPMT:

“The purpose of the SPMT as a school structure is to enable the key stakeholders, through representation on this body, to operate, and own a process which creates a school culture that enables the students and adults to interact in a way that prevents problem behaviors; and, supports best possible student development, academic learning and ongoing preparation for life.”

– James P. Comer, MD. May 2016

By the first meeting, the new chairperson adapted that purpose by creating a mission statement for the team. He brought a draft to the meeting, and with input from the other members, including the principal, modified the statement. We at the SDP do not generally see a mission statement for a team; however, because the model does not operate on a “one size fits all” principle, and members were enthusiastic about that accomplishment, we applauded their effort. Here is that mission statement:

“The mission of the SPMT and its sub-committees is to inform, influence, and ultimately help drive the decision-making of the school and its leaders as guided by the Comer Model, the School Improvement Plan (SIP), the School-Wide Instructional Focus (SWIF), and priorities set forth by the NEASC accreditation process. Guided by these principles, we will improve the achievement level of [school name] students by enhancing and improving the school’s culture and teaching and learning process.”

Not only did that team create and agreed upon their mission statement, the chairperson also facilitated the process by which the team selected their norms to guide their meetings; and, identified the sub-committees that would be most relevant to help the team carry out its mission by including members of the broader school community. By the third meeting, the chairperson requested of the principal time on the agenda to make a presentation about the SPMT at their staff meeting and invite members of that larger community to volunteer to serve on one of the sub-committees. For a school that struggled for a year or two to get that team up and running, it was refreshing to see their accomplishment in such a short period of time. It should also be noted that not only did they have consistent meetings for the remainder of the academic year, they met over the summer; and, they requested permission from the leadership to play a role in the selection of an assistant principal.

For the school that did not have a SSST, after the PD to the members, including the principal, they selected their chairperson, then chose to do an assessment of what worked well in the past, and the pit falls they needed to avoid in order to achieve and maintain success moving forward. For their next meeting, they did an inventory of the committees that were operating in the school carrying out some of the functions as the SSST. The idea was to do some restructuring to achieve greater integration and cohesion of services offered to students and staff. They started that work, but it required more time than they could allow for its completion as they needed to prepare for students being referred to the team. So, they postponed completing the inventory to the summer. It was an accomplishment for them to get that team up and running to start providing support for a number of their students.

Team leadership cross-district collaborative session

As previously mentioned, this contract outlined a scope of services to be provided to five schools. Whereas the components described above were specific to those five schools, this component of team leadership cross-district collaborative session was intended to include schools with which we have worked to provide monitoring, coaching and on-site support for their SPMT and SSST. Thus, emails were sent to the principals and chairpersons of 36 schools’ SPMTs and SSSTs inviting them to attend this session in June 2019. A few schools had their principal and two or three other representatives in attendance, while other schools had the chairperson for each team. Overall, 59 individuals, including Dr. Iline Tracey, assistant superintendent were in attendance.

Representatives had the opportunity to ask questions and receive answers both from the SDP faculty and from others in the group who could contribute based on their experiences. Time was allotted for team members to assess their own team's functioning and to then have cross-school sharing which was especially helpful for strengthening identified areas of weaknesses. Additionally, emphasis was given to the practice of the guiding principles of collaboration, consensus, and no-fault problem solving to aid effective team functioning, and for overall interaction with others in the school community.

Appendices:

Appendix A: Student and Staff Support Team (SSST) Inventory

Appendix B: School Planning and Management Team (SPMT Inventory

Appendix C: SPMT End-of-year assessment

**APPENDIX A: The Comer School Development Program Quality Standards:
Student and Staff Support Team (SSST) Inventory**

Choose the **best** option that applies. If you select yes, where appropriate indicate “yes sometimes” or “yes regularly.”

SSST Quality Indicators Membership, Roles and Responsibilities	Level of Implementation			
	No	Yes	Sometimes	Regularly
1. The SSST is composed of all relevant staff including: a) an administrator b) school psychologist c) social worker d) guidance counselor e) special education teacher (s) f) the nurse g) the speech and language therapist h) other				
2. SSST members received an orientation about the team's roles and responsibilities.				
3. The team has clarity with respect to the roles and responsibilities of the SSST and other school teams.				
4. The SSST has a representative on the School Planning and Management Team (SPMT) who provides a summary report to that team.				
5. The SSST has a clearly articulated referral process.				
6. The SSST communicates the referral process to staff and parents/guardians.				
7. The SSST meets: a) once a month b) twice per month				
8. All SSST meetings have: a) a principal/administrator b) chairperson c) facilitator d) note-taker e) timekeeper.				
9. Meetings begin and end on time.				
10. Notes are taken during SSST meetings and distributed to team members only, to maintain confidentiality.				
11. The SSST invites parent (s) to the meeting to get their input regarding issues pertaining to their child , and the intervention/plan being considered for implementation.				
12. A case manager is assigned to monitor the recommended intervention for each student discussed.				
13. The SSST monitors patterns and trends in referrals to respond to students' needs, and to prevent potential problems from developing into crises.				
14. SSST members understand that they execute both prevention and intervention strategies.				

15. The SSST operates from an understanding that it provides services to students and staff.				
SSST Quality Indicators <i>Development and Execution of the Agenda</i>	Level of Implementation			
	No	Yes	Sometimes	Regularly
15. The SSST has a written agenda at every meeting.				
17. The agenda has time allocations for each item so that there is sufficient time for discussion.				
18. The principal and the SSST chair-person communicate about the agenda prior to the meeting.				
19. The agenda items deal with individual student cases and/or school-wide issues.				
SSST Quality Indicators <i>The SSST's Relationship to Other Teams</i>	Level of Implementation			
	No	Yes	Sometimes	Regularly
20. The school staff has clarity with respect to the roles and responsibilities of the SSST and other school teams.				
21. The SSST has a clear understanding of the communication and decision-making protocols among the teams, committees, and subcommittees.				
22. There are clear mechanisms for communicating across teams, committees, and subcommittees.				
23. The SSST members understand that parents are not members of the team but can be invited to the meeting when their own child is being discussed.				
SSST Quality Indicators <i>The Guiding Principles</i>	Level of Implementation			
	No	Yes	Sometimes	Regularly
24. The SSST members use a no-fault approach in all of their interactions.				
25. The SSST members use consensus to make decisions as opposed to voting.				
26. The SSST members work collaboratively.				
27. The SSST meetings are characterized by active listening and respectful responses to issues raised.				
28. Difficult issues are sometimes raised and addressed without blaming or finger pointing.				
29. The SSST members understand the process of giving and receiving feedback.				
30. The SSST sometimes actively seeks the input of staff to solve problems and develop new ideas and/or interventions.				
31. The SSST sometimes actively seeks the input of parents to solve problems and develop new ideas and/or interventions.				

SSST Quality Indicators Developmental Focus	Level of Implementation			
	No	Yes	Sometimes	Regularly
32. SSST school-wide agenda items deal with improving the school's programs and functioning around child and adolescent development principles.				
33. The SSST uses a diagnostic/prescriptive model to provide interventions for individual students.				
34. The SSST develops and implements preventive strategies that create optimum conditions for teaching and learning.				
35. The SSST uses the Developmental Pathways as a framework for identifying and solving problems; and for developing interventions for students referred to the team.				
36. The SSST uses developmental language to describe and make recommendations for students.				
37. The SSST consults with teachers regarding the relationship between the Developmental Pathways and classroom practices.				
38. The SSST uses adult development principles to address issues pertaining to staff.				

Additional Comments: Please share with us any additional information you believe is pertinent to your SSST that was not captured above. Also, if you have just started your SSST recently, please use this section to explain the current status of your team. Thank you!

**APPENDIX B: SCHOOL DEVELOPMENT PROGRAM QUALITY STANDARDS:
SCHOOL PLANNING AND MANAGEMENT TEAM (SPMT) INVENTORY
NEW HAVEN EDITION**

1. The SPMT is representative of constituent groups in the school community. Please check all that apply: a) Administrators b) Teachers c) Students d) Parents e) Para-professionals f) Clerical staff g) SSST representative h) Library media specialist i) Cafeteria staff j) Custodial staff k) Security l) Other _____

Choose the **best** option that applies. If you select yes, where appropriate indicate “yes sometimes,” or “yes regularly.”

SPMT Quality Indicators Membership Roles and Responsibilities	Level of Implementation			
	No	Yes	Sometimes	Regularly
2. All SPMT members understand the role and responsibilities of the team.				
3. The team established norms at the beginning of the year and operates within those norms at each meeting.				
4. The SPMT meets at least once a month.				
5. All SPMT meetings have a: principal/administrator, chairperson, facilitator, note-taker, and timekeeper.				
6. All SPMT members execute their roles as defined on the role cards provided by the SDP.				
7. The SPMT members tend to stay on task at meetings.				
8. Meetings begin and end on time.				
9. Notes are taken during meetings and written up as minutes.				
10. The SPMT monitors and assesses its own effectiveness including a brief end of the meeting discussion about what went well and did not go well during the meeting.				
11. To carry out its work, the SPMT has subcommittees that are representative of the total school community.				
12. The subcommittees meet, carry out their responsibilities and report back to the SPMT.				
13. List the sub-committees of your SPMT:				
Relationship to Other Teams	No	Yes	Sometimes	Regularly
14. The school community has clarity with respect to the roles and responsibilities of the SPMT and the Building Data Team.				
15. There is a clear understanding of the hierarchy of decision making among the teams, committees, and sub-committees.				
16. There are clear mechanisms for communicating across teams, committees, and sub-committees.				

Choose the best option that applies

SPMT Quality Indicators Development And Execution Of The Agenda	Level of Implementation			
	No	Yes	Sometimes	Regularly
17. The SPMT has a written agenda at every meeting.				
18. The agenda is developed as least three days in advance of the meeting.				
19. The agenda is reflective of the goals of the School Improvement Plan (SIP).				
20. The agenda has time allocations for each item so that there is sufficient time for discussion.				
21. The SPMT has a child development focus; and, agenda items/ discussions deal with improving the school's programs around child/adolescent development based on the goals of the SIP.				
22. When appropriate, agenda items are accompanied by data to facilitate substantive discussions.				
Meeting Operations/Procedures	No	Yes	Sometimes	Regularly
23. The SPMT meeting is used as a vehicle for integrating all components of school activities.				
24. There are opportunities for the team to make decisions during the meeting.				
25. There are opportunities for key representatives (e.g., administrator, parent, student, SSST, instructional coaches) to present data and/or raise issues that have school-wide impact.				
The Guiding Principles	No	Yes	Sometimes	Regularly
26. The SPMT members use a no-fault problem solving approach in all of their interactions.				
27. The SPMT members use consensus to make decisions as opposed to voting.				
28. The SPMT members work collaboratively.				
29. The SPMT meetings are characterized by active listening and respectful responses to issues raised.				
30. Difficult issues are sometimes raised and addressed without blaming or finger pointing.				

31. Taking into consideration your responses to the items above; and, using your overall knowledge of the team, please rate the level of your team's functioning:

_____ High functioning _____ Moderate Functioning _____ Low Functioning

32. What challenges, if any does your SPMT continue to face?



Yale Child Study Center

**SCHOOL
DEVELOPMENT
PROGRAM**

**SCHOOL PLANNING AND MANAGEMENT
TEAM (SPMT)**

**END OF YEAR ASSESSMENT
2018-2019 Academic Year**

5. Were roles (e.g., chairperson, facilitator, time keeper, note taker, etc.) used during your meetings? If so, did the use of those roles result in more productive meetings?

6. Did the SPMT communicate with the rest of the school community? If so, in what specific ways?

7. Did the SPMT have a role in writing and/or monitoring the School Improvement Plan (SIP)?

8. Did your team use the goals of that plan to guide the discussions of your meetings? If no, why not? If yes, did that process make your meetings more focused and more productive?

9. Were sub-committees formed from your SPMT? If yes, what were those sub-committees? If no, why not?

10. As a team, did you accomplish some successes this academic year? If yes, list two substantive issues that the team successfully handled

11. Did the team experience some challenges this academic year? If so, list some of those challenges

12. Are you likely to face those challenges next school year? If so, what plan did the team put in place to deal with those challenges?

13. On a scale of 1 – 5, with 1 being not at all, to 5 being very much so, did your SPMT function as the decision-making team in your school?

1. ____ Not at all; 2. ____ Slightly; 3. ____ Somewhat;

4. ____ Mostly; 5. ____ Very much



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



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Sabina Sitaru, Interim IT Director
Date: February 3, 2020
Re: F&O Agenda item Request/Approval for Agreement Renewal for Internet Services Provider Connecticut Education Network (CEN)

Executive Summary/ Statement:

Approval is requested for renewal of agreement between the New Haven Board of Education and the State of Connecticut/CEN to provide internet services for all schools and administrative offices.

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

Not to exceed \$48,000 per year. 10Gbps \$4,000/month or \$48,000/year. If E-Rate funding is awarded, the NHPS may receive an erate discount of 90% or up to \$43,200 and the share the NHPS will pay is not to exceed \$4,800

Funding Source & Account #: 2020-2021 Operating Budget – Telecommunications / Internet Account #190-47200-52265

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?

Internet access is essential to the day-to-day activities of both staff and students district-wide.

2. What specific need will this contractor address?

The contractor will continue to support the NHPS with providing internet services allowing the district to effectively conduct business in support of 21st Century Teaching and Learning.

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:

The contractor was selected through a sealed bid process in 2016/2017

4. If this is a continuation service, when was the last time the alternatives were sought?

This was put out for competitive bid in 2016/2017 and is yearly put to bid under our Erate 470 Application process.

5. What specific skill set does this contractor bring to the project?

Connecticut Education Network (CEN) is part of the State's secure "Nutmeg Network", whose purpose is to deliver reliable, high-speed internet access, data transport, and value-added services to its members throughout Connecticut. Established in 2000 to integrate high speed fiber optics networks into institutions of education statewide, CEN is governed by the Commission for Education Technology

6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):

<https://ctedunet.net/>

Is this a new or continuation service? **Continuation of Service**

7. If this is a continuation service has cost increased? **Yes**

a) If yes, by how much? **\$12,000 or \$1,200 with Erate discounts applied.**

b) What would an alternative contractor cost? **The state of Connecticut CEN is sole bidder**

c) Is this a service existing staff could provide? Why or why not? **No, internet service can only be purchased through an internet provider of the service.**

8. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?

Performance is monitored by responsiveness and internet up time of 99.9% and above.

9. 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)

CEN has provided internet service to the NHPS since 2000.

10. If the service is a professional development program, can the training be provided internally, by district staff? **NA**

a) If not, why not?

b) How will the output of this Agreement contribute to building internal capabilities?
Why do you believe this Agreement is fiscally sound?

Through the use of federal broadband investments, state general funds, and customer payments, CEN has saved the state's schools and libraries more than \$50 million, when compared with the cost of procuring broadband access through commercial providers. Eligible K-12 and libraries can also take advantage of E-rate funding. CEN is an E-rate service provider, our 498 ID (formerly SPIN) is: 143049066.

11. What are the implications of not approving this Agreement? **The NHPS will not have internet service and or could result in procuring other cost prohibitive options.**



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

State of Connecticut

FOR DEPARTMENT/PROGRAM:

NHPS Department of Information Technologies

This Agreement entered into on the 1st day of July 2020, effective (*start date no sooner than the day after Board of Education Approval*), on the 30th day of July 2021, by and between the New Haven Board of Education (herein referred to as the “Board” and, State of Connecticut located at, 450 Columbus Boulevard, Suite 1101, Hartford CT 06103 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required in the amount not to exceed \$48,000 per year.

The maximum amount the contractor shall be paid under this agreement: (\$48,000). 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 Data Processing **Program** of the New Haven Board of Education, **Account Number:** 190-47200 -52265 **Location Code:** 190.

This agreement shall remain in effect from July 1st, 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).* See **Exhibit A – CEN Fiscal Year 2021 Pricing, 10 Gbps**

Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable. **Attached**

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's 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

Date

Date

Contractor Printed Name & Title

Revised: 12/3/19



The CEN was established in 2000 with an important mission: ensure that students across the state have access to great technology and content on a network that will grow with them. Over the last 15 years, CEN has delivered on that promise. Through the use of federal broadband investments, state general funds, and customer payments, CEN has saved the state's schools and libraries more than \$50 million, when compared with the cost of procuring broadband access through commercial providers.

In addition, the CEN has supported economic development by expanding the reach of broadband across the state. As we built the education network, fiber providers installed additional strands of fiber to all corners of the state. This investment has lowered the cost to bring access to all our citizens and is used extensively to serve wireless cell towers in the state. The map of our fiber reach footprint is found below.

About Us

Connecticut Education Network (CEN) is part of the State's secure "Nutmeg Network", whose purpose is to deliver reliable, high-speed internet access, data transport, and value-added services to its members throughout Connecticut. Established in 2000 to integrate high speed fiber optics networks into institutions of education statewide, CEN is governed by the [Commission for Education Technology](#).

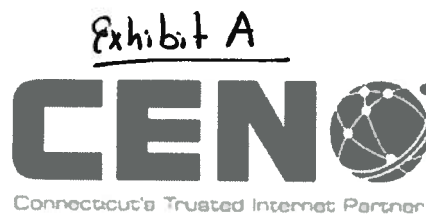
CEN helps deliver on the promise of equality in education by providing access to technology that schools and libraries would not be able to afford on their own. This investment is supported by the State of Connecticut, private schools, nonprofit organizations and institutions of higher education that are committed to the idea of overall improvement in education and broad support for access to technology. Eligible K-12 and libraries can also take advantage of E-rate funding. CEN is an E-rate service provider, our 498 ID (formerly SPIN) is: 143049066.

In an effort to remove barriers to technology, CEN supports "Open Access" use of the network, which allows any entity to join the network at a fair price. "Open Access" provides greater access for areas of the state from where it has been prohibitively

expensive to obtain high-speed internet access and could include town-to-town sharing of databases and remote access to municipal applications.

CEN is CT's research and education network and we represent CT at many regional and national meetings and in organizations such as NEREN, Global Noc, Internet2, The Quilt, SHLB and NERCOMP.

CEN's office is located at 55 Farmington Avenue in Hartford.



Company Address 55 Farmington Ave
Hartford, CT 06105
US

Created Date 12/11/2019
Quote Number 00001598

Opportunity Owner Paul Tarsa
Email paul.tarsa@uconn.edu

Bill To Name New Haven Board of Education
Bill To 54 Meadow St, Data Center
New Haven, CT 06519

Contact Name Sabina Sitaru
Phone (475) 220-1694
Email sabina.sitaru@new-haven.k12.ct.us

Description 470 #200007030, SPIN #143049066 CEN is pleased to offer leased lit fiber, Ethernet service with a burstable 10 Gbps handoff. See attached document for more detailed description of CEN services. Pricing shown is monthly. SPAC (Service Provider Annual Certification) is up-to-date. Vendor offers both SPI and BEAR invoicing methods.

Product	List Price	Quantity	Total Price
Leased Lit Fiber - ISP (10 Gbps)	\$4,000.00	1.00	\$4,000.00
Leased Lit Fiber - ISP (25 Gbps)	\$15,000.00	1.00	\$15,000.00

Exhibit A



CEN Fiscal Year 2021 Pricing Effective July 1, 2020

2019-11-20
Announcement Date

FY20 ISP (for reference)		
Handoff Speed (in Gbps)	Committed Data Rate (in Mbps)	FY20 Monthly Price*
1 Gbps	25	\$125
	50	\$250
	100	\$450
	500	\$750
	1000	\$1,200
	2x1000	\$1,900
	3x1000	\$2,300
	4x1000	\$2,700
10 Gbps	2000	\$1,900
	5000	\$3,000
	10000	\$4,000
100 Gbps	unlimited	\$15,000

FY 21 ISP		
Handoff Speed (in Gbps)	Committed Data Rate (in Mbps)	FY21 Monthly Price*
1 Gbps	25	\$125
	50	\$250
	100	\$450
	500	\$750
	1000	\$1,200
	2x1000	\$1,900
	3x1000	\$2,300
	4x1000	\$2,700
10 Gbps	2000	\$1,900
	5000	\$3,000
	10000	\$4,000
100 Gbps	unlimited	\$15,000

Firewall Services	
Virtual Firewall	Fully Managed (add-on)
\$125.00	+ \$ 79.00
\$160.00	+ \$ 85.00
\$250.00	+ \$ 93.00
\$750.00	+ \$ 117.00
\$1,200.00	+ \$ 141.00
\$2,400.00	+ \$ 163.00
\$3,600.00	+ \$ 187.00
\$4,800.00	+ \$ 234.00
\$2,400.00	+ \$ 163.00
\$6,000.00	+ \$ 280.00
\$12,000.00	+ \$ 466.00
Call	ICB

Additional IPv4 Allocations			
CIDR	Address Allocated	MRC	Price/IP
/ 29	8	\$28.00	\$3.50
/ 28	16	\$48.00	\$3.00
/ 27	32	\$80.00	\$2.50
/ 26	64	\$128.00	\$2.00
/ 25	128	\$192.00	\$1.50
/ 24	256	\$256.00	\$1.00

- All ports require minimum commit level
- Please contact your member services representative for new or changes to existing services
- IPv4 address based on availability
- * = Setup charges may apply

CEN Internet Service Base Features

- 1 Gbps, 10 Gbps, and 100 Gbps fiber optic Ethernet handoff options
- Symmetrical up/download speeds and dedicated bandwidth
- On-demand burst ability up to the full handoff speed
- /29 Static IPv4 and /48 IPv6 Publicly Routable IP Addresses
- BGP Routing (optional) for multi-homing multiple ISP networks
- Jumbo Frame (9100 MTU) Support
- Advanced Layer 2/3 Private Ethernet Circuits for point-to-point or point-to-multipoint (E-LINE, E-LAN)
- 24x7x365 Network Operations Center (NOC) monitoring and dedicated support team
- DDoS (distributed denial of service) Mitigation & Advanced Threat Protection
- CIPA compliant Web Filtering (K-12 and Libraries)
- Name Server (DNS) Hosting (CEN Manages k12.ct.us)
- Adherence to the principals of 'Net Neutrality'
- Internet2 national backbone and Community Anchor Services
- Cloud Connectivity to AWS, MER, GCP
- Multiple Global Internet backbone providers
- Mutually Agreed Norms for Routing Security (MANRS) Compliant
- Access to CEN Video Conference Bridge

info@cteducation.net

ctedunet.net

860.622.4560



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.
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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

Appendix A

Network Operations Center Escalation

24x7x365 Network Operations Center 860.622.4560, Option 1 or e-mail
servicedesk@cteducation.net

**When emergency escalation beyond the CEN Network Operations Center is required, please
use the following:**

1st Escalation

GlobalNOC On-Duty Supervisor 317.278.6625

2nd Escalation

Rick Cheung
Sr. Network Engineer
Connecticut Education Network
Office: 860.622.4567
Mobile: 585.456.8943
Rick.Cheung@uconn.edu

3rd Escalation

Ryan Kocsondy
Director
Connecticut Education Network
Office: 860.622.4563
Mobile: 860.785.4877
Ryan.Kocsondy@uconn.edu

CEN Home Page: <http://www.ct.gov/cen/site/default.asp>

CEN NOC Home Page: <https://cennoc.grnoc.iu.edu/>

Please submit problems, requests, and questions at:
<https://globalnoc.iu.edu/cennoc/support/report-a-problem.html>

CEN NOC Operations Calendars (RSS and ICAL):
<http://cennoc.grnoc.iu.edu/cennoc/support/operations-calendar.html>

Appendix B

Pricing Schedule Effective Date of Latest Rate Change 7-1-18

CIRCUIT SPEED:	COST PER MONTH:
25 Mbps	\$125
50 Mbps	\$300
100 Mbps	\$450
500 Mbps	\$750
1 Gbps	\$1,200
2 Gbps	\$1,900
3 Gbps	\$2,300
4 Gbps	\$2,700
5 Gbps	\$3,000
10 Gbps	\$4,000
100 Gbps	\$15,000

You will be minimally provisioned a /29 of IPv4 Addressing and a /48 of IPv6 Addressing for IP connectivity. Additional IPv4 addressing is available upon request.

Bandwidth Tier Commitment (Mbps): 5000

Total Cost per Month: \$ 3,000.00

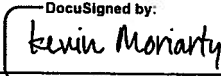
Quarterly Billing Amount: \$ 9,000.00

PARTICIPANT DocuSigned by:
By: Kevin Moriarty
9E8A2AE3C83E4CF...
Name: Kevin Moriarty
Title: Data Processing Manager
Participant: New Haven Public Schools
Date: 6/8/2018

STATE OF CONNECTICUT
By: Mark D. Raymond
FF45FA618CB247E...
Name: Mark Raymond
Title: ITS Chief Information Officer
Date: 6/8/2018

SIGNATURE PAGE OF AGREEMENT

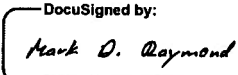
PARTICIPANT

By: 
Name: Kevin Moriarty
Title: Data Processing Manager
Participant: New Haven Public Schools
Date: 6/8/2018

STATE OF CONNECTICUT

Connecticut Education Network

By: Department of Administrative Services

By: 
Mark Raymond
ITS Chief Information Officer
ITS Chair of Commission for Educational Technology
Date: 6/8/2018



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Sabina Sitaru, Interim IT Director
Date: February 3, 2020
Re: F&O Agenda item Request/Approval for Professional Services to update Powerschool server hardware and software, including system and data migration.

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

The district student information system Powerschool Server Hardware is out of warranty and requires updating/refresh to maintain system availability. Powerschool was installed in the district in 2011/2012. In 2015 the server hardware was refreshed with a life expectancy of approximately 5 years. The equipment comes with a standard 3 year warranty.

Amount of Agreement and the Daily, Hourly or per Session Cost: \$58,301.10

Funding Source & Account #: Capital 3C19-1986-49114

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?

Powerschool Student Information System is the core student information system for the NHPS. PowerSchool SIS covers all administration needs, including scheduling, attendance, state compliance reporting, data management, faculty management, emergency/medical and health management, registration, and gradebooks.

What specific need will this contractor address?

150 Parkshore Dr. Folsom, CA 956630

2. 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:

Sole Source – Power School Group LLC is currently contracted with the NHPS to deliver Powerschool licensing, support, and backup services.

3. If this is a continuation service, when was the last time the alternatives were sought?
4. What specific skill set does this contractor bring to the project?

Power School Group LLC is contracted with the NHPS to deliver Powerschool licensing, support, and backup services. The company has specifically trained engineers and support staff on the Powerschool SIS who can effectively and efficiently migrate the system and data to the new hardware.

5. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):

<https://www.powerschool.com/company/about-us/>

6. Is this a new or continuation service? **New equipment and migration services of existing student data from old to new servers.**

7. If this is a continuation service has cost increased? **No**
 - a) If yes, by how much?

b) What would an alternative contractor cost? There would not be an alternative contractor unless the district changed student information systems requiring the district to go back out to bid and would be cost prohibitive due to implementation and data migration costs for a new system. **Powerschool Sole source letter #29172x**

- c) Is this a service existing staff could provide? Why or why not? **No, this is specialized**

PowerSchool TSG is comprised of System Engineers that are well versed in the latest technologies and how they interact with PowerSchool platforms. As part of the PowerSchool implementation, TSG offers a comprehensive solution, which includes the following:

- Hardware sized and scaled to your current and anticipated needs
- All third-party software required to support your PowerSchool deployment
- Enterprise-level onsite Infrastructure Integration services by TSG Systems Engineers
- Advanced configuration services of PowerSchool and Oracle performed by TSG System Engineers

8. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?

PowerSchool TSG currently supports the NHPS Powerschool SIS and performed the implementation and the last hardware refresh in 2015.

9. 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)

10. If the service is a professional development program, can the training be provided internally, by district staff? **Not Applicable**

a) If not, why not?

b) How will the output of this Agreement contribute to building internal capabilities?

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

We looked at two options including moving to hosted services with Power School Group LLC for the Powerschool Student Information System. Hosted services would have an approximate reoccurring cost of 51,650.02 per year. This solution allows the district to maintain business continuity and does not obligate the district to reoccurring costs.

What are the implications of not approving this Agreement?

Powerschool system hardware failure not under warranty has cost implications with significant down time to repair if done under emergency situation. This solution mitigates the risk of imminent system hardware failure due to age.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Power School Group, LLC

FOR DEPARTMENT/PROGRAM:

NHPS Department of Technology

This Agreement entered into on the 2nd day of March 2020, effective (start date no sooner than the day after Board of Education Approval), on the 30th day of March, 2020, by and between the New Haven Board of Education (herein referred to as the “Board” and, Power School Group, LLC located at, 150 Parkshore Dr. Folsom, CA 956630 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$58,301.10.

The maximum amount the contractor shall be paid under this agreement: (\$58,301.10). 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 the Capital **Program** of the New Haven Board of Education, **Account Number:** 3C19 -1986 -49114 **Location Code:** 3C19.

This agreement shall remain in effect from March 2nd, 2020 to June 30th, 2020

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).* **Powerschool Comprehensive Solution as outlined in attached Quote #318696-1 including all Hardware, Installaton, and onsite technical services.**

Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable. **See Attached**

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's 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

Date

Date

Contractor Printed Name & Title

Revised: 12/3/19

PowerSchool SIS Comprehensive Solution

To assist you through the management of PowerSchool products, the PowerSchool **Technical Solutions Group (“TSG”)** is pleased to offer a wide range of hardware and third-party software, designed to meet the needs specific to your district / school board. PowerSchool TSG is comprised of System Engineers that are well versed in the latest technologies and how they interact with PowerSchool platforms. As part of the PowerSchool implementation, TSG offers a comprehensive solution, which includes the following.

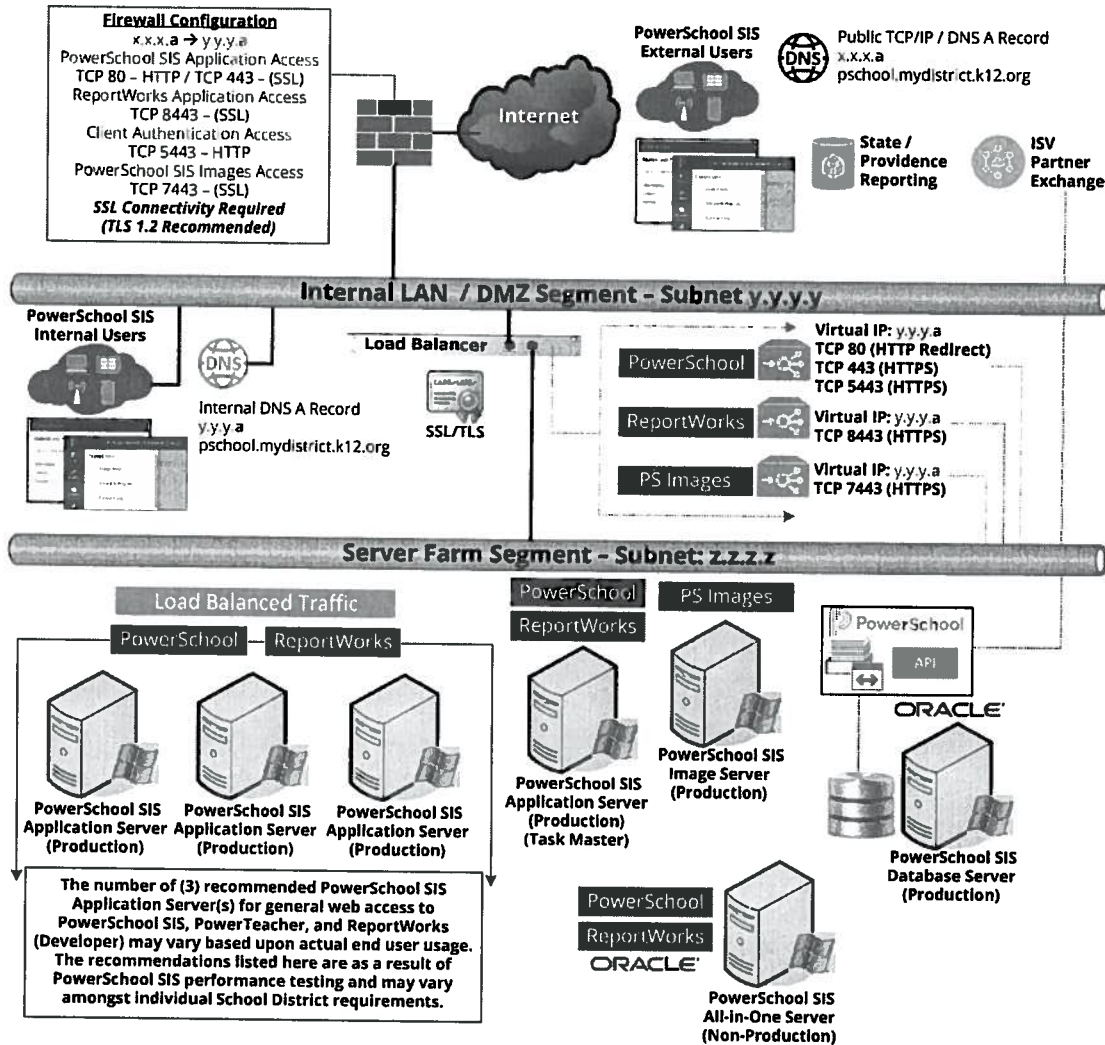
- Hardware sized and scaled to your current and anticipated needs
- All third-party software required to support your PowerSchool deployment
- Enterprise-level onsite Infrastructure Integration services by TSG Systems Engineers
- Advanced configuration services of PowerSchool and Oracle performed by TSG System Engineers

PowerSchool TSG is an authorized reseller of Dell, HP, Microsoft, VMware, and Symantec products and is authorized to resell these products to the K-12 public sector. PowerSchool TSG has special arrangements with these manufacturers, which allow PowerSchool TSG to offer these hardware and third-party software products to PowerSchool customers at reduced costs. TSG provides this offering to reduce hardware and third-party software costs associated with implementing PowerSchool platforms to provide our customers with a more cost-effective solution.

The following is the proposed PowerSchool SIS Comprehensive Solution that is customized for **New Haven Public Schools** to support the latest version release(s) of the PowerSchool SIS.

Logical Deployment Diagram

Below is an example of how the PowerSchool SIS application would be deployed in the district's technical environment,



Hardware and Third-Party Software

The hardware and third-party software listed below are included with the **PowerSchool SIS Comprehensive Solution**.

PowerSchool Dedicated Database Server	Qty.	Item Price	Total Price
Dell PowerEdge R740 Server - 2U RACK Chassis Chassis with up to 16 x 2.5" SAS/SATA Hard Drives for 2CPU Configuration (Qty 2) Intel Xeon Gold 5215 2.5G, 10C/20T, 10.4GT/s, 13.75M Cache, Turbo, HT (85W) DDR4-2666 64GB Memory (4x16GB RDIMM, 2933MT/s, Dual Rank) PERC H740P RAID Controller, 8GB NV Cache, Adapter, Low Profile (Qty 2) 600GB 15K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive - RAID 1 System OS / Oracle Binaries (Usable Storage: 0.5 TB) (Qty 6) 600GB 15K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive - RAID 10 Oracle Database Drive (Usable Storage: 1.6 TB) (Qty 8) 600GB 15K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive - RAID 10 Oracle Flash Recovery Drive (Usable Storage: 2.2 TB) iDRAC9,Enterprise Risер Config 1, 4 x8 slots Intel X550 Dual Port 10GbE Base-T & i350 Dual Port 1GbE BASE T, rNDC DVD ROM, SATA, Internal 6 Performance Fans for R740/740XD Dual, Hot-plug, Redundant Power Supply (1+1), 1100W (Qty 2) NEMA 5-15P to C14 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord (Qty 2) C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, North America PowerEdge 2U LCD Bezel (4 Post) ReadyRails Sliding Rails With Cable Management Arm 3 Years ProSupport with 4Hr Mission Critical Onsite Service *Utilizes Microsoft Windows Server Standard Edition Operating System. *Utilizes (5) Microsoft Windows 2019 Client Access Licenses (CALs) *Includes Symantec Endpoint Protection installed and configured.	1	\$16,876.00	\$16,876.00
Host Server(s) for Virtual PowerSchool Servers	Qty.	Item Price	Total Price
Dell PowerEdge R640 Server - 1U RACK Chassis 2.5" Chassis with up to 8 Hard Drives and 3PCIe slots (Qty 2) Intel® Xeon® Gold 5218 2.3G, 16C/32T, 10.4GT/s, 22M Cache, Turbo, HT (125W) DDR4-2666 256GB Memory (8x32GB RDIMM, 2933MT/s, Dual Rank) PERC H740P RAID Controller, 8GB NV Cache, MiniCard (Qty 8) 600GB 15K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive - RAID 10 Virtual Machine Files (Usable Storage: 2.2 TB) iDRAC9,Enterprise Risер Config 4, 2x16 LP Intel X550 Dual Port 10GbE Base-T & i350 Dual Port 1GbE BASE T, rNDC iSDM and Combo Card Reader 64GB microSDHC/SDXC Card VMware ESXi 6.7 U3 Embedded Image on Flash Media (License Not Included) No Internal Optical Drive 8 Performance Fans for R640 Dual, Hot-plug, Redundant Power Supply (1+1), 1100W (Qty 2) NEMA 5-15P to C14 Wall Plug, 125 Volt, 15 AMP, 10 Feet (3m), Power Cord (Qty 2) C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, North America LCD Bezel for x4 and x8 chassis (4 Post) ReadyRails Sliding Rails With Cable Management Arm 3 Years ProSupport with 4Hr Mission Critical Onsite Service *Utilizes VMware vSphere Standard Edition - (ESX 6.x) installed and configured with 3 Year Support. *Utilizes Microsoft Windows 2019 Datacenter Edition to license unlimited virtual machines. *Utilizes (1) Microsoft Windows 2019 External Connector License (ECL).	1	\$13,089.20	\$13,089.20

SSL Accelerator (Load Balancer)	Qty.	Item Price	Total Price
KEMP Technologies LM-X3 Hardware Load Balancer - TRADE IN PROGRAM (Qty 1) LM-X3 Load Balancer - (8) GbE Ports, 17K SSL TPS, 3.4 Gbps 24x7 Support, Software / Security Updates, NBD HW Replacement, IPS, Edge Security Note: High Availability load balancer solution also available upon request	1	\$5,286.20	\$5,286.20
Infrastructure Components	Qty.	Item Price	Total Price
APC Smart-UPS 2200VA LCD RM 120V with SmartConnect - 2U RACK Chassis	1	\$1,160.60	\$1,160.60
Patch cable - RJ-45 (M) to RJ-45 (M) - 7 ft - CAT 6 - snagless - blue	8	\$472.00	\$3,776.00
Patch cable - RJ-45 (M) to RJ-45 (M) - 15 ft - CAT 6 - snagless - blue	2	\$8.40	\$16.80
Tripp Lite Hook-and-Loop - Cable tie - black (pack of 10)	1	\$3.30	\$3.30
Third-Party Software	Qty.	Item Price	Total Price
Microsoft Windows Server Software Microsoft Windows Server 2019 Standard - License - 2 Cores - OLP: Academic Microsoft Windows Server 2019 - License - 1 User CAL - OLP: Academic Microsoft Windows Server 2019 Datacenter - License - 2 Cores - OLP: Academic Microsoft Windows Server 2019 - External Connector License - OLP: Academic	10 5 16 1	\$31.90 \$8.50 \$191.60 \$523.60	\$319.00 \$42.50 \$3,065.60 \$523.60
Symantec Antivirus Protection Symantec Endpoint Protection - (v. 12.1) - license + 3 Years Essential Support - 1 user - EDU	7	\$62.30	\$436.10
Virtualization Software VMware vSphere Standard - (v. 6) - 1 Processor License - Academic VMware Support - vSphere Standard Edition (v. 6) 12x5 - 1 Processor - Academic - 3 Years	2 2	\$605.30 \$353.80	\$1,210.60 \$707.60
Shipping & Handling Costs	Qty.	Item Price	Total Price
Project Hardware and Third Party Software Shipping Fees:	1	\$238.00	\$238.00

Note: Tower Servers available upon request.

Note: HPE Servers available upon request.

Professional Services – Server / Network Infrastructure

The Professional Services listed below are included with the **PowerSchool SIS Comprehensive Solution** and will be delivered by a TSG Systems Engineer.

Integration Design
<ul style="list-style-type: none"> Design and review of the desired deployment including infrastructure readiness, network topology, and project related deliverables and schedules
Hardware Configuration
<ul style="list-style-type: none"> Mount all hardware within server rack enclosure with applicable cable management systems (If Applicable) Apply applicable BIOS and firmware updates for all hardware components Configure optimal server BIOS settings Configure disk-subsystem
VMware ESXi Configuration
<ul style="list-style-type: none"> Install and configure VMware vSphere ESXi Hypervisor Apply VMware vSphere licensing Configure VMware vSphere ESXi host network, storage, and management settings

<ul style="list-style-type: none"> • Configure VMware vSphere ESXi host configuration settings optimized for virtual project related servers
Microsoft Windows Server Configuration - PowerSchool Server
<ul style="list-style-type: none"> • Install Microsoft Windows Server Standard Edition as the operating system for the PowerSchool SIS Server(s) • Apply applicable Microsoft Windows Server operating system patches and updates • Configure Microsoft Windows Server environment variables specific to PowerSchool SIS / Oracle for project related server(s)
SSL Accelerator Configuration (Load Balancer)
<ul style="list-style-type: none"> • Install and configure SSL Accelerator initial configuration parameters on the new load balancer • Apply applicable firmware and software updates to the new load balancer • Backup existing load balancer appliance • Export existing load balancer configuration settings • Export existing load balancer SSL Certificate configuration settings • Import previous load balancer configuration settings to the new load balancer appliance • Import previous load balancer appliance SSL Certificate configuration to new load balancer appliance • Verify / create and configure PowerSchool SIS related Virtual Services • Configure High Availability of SSL Accelerator. (If Applicable) • Test and validate PowerSchool SIS functionality for secured end user access • Backup new KEMP Technologies load balancer appliance(s) configuration settings to desktop folder
System Data Protection (If purchased with this package)
<ul style="list-style-type: none"> • Install Symantec Endpoint Protection security software suite with applicable updates • Configure Symantec Endpoint Protection security software suite for automated updates • Configure PowerSchool / Oracle related virus scanning exclusions
Power Protection (If purchased with this package)
<ul style="list-style-type: none"> • Install APC server shutdown software to protect project related servers in the event of power loss
Documentation and Administrative Overview
<ul style="list-style-type: none"> • Provide detailed documentation for project related configurations • Provide overview of general administration for project related configurations

PowerSchool SIS Migration

The PowerSchool Server Migration service provides services for the installation of the Oracle database and PowerSchool application as well as the migration of your existing PowerSchool data to the new configuration. The PowerSchool Server Migration service also includes upgrading your PowerSchool configuration to the latest release of PowerSchool if desired.

PowerSchool SIS Configuration

- Check the existing PowerSchool SIS database for invalid objects that would hinder a successful PowerSchool SIS upgrade
- Install the latest release of the PowerSchool SIS Oracle Enterprise Edition database application
- Import existing PowerSchool SIS Oracle database
- Install the latest Oracle Database Scripts Updater / Oracle Jobs release
- Configure Oracle automated SMTP messaging alerts
- Configure Oracle Flash Recovery Area to include custom size and data retention window
- Configure optimal Oracle application memory settings
- Install the latest release of the PowerSchool SIS application
- Install the latest release of the PowerSchool SIS State Reporting Code (SRC)
- Configure optimal PowerSchool SIS Application memory settings
- Configure optimal ReportWorks Application memory settings
- Configure PowerSchool Application network settings
- Configure ReportWorks Application network settings
- Create PowerSchool SIS central directory for common access to PowerSchool SIS Student pictures and reports for PowerSchool SIS Application Server(s)
- Move existing custom pages, pictures, and reports to the new PowerSchool SIS application configuration
- Resynchronize Document Attachment capabilities (if applicable)
- Test and validate PowerSchool SIS functionality for end user access

Customer Responsibilities

It will be the responsibility of Customer's designated personnel to ensure each of the following items are understood and addressed.

Facilities

1. Provide a technical district resource to work with the TSG Systems Engineer for the duration of the consultation.

2. All work will be performed during normal business hours unless otherwise specified. (Monday - Friday; 8:00 AM - 5:00 PM Local Time) (Excludes US PowerSchool Holidays)
3. Provide adequate network connectivity / uplinks for all project related infrastructure components. (GbE copper recommended for optimal performance)
4. Provide adequate 4 post rack space compliant with EIA and SSI specifications for Computer Server Cabinets & Enclosures for all project related infrastructure components. (Custom rack mounting kits may require additional customer purchase)
5. Provide adequate Keyboard, Video, Mouse (KVM) connectivity for all project related infrastructure components.
6. Provide adequate power protection resources for all project related infrastructure components. (If UPS is not included with this proposal)
7. Provide adequate cooling and ventilation for all project related infrastructure components.

Infrastructure Configuration

1. Provide TSG with naming conventions, TCP/IP parameters, and user accounts passwords associated with all project related infrastructure components.
2. Provide adequate threat / security protection for all project related infrastructure servers. (If Symantec Endpoint Protection security software is not included with this proposal)
3. Provide internal and external name resolution for all project related infrastructure components. (This would include any DNS, WINS, or host file entries to the district's current infrastructure)
4. Provide additional Windows Server Client Access Licenses (CAL) as defined by Microsoft licensing requirements for each staff user or device (or combination of both) that accesses the PowerSchool SIS server(s) internally.
5. Configure firewall configurations for all project related infrastructure components as it relates to PowerSchool access.

PowerSchool SIS

1. Installations of PowerSchool SIS and Oracle within the scope of this project include (1) Production and (1) Non-Production instance unless otherwise specified.
2. TSG is not responsible for the integrity of the current PowerSchool SIS / Oracle data being migrated to the PowerSchool SIS environment.
3. The migration of PowerSchool SIS and Oracle resources within this scope of this project will be performed within a two (2) business-day service window unless weekend or off-hour services have been negotiated.
4. The proposed solution includes 10MB of storage per student for the PowerSchool SIS Document Attachment feature.

5. Customer is responsible to complete the PowerSchool Server Migration Request on PowerSource to request their Server Migration be performed.
6. Customer is responsible to notify all PowerSchool SIS users of scheduled down time.
7. If invalid objects are found within the existing Oracle database, it will be the Customer's responsibility to contact the PowerSchool Technical Support department to rectify the invalid objects before TSG can continue with the PowerSchool SIS Upgrade / Migration service.
8. The Customer is to review all Release Notifications related to the PowerSchool SIS Version Release being installed and fully understand the implications (benefits and impact on current operations) introduced as a result of the update. Questions or issues concerning the update's influence on the visibility to your data or the continued access to, or use of, your customizations should be directed to the PowerSchool Technical Support department.
9. The update of PowerSchool SIS and Oracle within the scope of this offering does not include any services related to the installation / configuration of SIF agents or components. Questions or issues concerning the SIF installation / configuration should be directed to the PowerSchool Technical Support department.
10. The services included within the scope of this offering do not include any services related to the installation / configuration of any other PowerSchool or third-party applications that have direct access to the PowerSchool SIS / Oracle resources. Questions or issues concerning the configuration of other application configurations should be directed to the appropriate Technical Support department that is affiliated with the application in use.
11. The update of PowerSchool SIS and Oracle within the scope of this offering does not include any services related to modifications that may be needed to current custom pages to be compatible with the PowerSchool SIS Version Release being applied. Questions or needs concerning custom page compatibility and modifications should be directed to the PowerSchool Customization Services department.
12. The update of PowerSchool SIS and Oracle within the scope of this offering does not include any services related to the installation / configuration / update of any PowerSchool API(s).
13. TSG is not affiliated with the PowerSchool Technical Support department and is unable to address any questions relating to the use or troubleshooting of functionality within the application as a result of a PowerSchool SIS configuration or update performed by TSG. Customers with questions of this nature will be instructed to contact the PowerSchool Technical Support department.

General

1. The Customer shall be responsible for inspecting the condition of the packaging at the time of the arrival of the shipment. Formal acceptance of the shipment will be indicated by receipt of signature upon shipping manifest or related documentation. Customers observing any damage to packaging shall reject the shipment at the

- time of arrival and request carrier retain said shipment. Customer assumes all ownership for items formally signed for and accepted.
2. The Customer shall be responsible for inspecting the condition and existence of the contents of all packaging associated with the hardware order. The Customer must notify TSG of any missing or damaged components within five (5) business days of the date of arrival. Failure to do so will eliminate TSG's ability to seek recourse from the appropriate parties.
 3. The Customer understands and agrees that all hardware and third-party software sales within this proposal are not subject to return nor will Customer be entitled to any refund(s) or account credit(s) for such items.
 4. Based on current technology available at time of purchase, PowerSchool may substitute equal or greater hardware configurations to ensure no delays with the Customer's order

Completion Criteria

The services within this proposal will be considered complete and delivered when the following conditions have been met.

1. All project related hardware and third-party software has been configured as outlined within the scope of *Professional Services* outlined in this document.
2. TSG has applied the applicable PowerSchool SIS and Oracle software Version Release updates to the customer's new PowerSchool SIS environment.
3. TSG has migrated the existing PowerSchool SIS and Oracle configuration to the new PowerSchool SIS environment.
4. TSG has ensured the PowerSchool SIS Monitor states that the PowerSchool SIS system is connected.
5. The Customer is presented with the PowerSchool SIS logon screen.

Within five (5) business days of completion of the services within this proposal, the District Primary Contact will either accept the Deliverables or provide TSG a written list of objections, if any. If no response from the Customer is received within five (5) business days, then the Deliverables will be deemed accepted, unless the Customer requests an extension.

If the Customer experiences issues directly related to a configuration performed by TSG personnel, it will be the Customer's responsibility to contact TSG within five (5) business days. Configuration related requests received after five (5) business days of project completion may incur additional service costs.

Pricing Summary – As of January 7, 2020

• Hardware / Third-Party Software Costs:	\$46,751.10
• Professional Services Fee: (Includes all travel costs)	\$8,800.00
• Server Migration Fee:	\$2,750.00

PowerSchool Comprehensive Solution Total: (USD) \$58,301.10

The pricing set forth above shall be valid for a period of sixty (60) days from the date of this proposal and is only applicable to those products and services described herein. If Customer has not returned a signed copy of this Proposal to PowerSchool prior to the expiration of the foregoing sixty (60) day period, PowerSchool reserves the right to modify the products, services and associated pricing quoted herein, or in the alternative, cancel this Proposal in whole or in part.

All products and services set forth in this Proposal will be provided to the Customer in accordance with the terms and conditions of the standard PowerSchool Licensed Product and Services Agreement.

AGREED TO: New Haven Public Schools			
By:			
(Authorized Signature)			
Name:			
Title:			
Date:		Phone Number:	

To purchase this offering, please sign the last page of this proposal and submit back to the PowerSchool Group, LLC along with a purchase order via fax to (916) 288-1590. Thank you and we look forward to working with you and your staff.



PowerSchool Group LLC
 150 Parkshore Dr., Folsom, CA 95630
 Quote #: Q-318696 - 1

Quote Expiration Date: 3/2/2020

Prepared By: Aster Laleman
 Customer Name: New Haven Public School District

Customer Contact: Michele Sherban
 Title: Supervisor-Research, Assessment & Analytics
 Address: 54 Meadow Street
 City: New Haven
 State/Province: Connecticut
 Zip Code: 06519
 Phone #: (475) 220-1160

Enrollment: 20,500
 # of Schools: 55.00
 Contract Term: 36 Months
 Start Date: 1/31/2020
 End Date: 1/30/2023

Product Description	Quantity	Unit	Unit Price	Extended Price
Professional Services and Setup Fees				
PowerSchool SIS Load Balancers - Kemp	1.00	Servers	USD 5,286.20	USD 5,286.20
PS SIS Hardware and Software - Tech Data	1.00	Each	USD 11,261.70	USD 11,261.70
PS SIS Hardware and Infrastructure - Dell	1.00	Servers	USD 29,965.20	USD 29,965.20
PS SIS Shipping and Handling	1.00	Each	USD 238.00	USD 238.00
PowerSchool SIS Technical Services Onsite	4.00	Day	USD 2,200.00	USD 8,800.00
PowerSchool SIS Self Hosted Server Migration	1.00	Each	USD 2,750.00	USD 2,750.00

Professional Services and Setup **USD 58,301.10**
 Fee Totals:

Quote Total

Year One Total	USD 58,301.10
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Fees charged in subsequent periods within the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the Master Services Agreement. Any applicable state sales tax has not been added to this quote. Subscription Start and Expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All PowerSchool invoices must be paid within thirty (30) days of the date on the invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Treatment of purchases orders are governed as provided in the Master Services Agreement referenced below.

By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at <https://www.powerschool.com/wp-content/uploads/PowerSchool-Service-Agreements/PowerSchool-MASTER-SERVICES-AGREEMENT-01-01-20.pdf>.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Signature:



Printed Name: Gregg Clevenger

Title: Chief Financial Officer

Date: 1-14-2020

New Haven Public School District

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Fees charged in subsequent periods within the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support fees are invoiced at the then current rates and enrollment per terms of the Master Services Agreement. Any applicable state sales tax has not been added to this quote. Subscription Start and Expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote. All PowerSchool invoices must be paid within thirty (30) days of the date on the invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for confirming this order and its own internal purposes, and no other. Treatment of purchases orders are governed as provided in the Master Services Agreement referenced below.

By execution of this quote, or its incorporation, this and future purchases of subscriptions or services from PowerSchool are subject to and incorporate the terms and conditions found at <https://www.powerschool.com/wp-content/uploads/PowerSchool-Service-Agreements/PowerSchool-MASTER-SERVICES-AGREEMENT-01-01-20.pdf>.

POWERSCHOOL GROUP LLC

Data Privacy Rider
(Connecticut)

This Data Privacy Rider ("Rider") amends the terms of the Licensed Product and Services Agreement ("Agreement") entered into by and between PowerSchool Group LLC ("PowerSchool") and the school, school district, or other entity licensing the Licensed Product ("Licensee").

Whereas, the Connecticut General Assembly passed Public Act 16-189 (as amended), "An Act Concerning Student Data Privacy" ("Act") that delineates specific protections of student information in all contracts involving the use of such information; and

Whereas, it is the intent and desire of the parties to comply fully with the Act; and

Whereas, the parties wish to comply with Act by the means least disruptive to existing contractual arrangements;

Therefore, the parties agree as follows:

1. Term

1.1. This Rider is effective as of the executed date below, and shall terminate upon the termination of the Licensed Product and Services Agreement.

2. Definitions

2.1. The terms "directory information," "de-identified information," "personally- identifiable information," "school purposes," "student information," "records," "student-generated content," and "targeted advertising," shall be as defined by Public Act 16-189, as amended.

2.2. The terms "education records" shall be as defined by the Family Educational Rights and Privacy Act of 1974, ("FERPA"), codified at 20 U.S.C § 1232g (as amended); and its implementing regulations, 34 CFR 99.1 -99.67 (as amended).

2.3. Capitalized terms not explicitly defined in this Rider shall retain the definitions provided within the Agreement.

3. Purpose

3.1. The Parties agree that the purpose of this Rider is to detail the obligations of both Parties relative to the safety and confidentiality of student information, student records and student-generated content (collectively, "student data"), which student data may be provided to PowerSchool in connection with PowerSchool's provision of services pursuant to the Agreement.

4. Data Ownership and Control

4.1. All student data provided or accessed pursuant to this Agreement is and remains under the control of the Licensee. All student data are not the property of, or under the control of, PowerSchool.

4.2. The Licensee may request that PowerSchool delete student data in PowerSchool's possession by sending such request to PowerSchool by electronic mail. PowerSchool will delete the requested student data within a reasonable time of receiving such a request.

4.3. During the entire effective period of this Rider, the Licensee shall have control of any and all student data provided to or accessed by PowerSchool. If a student, parent or guardian requests deletion of student data, PowerSchool agrees to notify the Licensee as soon as reasonably possible and agrees to not delete such student data because it is controlled by the Licensee.

4.4. PowerSchool shall not use student data for any purposes other than those authorized in the Agreement, and may not use student data for any targeted advertising.

4.5. If PowerSchool receives a request to review student data in PowerSchool's possession directly from a student, parent, or guardian, PowerSchool agrees to refer that individual to the Licensee and to notify the Licensee as soon as reasonably possible. PowerSchool agrees to work cooperatively with the Licensee to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with PowerSchool, and correct any erroneous information therein.

4.6. PowerSchool shall not sell, rent or trade student data.

4.7. Notwithstanding Paragraph 4.6, PowerSchool shall have the right to assign this Rider or rights hereunder or delegate obligations to any third party that has acquired all or substantially all of its assets or business, whether by merger, acquisition, transfer, reorganization or otherwise; provided that any such assignment or delegation to any affiliate or third party acquirer is conditioned upon assignee's assumption of all obligations and liabilities of PowerSchool hereunder.

5. Data Security

5.1. PowerSchool shall implement and maintain security procedures and practices designed to protect student data from unauthorized access, destruction, use, modification or disclosure that, based on the sensitivity of the data and the risk from unauthorized access,

5.1.1. Use technologies and methodologies that are consistent with the guidance issued pursuant to American Recovery and Reinvestment Act of 2009, Public Law 111-5, § 13402(h)(2), 42 U.S.C. § 17932, as amended from time to time,

5.1.2. Maintain technical safeguards as it relates to the possession of student records in a manner consistent with the provisions of 45 CFR 164.312, as amended from time to time, and

5.1.3. Otherwise meet or exceed industry standards.

5.2. PowerSchool shall not collect, store, or use student data or persistent unique identifiers for purposes other than the furtherance of school purposes, pursuant to the Agreement.

5.3. The Licensee and PowerSchool shall ensure compliance with the Family Educational Rights and Privacy Act of 1974, 20 USC 1232g, as amended.

6. Data Retention

6.1. PowerSchool shall not retain, and the Licensee shall not otherwise make available, any student data upon completion of the contracted services.

6.2. Subject to the foregoing, upon completion of the contracted services, to be determined mutually by the Licensee and PowerSchool, original student data will be destroyed. By mutual agreement, PowerSchool may keep such de-identified student information or aggregated student information for improvement of PowerSchool's services. Destruction of original student data will be confirmed with the Licensee upon completion.

7. Data Breach

7.1. A. Upon the discovery by PowerSchool of a breach of security that results in the unauthorized release, disclosure, or acquisition of student data, PowerSchool shall provide notice to the Licensee as soon as reasonably possible, but not more than thirty (30) days after such discovery ("Notice"). The Notice shall be delivered to the Licensee and shall include the following information, to the extent known at the time of notification:

7.1.1. Date and time of the breach;

7.1.2. Names of student(s) whose student data was released, disclosed or acquired; and

7.1.3. The nature and extent of the breach;

7.2. Upon discovery by PowerSchool of a breach, PowerSchool shall conduct an investigation and reasonably restore the integrity of its data systems and, without unreasonable delay, but not later than thirty (30) days after discovery of the breach, shall provide the Licensee with a detailed notice of the breach, including but not limited to:

7.2.1. the date and time of the breach;

7.2.2. name(s) of the student(s) whose student data was released, disclosed or acquired;

7.2.3. nature and extent of the breach; and

7.2.4 measures taken to ensure that such a breach does not occur in the future.

7.3. PowerSchool agrees to cooperate with the Licensee with respect to investigation of the breach and to reimburse the Licensee for costs associated with responding to the breach, including but not limited to the costs relating to notifications as required by Public Act 16-189.

7.4. Notwithstanding the breach notifications required in this Section, PowerSchool shall provide the Licensee with a copy of the notification that it provides to a student or the parents or guardians of such student pursuant to Public Act 16-189. The copy of such notice shall be provided to the Licensee by electronic mail on the same date that it is provided to the student or parents or guardians of such student. The Parties agree that the following information shall be included in PowerSchool's notice of breach to a student or parent or guardian of a student:

7.4.1. Name of the student being notified whose student data was released, disclosed or acquired, which shall not include the names of other students;

7.4.2. Date and time of the breach.

8. Other Provisions

8.1. The laws of the state of Connecticut shall govern this Rider.

8.2. The terms and provisions of this Rider will amend and/or supersede conflicting terms in any other contract between the parties, whether such contract be express or implied, written or unwritten, existing or yet to be formed.

8.3. This Rider shall be interpreted so as to give effect to the parties' mutual intent that all their contractual relationships comply with Connecticut P.A. 16-189, as amended.

8.4. This Rider is not binding unless executed by the Board of Education of the Licensee.

8.5. The individual executing this Rider on behalf of PowerSchool represents that he or she is authorized by PowerSchool to do so.

8.6. If any provision of this Rider or its application is held invalid by a court or other tribunal of competent jurisdiction, such invalidity will not affect other provisions or applications of the Rider that can be given effect without the invalid provision or application.

8.7. The parties understand and agree that pursuant to the Act, notice and a description of this agreement will be provided to the parent(s)/guardian(s) of affected students and, in addition, the contract will be posted on the Licensee's website.

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this Rider and quote above on the date set forth below.

POWERSCHOOL GROUP LLC

[NAME]



Signature

Signature

Gregg Clevenger
Authorized Representative Name (Print)

Authorized Representative Name (Print)

Chief Financial Officer
Title

Title

Date

Date



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



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Sabina Sitaru, Interim IT Director
Date: February 3, 2020
Re: F&O Agenda item Request/Approval for Agreement Renewal for Leased Fiber Circuit WAN Solution RFP#2019-12-1248 – Crown Castle Fiber, LLC

Executive Summary/ Statement:

For consideration and approval to renew the agreement between the New Haven Board of Education and Crown Castle International Corporation to provide leased fiber circuit WAN Ethernet Services from July 1, 2020 to June 30th, 2021.

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

Total cost not to exceed \$559,560. If E-Rate funding is awarded, the NHPS may receive a reimbursement for up to \$503,604 and the share the NHPS will pay is not to exceed \$55,956 (Monthly cost between \$795.00 1gdps-\$1,800 10gdps per site cost, see attached)

Funding Source & Account #: 2020-2021 Operating Budget – Telecommunications / Internet Account #190-47200-52265

Key Questions:

1. Please describe how this service is strategically aligned to the District Continuous Improvement Plan?

Crown Castle (formerly known as Fibertech/Lighttower) provides the wide area network infrastructure NHPS uses for all communications and data transmissions.

2. What specific need will this contractor address?

The contractor will continue to support the NHPS wide area network infrastructure allowing the district to effectively conduct business in support of 21st Century Teaching and Learning.

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:

Sealed bid 2019-12-1248

4. If this is a continuation service, when was the last time the alternatives were sought? **2019**
5. What specific skill set does this contractor bring to the project?

Provide leased fiber circuit WAN Ethernet Services to the New Haven Public Schools

6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):

See attached and links below:

<https://fiber.crowncastle.com/industries/school-districts-and-libraries>

<https://fiber.crowncastle.com/our-network>

<https://www.crowncastle.com/about-us>

7. Is this a new or continuation service? **Continuation**
8. If this is a continuation service has cost increased? **Yes**
 - a) If yes, by how much? **\$12,720 without Erate, \$1,272 with Erate, Increase in cost is due to the addition of 10 Gbps connections as necessary to meet network and internet requirements for the district. Cost increase within contracted award of \$585,000.**
 - b) What would an alternative contractor cost? **Per bid Frontier cost was \$860,318 without Erate reimbursement. Crown Castle bid \$585,000 for same service delivery.**
 - c) Is this a service existing staff could provide? Why or why not? **No, this is an infrastructure that is leased and would require the city/school district to install fiber optic cabling throughout the city which is cost prohibitive.**
9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?
The vendor guarantees 1-10 Gbps up time of 99.9 %, per contract. This is industry standard
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)

Crown Castle has delivered 1-10 Gbps service up time of 99.9% and above. They are extremely responsive to school adds, moves, and emergencies.

11. If the service is a professional development program, can the training be provided internally, by district staff? **Not applicable**

a) If not, why not?

b) How will the output of this Agreement contribute to building internal capabilities?

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

Crown Castle was awarded this contract based on results of RFP#2019-12-1248. Crown Castle services qualify for ERATE discounts which allows the district to receive a 90% discount on services. Crown Castle Services are considered a Category 1 funding level and is typically approved and disbursed first. Crown Castle is included on our ERATE application for the 20-21 School Year.

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

There would be no network or internet access across the school district in the 20/21 school year.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Crown Castle, LLC

FOR DEPARTMENT/PROGRAM:

Department of Information Technologies

This Agreement entered into on the 1st day of July 2020 , effective (*start date no sooner than the day after Board of Education Approval*), on the 30th day of June , 2021 , by and between the New Haven Board of Education (herein referred to as the “Board” and, Crown Castle, LLC located at, 1220 Augusto Drive, Suite 600, Houston, TX 77057 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$795.00 -\$1800 per month, per site, for a total of 12 months.

The maximum amount the contractor shall be paid under this agreement: (\$559,560).
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 2020 Operating Budget – Telecommunications/internet **Program** of the New Haven Board of Education, **Account Number:** 190-47200-52265 **Location Code:** 47200.

This agreement shall remain in effect from July 1, 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). See attached Exhibit A - Account Inventory list*

Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable. **Attached**

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

Date

Date

Contractor Printed Name & Title

Revised: 12/3/19



NEW HAVEN PUBLIC SCHOOLS

New Haven Public Schools - Account Inventory -
Exhibit A

Order Number	Service Number	Service Type	Service Category	Speed	MRC	Circuit ID	LOCA
O083764	S134940	Metro-E Advanced Private Line	Ethernet	1Gbps	\$850.00	NHPSETHNHVNHV.00039	170 Derby Ave, 1st Floor, New Haven, CT 06511
O118255	S204633	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00022	180 Canner St, 1st Floor, New Haven, CT 06511
O118255	S204634	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00025	130 Bassett St, 1st Floor, New Haven, CT 06511
O118255	S204635	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00029	150 Fournier St, 1st Floor, New Haven, CT 06511
O118255	S204636	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00031	200 Wilmot Rd, 1st Floor, New Haven, CT 06515
O118255	S204637	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00030	199 Wilmot Rd, 1st Floor, New Haven, CT 06515
O118255	S204638	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00032	311 Valley St, 1st Floor, New Haven, CT 06515
O118255	S204639	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00034	737 Edgewood Ave, 1st Floor, New Haven, CT 06515

O118255	S204640	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00036	55 Foote St, 1st Floor, New Haven, CT 06511
O118255	S204642	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00040	114 Truman St, 1st Floor, New Haven, CT 06519
O118255	S204645	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00046	60 NE Water St, 1st Floor, New Haven, CT 06519
O118255	S204646	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00047	140 Legion Ave, 1st Floor, New Haven, CT 06519
O118255	S204647	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00048	130 Orchard St, 1st Floor, New Haven, CT 06519
O118255	S204648	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00049	150 Kimberly Ave, 1st Floor, New Haven, CT 06519
O118255	S204649	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00050	103 Hallock Ave, 1st Floor, New Haven, CT 06519
O118255	S204650	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00051	100 Jewell St, 1st Floor, New Haven, CT 06515
O118255	S204651	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00052	293 Clinton Ave, 1st Floor, New Haven, CT 06513
O118255	S204652	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00053	15 Lexington Ave, 1st Floor, New Haven, CT 06513

O118255	S204653	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00054	400 Canner St, 1st Floor, New Haven, CT 06511
O118255	S204654	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00056	21 Wooster Pl, 1st Floor, New Haven, CT 06511
O118255	S204655	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00044	360 Columbus Ave, 1st Floor, New Haven, CT 06519
O118255	S204656	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00002	54 Meadow St, 1st Floor, New Haven, CT 06519
O118255	S204657	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00003	54 Meadow St, 1st Floor, New Haven, CT 06519
O118255	S204658	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00005	54 Meadow St, 1st Floor, New Haven, CT 06519
O118255	S204659	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00006	54 Meadow St, 1st Floor, New Haven, CT 06519
O118255	S204660	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00007	54 Meadow St, 1st Floor, New Haven, CT 06519
O118255	S204661	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00061	75 Barnes Ave, 1st Floor, New Haven, CT 06513
O118255	S204662	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00063	35 Davis St, 1st Floor, New

							Haven, CT 06515
O118255	S204663	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00066	259 Edgewood Ave, 1st Floor, New Haven, CT 06511
O118255	S204664	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00068	133 Nash St, 1st Floor, New Haven, CT 06511
O118255	S204665	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00043	569 Congress Ave, 1st Floor, New Haven, CT 06519
O118255	S204666	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	106884-ET-NWHNCT40- NWHNCTCR	444 Orange St, 1st Floor, New Haven, CT 06519
O118255	S204667	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	106873-ET-NWHNCT1G- NWHNCTCR	185 Goffe St, 1st Floor, New Haven, CT 06511
O118255	S204668	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	115400-ET-WSHNCTB5- NWHNCTCR	500 Boston Post Rd, 1st Floor, West Haven, CT 06516
O118255	S204669	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00009	164 Grand Ave, 1st Floor, New Haven, CT 06513
O118255	S204670	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00010	100 James St, 1st Floor, New Haven, CT 06513
O118255	S204671	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00011	511 Chapel St, 1st Floor, New Haven, CT 06511

O118255	S204672	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00012	175 Water St, 1st Floor, New Haven, CT 06511
O118255	S204673	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00014	185 Barnes Ave, 1st Floor, New Haven, CT 06513
O118255	S204674	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00015	375 Quinnipiac Ave, 1st Floor, New Haven, CT 06513
O118255	S204675	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00016	480 Townsend Ave, 1st Floor, East Haven, CT 06512
O118255	S204676	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00017	460 Lexington Ave, 1st Floor, New Haven, CT 06513
O123197	S217701	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	NHPSETHNHVNHV.00042	580 Ella T Grasso Blvd, 1st Floor, New Haven, CT 06519
O118207	S204570	Ethernet LAN (E- LAN)	Ethernet	10Gbps	\$1,800.00	157899-ENET-CCF	54 Meadow St, LL1 Floor, New Haven, CT 06519
O118207	S204570	Ethernet LAN (E- LAN)	Ethernet	10Gbps	\$1,800.00	162539-ENET-CCF	54 Meadow St, LL1 Floor, New Haven, CT 06519
O118207	S204571	Ethernet LAN (E- LAN)	Ethernet	10Gbps	\$1,800.00	157898-ENET-CCF	480 Sherman Pkwy, 1st Floor, New Haven, CT 06511
O118207	S204572	Ethernet LAN (E- LAN)	Ethernet	10Gbps	\$1,800.00	157900-ENET-CCF	181 Mitchell Dr, 1st Floor, New

							Haven, CT 06511
O118207	S204573	Ethernet LAN (E- LAN)	Ethernet	10Gbps	\$1,800.00	157902-ENET-CCF	255 Blatchey Ave, 1st Floor, New Haven, CT 06513
O118207	S204574	Ethernet LAN (E- LAN)	Ethernet	10Gbps	\$1,800.00	157897-ENET-CCF	140 Dewitt St, 1st Floor, New Haven, CT 06519
O120724	S209624	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	161073-ENET-CCF	495 Blake St, 1st Floor, New Haven, CT 06515
O118207	S204575	Metro-E Advanced Private Line	Ethernet	1Gbps	\$795.00	157901-ENET-CCF	69 Farnham Ave, 1st Floor, New Haven, CT 06515



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT B

**STUDENT DATA PRIVACY AGREEMENT
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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



COMPANY PROFILE

MANAGEMENT TEAM

[HTTPS://WWW.CROWNCASTLE.COM/ABOUT-US](https://www.crowncastle.com/about-us)

We have 25 years of experience building and operating network infrastructure and a local presence in every major US market. With a shared economic model, our infrastructure can support multiple customers at once. We're partnering with wireless carriers, technology companies, broadband providers, and municipalities to design and deliver unique end-to-end infrastructure solutions that bring new innovations, opportunities, and possibilities to people and businesses around the country.

NETWORKS YOU CAN COUNT ON.

For businesses today, network reliability is a must. We offer up to 99.999% uptime—equivalent to less than 6 minutes of downtime a year. One of the reasons our networks perform so well is that we actually own and operate the underlying fiber infrastructure. This makes us directly invested in the integrity of our networks and allows us to provide faster response times and issue resolution. Additionally, our fully staffed Network Operations Center will monitor your network around the clock, proactively responding to changing circumstances, and giving you unmatched reliability and peace of mind.

A LONG-TERM COMMITMENT TO FIBER.

Our dedication to the fiber business goes back over 25 years. The nationwide capabilities and regional expertise we bring to the table stem from our roots as eight leading fiber providers—including Sunesys, Fibernet Direct, Wilcon, and Lightower. Now, together as one company, we're using the strength of our collective knowledge to expand our footprint and deepen our commitment to the businesses and communities we serve.

A STRONG AND REPUTABLE PARTNER.

At a time when the fiber industry is in a state of flux, we are committed to being a dependable, stable partner that you can count on today, tomorrow, and for many years to come. As part of Crown Castle, we're an S&P 500 company that is dedicated to long-term ownership and operation of communications infrastructure. This diverse portfolio includes more than 40,000 cell towers, approximately 70,000 small cell nodes on air or under contract, and more than 75,000 route miles of fiber—giving our customers access to a unique and comprehensive network offering.

As more devices, machines, and "things" come online, and new advancements like 5G are deployed, our towers, small cells, and fiber will work together to make these transformative technologies possible.

Our Network

In this Region

Northeast
Footprint Details

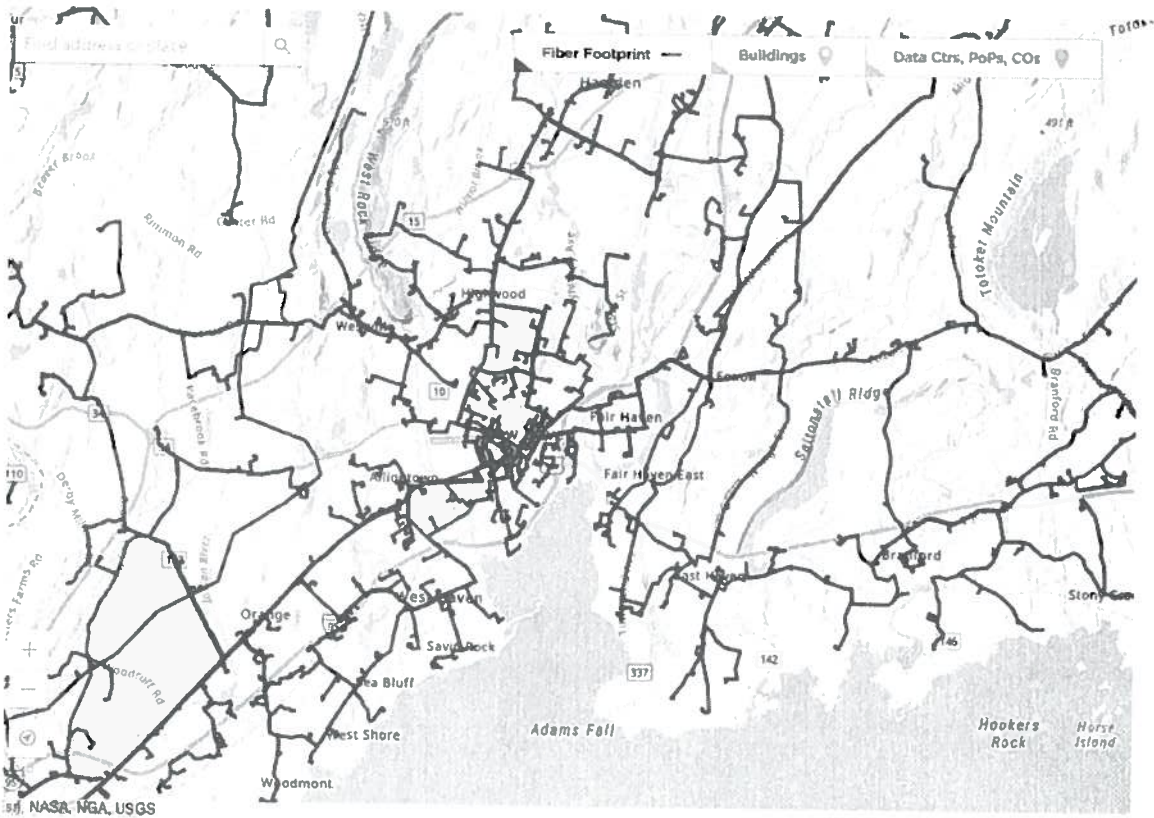
Route Mileage: 29,000

On-Net Buildings: 21,888

Connected Data Centers, PoPs, and COs: 500



[SEE OUR NETWORK](#)



**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Little Scientists AMENDMENT #: 1

GRANT # if applicable: N/A AGREEMENT #: 96273412

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: DATE: 1/21/2020
21st Century Grant, Cohort XVI

FUNDING SOURCE FOR AGREEMENT:
21st Century Grant, Cohort XVI

ACCT # FOR AGREEMENT:
2579-6273-56694-0009 (Davis School)

ORIGINAL AMOUNT OF AGREEMENT: \$ 8,925

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: 8,925.00

X ACTUAL OR _____ ESTIMATE

AMOUNT OF THIS AMENDMENT: \$17,500

X INCREASE OR _____ DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$:26,425

FUNDING SOURCE & ACCT # FOR AMENDMENT:
State After School Grant, (Martinez) 2579-6205-56694-0008 (\$10,500)
State After School Grant, (Columbus) 2579-6205-56694-0041 (\$7,000)

DESCRIPTION AND NEED FOR AMENDMENT: The Amendment provides funds for additional little Scientists sessions funded by the State After School Grant. The number of sessions will increase **from 51 sessions (Davis), to an additional 100 sessions (60 sessions at Martinez and 40 sessions at Columbus) for a total of 151; 1 hr. sessions.** The amendmen will increase funding \$17,500 through two accounts; **2579-6205-56694-0008 (\$10,500/Martinez) and 2579-6205-56694-0041 (\$7,000/Columbus) from \$8,925 to \$26,425.**

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: Dr. Heidi G. D
(Name)
Executive Director
(Title)

1/21/2020
(Date)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)



Little Scientists®

Scope of Services

Little Scientists® is a Community Partner with New Haven Public Schools.

Little Scientists® is excited to continue its partnership with New Haven Public Schools to offer comprehensive After-School Science Programming for students at Columbus Family and John S Martinez Sea & Sky STEM Magnet Schools. The academic goal of the Little Scientists® Program will be to use the excitement of scientific investigations to engage students in improving literacy, mathematics, critical thinking, scientific, and problem-solving skills. The Little Scientists® Curriculum Program follows scientific-based research that ensures students meet academic goals as defined in the New Haven Public School Curriculum, the Connecticut State Science Standards, Common Core State Standards, and the Next Generation National Science Education Standards. Each class will follow Little Scientists® Curriculum utilizing the Little Scientists® teacher's manual which is aligned to the City of New Haven's Science curriculum. All hands-on, minds-on, inquiry-based science materials will be supplied by Little Scientists®. Students will spend 45 minutes /day performing hands-on, minds-on, inquiry-based science experiments and investigations.

Student achievement will be determined on an individual basis using the following criteria: pre and post science assessment, participation in the investigations, completing science notebooks, making claims, asking inquiring questions, making observations, recording evidence as data, detailing reasoning, completing "hands-on/minds-on experiments, showing interest in science and learning in general, and communicating their findings to fully explain their claims. There is a home-school connection to the program where students will always take home a project they make, and a booklet that summarizes each lesson. The booklet contains a related experiment they can perform at home.

Little Scientists has worked with New Haven's students and teachers since 1998 as part of several evaluated school and summer programs. Rigorous evaluations by "the 21st Century" after school program have continuously validated this program over the last 15 years. The effectiveness of the Little Scientists Program in improving student academic performance in science has been well documented (see <http://www.little-scientists.com/LittleScientistsImprovesScores.pdf>). These results show that school districts that have used Little Scientists programs have increased science scores on standardized tests. For example, districts in Connecticut using Little Scientists showed a 10.2% increase year to year in science goal on elementary science CMT scores compared to equivalent districts. Summer programs using a pre/post test model in New Haven schools show overall a 30% increase in student science content knowledge.

Little Scientists® Before & After-School Science Program includes the science curriculum, all durable and consumable materials, student booklets, and science notebooks.

Compensation: Little Scientists will receive \$175.00 per science lesson. 100 lessons at a total cost of \$17,500.00

Little Scientists®
25 Higgins Drive
Milford, CT. 06460
203-783-1114
www.Little-Scientists.com

CONTRACTORS COPY



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT NO. 96273412

AGREEMENT

By And Between

The New Haven Board of Education

AND

Little Scientists

FOR DEPARTMENT/PROGRAM:

Youth, family and Community Engagement

This Agreement entered into on the 12th day of November 2019, effective (no sooner than the day after Board of Education Approval), the 13th day of November, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, Little Scientists located at, 25 Higgins Street., Milford CT (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$175.00 per 1 hour session; (51 session at Davis Street School).

The maximum amount the contractor shall be paid under this agreement: eight thousand nine hundred twenty-five dollars and zero cents (\$8,925.00). Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and dates and location of service and attendance for each day.

Fiscal support for this Agreement shall be by the 21st Century Program of the New Haven Board of Education, Account Number: 2579-6273-56694 Location Code: 0009

This agreement shall remain in effect from November 13, 2019 to June 30, 2020

SCOPE OF SERVICE: *Describe service deliverables, including, locations and costs for service, including travel and supplies, if applicable. A detailed Scope of Service with pricing is attached.* The Little Scientists program provides additional time for students to study, learn and practice. Motivational activities, technology and student choice opportunities are incorporated within the program to support youth development, student learning and engagement. This cost includes the curriculum, instructors, and all consumable & durable materials.

Exhibit A: Scope of Service 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

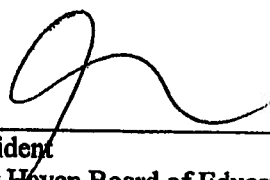
APPROVAL: This Agreement must be approved by the New Haven Board of Education *prior to service start date*. Contactors may begin service no sooner than the day after Board of Education approval.

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

9/27/19
Date


President
New Haven Board of Education

11-12-19
Date

Dr. Heidi Gold-Dworkin, CEO
Contractor Printed Name & Title

Revised: 10/2/18

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Little Scientists **AMENDMENT #:** 1

GRANT # if applicable: N/A **AGREEMENT #:** 96273412

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: 21st Century Grant, Cohort XVI **DATE:** 1/21/2020

FUNDING SOURCE FOR AGREEMENT:
21st Century Grant, Cohort XVI

ACCT # FOR AGREEMENT:
2579-6273-56694-0009 (Davis School)

ORIGINAL AMOUNT OF AGREEMENT: \$ 8,925

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: 8,925.00

ACTUAL OR **ESTIMATE**

AMOUNT OF THIS AMENDMENT: \$17,500

INCREASE OR **DECREASE**

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$:26,425

FUNDING SOURCE & ACCT # FOR AMENDMENT:
State After School Grant, (Martinez) 2579-6205-56694-0008 (\$10,500)
State After School Grant, (Columbus) 2579-6205-56694-0041 (\$7,000)

DESCRIPTION AND NEED FOR AMENDMENT: The Amendment provides funds for additional little Scientists sessions funded by the State After School Grant. The number of sessions will increase from **51 sessions (Davis), to an additional 100 sessions (60 sessions at Martinez and 40 sessions at Columbus) for a total of 151; 1 hr. sessions.** The amendmen will increase funding \$17,500 through two accounts; **2579-6205-56694-0008 (\$10,500/Martinez) and 2579-6205-56694-0041 (\$7,000/Columbus) from \$8,925 to \$26,425.**

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: *Dr. Heidi G. D*
(Name)
Executive Director
(Title)

1/21/2020
(Date)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)

CONTRACTORS COPY



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT NO. 96273412

AGREEMENT

By And Between

The New Haven Board of Education

AND

Little Scientists

FOR DEPARTMENT/PROGRAM:

Youth, family and Community Engagement

This Agreement entered into on the 12th day of November 2019, effective (*no sooner than the day after Board of Education Approval*), the 13th day of November, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, Little Scientists located at, 25 Higgins Street., Milford CT (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$175.00 per 1 hour session; (51 session at Davis Street School).

The maximum amount the contractor shall be paid under this agreement: eight thousand nine hundred twenty-five dollars and zero cents (\$8,925.00). Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and dates and location of service and attendance for each day.

Fiscal support for this Agreement shall be by the 21st Century Program of the New Haven Board of Education, Account Number: 2579-6273-56694 Location Code: 0009

This agreement shall remain in effect from November 13, 2019 to June 30, 2020

SCOPE OF SERVICE: *Describe service deliverables, including, locations and costs for service, including travel and supplies, if applicable. A detailed Scope of Service with pricing is attached.* The Little Scientists program provides additional time for students to study, learn and practice. Motivational activities, technology and student choice opportunities are incorporated within the program to support youth development, student learning and engagement. This cost includes the curriculum, instructors, and all consumable & durable materials.

Exhibit A: Scope of Service 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

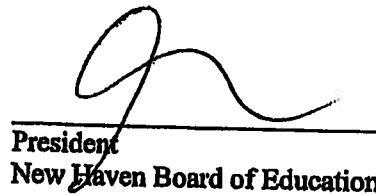
APPROVAL: This Agreement must be approved by the New Haven Board of Education *prior to service start date*. Contractors may begin service no sooner than the day after Board of Education approval.

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

9/27/19
Date


President
New Haven Board of Education

11-12-19
Date

Dr. Heidi Gold-Dworkin, CEO
Contractor Printed Name & Title

Revised: 10/2/18



Scope of Services

Little Scientists® is a Community Partner with New Haven Public Schools.

Little Scientists® is excited to continue its partnership with New Haven Public Schools to offer comprehensive After-School Science Programming for students at Columbus Family and John S Martinez Sea & Sky STEM Magnet Schools. The academic goal of the Little Scientists® Program will be to use the excitement of scientific investigations to engage students in improving literacy, mathematics, critical thinking, scientific, and problem-solving skills. The Little Scientists® Curriculum Program follows scientific-based research that ensures students meet academic goals as defined in the New Haven Public School Curriculum, the Connecticut State Science Standards, Common Core State Standards, and the Next Generation National Science Education Standards. Each class will follow Little Scientists® Curriculum utilizing the Little Scientists® teacher's manual which is aligned to the City of New Haven's Science curriculum. All hands-on, minds-on, inquiry-based science materials will be supplied by Little Scientists®. Students will spend 45 minutes /day performing hands-on, minds-on, inquiry-based science experiments and investigations.

Student achievement will be determined on an individual basis using the following criteria: pre and post science assessment, participation in the investigations, completing science notebooks, making claims, asking inquiring questions, making observations, recording evidence as data, detailing reasoning, completing "hands-on/minds-on" experiments, showing interest in science and learning in general, and communicating their findings to fully explain their claims. There is a home-school connection to the program where students will always take home a project they make, and a booklet that summarizes each lesson. The booklet contains a related experiment they can perform at home.

Little Scientists has worked with New Haven's students and teachers since 1998 as part of several evaluated school and summer programs. Rigorous evaluations by "the 21st Century" after school program have continuously validated this program over the last 15 years. The effectiveness of the Little Scientists Program in improving student academic performance in science has been well documented (see <http://www.little-scientists.com/LittleScientistsImprovesScores.pdf>). These results show that school districts that have used Little Scientists programs have increased science scores on standardized tests. For example, districts in Connecticut using Little Scientists showed a 10.2% increase year to year in science goal on elementary science CMT scores compared to equivalent districts. Summer programs using a pre/post test model in New Haven schools show overall a 30% increase in student science content knowledge.

Little Scientists® Before & After-School Science Program includes the science curriculum, all durable and consumable materials, student booklets, and science notebooks.

Compensation: Little Scientists will receive \$175.00 per science lesson. 100 lessons at a total cost of \$17,500.00

Little Scientists®
25 Higgins Drive
Milford, CT. 06460
203-783-1114
www.Little-Scientists.com

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: ARTE **AMENDMENT #:** 2

GRANT # if applicable: N/A **AGREEMENT #:** 96273406

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: **DATE:** 1/21/2020
21st Century Grant, Cohort XVI

FUNDING SOURCE FOR AGREEMENT:
21st Century Grant, Cohort XVI

ACCT # FOR AGREEMENT:
2579-6273-56694-0009 (Davis School)

ORIGINAL AMOUNT OF AGREEMENT: \$ 8,000.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$ 54,800.00

- Ext. School Hours Grant (Daniels): 2579-5326-56694-0013; 34 sessions x \$200.00 (\$6,800)
- Title I (Wexler): 2531-5208-56694-0032; 40 sessions x \$250.00 (\$10,000.00)
- Title I (Fair Haven): 2531-5208-56694-0016; 40 sessions x \$250.00 (\$10,000.00)
- Title I (Troup): 2531-5208-56694-0015; 40 sessions x \$250.00 (\$10,000.00)
- Title I (Clemente): 2531-5208-56694-0042; 40 sessions x \$250.00 (\$10,000.00)
- 21st Century Grant, Cohort XVI (Davis): 2579-6273-56694-0009; 40 sessions x \$200.00 (\$8,000.00)

AMOUNT OF THIS AMENDMENT: \$: \$6,000.00 **ACTUAL** OR **ESTIMATE**

INCREASE OR **DECREASE**


AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$:60,800.00

FUNDING SOURCE & ACCT # FOR AMENDMENT:

- State After School Grant, (Hill Central) 2579-6205-56694-0007; 30 sessions x \$200.00 (\$6,000)
- Ext. School Hours Grant (Daniels): 2579-5326-56694-0013; 34 sessions x \$200.00 (\$6,800)
- Title I (Wexler): 2531-5208-56694-0032; 40 sessions x \$250.00 (\$10,000.00)
- Title I (Fair Haven): 2531-5208-56694-0016; 40 sessions x \$250.00 (\$10,000.00)
- Title I (Troup): 2531-5208-56694-0015; 40 sessions x \$250.00 (\$10,000.00)
- Title I (Clemente): 2531-5208-56694-0042; 40 sessions x \$250.00 (\$10,000.00)
- 21st Century Grant, Cohort XVI (Davis): 2579-6273-56694-0009; 40 sessions x \$200.00 (\$8,000.00)

DESCRIPTION AND NEED FOR AMENDMENT: The Amendment provides funds for additional ARTE sessions funded by the State After School Grant. The number of sessions will increase from 234 sessions, to an additional 30 sessions (Hill Central). For a total of 264 sessions. The amendment will increase funding \$6,000 (2579-6205-56694-0007/Hill Central); from \$54,800 to \$60,800.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: 
David Greco - Co-founder /Executive Director

1/21/2020

NEW HAVEN BOARD OF EDUCATION:

President

(Date)

CONTRACTORS COPY

NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT

CONTRACTOR: ARTE AMENDMENT #: 1

GRANT # if applicable: N/A AGREEMENT #: 96273406

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: DATE: 11/19/2019
21st Century Grant, Cohort XVI

FUNDING SOURCE FOR AGREEMENT:
21st Century Grant, Cohort XVI

ACCT # FOR AGREEMENT:
21st Century Grant, Cohort XVI, 2579-6273-56694-0009 (Davis School)

ORIGINAL AMOUNT OF AGREEMENT: \$ 8,000.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$ 8,000.00

ACTUAL OR ESTIMATE

AMOUNT OF THIS AMENDMENT: \$: \$46,800.00

INCREASE OR DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$:54,800.00

FUNDING SOURCE & ACCT # FOR AMENDMENT:

- Ext. School Hours Grant (Daniels): 2579-5326-56694-0013; 34 sessions x \$200.00 (\$6,800)
- Title I (Wexler): 2531-5208-56694-0032; 40 sessions x \$250.00 (\$10,000.00)
- Title I (Fair Haven): 2531-5208-56694-0016; 40 sessions x \$250.00 (\$10,000.00)
- Title I (Troup): 2531-5208-56694-0015; 40 sessions x \$250.00 (\$10,000.00)
- Title I (Clemente): 2531-5208-56694-0042; 40 sessions x \$250.00 (\$10,000.00)
- 21st Century Grant, Cohort XVI: 2579-6273-56694-0009; 40 sessions x \$200.00 (\$8,000.00) ✓

DESCRIPTION AND NEED FOR AMENDMENT: The Amendment provides funds for additional ARTE sessions funded by the Title I and Extended School Grants. The number of sessions will increase from 40 sessions (Davis), to an additional 194 sessions (160 at the four Saturday Academy sites; 40 at Wexler, 40 at Fair Haven, 40 at Troup, 40 at Clemente and 34 at J. Daniels). For a total of 234 sessions.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: [Signature]
(Name)
Executive Director
(Title)

11/19/2019
(Date)

NEW HAVEN BOARD OF EDUCATION:
[Signature]
President

12/9/19
(Date)



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT NO. 96273406

AGREEMENT

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

ARTE Inc.

FOR DEPARTMENT/PROGRAM:

Youth, Family and Community Engagement

This Agreement entered into on the 12th day of November, 2019 effective (*no sooner than the day after Board of Education Approval*), the 13th day of November, 2019, by and between the New Haven Board of Education (*herein referred to as the "Board"*) and, Arte Inc., located at 26 Atwater St New Haven CT 06513 (*herein referred to as the "Contractor"*).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$200.00 per session x 40 sessions; 2 hours each at Davis Street School.

The maximum amount the contractor shall be paid under this agreement: eight-thousand dollars and no cents (\$8,000.00). Compensation will be made upon submission of an invoice which includes attendance, a detailed description of work performed, date and location of service.

Fiscal support for this Agreement shall be by:
21st Century Program 2579-6273-56694-0009 (Davis-\$8,000)

This agreement shall remain in effect from November 13, 2019 to June 30, 2020

SCOPE OF SERVICE: *Describe service deliverables, including, locations and costs for service, including travel and supplies, if applicable. A detailed Scope of Service with pricing is attached).*

The ARTE program will provide 40 sessions, two hours each, which will engage 40 students in a variety of workshops. The workshops include Arts & Crafts projects, Dance, Sports and Physical Fitness, Language Arts, and Thinking Games. ARTE will supply Instructors and all necessary supplies for the workshops and classes

Exhibit A: Scope of Service 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's 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

8/26/19

Date



President
New Haven Board of Education
11-12-19

Date

DAVID BREED / DIRECTOR

Contractor Printed Name & Title

Revised: 10/2/18



26 Atwater St. New Haven, CT 06513 / 203-804-9175 / www.arte-inc.com

November 19, 2019

**Gemma Lumpkin
Director of Youth, Family & Community Engagement.
New Haven Public Schools
54 Meadow Street
New Haven, CT 06519**

Dear Gemma:

As you know, ARTE Inc. has run effective public programming for more than fifteen years. ARTE has partnered with New Haven Public Schools during those years, offering multiple youth and family programs and events. ARTE has built an impeccable reputation of providing top quality programs and activities.

Research Supporting the Impact of Arts Programming

In the report, *Champions of Change: The Impact of the Arts on Learning*, published jointly by the President's Committee on the Arts and Humanities and the Arts Education Partnership, several independent researchers concluded that engagement in the arts nurtures the development of cognitive, social and personal competencies. Arts programs can increase academic achievement, help decrease youth involvement in delinquent behavior and improve youth attitudes about themselves and the future.

Specifically, researchers found that learning in and through the arts:

- Contributes significantly to improved critical thinking, problem solving and decision-making.
- Fosters higher-order thinking skills of analysis, synthesis and evaluation.
- Regularly engages multiple skills and abilities.
- Develops a person's imagination and judgment.

Learning in and through the arts can even help students overcome the obstacles of disadvantaged backgrounds. For example, one of the *Champions of Change* reports, using data from a study that followed over 25,000 students for 10 years, found that students consistently involved in the arts show significantly higher levels of mathematics proficiency by grade 12 - regardless of their socioeconomic status. (Source: NEA: Publication – "How the arts can enhance after school programs.")

Research Supporting the Impact of Exercise & Physical Fitness Programming

One in three kids in the United States is overweight or obese. Obesity can also have serious ramifications for kids' cognitive development. Further, both childhood obesity and poor academic performance tend to be clustered in schools with a high percentage of lower-income, minority students, creating a student health issue that is especially problematic in those communities.

There is a growing body of evidence indicating that physical activity and fitness can benefit both health and academic performance of children, both immediate and long-term. Over time, as children engage in physical activity, they can have additional positive effects on academics in mathematics, reading, and writing. A research project conducted with 24 elementary schools, showed that adding sessions of physical activity could have long-term benefits, such as improved academic performance. (Source: Active Living Research)

ARTE Instructors will conduct a total of (60) 45-50 minute sessions at Hill Central school and will have activities that include the following.

ARTS & CRAFTS: Students will be offered a variety of arts and craft projects and mediums that are age appropriate.

EXERCISE & PHYSICAL ACTIVITIES: A variety of exercise and physical fitness activities including: calisthenics, exercise, stretching, team sports, recreational sports, games and more.

Scope of Services:

ARTE will:

- Engage, hire and coordinate the instructors for sessions.
- Conduct background checks on all instructors as necessary.
- Develop program inclusions, topics, and lesson plans.
- Provide all necessary supplies and materials.
- Liaise with school staff and program administrators to assure successful implementation.
- Monitor programs and instructors on going.
- Conduct site visits and instructor evaluations.

Sessions do not include:

- Materials or supplies in addition to those required for these programs.
- Facilities for sessions.
- Building staff or support staff (IE: Janitors, Coordinators)
- Other costs or inclusions not specifically outlined.

Cost / Session: \$6,000 (\$200 per workshop)

Number of Session: 30 Total

Start Date: February 12, 2020

We look forward to partnering with New Haven Public Schools and bringing these programs to our students. Please feel free to contact me if you have any questions or need further details.
203-804-9175 M / arteinc@comcast.net

Sincerely,



David S. Greco
Cofounder / Executive Director

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Cross Sector Consulting

AMENDMENT #: 2

GRANT # if applicable: NA

AGREEMENT #: 95326409

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: 21st Century/ Extended School Hours

DATE: 1/21/2020

FUNDING SOURCE & ACCT # FOR AGREEMENT:

21st Century Cohort XV, 2579-6243-56694-0000 (East Rock and Daniels, \$4,000.00)

21st Century Cohort XVI, 2579-6273-56694-0000 (Davis and Bishop Woods, \$5,000.00)

Extended School Hours Grant, 2579-5326-56694-0000 (\$10,000.00)

ORIGINAL AMOUNT OF AGREEMENT: \$ 19,000.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$ 24,000.00

21st Century Cohort XV, 2579-6243-56694-0000 (East Rock and Daniels, \$4,000.00)

21st Century Cohort XVI, 2579-6273-56694-0000 (Davis and Bishop Woods, \$5,000.00)

Extended School Hours Grant, 2579-5326-56694-0000 (\$10,000.00)

21st Century Cohort XIX (Wexler and Troup), 2579-6325-56694-0000 (\$5,000.00).

AMOUNT OF THIS AMENDMENT: \$5,000.00

ACTUAL OR **ESTIMATE**

INCREASE OR **DECREASE**

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$ 29,000.00

FUNDING SOURCE & ACCT # FOR AMENDMENT:

21st Century Cohort XIX (Wexler and Troup), 2579-6325-56694-0000 (\$5,000.00).

21st Century Cohort XV, 2579-6243-56694-0000 (East Rock and Daniels, \$4,000.00)

21st Century Cohort XVI, 2579-6273-56694-0000 (Davis and Bishop Woods, \$5,000.00)

Extended School Hours Grant, 2579-5326-56694-0000 (\$10,000.00)

State Afterschool Grant, 2579-6205-56694-000 (Central Office:\$5,000.00)

DESCRIPTION AND NEED FOR AMENDMENT : The contractor will perform external evaluations of the operations of the 21st Century Stat After School Grant (SAG) sites of Fair Haven, Columbus, Hill Central and J. Martinez schools. The results of these evaluations will be documented in reports. The contractor currently monitors program data collected in support of the 21st Century Community Learning Center Grant (21C) at **6 NHPS sites**; Wexler, Troup, East Rock, J. Daniels, Davis and Bishop Woods Schools. **Cross Sector will add the 4 additional SAG sites, for a total of 10 sites.** The results of these monitoring activities and any related findings or recommendations will be documented in the monthly reports of the 10 locations. The amendment will increase funding through account # 2579-6205-56694-0000/Central Office by **\$5,000**; from **\$24,000 to \$29,000.**

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE:

Mark J. Nickel
(Name)

Managing Partner
(Title)

1/20/2020
(Date)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)

Proposal to Provide Evaluation and Technical Assistance Services to NHPS State After-School Grant Programs

Background. Cross Sector Consulting (CSC) has provided evaluation and technical assistance services to state- and federally-funded New Haven Public Schools (NHPS) before- and after-school programs for nearly 20 years. In this capacity, CSC supports schools and NHPS Central Office to ensure program quality, continuous improvement, and compliance. CSC uses the Assessment of Afterschool Program Practices Tool (APT) to conduct on-site observations of each program site at least once per academic year. Site visit summary reports include detailed observations and compliance and continuous improvement recommendations shared with program site Principals and Building Leaders, as well as staff from the NHPS Office of Youth, Family, and Community Engagement (YFCE). CSC also monitors and analyzes program data, rigorously reviewing each program site's attendance data each month to ensure complete and accurate reporting in advance of State Department of Education (SDE) monthly reports and to identify programmatic issues that require attention.

CSC provides technical assistance to NHPS program sites and Office of YFCE staff, as needed, in areas including: a) creating, monitoring, and revising annual program budgets; b) reviewing and providing feedback on annual proposal packets submitted by the program sites to Central Office; c) creating district-wide after-school parent and staff handbooks; d) serving as a liaison to SDE after-school program staff and SDE technical assistance providers; e) assisting in the coordination of SDE program monitoring activities; f) making recommendations for administrative and programmatic improvements based on research and personal outreach to identify best practices; and g) other areas, as requested and appropriate.

Proposed Scope of Services. Cross Sector proposes to provide the following services:

- Perform external evaluations of the operations of the State After-School Grant Program at Fair Haven, Columbus, Hill Central, and John S. Martinez schools. The results of these evaluations will be documented in reports.
- Monitor program data collected in support of the State After-School Grant Program at Fair Haven, Columbus, Hill Central, and John S. Martinez schools. The results of these monitoring activities and any related findings or recommendations will be documented in a monthly report.

Consulting Team. Cross Sector Senior Associate Michael Nogelo will lead the development of the handbooks and will oversee the project. Mr. Nogelo is uniquely qualified to lead this project given his long-term experience working with NHPS and his deep knowledge of the State ASP grant program.

Budget Proposal. Cross Sector proposes to complete the above scope of services for a fixed fee of \$5,000. The following deliverables will trigger invoices submitted to NHPS by Cross Sector.

- Fair Haven School site visit and site visit report (\$1,250)
- Columbus School site visit and site visit report (\$1,250)
- Hill Central School site visit and site visit report (\$1,250)
- John S. Martinez School site visit and site visit report (\$1,250)

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Cross Sector Consulting

AMENDMENT #: 1

GRANT # if applicable: NA

AGREEMENT #: 95328409

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: 21st Century/ Extended School Hours

DATE: 11/17/2019

FUNDING SOURCE FOR AGREEMENT:

21st Century Cohort XV
21st Century Cohort XVI
Extended School Hours

ACCT # FOR AGREEMENT:

21st Century Cohort XV, 2579-6243-56694-0000 (East Rock and Daniels, \$4,000.00)
21st Century Cohort XVI, 2579-6273-56694-0000 (Davis and Bishop Woods, \$5,000.00)
Extended School Hours Grant, 2579-5326-56694-0000 (\$10,000.00)

ORIGINAL AMOUNT OF AGREEMENT: \$ 19,000.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$ 19,000.00

ACTUAL OR ESTIMATE

AMOUNT OF THIS AMENDMENT: \$5,000.00

INCREASE OR DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$ 24,000.00

FUNDING SOURCE & ACCT # FOR AMENDMENT:

21st Century Cohort XIX (Wexler and Troup), 2579-6325-56694-0000 (\$5,000.00).
21st Century Cohort XV, 2579-6243-56694-0000 (East Rock and Daniels, \$4,000.00)
21st Century Cohort XVI, 2579-6273-56694-0000 (Davis and Bishop Woods, \$5,000.00)
Extended School Hours Grant, 2579-5326-56694-0000 (\$10,000.00)

DESCRIPTION AND NEED FOR AMENDMENT : The contractor will perform external evaluations of the operations of the 21st Century Community Learning Center sites of Wexler/Grant and Troup schools. The results of these evaluations will be documented in reports. The contractor currently monitors program data collected in support of the 21st Century Community Learning Center Grant (21C) at 4 schools; East Rock, J. Daniels, Davis and Bishop Woods Schools. Cross Sector will add 2 additional schools, Wexler/Grant and Troup for a total of 6 sites. The results of these monitoring activities and any related findings or recommendations will be documented in the monthly reports of the 6 locations.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: _____

Mona J. Fitch
(Name)

11/21/19
(Date)

Managing Partner
(Title)

NEW HAVEN BOARD OF EDUCATION: _____

[Signature]
President

12/9/19
(Date)

CONTRACTORS COPY



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT NO. 95326409

AGREEMENT

By And Between

The New Haven Board of Education

AND

Cross Sector Consulting

FOR DEPARTMENT/PROGRAM:

Youth Family and Community Engagement/Program

This Agreement entered into on the 12th day of November 2020, effective (*no sooner than the day after Board of Education Approval*), the 13th day of November, 2020, by and between the New Haven Board of Education (herein referred to as the “Board” and, Cross Sector Consulting located at, 2558 Whitney Ave. #201, Hamden CT, 06518 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$2,000.00 per evaluation report for East Rock and Daniels, \$2,500.00 per evaluation report for Bishop Woods and Davis, and \$1,000.00 per month, 10 months total, September through June, for the program data monitoring reports, for a total of **(\$19,000.00)**

The maximum amount the contractor shall be paid under this agreement: nine-teen thousand dollars (\$19,000.00). 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 21 Century and Extended School Hours **Program** of the New Haven Board of Education

21st Century Cohort XV (East Rock, Daniels): 2579-6243-56694-0000: \$4,000.00

21st Century Cohort XVI (Davis, Bishop Woods): 2579-6273-56694-0000: \$5,000.00

Program Data Monitoring Reports:

Extended School Hours Grant: 2579-5326-56694-0000: \$10,000.00

This agreement shall remain in effect from November 13, 2019 to June 30, 2020

SCOPE OF SERVICE: *Describe service deliverables, including, locations and costs for service, including travel and supplies, if applicable. A detailed Scope of Service with pricing is attached).*


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

9 OCT 2019
Date

11-12-19
Date

MARIE NICKEL, PARTNER
Contractor Printed Name & Title

Revised: 10/2/18

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Catholic Charities Archdiocese of Hartford AMENDMENT #: 1

GRANT # if applicable: 093-000 11000-16274-2020-83014-170002 AGREEMENT #: 95384309

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: School Readiness DATE: 2-11-2020

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-900-538456697

ORIGINAL AMOUNT OF AGREEMENT: \$1,463,536.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$1,463,536.00

X ACTUAL OR _____ ESTIMATE

AMOUNT OF THIS AMENDMENT: \$18,591.67

_____ INCREASE OR X DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$1,444,944.67

FUNDING SOURCE & ACCT # FOR AMENDMENT: Same as Agreement

DESCRIPTION AND NEED FOR AMENDMENT: This amendment decreases the number of School Readiness funded spaces from 164 full day, subtracting 5 full day for a total of 159 full day spaces.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: *Howell Kuchelka* 1/15/20
(Name) (Date)

CEO
(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT

By And Between **AGREEMENT NO. 95384309**

The New Haven Board of Education

AND

Catholic Charities Archdiocese of Hartford

FOR NEW HAVEN PUBLIC SCHOOLS' EARLY CHILDHOOD DEPARTMENT

This Agreement entered into on the 3rd day of June 2019, effective (*no sooner than the day after Board of Education Approval*), and the 9th day of July, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, Catholic Charities Archdiocese of Hartford located at, 96 Asylum Ave, Hartford, CT 06106 (herein referred to as the "Contractor").

Compensation:

The Board will provide funding to the Contractor pending receipt of State Award an amount not to exceed \$1,463,536.00 for the provision of services at the following locations:

- Catholic Charities Centro San Jose Center, 290 Grand Avenue, New Haven, CT 06513
- Catholic Charities Child Development Center, 790 Grand Avenue, New Haven, CT 06513
- Catholic Charities St Francis Child Development Center, 423 Ferry Street, New Haven, CT 06513

<u>164</u>	"Spaces" for full day/full year services to be paid at the rate not to exceed \$8,924 per child, per year, or \$743.66 per month for prorated slots, for a total not to exceed <u>\$1,463,536.00</u>
TOTAL	

The Contractor will be paid a maximum of \$1,463,536.00 for the services. Compensation will be made upon submission of monthly reports for the services as outlined in *Exhibit A Scope of Service*.

Fiscal support for this Agreement shall be by the **School Readiness Grant Program** of the New Haven Board of Education, **Account Number: 2523-900-5384-56697 Location Code: 0442.**

This agreement shall remain in effect from July 9, 2019 to June 30, 2020.

Scope of Service: *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).*

The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood or, exempt from licensing by the CT State Department of Education, utilizing fully staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children or the Head Start program.

Handwritten initials and date: R6 6/18/19


Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.

Exhibit B: Student Data and Privacy Agreement: Attached

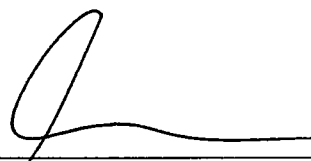
APPROVAL: This Agreement must be approved by the New Haven Board of Education *prior to service start date*. Contractors may begin service no sooner than the day after Board of Education approval.

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

6/14/19

Date

7/8/19

Date

Marek Kukulka CEO

Contractor Printed Name & Title

Revised: 10/2/18



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

**DETAILED SCOPE OF SERVICE AGREEMENT
SPECIAL TERMS AND CONDITIONS
FOR SCHOOL READINESS PROVIDERS (referred to as the "Contractor")**

Overview of School Readiness

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p-10-16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved. The School Readiness Grant Program is administered by the CT Office of Early Childhood (OEC).

The New Haven School Readiness grant provides over 1,000 spaces for three and four year olds in preschool programs across the city including community-based centers and classrooms within the New Haven Public Schools and Gateway Community College. New Haven Board of Education is the fiscal agent for the grant. The School Readiness Office (SRO), located in the New Haven Public Schools' Early Childhood Department is the Board's designee for the grant. The New Haven Early Childhood Council (NHECC), whose members are appointed by the Mayor and Superintendent, is responsible for making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants.

The School Readiness Contractor will provide an early care and education program for New Haven children ages 3 and 4 years old including the services listed below and as outlined in the OEC's General Policies for State-funded Programs and its Licensing Unit, as the Policies and Procedures of the New Haven Early Childhood Council (NHECC).

SECTION 1: REQUIRED SERVICES and STAFFING

A. OUTREACH SERVICES AND RECRUITMENT OF FAMILIES

1. The Contractor is responsible for recruitment and enrollment of eligible children. Eligibility criteria, as determined by the NHECC includes the New Haven residency requirement and allotting 75% of the total School Readiness funded spaces for families who are at or below 75% of the State Median Income as determined by the OEC.
2. Any SR space that becomes vacant will be filled within 15 business days.
3. Contractors are to keep documentation of their outreach efforts. Outreach should include contacts with the organizations that have Memoranda of Understanding with the NHECC as well as businesses and other organizations within the vicinity of the center.
4. Contractors that are not at full capacity by October 31st must submit a recruitment plan by November 15th for approval by the NHECC. At the recommendation of the NHECC, the Board may amend the Agreement to reduce the Contractor's grant allocation.
5. Contractors who are at capacity must share their waitlist with the School Readiness Office.

B. EDUCATIONAL SERVICES

1. Learning environment, curriculum and assessment
 - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children age 3 to 4 years and eligible 5 year olds. .
 - b. For each classroom, weekly Learning Experience Plans will be developed, followed and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross-walked with the ELDS may also be used.
 - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include: the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen, Early Screening Inventory (ESI) and Temperament and Atypical Behavior Scale TABS).
 - d. Classroom staff will document children's growth, understanding and skill in the areas of: cognition; social; emotional; physical health; language and literacy; creative arts; mathematics; science; and, social studies. Documentation should include teacher observations, work samples and parent input. Teachers will document how children's ideas are incorporated into the curriculum.
2. Family participation
 - a. Ongoing documentation will culminate in two annual assessment periods. Teachers will share the assessment with parents at 2 parent-teacher conferences annually. At least 80% of parents will attend 2 annual conferences. Documentation will include conference times and length, the comments and signature of parents.

C. QUALITY COMPONENTS

As outline in CT General Statutes **Sections 10-16o through 10-16u**, each school readiness program will:

1. Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
2. Encourage family involvement, parenting education and outreach;
3. Provide referrals for health services, including referrals for appropriate immunizations and screenings;
4. Provide nutrition services;
5. Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
6. Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
7. Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
8. Develop a plan for professional development for staff; including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
9. Use the OEC designated sliding fee scale for families participating in the program;
10. Implement an annual evaluation of the effectiveness of the program; and

11. Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled

D. STAFFING

1. HIRING AND STAFFING LEVELS

- a. Contractors will maintain adequate teacher:child ratios that at minimum, adhere to the OEC Day Care Licensing Regulations.
- b. Any staff changes will be reported to the School Readiness Office on the Staffing Coverage Form and added to the CT Registry.

2. EDUCATION REQUIREMENTS

Each classroom will meet the following:

- a. OEC Day Care Licensing regulations
- b. OEC Quality Staff Member education requirements
- c. NAEYC or Head Start requirements

3. STAFF ORIENTATION, STAFF DEVELOPMENT

All staff will have:

- a. The understanding, skills and experience to work with preschool aged children and families.
- b. An orientation within the first two weeks of hire. This must include an overview of the School Readiness Program policies, procedures and expectations.
- c. A staff development plan that includes the education requirements set forth by OEC's Bureau of Early Care and Education and its Licensing Unit, NAEYC and NHECC. Staff training will be documented in each staff members file. First year full time staff will complete all required trainings by May of their first year. Part time staff will complete trainings required for the position by all regulatory agencies including the School Readiness professional development areas of language and literacy, diversity, and working with children with special needs.
- d. Staff development plans will also include training in the CT ELDS, CT DOTS or similar systems. Regular observations, at minimum quarterly and preferably once a month, by the program leader and/or education consultant will be included in the staff member's professional development plan and annual evaluation.
- e. A program-wide staff development plan with proper documentation as required by NAEYC.

4. SUPERVISION

- a. All staff will be supervised by the program's education leader or designee with the skills and knowledge to support their professional learning. Supervision will include classroom observations, regular meetings with staff and a plan of goals, action steps and measures of progress as well as the strengths observed and contributions made to the program. The plan must be updated at least twice a year.
- b.1 Contractors are required to report any alleged act of commission or omission, suspicion of child abuse or neglect to all regulatory agencies within 24 hours, the School Readiness Office (SRO), the OEC, NAEYC and/or Head Start. Notification must include the date and time of the alleged act and the nature of the complaint. The Contractor must also notify the SRO of the results of any investigation and any actions taken by the Contractor to correct the situation.
- b.2 Contractors will also inform the SRO of any notification to DCF against a parent or non-employee of a SR funded child.

E. CONSULTATION

As required by NHECC Policies, all Contractors must have an education consultant who provides consultation to teachers and program leaders for a minimum of 2 hours per month. This may be the education consultant on the Contractor's OEC License, or may be another qualified consultant with expertise in curriculum, assessment, classroom management and supervision. The Contractor will notify the SRO of the education consultant selected. The consultant's time and focus will be recorded monthly.

SECTION 2: REPORTING REQUIREMENTS AND RECORD KEEPING

A. REPORTING REQUIREMENTS

1. All reports are to be submitted by the due date. The monthly reporting periods and due dates are listed on the chart below. Monthly Reports include:
Priority School Readiness Monthly Report
Site Data Report
Withdrawal Report
Financial Report, including accounting for the collection and use of parent fees and Care for Kids funds consistent with the terms of this Contract.
2. All Contractors are to update their program's information on the CT Registry and the ECIS systems on a monthly basis.
3. Any staff changes are to be reported to the SRO within 5 business days, by updating the Staffing Coverage Plan.
4. Using the protocol established by the OEC, all state funded programs are to email the SRO the required NAEYC, OEC and DCF documents.
5. Annual evaluations, surveys or other documents requested by OEC or by the SRO on behalf of the New Haven Board of Education and/or the New Haven Early Childhood Council.

B. RECORD KEEPING

1. Staff files contain a cover sheet listing completion dates of professional development training, staff self-evaluation, annual PD goals, annual evaluations with supporting documentation on file. Staff in programs that are exempt from licensing must have a minimum of 15 hours of professional development. Notes of education leaders' and/or their designees' classroom observations, meetings with individual teachers, teaching teams and full staff are documented and outline next steps and a timeline.
2. Child files Enrollment: contain a checklist listing all the documents required by OEC Licensing Unit and the SRO, with supporting documents on file. Records of daily family sign in/out sheets and daily attendance are kept on file and agree with the data submitted on the Site Data Report and in the ECIS.
Child files Assessment: there is a system to track teachers' observation notes and assessments to ensure that all domains are assessed with ample supporting documentation. Assessments should be completed at least twice a year.
3. The Contractor will maintain books, records, documents, program and individual service records, evidence of its accounting and billing procedures and practices for a period of 3 years.

SECTION 3: PROGRAM MONITORING

The Contractor will make all records and documents required under this Agreement as outlined here, in OEC Policies and NHECC Policies available to the SRO or its designee, the SR Fiscal Officer or their designee

and the OEC. Scheduled monitoring visits will take place twice a year. The SRO and OEC reserve the right to make unannounced visits.

SECTION 4

Provision against assignment: The contractor may not at any time assign any responsibilities of this contract to any other person, persons or agency without prior approval by SRO.

Access: The information shall be available during the hours of the Contractor's program operation and at all other reasonable times for monitoring, inspection, review or audit by employees or agents of the Board and/or the supervising state agencies. The Board reserves the right to conduct unannounced visits to funded sites to confirm reported data.

Complaints: The Contractor will ensure that all families funded through the School Readiness Grant are aware of their rights to have their concerns/complaints addressed. The Contractor will inform families in writing of the steps to follow to have a complaint/concern resolved. This will include the contact information for the SRO. NHECC Policies and Procedures make clear the steps the SRO will take to help resolve the complaint.

Suspension and/or Expulsion: No child should be expelled or suspended from a program. In the rare instances when a child's behavior jeopardizes the safety of themselves or others, the Contractor will immediately notify the SRO in writing of the situation and the actions taken to date to remedy the concern. The Board and the NHECC reserve the right to eliminate the funded spaces in cases where it deems the termination is not in keeping with the intent of the School Readiness Program.

Insurance: the Contractor is required to provide proof of liability coverage.

Statement of Non-Discrimination: the Contractor agrees that in the performance of this Agreement and in the composition of its staff, governing bodies and families it will not discriminate against any person or group of persons on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, sexual orientation, learning disability or on any other unlawful grounds.

Non-Renewal: in the event that this agreement is canceled or if the Board does not offer the Contractor a new Agreement of the same or similar service upon its expiration, the Contractor will assist in the orderly transfer of clients served under this Agreement to a new program and will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with School Readiness funds.

Termination and Default: if the Contractor fails to fulfill its obligations under this contract, the Board, in consultation with the New Haven Early Childhood Council may:

- Temporarily Withhold payments until the obligation is fulfilled to the satisfaction of the Board;
- Temporarily or permanently discontinue services under the Agreement;
- Require that unexpended funds be returned to the Board;
- Assign appropriate personnel to execute the Agreement until such time as corrections have been made to the satisfaction of the Board;
- Require that this contract be assigned to an agency or person designated by the Board to bring the program into contractual compliance.
- Terminate this Agreement; or
- Take such other action, as the Board believes necessary.

SECTION 5: COMPENSATION FOR SCHOOL READINESS FUNDED PROGRAMS

Compensation for services is based on the approved maximum number of children served each reporting period (see below for report periods) where each child is in attendance at least one day during the reporting period. For each child served, programs will be reimbursed at the rates established by the CT Office of Early Childhood.

Compensation will be made upon the submission of an invoice and is contingent on the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event that reports have not been submitted by the deadlines stipulated in the Contract, the Board will delay payment until such time the report(s) are submitted and approved. The current rates are:

Full day/full year services will be paid at the rate of \$743.66 per month not to exceed \$8,924 per child per year. Full day/full year is defined as 10 hours/day, 50 weeks/year, legal holidays excluded, where children regularly attend 5 days/week for at least 6 hours/day.

School day/school year services will be paid at the rate of \$600.00 per month, not to exceed \$6,000 per child per year. School day/school year is defined as 6 hours/day, 10 months/year, where children regularly attend 5 days/week for a minimum of 6 hours/day.

Part day/school year services to be paid at the rate of \$450.00 per month, not to exceed \$4,500 per child, per year. Part day/school years is defined as a minimum of 2.5 hours/day, 10 months/year, where children regularly attend 5 days/week.

Monthly Reporting Due Dates—

PSRMR, SDR, Withdrawal REPORTING PERIODs		# of wks	DUE DATES
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SECTION 6: OUTCOME MEASURES

Really need help with this so that it is clear, measurable and not onerous to complete!

OUTCOMES	MEASURES
<p>Improve access to and utilization of School Readiness Preschool Programs for New Haven 3 & 4 year olds.</p>	<p>SR monthly utilization rate of 95% to 100% will be maintained from September to June 30. Programs have a detailed recruitment plan to reach out to New Haven families including families in underserved neighborhoods. Spaces that become vacant will be filled within 15 business days.</p>
<p>Reduce the chronic absenteeism rate.</p>	<p>Chronic absenteeism is defined as a monthly attendance rate of less than 85%. When attendance falls below 85%, families will be contacted, reasons for the absences and a plan to improve attendance will document progress.</p>
<p>Increase the quality of early childhood programs by recruiting and maintaining the current OEC education requirement: at least one teacher in every classroom with a minimum of a CDA and 12 early childhood credits.</p>	<p>100% classrooms, including non-funded rooms will meet the education requirement.</p>
<p>By July 1, 2022, SR funded programs will hire teachers who meet the OEC’s increased education standards by having a minimum of 50% of classroom lead teachers with an approved Associate’s Degree.</p>	<p>SR programs have individual education plans for each staff member that includes meeting the OEC July 1, 2022 goal. Education plans are updated every six months and show progress toward the goal.</p>
<p>Children’s growth in all developmental domains</p>	<p>Classroom environments and weekly Learning Experience Plans will align and consistently include strategies to support children’s development as outlined in the OEC’s Early Learning Development Standards (ELDS). Assessment documentation will show 95% of all children have made progress in each developmental domain.</p>



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

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Creating Kids at the Connecticut Children's Museum

AMENDMENT #: 1

GRANT # if applicable: 093-000 11000-16274-2020-83014-170002

AGREEMENT #: 95384352

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: School Readiness

DATE: 2-11-2020

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-900-538456697

ORIGINAL AMOUNT OF AGREEMENT: \$48,000.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$48,000.00

 X ACTUAL OR ESTIMATE

AMOUNT OF THIS AMENDMENT: \$3,000.00

 X INCREASE OR DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$51,000.00

FUNDING SOURCE & ACCT # FOR AMENDMENT: Same as Agreement

DESCRIPTION AND NEED FOR AMENDMENT: This amendment increases the number of School Readiness funded spaces from 8 school day, adding 1 school day for a total of 9 school day spaces.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: _____

Andra Manguino
(Name)

1-18-20
(Date)

DIRECTOR
(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)



NEW HAVEN PUBLIC SCHOOLS

CONTRACTORS COPY

AGREEMENT

AGREEMENT NO. 95384352

By And Between

The New Haven Board of Education

AND

Creating Kids at the Connecticut Children's Museum

FOR NEW HAVEN PUBLIC SCHOOLS' EARLY CHILDHOOD DEPARTMENT

This Agreement entered into on the 3rd day of June, 2019, effective (*no sooner than the day after Board of Education Approval*), and the 13th day of August, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, Creating Kids at the CT Children's Museum located at, 22 Wall Street, New Haven, CT 06510 (herein referred to as the "Contractor").

Compensation:

The Board will pay the Contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed \$48,000.00 for the provision of services at the following location:

22 Wall Street
New Haven, CT 06510

8 "Spaces" for school day/school year services to be paid at the rate not to exceed \$6,000 per child, per year, or \$600.00 per month for prorated slots, for a total not to exceed \$.00
TOTAL

Compensation will be made upon submission of monthly reports for the services as outlined in *Exhibit A Scope of Service*.

Fiscal support for this Agreement shall be by the **School Readiness Grant Program** of the New Haven Board of Education, Account Number: 2523-900-5384-56697 Location Code: 0442.

This agreement shall remain in effect from August 13, 2019 to June 30, 2020.

Scope of Service: *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).*

The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood or, exempt from licensing by the CT State Department of Education, utilizing fully staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children or the Head Start program.

Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.

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.

Sandra Wilhelmsen
Contractor Signature

7/2/19
Date

[Signature]
President
New Haven Board of Education

8/12/19
Date

SANDRA WILHELMSEN DIRECTOR
Contractor Printed Name & Title

Revised: 10/2/18



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

DETAILED SCOPE OF SERVICE AGREEMENT SPECIAL TERMS AND CONDITIONS FOR SCHOOL READINESS PROVIDERS (referred to as the "Contractor")

Overview of School Readiness

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p-10-16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved. The School Readiness Grant Program is administered by the CT Office of Early Childhood (OEC).

The New Haven School Readiness grant provides over 1,000 spaces for three and four year olds in preschool programs across the city including community-based centers and classrooms within the New Haven Public Schools and Gateway Community College. New Haven Board of Education is the fiscal agent for the grant. The School Readiness Office (SRO), located in the New Haven Public Schools' Early Childhood Department is the Board's designee for the grant. The New Haven Early Childhood Council (NHECC), whose members are appointed by the Mayor and Superintendent, is responsible for making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants.

The School Readiness Contractor will provide an early care and education program for New Haven children ages 3 and 4 years old including the services listed below and as outlined in the OEC's General Policies for State-funded Programs and its Licensing Unit, as the Policies and Procedures of the New Haven Early Childhood Council (NHECC).

SECTION 1: REQUIRED SERVICES and STAFFING

A. OUTREACH SERVICES AND RECRUITMENT OF FAMILIES

1. The Contractor is responsible for recruitment and enrollment of eligible children. Eligibility criteria, as determined by the NHECC includes the New Haven residency requirement and allotting 75% of the total School Readiness funded spaces for families who are at or below 75% of the State Median Income as determined by the OEC.
2. Any SR space that becomes vacant will be filled within 15 business days.
3. Contractors are to keep documentation of their outreach efforts. Outreach should include contacts with the organizations that have Memoranda of Understanding with the NHECC as well as businesses and other organizations within the vicinity of the center.
4. Contractors that are not at full capacity by October 31st must submit a recruitment plan by November 15th for approval by the NHECC. At the recommendation of the NHECC, the Board may amend the Agreement to reduce the Contractor's grant allocation.
5. Contractors who are at capacity must share their waitlist with the School Readiness Office.

B. EDUCATIONAL SERVICES

1. Learning environment, curriculum and assessment
 - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children age 3 to 4 years and eligible 5 year olds. ,
 - b. For each classroom, weekly Learning Experience Plans will be developed, followed and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross-walked with the ELDS may also be used.
 - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include: the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen, Early Screening Inventory (ESI) and Temperament and Atypical Behavior Scale TABS).
 - d. Classroom staff will document children's growth, understanding and skill in the areas of: cognition; social; emotional; physical health; language and literacy; creative arts; mathematics; science; and, social studies. Documentation should include teacher observations, work samples and parent input. Teachers will document how children's ideas are incorporated into the curriculum.
2. Family participation
 - a. Ongoing documentation will culminate in two annual assessment periods. Teachers will share the assessment with parents at 2 parent-teacher conferences annually. At least 80% of parents will attend 2 annual conferences. Documentation will include conference times and length, the comments and signature of parents.

C. QUALITY COMPONENTS

As outline in CT General Statutes **Sections 10-16o through 10-16u**, each school readiness program will:

1. Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
2. Encourage family involvement, parenting education and outreach;
3. Provide referrals for health services, including referrals for appropriate immunizations and screenings;
4. Provide nutrition services;
5. Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
6. Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
7. Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
8. Develop a plan for professional development for staff: including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
9. Use the OFC designated sliding fee scale for families participating in the program;
10. Implement an annual evaluation of the effectiveness of the program; and

11. Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled

D. STAFFING

1. HIRING AND STAFFING LEVELS

- a. Contractors will maintain adequate teacher:child ratios that at minimum, adhere to the OEC Day Care Licensing Regulations.
- b. Any staff changes will be reported to the School Readiness Office on the Staffing Coverage Form and added to the CT Registry.

2. EDUCATION REQUIREMENTS

Each classroom will meet the following:

- a. OEC Day Care Licensing regulations
- b. OEC Quality Staff Member education requirements
- c. NAEYC or Head Start requirements

3. STAFF ORIENTATION, STAFF DEVELOPMENT

All staff will have:

- a. The understanding, skills and experience to work with preschool aged children and families.
- b. An orientation within the first two weeks of hire. This must include an overview of the School Readiness Program policies, procedures and expectations.
- c. A staff development plan that includes the education requirements set forth by OEC's Bureau of Early Care and Education and its Licensing Unit, NAEYC and NHECC. Staff training will be documented in each staff members file. First year full time staff will complete all required trainings by May of their first year. Part time staff will complete trainings required for the position by all regulatory agencies including the School Readiness professional development areas of language and literacy, diversity, and working with children with special needs.
- d. Staff development plans will also include training in the CT ELDS, CT DOTS or similar systems. Regular observations, at minimum quarterly and preferably once a month, by the program leader and/or education consultant will be included in the staff member's professional development plan and annual evaluation.
- e. A program-wide staff development plan with proper documentation as required by NAEYC.

4. SUPERVISION

- a. All staff will be supervised by the program's education leader or designee with the skills and knowledge to support their professional learning. Supervision will include classroom observations, regular meetings with staff and a plan of goals, action steps and measures of progress as well as the strengths observed and contributions made to the program. The plan must be updated at least twice a year.
- b.1 Contractors are required to report any alleged act of commission or omission, suspicion of child abuse or neglect to all regulatory agencies within 24 hours, the School Readiness Office (SRO), the OEC, NAEYC and/or Head Start. Notification must include the date and time of the alleged act and the nature of the complaint. The Contractor must also notify the SRO of the results of any investigation and any actions taken by the Contractor to correct the situation.
- b.2 Contractors will also inform the SRO of any notification to DCF against a parent or non-employee of a SR funded child.

E. CONSULTATION

As required by NHECC Policies, all Contractors must have an education consultant who provides consultation to teachers and program leaders for a minimum of 2 hours per month. This may be the education consultant on the Contractor's OEC License, or may be another qualified consultant with expertise in curriculum, assessment, classroom management and supervision. The Contractor will notify the SRO of the education consultant selected. The consultant's time and focus will be recorded monthly.

SECTION 2: REPORTING REQUIREMENTS AND RECORD KEEPING

A. REPORTING REQUIREMENTS

1. All reports are to be submitted by the due date. The monthly reporting periods and due dates are listed on the chart below. Monthly Reports include:
Priority School Readiness Monthly Report
Site Data Report
Withdrawal Report
Financial Report, including accounting for the collection and use of parent fees and Care for Kids funds consistent with the terms of this Contract.
2. All Contractors are to update their program's information on the CT Registry and the ECIS systems on a monthly basis.
3. Any staff changes are to be reported to the SRO within 5 business days, by updating the Staffing Coverage Plan.
4. Using the protocol established by the OEC, all state funded programs are to email the SRO the required NAEYC, OEC and DCF documents.
5. Annual evaluations, surveys or other documents requested by OEC or by the SRO on behalf of the New Haven Board of Education and/or the New Haven Early Childhood Council.

B. RECORD KEEPING

1. Staff files contain a cover sheet listing completion dates of professional development training, staff self-evaluation, annual PD goals, annual evaluations with supporting documentation on file. Staff in programs that are exempt from licensing must have a minimum of 15 hours of professional development. Notes of education leaders' and/or their designees' classroom observations, meetings with individual teachers, teaching teams and full staff are documented and outline next steps and a timeline.
2. Child files Enrollment: contain a checklist listing all the documents required by OEC Licensing Unit and the SRO, with supporting documents on file. Records of daily family sign in/out sheets and daily attendance are kept on file and agree with the data submitted on the Site Data Report and in the ECIS.
Child files Assessment: there is a system to track teachers' observation notes and assessments to ensure that all domains are assessed with ample supporting documentation. Assessments should be completed at least twice a year.
3. The Contractor will maintain books, records, documents, program and individual service records, evidence of its accounting and billing procedures and practices for a period of 3 years.

SECTION 3: PROGRAM MONITORING

The Contractor will make all records and documents required under this Agreement as outlined here, in OEC Policies and NHECC Policies available to the SRO or its designee, the SR Fiscal Officer or their designee

and the OEC. Scheduled monitoring visits will take place twice a year. The SRO and OEC reserve the right to make unannounced visits.

SECTION 4

Provision against assignment: The contractor may not at any time assign any responsibilities of this contract to any other person, persons or agency without prior approval by SRO.

Access: The information shall be available during the hours of the Contractor's program operation and at all other reasonable times for monitoring, inspection, review or audit by employees or agents of the Board and/or the supervising state agencies. The Board reserves the right to conduct unannounced visits to funded sites to confirm reported data.

Complaints: The Contractor will ensure that all families funded through the School Readiness Grant are aware of their rights to have their concerns/complaints addressed. The Contractor will inform families in writing of the steps to follow to have a complaint/concern resolved. This will include the contact information for the SRO. NHECC Policies and Procedures make clear the steps the SRO will take to help resolve the complaint.

Suspension and/or Expulsion: No child should be expelled or suspended from a program. In the rare instances when a child's behavior jeopardizes the safety of themselves or others, the Contractor will immediately notify the SRO in writing of the situation and the actions taken to date to remedy the concern. The Board and the NHECC reserve the right to eliminate the funded spaces in cases where it deems the termination is not in keeping with the intent of the School Readiness Program.

Insurance: the Contractor is required to provide proof of liability coverage.

Statement of Non-Discrimination: the Contractor agrees that in the performance of this Agreement and in the composition of its staff, governing bodies and families it will not discriminate against any person or group of persons on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, sexual orientation, learning disability or on any other unlawful grounds.

Non-Renewal: in the event that this agreement is canceled or if the Board does not offer the Contractor a new Agreement of the same or similar service upon its expiration, the Contractor will assist in the orderly transfer of clients served under this Agreement to a new program and will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with School Readiness funds.

Termination and Default: if the Contractor fails to fulfill its obligations under this contract, the Board, in consultation with the New Haven Early Childhood Council may:

- Temporarily Withhold payments until the obligation is fulfilled to the satisfaction of the Board;
- Temporarily or permanently discontinue services under the Agreement;
- Require that unexpended funds be returned to the Board;
- Assign appropriate personnel to execute the Agreement until such time as corrections have been made to the satisfaction of the Board;
- Require that this contract be assigned to an agency or person designated by the Board to bring the program into contractual compliance.
- Terminate this Agreement; or
- Take such other action, as the Board believes necessary.

SECTION 5: COMPENSATION FOR SCHOOL READINESS FUNDED PROGRAMS

Compensation for services is based on the approved maximum number of children served each reporting period (see below for report periods) where each child is in attendance at least one day during the reporting period. For each child served, programs will be reimbursed at the rates established by the CT Office of Early Childhood.

Compensation will be made upon the submission of an invoice and is contingent on the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event that reports have not been submitted by the deadlines stipulated in the Contract, the Board will delay payment until such time the report(s) are submitted and approved. The current rates are:

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Monthly Reporting Due Dates—

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SECTION 6: OUTCOME MEASURES

Really need help with this so that it is clear, measurable and not onerous to complete!

OUTCOMES	MEASURES
<p>Improve access to and utilization of School Readiness Preschool Programs for New Haven 3 & 4 year olds.</p>	<p>SR monthly utilization rate of 95% to 100% will be maintained from September to June 30. Programs have a detailed recruitment plan to reach out to New Haven families including families in underserved neighborhoods. Spaces that become vacant will be filled within 15 business days.</p>
<p>Reduce the chronic absenteeism rate.</p>	<p>Chronic absenteeism is defined as a monthly attendance rate of less than 85%. When attendance falls below 85%, families will be contacted, reasons for the absences and a plan to improve attendance will document progress.</p>
<p>Increase the quality of early childhood programs by recruiting and maintaining the current OEC education requirement: at least one teacher in every classroom with a minimum of a CDA and 12 early childhood credits.</p>	<p>100% classrooms, including non-funded rooms will meet the education requirement.</p>
<p>By July 1, 2022, SR funded programs will hire teachers who meet the OEC's increased education standards by having a minimum of 50% of classroom lead teachers with an approved Associate's Degree.</p>	<p>SR programs have individual education plans for each staff member that includes meeting the OEC July 1, 2022 goal. Education plans are updated every six months and show progress toward the goal.</p>
<p>Children's growth in all developmental domains</p>	<p>Classroom environments and weekly Learning Experience Plans will align and consistently include strategies to support children's development as outlined in the OEC's Early Learning Development Standards (ELDS). Assessment documentation will show 95% of all children have made progress in each developmental domain.</p>



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT B

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SPECIAL TERMS AND CONDITIONS**

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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

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Friends Center for Children

AMENDMENT #: 2

GRANT # if applicable: 093-000 11000-16274-2020-83014-170002

AGREEMENT #: 95384312

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: School Readiness

DATE: 2-11-2020

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-900-538456697

ORIGINAL AMOUNT OF AGREEMENT: \$437,276.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$437,276.00

X ACTUAL OR ESTIMATE

AMOUNT OF THIS AMENDMENT: \$18,591.67

X INCREASE OR DECREASE


AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$455,867.67

FUNDING SOURCE & ACCT # FOR AMENDMENT: Same as Agreement

DESCRIPTION AND NEED FOR AMENDMENT: This amendment increases the number of School Readiness funded spaces from 49 full day, adding 5 full day for a total of 54 full day spaces.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: _____


Allyx Schiavone

1/21/2020
(Date)

Executive Director
(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Friends Center for Children AMENDMENT #: 1

GRANT # if applicable: 093-000 11000-16274-2020-83014-170002 AGREEMENT #: 95384312

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: School Readiness DATE: 11-4-19

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-900-5384-56697

ORIGINAL AMOUNT OF AGREEMENT: \$437,276

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$437,276

X ACTUAL OR _____ ESTIMATE

AMOUNT OF THIS AMENDMENT: \$0 no change is funded amount

no INCREASE OR no DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$437,276

FUNDING SOURCE & ACCT # FOR AMENDMENT: same

DESCRIPTION AND NEED FOR AMENDMENT: Friends Center for Children will move 17 of its 49 School Readiness full day spaces from its current location at 227 East Grand Avenue to 495 Blake Street where it has another licensed child care center. This agreement is effective November 13, 2019 through June 30, 2020.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: [Signature] 10/10/19
(Name) (Date)

Executive Director
(Title)

NEW HAVEN BOARD OF EDUCATION:
[Signature]
President

11-12-19
(Date)



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT

By And Between

The New Haven Board of Education

AND AGREEMENT NO. 95384312

Friends Center for Children

FOR NEW HAVEN PUBLIC SCHOOLS' EARLY CHILDHOOD DEPARTMENT

This Agreement entered into on the 3rd day of June, 2019, effective (*no sooner than the day after Board of Education Approval*), and the 9th day of July, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, Friends Center for Children located at, 227 East Grand Avenue, New Haven, CT 06513 (herein referred to as the "Contractor").

Compensation:

The Board will pay Contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed \$437,276.00 for the provision of services at the following location:

227 East Grand Avenue
New Haven, CT 06513

49 "Spaces" for **full day/full year** services to be paid at the rate not to exceed \$8,924 per child, per year, or \$743.66 per month for prorated slots, for a total not to exceed \$437,276.00
TOTAL

The Contractor will be paid a maximum of \$437,276.00 for the services. Compensation will be made upon submission of monthly reports for the services as outlined in *Exhibit A Scope of Service*.

Fiscal support for this Agreement shall be by the **School Readiness Grant Program** of the New Haven Board of Education, **Account Number: 2523-900-5384-56697** Location Code: 0442.

This agreement shall remain in effect from July 9, 2019 to June 30, 2020.

Scope of Service: *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).*

The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood or, exempt from licensing by the CT State Department of Education, utilizing fully staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children or the Head Start program.

Handwritten: 26
5/18/19


Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.

Exhibit B: Student Data and Privacy Agreement: Attached

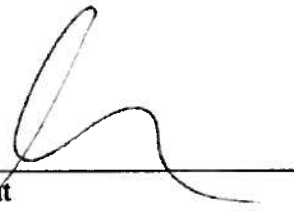
APPROVAL: This Agreement must be approved by the New Haven Board of Education *prior to service start date*. Contactors may begin service no sooner than the day after Board of Education approval.

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

6-13-19

Date

7/2/19

Date

Allyx Schiavone, Executive Director

Contractor Printed Name & Title

Revised: 10/2/18



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

DETAILED SCOPE OF SERVICE AGREEMENT SPECIAL TERMS AND CONDITIONS FOR SCHOOL READINESS PROVIDERS (referred to as the "Contractor")

Overview of School Readiness

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p-10-16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved. The School Readiness Grant Program is administered by the CT Office of Early Childhood (OEC).

The New Haven School Readiness grant provides over 1,000 spaces for three and four year olds in preschool programs across the city including community-based centers and classrooms within the New Haven Public Schools and Gateway Community College. New Haven Board of Education is the fiscal agent for the grant. The School Readiness Office (SRO), located in the New Haven Public Schools' Early Childhood Department is the Board's designee for the grant. The New Haven Early Childhood Council (NHECC), whose members are appointed by the Mayor and Superintendent, is responsible for making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants.

The School Readiness Contractor will provide an early care and education program for New Haven children ages 3 and 4 years old including the services listed below and as outlined in the OEC's General Policies for State-funded Programs and its Licensing Unit, as the Policies and Procedures of the New Haven Early Childhood Council (NHECC).

SECTION 1: REQUIRED SERVICES and STAFFING

A. OUTREACH SERVICES AND RECRUITMENT OF FAMILIES

1. The Contractor is responsible for recruitment and enrollment of eligible children. Eligibility criteria, as determined by the NHECC includes the New Haven residency requirement and allotting 75% of the total School Readiness funded spaces for families who are at or below 75% of the State Median Income as determined by the OEC.
2. Any SR space that becomes vacant will be filled within 15 business days.
3. Contractors are to keep documentation of their outreach efforts. Outreach should include contacts with the organizations that have Memoranda of Understanding with the NHECC as well as businesses and other organizations within the vicinity of the center.
4. Contractors that are not at full capacity by October 31st must submit a recruitment plan by November 15th for approval by the NHECC. At the recommendation of the NHECC, the Board may amend the Agreement to reduce the Contractor's grant allocation.
5. Contractors who are at capacity must share their waitlist with the School Readiness Office.

B. EDUCATIONAL SERVICES

1. Learning environment, curriculum and assessment
 - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children age 3 to 4 years and eligible 5 year olds. ,
 - b. For each classroom, weekly Learning Experience Plans will be developed, followed and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross-walked with the ELDS may also be used.
 - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include: the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen, Early Screening Inventory (ESI) and Temperament and Atypical Behavior Scale TABS).
 - d. Classroom staff will document children's growth, understanding and skill in the areas of: cognition; social; emotional; physical health; language and literacy; creative arts; mathematics; science; and, social studies. Documentation should include teacher observations, work samples and parent input. Teachers will document how children's ideas are incorporated into the curriculum.
2. Family participation
 - a. Ongoing documentation will culminate in two annual assessment periods. Teachers will share the assessment with parents at 2 parent-teacher conferences annually. At least 80% of parents will attend 2 annual conferences. Documentation will include conference times and length, the comments and signature of parents.

C. QUALITY COMPONENTS

As outline in CT General Statutes **Sections 10-16o through 10-16u**, each school readiness program will:

1. Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
2. Encourage family involvement, parenting education and outreach;
3. Provide referrals for health services, including referrals for appropriate immunizations and screenings;
4. Provide nutrition services;
5. Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
6. Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
7. Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
8. Develop a plan for professional development for staff; including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
9. Use the OEC designated sliding fee scale for families participating in the program;
10. Implement an annual evaluation of the effectiveness of the program; and

11. Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled

D. STAFFING

1. HIRING AND STAFFING LEVELS

- a. Contractors will maintain adequate teacher:child ratios that at minimum, adhere to the OEC Day Care Licensing Regulations.
- b. Any staff changes will be reported to the School Readiness Office on the Staffing Coverage Form and added to the CT Registry.

2. EDUCATION REQUIREMENTS

Each classroom will meet the following:

- a. OEC Day Care Licensing regulations
- b. OEC Quality Staff Member education requirements
- c. NAEYC or Head Start requirements

3. STAFF ORIENTATION, STAFF DEVELOPMENT

All staff will have:

- a. The understanding, skills and experience to work with preschool aged children and families.
- b. An orientation within the first two weeks of hire. This must include an overview of the School Readiness Program policies, procedures and expectations.
- c. A staff development plan that includes the education requirements set forth by OEC's Bureau of Early Care and Education and its Licensing Unit, NAEYC and NHECC. Staff training will be documented in each staff members file. First year full time staff will complete all required trainings by May of their first year. Part time staff will complete trainings required for the position by all regulatory agencies including the School Readiness professional development areas of language and literacy, diversity, and working with children with special needs.
- d. Staff development plans will also include training in the CT ELDS, CT DOTS or similar systems. Regular observations, at minimum quarterly and preferably once a month, by the program leader and/or education consultant will be included in the staff member's professional development plan and annual evaluation.
- e. A program-wide staff development plan with proper documentation as required by NAEYC.

4. SUPERVISION

- a. All staff will be supervised by the program's education leader or designee with the skills and knowledge to support their professional learning. Supervision will include classroom observations, regular meetings with staff and a plan of goals, action steps and measures of progress as well as the strengths observed and contributions made to the program. The plan must be updated at least twice a year.
- b.1 Contractors are required to report any alleged act of commission or omission, suspicion of child abuse or neglect to all regulatory agencies within 24 hours, the School Readiness Office (SRO), the OEC, NAEYC and/or Head Start. Notification must include the date and time of the alleged act and the nature of the complaint. The Contractor must also notify the SRO of the results of any investigation and any actions taken by the Contractor to correct the situation.
- b.2 Contractors will also inform the SRO of any notification to DCF against a parent or non-employee of a SR funded child.

E. CONSULTATION

As required by NHECC Policies, all Contractors must have an education consultant who provides consultation to teachers and program leaders for a minimum of 2 hours per month. This may be the education consultant on the Contractor's OEC License, or may be another qualified consultant with expertise in curriculum, assessment, classroom management and supervision. The Contractor will notify the SRO of the education consultant selected. The consultant's time and focus will be recorded monthly.

SECTION 2: REPORTING REQUIREMENTS AND RECORD KEEPING

A. REPORTING REQUIREMENTS

1. All reports are to be submitted by the due date. The monthly reporting periods and due dates are listed on the chart below. Monthly Reports include:
Priority School Readiness Monthly Report
Site Data Report
Withdrawal Report
Financial Report, including accounting for the collection and use of parent fees and Care for Kids funds consistent with the terms of this Contract.
2. All Contractors are to update their program's information on the CT Registry and the ECIS systems on a monthly basis.
3. Any staff changes are to be reported to the SRO within 5 business days, by updating the Staffing Coverage Plan.
4. Using the protocol established by the OEC, all state funded programs are to email the SRO the required NAEYC, OEC and DCF documents.
5. Annual evaluations, surveys or other documents requested by OEC or by the SRO on behalf of the New Haven Board of Education and/or the New Haven Early Childhood Council.

B. RECORD KEEPING

1. Staff files contain a cover sheet listing completion dates of professional development training, staff self-evaluation, annual PD goals, annual evaluations with supporting documentation on file. Staff in programs that are exempt from licensing must have a minimum of 15 hours of professional development. Notes of education leaders' and/or their designees' classroom observations, meetings with individual teachers, teaching teams and full staff are documented and outline next steps and a timeline.
2. Child files Enrollment: contain a checklist listing all the documents required by OEC Licensing Unit and the SRO, with supporting documents on file. Records of daily family sign in/out sheets and daily attendance are kept on file and agree with the data submitted on the Site Data Report and in the ECIS.
Child files Assessment: there is a system to track teachers' observation notes and assessments to ensure that all domains are assessed with ample supporting documentation. Assessments should be completed at least twice a year.
3. The Contractor will maintain books, records, documents, program and individual service records, evidence of its accounting and billing procedures and practices for a period of 3 years.

SECTION 3: PROGRAM MONITORING

The Contractor will make all records and documents required under this Agreement as outlined here, in OEC Policies and NHECC Policies available to the SRO or its designee, the SR Fiscal Officer or their designee

and the OEC. Scheduled monitoring visits will take place twice a year. The SRO and OEC reserve the right to make unannounced visits.

SECTION 4

Provision against assignment: The contractor may not at any time assign any responsibilities of this contract to any other person, persons or agency without prior approval by SRO.

Access: The information shall be available during the hours of the Contractor's program operation and at all other reasonable times for monitoring, inspection, review or audit by employees or agents of the Board and/or the supervising state agencies. The Board reserves the right to conduct unannounced visits to funded sites to confirm reported data.

Complaints: The Contractor will ensure that all families funded through the School Readiness Grant are aware of their rights to have their concerns/complaints addressed. The Contractor will inform families in writing of the steps to follow to have a complaint/concern resolved. This will include the contact information for the SRO. NHECC Policies and Procedures make clear the steps the SRO will take to help resolve the complaint.

Suspension and/or Expulsion: No child should be expelled or suspended from a program. In the rare instances when a child's behavior jeopardizes the safety of themselves or others, the Contractor will immediately notify the SRO in writing of the situation and the actions taken to date to remedy the concern. The Board and the NHECC reserve the right to eliminate the funded spaces in cases where it deems the termination is not in keeping with the intent of the School Readiness Program.

Insurance: the Contractor is required to provide proof of liability coverage.

Statement of Non-Discrimination: the Contractor agrees that in the performance of this Agreement and in the composition of its staff, governing bodies and families it will not discriminate against any person or group of persons on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, sexual orientation, learning disability or on any other unlawful grounds.

Non-Renewal: in the event that this agreement is canceled or if the Board does not offer the Contractor a new Agreement of the same or similar service upon its expiration, the Contractor will assist in the orderly transfer of clients served under this Agreement to a new program and will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with School Readiness funds.

Termination and Default: if the Contractor fails to fulfill its obligations under this contract, the Board, in consultation with the New Haven Early Childhood Council may:

- Temporarily Withhold payments until the obligation is fulfilled to the satisfaction of the Board;
- Temporarily or permanently discontinue services under the Agreement;
- Require that unexpended funds be returned to the Board;
- Assign appropriate personnel to execute the Agreement until such time as corrections have been made to the satisfaction of the Board;
- Require that this contract be assigned to an agency or person designated by the Board to bring the program into contractual compliance.
- Terminate this Agreement; or
- Take such other action, as the Board believes necessary.

SECTION 5: COMPENSATION FOR SCHOOL READINESS FUNDED PROGRAMS

Compensation for services is based on the approved maximum number of children served each reporting period (see below for report periods) where each child is in attendance at least one day during the reporting period. For each child served, programs will be reimbursed at the rates established by the CT Office of Early Childhood.

Compensation will be made upon the submission of an invoice and is contingent on the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event that reports have not been submitted by the deadlines stipulated in the Contract, the Board will delay payment until such time the report(s) are submitted and approved. The current rates are:

Full day/full year services will be paid at the rate of \$743.66 per month not to exceed \$8,924 per child per year. Full day/full year is defined as 10 hours/day, 50 weeks/year, legal holidays excluded, where children regularly attend 5 days/week for at least 6 hours/day.

School day/school year services will be paid at the rate of \$600.00 per month, not to exceed \$6,000 per child per year. School day/school year is defined as 6 hours/day, 10 months/year, where children regularly attend 5 days/week for a minimum of 6 hours/day.

Part day/school year services to be paid at the rate of \$450.00 per month, not to exceed \$4,500 per child, per year. Part day/school years is defined as a minimum of 2.5 hours/day, 10 months/year, where children regularly attend 5 days/week.

Monthly Reporting Due Dates—

PSRMR, SDR, Withdrawal REPORTING PERIODs		# of wks	DUE DATES
From	End Date		
July 1, 2019	July 27, 2019	4	July 30
July 29, 2019	August 30, 2019	5	September 3
September 2, 2019	September 27, 2019	4	October 1
September 30, 2019	October 25, 2019	4	October 29
October 28, 2019	November 29, 2019	5	December 3
December 2, 2019	December 27, 2019	4	December 31
December 30, 2018	January 31, 2020	5	February 4
February 3, 2020	February 28, 2020	4	March 3
March 2, 2020	March 27, 2020	4	March 31
March 30, 2020	April 24, 2020	4	April 28
April 27, 2020	May 29, 2020	5	June 2
June 1, 2020	June 26, 2020	4	June 30

SECTION 6: OUTCOME MEASURES

Really need help with this so that it is clear, measurable and not onerous to complete!

OUTCOMES	MEASURES
<p>Improve access to and utilization of School Readiness Preschool Programs for New Haven 3 & 4 year olds.</p>	<p>SR monthly utilization rate of 95% to 100% will be maintained from September to June 30. Programs have a detailed recruitment plan to reach out to New Haven families including families in underserved neighborhoods. Spaces that become vacant will be filled within 15 business days.</p>
<p>Reduce the chronic absenteeism rate.</p>	<p>Chronic absenteeism is defined as a monthly attendance rate of less than 85%. When attendance falls below 85%, families will be contacted, reasons for the absences and a plan to improve attendance will document progress.</p>
<p>Increase the quality of early childhood programs by recruiting and maintaining the current OEC education requirement: at least one teacher in every classroom with a minimum of a CDA and 12 early childhood credits.</p>	<p>100% classrooms, including non-funded rooms will meet the education requirement.</p>
<p>By July 1, 2022. SR funded programs will hire teachers who meet the OEC's increased education standards by having a minimum of 50% of classroom lead teachers with an approved Associate's Degree.</p>	<p>SR programs have individual education plans for each staff member that includes meeting the OEC July 1, 2022 goal. Education plans are updated every six months and show progress toward the goal.</p>
<p>Children's growth in all developmental domains</p>	<p>Classroom environments and weekly Learning Experience Plans will align and consistently include strategies to support children's development as outlined in the OEC's Early Learning Development Standards (ELDS). Assessment documentation will show 95% of all children have made progress in each developmental domain.</p>



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

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Columbus School PreK PreK AMENDMENT #: 1

GRANT # if applicable: 093-000 11000-16274-2020-83014-170002 AGREEMENT #: NA

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: School Readiness DATE: 2-11-2020

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-900-538456697

ORIGINAL AMOUNT OF AGREEMENT: \$240,000.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$240,000.00

X ACTUAL OR ESTIMATE

AMOUNT OF THIS AMENDMENT: \$3,000.00

INCREASE OR X DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$237,000.00

FUNDING SOURCE & ACCT # FOR AMENDMENT: Same as Agreement

DESCRIPTION AND NEED FOR AMENDMENT: This amendment decreases the number of School Readiness funded spaces from 40 school day, subtracting 1 school day for a total of 39 school day spaces.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: [Signature] 1/21/20
(Name) PAM A JEFFERSON (Date)

DIRECTOR, EARLY LEARNING PROGRAMS
(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT

By And Between

The New Haven Board of Education

AND

COLUMBUS SCHOOL Pre-K

FOR NEW HAVEN PUBLIC SCHOOLS' EARLY CHILDHOOD DEPARTMENT

This Agreement entered into on the 3rd day of June 2019, effective (*no sooner than the day after Board of Education Approval*), and the 13th day of August, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, Columbus School Pre-K located at, 255 Blatchley Avenue, New Haven, CT 06511 (herein referred to as the "Contractor").

Compensation:

The Board will pay the Contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed \$240,000 .00 for the provision of services at the following location:

255 Blatchley Avenue
New Haven, CT 06511

40
TOTAL "Spaces" for **school day/school year** services to be paid at the rate not to exceed \$6,000 per child, per year, or \$600.00 per month for prorated slots, for a total not to exceed \$240,000 .00

Compensation will be made upon submission of monthly reports for the services as outlined in ***Exhibit A Scope of Service***.

Fiscal support for this Agreement shall be by the **School Readiness Grant Program** of the New Haven Board of Education, **Account Number: 2523-900-5384-56697 Location Code: 0442.**

This agreement shall remain in effect from August 13, 2019 to June 30, 2020 .

Scope of Service: *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).*

The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood or, exempt from licensing by the CT State Department of Education, utilizing fully staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children or the Head Start program.


Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.

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.

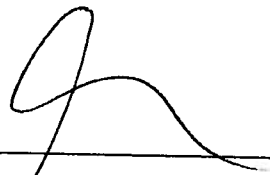
TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the 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.



Dr. Carol Birks, Superintendent

7/12/19

Date



President
New Haven Board of Education

8/12/19

Date

Revised: 7/1/19



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

**DETAILED SCOPE OF SERVICE AGREEMENT
SPECIAL TERMS AND CONDITIONS
FOR SCHOOL READINESS PROVIDERS (referred to as the "Contractor")**

Overview of School Readiness

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p-10-16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved. The School Readiness Grant Program is administered by the CT Office of Early Childhood (OEC).

The New Haven School Readiness grant provides over 1,000 spaces for three and four year olds in preschool programs across the city including community-based centers and classrooms within the New Haven Public Schools and Gateway Community College. New Haven Board of Education is the fiscal agent for the grant. The School Readiness Office (SRO), located in the New Haven Public Schools' Early Childhood Department is the Board's designee for the grant. The New Haven Early Childhood Council (NHECC), whose members are appointed by the Mayor and Superintendent, is responsible for making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants.

The School Readiness Contractor will provide an early care and education program for New Haven children ages 3 and 4 years old including the services listed below and as outlined in the OEC's General Policies for State-funded Programs and its Licensing Unit, as the Policies and Procedures of the New Haven Early Childhood Council (NHECC).

SECTION 1: REQUIRED SERVICES and STAFFING

A. OUTREACH SERVICES AND RECRUITMENT OF FAMILIES

1. The Contractor is responsible for recruitment and enrollment of eligible children. Eligibility criteria, as determined by the NHECC includes the New Haven residency requirement and allotting 75% of the total School Readiness funded spaces for families who are at or below 75% of the State Median Income as determined by the OEC.
2. Any SR space that becomes vacant will be filled within 15 business days.
3. Contractors are to keep documentation of their outreach efforts. Outreach should include contacts with the organizations that have Memoranda of Understanding with the NHECC as well as businesses and other organizations within the vicinity of the center.
4. Contractors that are not at full capacity by October 31st must submit a recruitment plan by November 15th for approval by the NHECC. At the recommendation of the NHECC, the Board may amend the Agreement to reduce the Contractor's grant allocation.
5. Contractors who are at capacity must share their waitlist with the School Readiness Office.

B. EDUCATIONAL SERVICES

1. Learning environment, curriculum and assessment
 - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children age 3 to 4 years and eligible 5 year olds. ,
 - b. For each classroom, weekly Learning Experience Plans will be developed, followed and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross-walked with the ELDS may also be used.
 - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include: the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen, Early Screening Inventory (ESI) and Temperament and Atypical Behavior Scale TABS).
 - d. Classroom staff will document children's growth, understanding and skill in the areas of: cognition; social; emotional; physical health; language and literacy; creative arts; mathematics; science; and, social studies. Documentation should include teacher observations, work samples and parent input. Teachers will document how children's ideas are incorporated into the curriculum.
2. Family participation
 - a. Ongoing documentation will culminate in two annual assessment periods. Teachers will share the assessment with parents at 2 parent-teacher conferences annually. At least 80% of parents will attend 2 annual conferences. Documentation will include conference times and length, the comments and signature of parents.

C. QUALITY COMPONENTS

As outline in CT General Statutes Sections 10-16o through 10-16u, each school readiness program will:

1. Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
2. Encourage family involvement, parenting education and outreach;
3. Provide referrals for health services, including referrals for appropriate immunizations and screenings;
4. Provide nutrition services;
5. Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
6. Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
7. Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
8. Develop a plan for professional development for staff; including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
9. Use the OEC designated sliding fee scale for families participating in the program;
10. Implement an annual evaluation of the effectiveness of the program; and

11. Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled

D. STAFFING

1. HIRING AND STAFFING LEVELS

- a. Contractors will maintain adequate teacher:child ratios that at minimum, adhere to the OEC Day Care Licensing Regulations.
- b. Any staff changes will be reported to the School Readiness Office on the Staffing Coverage Form and added to the CT Registry.

2. EDUCATION REQUIREMENTS

Each classroom will meet the following:

- a. OEC Day Care Licensing regulations
- b. OEC Quality Staff Member education requirements
- c. NAEYC or Head Start requirements

3. STAFF ORIENTATION, STAFF DEVELOPMENT

All staff will have:

- a. The understanding, skills and experience to work with preschool aged children and families.
- b. An orientation within the first two weeks of hire. This must include an overview of the School Readiness Program policies, procedures and expectations.
- c. A staff development plan that includes the education requirements set forth by OEC's Bureau of Early Care and Education and its Licensing Unit, NAEYC and NHECC. Staff training will be documented in each staff members file. First year full time staff will complete all required trainings by May of their first year. Part time staff will complete trainings required for the position by all regulatory agencies including the School Readiness professional development areas of language and literacy, diversity, and working with children with special needs.
- d. Staff development plans will also include training in the CT ELDS, CT DOTS or similar systems. Regular observations, at minimum quarterly and preferably once a month, by the program leader and/or education consultant will be included in the staff member's professional development plan and annual evaluation.
- e. A program-wide staff development plan with proper documentation as required by NAEYC.

4. SUPERVISION

- a. All staff will be supervised by the program's education leader or designee with the skills and knowledge to support their professional learning. Supervision will include classroom observations, regular meetings with staff and a plan of goals, action steps and measures of progress as well as the strengths observed and contributions made to the program. The plan must be updated at least twice a year.
- b.1 Contractors are required to report any alleged act of commission or omission, suspicion of child abuse or neglect to all regulatory agencies within 24 hours, the School Readiness Office (SRO), the OEC, NAEYC and/or Head Start. Notification must include the date and time of the alleged act and the nature of the complaint. The Contractor must also notify the SRO of the results of any investigation and any actions taken by the Contractor to correct the situation.
- b.2 Contractors will also inform the SRO of any notification to DCF against a parent or non-employee of a SR funded child.

E. CONSULTATION

As required by NHECC Policies, all Contractors must have an education consultant who provides consultation to teachers and program leaders for a minimum of 2 hours per month. This may be the education consultant on the Contractor's OEC License, or may be another qualified consultant with expertise in curriculum, assessment, classroom management and supervision. The Contractor will notify the SRO of the education consultant selected. The consultant's time and focus will be recorded monthly.

SECTION 2: REPORTING REQUIREMENTS AND RECORD KEEPING

A. REPORTING REQUIREMENTS

1. All reports are to be submitted by the due date. The monthly reporting periods and due dates are listed on the chart below. Monthly Reports include:
Priority School Readiness Monthly Report
Site Data Report
Withdrawal Report
Financial Report, including accounting for the collection and use of parent fees and Care for Kids funds consistent with the terms of this Contract.
2. All Contractors are to update their program's information on the CT Registry and the ECIS systems on a monthly basis.
3. Any staff changes are to be reported to the SRO within 5 business days, by updating the Staffing Coverage Plan.
4. Using the protocol established by the OEC, all state funded programs are to email the SRO the required NAEYC, OEC and DCF documents.
5. Annual evaluations, surveys or other documents requested by OEC or by the SRO on behalf of the New Haven Board of Education and/or the New Haven Early Childhood Council.

B. RECORD KEEPING

1. Staff files contain a cover sheet listing completion dates of professional development training, staff self-evaluation, annual PD goals, annual evaluations with supporting documentation on file. Staff in programs that are exempt from licensing must have a minimum of 15 hours of professional development. Notes of education leaders' and/or their designees' classroom observations, meetings with individual teachers, teaching teams and full staff are documented and outline next steps and a timeline.
2. Child files Enrollment: contain a checklist listing all the documents required by OEC Licensing Unit and the SRO, with supporting documents on file. Records of daily family sign in/out sheets and daily attendance are kept on file and agree with the data submitted on the Site Data Report and in the ECIS.
Child files Assessment: there is a system to track teachers' observation notes and assessments to ensure that all domains are assessed with ample supporting documentation. Assessments should be completed at least twice a year.
3. The Contractor will maintain books, records, documents, program and individual service records, evidence of its accounting and billing procedures and practices for a period of 3 years.

SECTION 3: PROGRAM MONITORING

The Contractor will make all records and documents required under this Agreement as outlined here, in OEC Policies and NHECC Policies available to the SRO or its designee, the SR Fiscal Officer or their designee

and the OEC. Scheduled monitoring visits will take place twice a year. The SRO and OEC reserve the right to make unannounced visits.

SECTION 4

Provision against assignment: The contractor may not at any time assign any responsibilities of this contract to any other person, persons or agency without prior approval by SRO.

Access: The information shall be available during the hours of the Contractor's program operation and at all other reasonable times for monitoring, inspection, review or audit by employees or agents of the Board and/or the supervising state agencies. The Board reserves the right to conduct unannounced visits to funded sites to confirm reported data.

Complaints: The Contractor will ensure that all families funded through the School Readiness Grant are aware of their rights to have their concerns/complaints addressed. The Contractor will inform families in writing of the steps to follow to have a complaint/concern resolved. This will include the contact information for the SRO. NHECC Policies and Procedures make clear the steps the SRO will take to help resolve the complaint.

Suspension and/or Expulsion: No child should be expelled or suspended from a program. In the rare instances when a child's behavior jeopardizes the safety of themselves or others, the Contractor will immediately notify the SRO in writing of the situation and the actions taken to date to remedy the concern. The Board and the NHECC reserve the right to eliminate the funded spaces in cases where it deems the termination is not in keeping with the intent of the School Readiness Program.

Insurance: the Contractor is required to provide proof of liability coverage.

Statement of Non-Discrimination: the Contractor agrees that in the performance of this Agreement and in the composition of its staff, governing bodies and families it will not discriminate against any person or group of persons on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, sexual orientation, learning disability or on any other unlawful grounds.

Non-Renewal: in the event that this agreement is canceled or if the Board does not offer the Contractor a new Agreement of the same or similar service upon its expiration, the Contractor will assist in the orderly transfer of clients served under this Agreement to a new program and will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with School Readiness funds.

Termination and Default: if the Contractor fails to fulfill its obligations under this contract, the Board, in consultation with the New Haven Early Childhood Council may:

- Temporarily Withhold payments until the obligation is fulfilled to the satisfaction of the Board;
- Temporarily or permanently discontinue services under the Agreement;
- Require that unexpended funds be returned to the Board;
- Assign appropriate personnel to execute the Agreement until such time as corrections have been made to the satisfaction of the Board;
- Require that this contract be assigned to an agency or person designated by the Board to bring the program into contractual compliance.
- Terminate this Agreement; or
- Take such other action, as the Board believes necessary.

SECTION 5: COMPENSATION FOR SCHOOL READINESS FUNDED PROGRAMS

Compensation for services is based on the approved maximum number of children served each reporting period (see below for report periods) where each child is in attendance at least one day during the reporting period. For each child served, programs will be reimbursed at the rates established by the CT Office of Early Childhood.

Compensation will be made upon the submission of an invoice and is contingent on the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event that reports have not been submitted by the deadlines stipulated in the Contract, the Board will delay payment until such time the report(s) are submitted and approved. The current rates are:

Full day/full year services will be paid at the rate of \$743.66 per month not to exceed \$8,924 per child per year. Full day/full year is defined as 10 hours/day, 50 weeks/year, legal holidays excluded, where children regularly attend 5 days/week for at least 6 hours/day.

School day/school year services will be paid at the rate of \$600.00 per month, not to exceed \$6,000 per child per year. School day/school year is defined as 6 hours/day, 10 months/year, where children regularly attend 5 days/week for a minimum of 6 hours/day.

Part day/school year services to be paid at the rate of \$450.00 per month, not to exceed \$4,500 per child, per year. Part day/school years is defined as a minimum of 2.5 hours/day, 10 months/year, where children regularly attend 5 days/week.

Monthly Reporting Due Dates—

PSRMR, SDR, Withdrawal REPORTING PERIODs		# of wks	DUE DATES
From	End Date		
July 1, 2019	July 27, 2019	4	July 30
July 29, 2019	August 30, 2019	5	September 3
September 2, 2019	September 27, 2019	4	October 1
September 30, 2019	October 25, 2019	4	October 29
October 28, 2019	November 29, 2019	5	December 3
December 2, 2019	December 27, 2019	4	December 31
December 30, 2018	January 31, 2020	5	February 4
February 3, 2020	February 28, 2020	4	March 3
March 2, 2020	March 27, 2020	4	March 31
March 30, 2020	April 24, 2020	4	April 28
April 27, 2020	May 29, 2020	5	June 2
June 1, 2020	June 26, 2020	4	June 30

SECTION 6: OUTCOME MEASURES

Really need help with this so that it is clear, measurable and not onerous to complete!

OUTCOMES	MEASURES
<p>Improve access to and utilization of School Readiness Preschool Programs for New Haven 3 & 4 year olds.</p>	<p>SR monthly utilization rate of 95% to 100% will be maintained from September to June 30. Programs have a detailed recruitment plan to reach out to New Haven families including families in underserved neighborhoods. Spaces that become vacant will be filled within 15 business days.</p>
<p>Reduce the chronic absenteeism rate.</p>	<p>Chronic absenteeism is defined as a monthly attendance rate of less than 85%. When attendance falls below 85%, families will be contacted, reasons for the absences and a plan to improve attendance will document progress.</p>
<p>Increase the quality of early childhood programs by recruiting and maintaining the current OEC education requirement: at least one teacher in every classroom with a minimum of a CDA and 12 early childhood credits.</p>	<p>100% classrooms, including non-funded rooms will meet the education requirement.</p>
<p>By July 1, 2022, SR funded programs will hire teachers who meet the OEC’s increased education standards by having a minimum of 50% of classroom lead teachers with an approved Associate’s Degree.</p>	<p>SR programs have individual education plans for each staff member that includes meeting the OEC July 1, 2022 goal. Education plans are updated every six months and show progress toward the goal.</p>
<p>Children’s growth in all developmental domains</p>	<p>Classroom environments and weekly Learning Experience Plans will align and consistently include strategies to support children’s development as outlined in the OEC’s Early Learning Development Standards (ELDS). Assessment documentation will show 95% of all children have made progress in each developmental domain.</p>



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

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: East Rock School PreK AMENDMENT #: 1

GRANT # if applicable: 093-000 11000-16274-2020-83014-170002 AGREEMENT #: NA

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: School Readiness DATE: 2-11-2020

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-900-538456697

ORIGINAL AMOUNT OF AGREEMENT: \$300,000.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$300,000.00

X ACTUAL OR ESTIMATE

AMOUNT OF THIS AMENDMENT: \$4,500.00

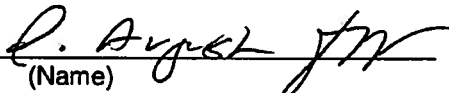
INCREASE OR X DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$295,500.00

FUNDING SOURCE & ACCT # FOR AMENDMENT: Same as Agreement

DESCRIPTION AND NEED FOR AMENDMENT: This amendment decreases the number of School Readiness funded spaces from 40 part day, subtracting 2 part day for a total of 38 part day and 20 school day spaces.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE:  1/17/20
(Name) (Date)

(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT

By And Between

The New Haven Board of Education

AND

EAST ROCK SCHOOL PRE-K

FOR NEW HAVEN PUBLIC SCHOOLS' EARLY CHILDHOOD DEPARTMENT

This Agreement entered into on the 3rd day of June, 2019, effective (*no sooner than the day after Board of Education Approval*), and the 13th day of August, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, East Rock School Pre-K located at, 133 Nash Street, New Haven, CT 06511 (herein referred to as the "Contractor").

Compensation:

The Board will pay the Contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed \$300,000.00 for the provision of services at the following location:

133 Nash Street
New Haven, CT 06511

<u>20</u>	"Spaces" for school day/school year services to be paid at the rate not to exceed \$6,000 per child, per year, or \$600.00 per month for prorated slots, for a total not to exceed <u>\$120,000.00</u>
TOTAL	
<u>40</u>	"Spaces" for part day/school year services to be paid at the rate not to exceed \$4,500 per child, per year, or \$450.00 per month for prorated slots, for a total not to exceed <u>\$180,000.00</u>
TOTAL	

Compensation will be made upon submission of monthly reports for the services as outlined in *Exhibit A Scope of Service*.

Fiscal support for this Agreement shall be by the School Readiness Grant Program of the New Haven Board of Education. **Account Number:** 2523-900-5384-56697 **Location Code:** 0442.

This agreement shall remain in effect from August 13, 2019 to June 30, 2020.

Scope of Service: *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).*

The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood or, exempt from licensing by the CT State Department of Education, utilizing fully staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children or the Head Start program.


Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.

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's 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.



Dr. Carol Birks, Superintendent

7/12/19

Date



President
New Haven Board of Education

8/12/19

Date

Revised: 7/1/19



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

**DETAILED SCOPE OF SERVICE AGREEMENT
SPECIAL TERMS AND CONDITIONS
FOR SCHOOL READINESS PROVIDERS (referred to as the “Contractor”)**

Overview of School Readiness

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p–10- 16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved. The School Readiness Grant Program is administered by the CT Office of Early Childhood (OEC).

The New Haven School Readiness grant provides over 1,000 spaces for three and four year olds in preschool programs across the city including community-based centers and classrooms within the New Haven Public Schools and Gateway Community College. New Haven Board of Education is the fiscal agent for the grant. The School Readiness Office (SRO), located in the New Haven Public Schools’ Early Childhood Department is the Board’s designee for the grant. The New Haven Early Childhood Council (NHECC), whose members are appointed by the Mayor and Superintendent, is responsible for making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants.

The School Readiness Contractor will provide an early care and education program for New Haven children ages 3 and 4 years old including the services listed below and as outlined in the OEC’s General Policies for State-funded Programs and its Licensing Unit, as the Policies and Procedures of the New Haven Early Childhood Council (NHECC).

SECTION 1: REQUIRED SERVICES and STAFFING

A. OUTREACH SERVICES AND RECRUITMENT OF FAMILIES

1. The Contractor is responsible for recruitment and enrollment of eligible children. Eligibility criteria, as determined by the NHECC includes the New Haven residency requirement and allotting 75% of the total School Readiness funded spaces for families who are at or below 75% of the State Median Income as determined by the OEC.
2. Any SR space that becomes vacant will be filled within 15 business days.
3. Contractors are to keep documentation of their outreach efforts. Outreach should include contacts with the organizations that have Memoranda of Understanding with the NHECC as well as businesses and other organizations within the vicinity of the center.
4. Contractors that are not at full capacity by October 31st must submit a recruitment plan by November 15th for approval by the NHECC. At the recommendation of the NHECC, the Board may amend the Agreement to reduce the Contractor’s grant allocation.
5. Contractors who are at capacity must share their waitlist with the School Readiness Office.

B. EDUCATIONAL SERVICES

1. Learning environment, curriculum and assessment
 - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children age 3 to 4 years and eligible 5 year olds. .
 - b. For each classroom, weekly Learning Experience Plans will be developed, followed and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross-walked with the ELDS may also be used.
 - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include: the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen, Early Screening Inventory (ESI) and Temperament and Atypical Behavior Scale TABS).
 - d. Classroom staff will document children's growth, understanding and skill in the areas of: cognition: social; emotional: physical health: language and literacy: creative arts: mathematics: science; and, social studies. Documentation should include teacher observations, work samples and parent input. Teachers will document how children's ideas are incorporated into the curriculum.
2. Family participation
 - a. Ongoing documentation will culminate in two annual assessment periods. Teachers will share the assessment with parents at 2 parent-teacher conferences annually. At least 80% of parents will attend 2 annual conferences. Documentation will include conference times and length, the comments and signature of parents.

C. QUALITY COMPONENTS

As outline in CT General Statutes Sections 10-16o through 10-16u, each school readiness program will:

1. Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
2. Encourage family involvement, parenting education and outreach;
3. Provide referrals for health services, including referrals for appropriate immunizations and screenings;
4. Provide nutrition services;
5. Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
6. Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
7. Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
8. Develop a plan for professional development for staff; including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
9. Use the OEC designated sliding fee scale for families participating in the program;
10. Implement an annual evaluation of the effectiveness of the program; and

11. Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled

D. STAFFING

1. HIRING AND STAFFING LEVELS

- a. Contractors will maintain adequate teacher:child ratios that at minimum, adhere to the OEC Day Care Licensing Regulations.
- b. Any staff changes will be reported to the School Readiness Office on the Staffing Coverage Form and added to the CT Registry.

2. EDUCATION REQUIREMENTS

Each classroom will meet the following:

- a. OEC Day Care Licensing regulations
- b. OEC Quality Staff Member education requirements
- c. NAEYC or Head Start requirements

3. STAFF ORIENTATION, STAFF DEVELOPMENT

All staff will have:

- a. The understanding, skills and experience to work with preschool aged children and families.
- b. An orientation within the first two weeks of hire. This must include an overview of the School Readiness Program policies, procedures and expectations.
- c. A staff development plan that includes the education requirements set forth by OEC's Bureau of Early Care and Education and its Licensing Unit, NAEYC and NIECC. Staff training will be documented in each staff members file. First year full time staff will complete all required trainings by May of their first year. Part time staff will complete trainings required for the position by all regulatory agencies including the School Readiness professional development areas of language and literacy, diversity, and working with children with special needs.
- d. Staff development plans will also include training in the CT ELDS, CT DOTS or similar systems. Regular observations, at minimum quarterly and preferably once a month, by the program leader and/or education consultant will be included in the staff member's professional development plan and annual evaluation.
- e. A program-wide staff development plan with proper documentation as required by NAEYC.

4. SUPERVISION

- a. All staff will be supervised by the program's education leader or designee with the skills and knowledge to support their professional learning. Supervision will include classroom observations, regular meetings with staff and a plan of goals, action steps and measures of progress as well as the strengths observed and contributions made to the program. The plan must be updated at least twice a year.
- b.1 Contractors are required to report any alleged act of commission or omission, suspicion of child abuse or neglect to all regulatory agencies within 24 hours, the School Readiness Office (SRO), the OEC, NAEYC and/or Head Start. Notification must include the date and time of the alleged act and the nature of the complaint. The Contractor must also notify the SRO of the results of any investigation and any actions taken by the Contractor to correct the situation.
- b.2 Contractors will also inform the SRO of any notification to DCF against a parent or non-employee of a SR funded child.

E. CONSULTATION

As required by NHECC Policies, all Contractors must have an education consultant who provides consultation to teachers and program leaders for a minimum of 2 hours per month. This may be the education consultant on the Contractor's OEC License, or may be another qualified consultant with expertise in curriculum, assessment, classroom management and supervision. The Contractor will notify the SRO of the education consultant selected. The consultant's time and focus will be recorded monthly.

SECTION 2: REPORTING REQUIREMENTS AND RECORD KEEPING

A. REPORTING REQUIREMENTS

1. All reports are to be submitted by the due date. The monthly reporting periods and due dates are listed on the chart below. Monthly Reports include:
Priority School Readiness Monthly Report
Site Data Report
Withdrawal Report
Financial Report, including accounting for the collection and use of parent fees and Care for Kids funds consistent with the terms of this Contract.
2. All Contractors are to update their program's information on the CT Registry and the ECIS systems on a monthly basis.
3. Any staff changes are to be reported to the SRO within 5 business days, by updating the Staffing Coverage Plan.
4. Using the protocol established by the OEC, all state funded programs are to email the SRO the required NAEYC, OEC and DCF documents.
5. Annual evaluations, surveys or other documents requested by OEC or by the SRO on behalf of the New Haven Board of Education and/or the New Haven Early Childhood Council.

B. RECORD KEEPING

1. Staff files contain a cover sheet listing completion dates of professional development training, staff self-evaluation, annual PD goals, annual evaluations with supporting documentation on file. Staff in programs that are exempt from licensing must have a minimum of 15 hours of professional development. Notes of education leaders' and/or their designees' classroom observations, meetings with individual teachers, teaching teams and full staff are documented and outline next steps and a timeline.
2. Child files Enrollment: contain a checklist listing all the documents required by OEC Licensing Unit and the SRO, with supporting documents on file. Records of daily family sign in/out sheets and daily attendance are kept on file and agree with the data submitted on the Site Data Report and in the ECIS.
Child files Assessment: there is a system to track teachers' observation notes and assessments to ensure that all domains are assessed with ample supporting documentation. Assessments should be completed at least twice a year.
3. The Contractor will maintain books, records, documents, program and individual service records, evidence of its accounting and billing procedures and practices for a period of 3 years.

SECTION 3: PROGRAM MONITORING

The Contractor will make all records and documents required under this Agreement as outlined here, in OEC Policies and NHECC Policies available to the SRO or its designee, the SR Fiscal Officer or their designee

and the OEC. Scheduled monitoring visits will take place twice a year. The SRO and OEC reserve the right to make unannounced visits.

SECTION 4

Provision against assignment: The contractor may not at any time assign any responsibilities of this contract to any other person, persons or agency without prior approval by SRO.

Access: The information shall be available during the hours of the Contractor's program operation and at all other reasonable times for monitoring, inspection, review or audit by employees or agents of the Board and/or the supervising state agencies. The Board reserves the right to conduct unannounced visits to funded sites to confirm reported data.

Complaints: The Contractor will ensure that all families funded through the School Readiness Grant are aware of their rights to have their concerns/complaints addressed. The Contractor will inform families in writing of the steps to follow to have a complaint/concern resolved. This will include the contact information for the SRO. NHECC Policies and Procedures make clear the steps the SRO will take to help resolve the complaint.

Suspension and/or Expulsion: No child should be expelled or suspended from a program. In the rare instances when a child's behavior jeopardizes the safety of themselves or others, the Contractor will immediately notify the SRO in writing of the situation and the actions taken to date to remedy the concern. The Board and the NHECC reserve the right to eliminate the funded spaces in cases where it deems the termination is not in keeping with the intent of the School Readiness Program.

Insurance: the Contractor is required to provide proof of liability coverage.

Statement of Non-Discrimination: the Contractor agrees that in the performance of this Agreement and in the composition of its staff, governing bodies and families it will not discriminate against any person or group of persons on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, sexual orientation, learning disability or on any other unlawful grounds.

Non-Renewal: in the event that this agreement is canceled or if the Board does not offer the Contractor a new Agreement of the same or similar service upon its expiration, the Contractor will assist in the orderly transfer of clients served under this Agreement to a new program and will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with School Readiness funds.

Termination and Default: if the Contractor fails to fulfill its obligations under this contract, the Board, in consultation with the New Haven Early Childhood Council may:

- Temporarily Withhold payments until the obligation is fulfilled to the satisfaction of the Board;
- Temporarily or permanently discontinue services under the Agreement;
- Require that unexpended funds be returned to the Board;
- Assign appropriate personnel to execute the Agreement until such time as corrections have been made to the satisfaction of the Board;
- Require that this contract be assigned to an agency or person designated by the Board to bring the program into contractual compliance.
- Terminate this Agreement; or
- Take such other action, as the Board believes necessary.

SECTION 5: COMPENSATION FOR SCHOOL READINESS FUNDED PROGRAMS

Compensation for services is based on the approved maximum number of children served each reporting period (see below for report periods) where each child is in attendance at least one day during the reporting period. For each child served, programs will be reimbursed at the rates established by the CT Office of Early Childhood.

Compensation will be made upon the submission of an invoice and is contingent on the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event that reports have not been submitted by the deadlines stipulated in the Contract, the Board will delay payment until such time the report(s) are submitted and approved. The current rates are:

Full day/full year services will be paid at the rate of \$743.66 per month not to exceed \$8,924 per child per year. Full day/full year is defined as 10 hours/day, 50 weeks/year, legal holidays excluded, where children regularly attend 5 days/week for at least 6 hours/day.

School day/school year services will be paid at the rate of \$600.00 per month, not to exceed \$6,000 per child per year. School day/school year is defined as 6 hours/day, 10 months/year, where children regularly attend 5 days/week for a minimum of 6 hours/day.

Part day/school year services to be paid at the rate of \$450.00 per month, not to exceed \$4,500 per child, per year. Part day/school years is defined as a minimum of 2.5 hours/day, 10 months/year, where children regularly attend 5 days/week.

Monthly Reporting Due Dates—

PSRMR, SDR, Withdrawal REPORTING PERIODs		# of wks	DUE DATES
From	End Date		
July 1, 2019	July 27, 2019	4	July 30
July 29, 2019	August 30, 2019	5	September 3
September 2, 2019	September 27, 2019	4	October 1
September 30, 2019	October 25, 2019	4	October 29
October 28, 2019	November 29, 2019	5	December 3
December 2, 2019	December 27, 2019	4	December 31
December 30, 2018	January 31, 2020	5	February 4
February 3, 2020	February 28, 2020	4	March 3
March 2, 2020	March 27, 2020	4	March 31
March 30, 2020	April 24, 2020	4	April 28
April 27, 2020	May 29, 2020	5	June 2
June 1, 2020	June 26, 2020	4	June 30

SECTION 6: OUTCOME MEASURES

Really need help with this so that it is clear, measurable and not onerous to complete!

OUTCOMES	MEASURES
<p>Improve access to and utilization of School Readiness Preschool Programs for New Haven 3 & 4 year olds.</p>	<p>SR monthly utilization rate of 95% to 100% will be maintained from September to June 30. Programs have a detailed recruitment plan to reach out to New Haven families including families in underserved neighborhoods. Spaces that become vacant will be filled within 15 business days.</p>
<p>Reduce the chronic absenteeism rate.</p>	<p>Chronic absenteeism is defined as a monthly attendance rate of less than 85%. When attendance falls below 85%, families will be contacted, reasons for the absences and a plan to improve attendance will document progress.</p>
<p>Increase the quality of early childhood programs by recruiting and maintaining the current OEC education requirement: at least one teacher in every classroom with a minimum of a CDA and 12 early childhood credits.</p>	<p>100% classrooms, including non-funded rooms will meet the education requirement.</p>
<p>By July 1, 2022, SR funded programs will hire teachers who meet the OEC's increased education standards by having a minimum of 50% of classroom lead teachers with an approved Associate's Degree.</p>	<p>SR programs have individual education plans for each staff member that includes meeting the OEC July 1, 2022 goal. Education plans are updated every six months and show progress toward the goal.</p>
<p>Children's growth in all developmental domains</p>	<p>Classroom environments and weekly Learning Experience Plans will align and consistently include strategies to support children's development as outlined in the OEC's Early Learning Development Standards (ELDS). Assessment documentation will show 95% of all children have made progress in each developmental domain.</p>



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

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Nathan Hale School PreK AMENDMENT #: 1

GRANT # if applicable: 093-000 11000-16274-2020-83014-170002 AGREEMENT #: NA

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: School Readiness DATE: 2-11-2020

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-900-538456697

ORIGINAL AMOUNT OF AGREEMENT: \$258,000.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$258,000.00

X ACTUAL OR _____ ESTIMATE

AMOUNT OF THIS AMENDMENT: \$3,000.00

X INCREASE OR _____ DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$261,000.00

FUNDING SOURCE & ACCT # FOR AMENDMENT: Same as Agreement

DESCRIPTION AND NEED FOR AMENDMENT: This amendment increases the number of School Readiness funded spaces from 22 school day, adding 1 school day for a total of 23 school day and 28 part day spaces.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

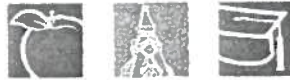
CONTRACTOR'S SIGNATURE: _____ [Signature] _____ 1/17/20
(Name) (Date)

(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT

By And Between

The New Haven Board of Education

AND

NATHAN HALE SCHOOL PRE-K

FOR NEW HAVEN PUBLIC SCHOOLS' EARLY CHILDHOOD DEPARTMENT

This Agreement entered into on the 3rd day of June, 2019, effective (*no sooner than the day after Board of Education Approval*), and the 13th day of August, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, Nathan Hale School Pre-K located at, 480 Townsend Avenue, New Haven, CT 06513 (herein referred to as the "Contractor").

Compensation:

The Board will pay the Contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed \$258,000.00 for the provision of services at the following location:

480 Townsend Avenue
New Haven, CT 06513

<u>22</u>	"Spaces" for school day/school year services to be paid at the rate not to exceed \$6,000 per child, per year, or \$600.00 per month for prorated slots, for a total not to exceed <u>\$132,000.00</u>
TOTAL	
<u>28</u>	"Spaces" for part day/school year services to be paid at the rate not to exceed \$4,500 per child, per year, or \$450.00 per month for prorated slots, for a total not to exceed <u>\$126,000.00</u>
TOTAL	

Compensation will be made upon submission of monthly reports for the services as outlined in *Exhibit A Scope of Service*.

Fiscal support for this Agreement shall be by the **School Readiness Grant Program** of the New Haven Board of Education, **Account Number: 2523-900-5384-56697 Location Code: 0442.**

This agreement shall remain in effect from August 13, 2019 to June 30, 2020.

Scope of Service: *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).*

The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood or exempt from licensing by the CT State Department of Education, utilizing fully staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children or the Head Start program.

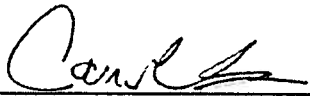
Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.

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.



Dr. Carol Birks, Superintendent

7/2/19

Date



President
New Haven Board of Education

8/12/19

Date

Revised: 7/1/19



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

DETAILED SCOPE OF SERVICE AGREEMENT SPECIAL TERMS AND CONDITIONS FOR SCHOOL READINESS PROVIDERS (referred to as the "Contractor")

Overview of School Readiness

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p-10-16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved. The School Readiness Grant Program is administered by the CT Office of Early Childhood (OEC).

The New Haven School Readiness grant provides over 1,000 spaces for three and four year olds in preschool programs across the city including community-based centers and classrooms within the New Haven Public Schools and Gateway Community College. New Haven Board of Education is the fiscal agent for the grant. The School Readiness Office (SRO), located in the New Haven Public Schools' Early Childhood Department is the Board's designee for the grant. The New Haven Early Childhood Council (NHECC), whose members are appointed by the Mayor and Superintendent, is responsible for making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants.

The School Readiness Contractor will provide an early care and education program for New Haven children ages 3 and 4 years old including the services listed below and as outlined in the OEC's General Policies for State-funded Programs and its Licensing Unit, as the Policies and Procedures of the New Haven Early Childhood Council (NHECC).

SECTION 1: REQUIRED SERVICES and STAFFING

A. OUTREACH SERVICES AND RECRUITMENT OF FAMILIES

1. The Contractor is responsible for recruitment and enrollment of eligible children. Eligibility criteria, as determined by the NHECC includes the New Haven residency requirement and allotting 75% of the total School Readiness funded spaces for families who are at or below 75% of the State Median Income as determined by the OEC.
2. Any SR space that becomes vacant will be filled within 15 business days.
3. Contractors are to keep documentation of their outreach efforts. Outreach should include contacts with the organizations that have Memoranda of Understanding with the NHECC as well as businesses and other organizations within the vicinity of the center.
4. Contractors that are not at full capacity by October 31st must submit a recruitment plan by November 15th for approval by the NHECC. At the recommendation of the NHECC, the Board may amend the Agreement to reduce the Contractor's grant allocation.
5. Contractors who are at capacity must share their waitlist with the School Readiness Office.

B. EDUCATIONAL SERVICES

1. Learning environment, curriculum and assessment
 - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children age 3 to 4 years and eligible 5 year olds. ,
 - b. For each classroom, weekly Learning Experience Plans will be developed, followed and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross-walked with the ELDS may also be used.
 - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include: the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen, Early Screening Inventory (ESI) and Temperament and Atypical Behavior Scale TABS).
 - d. Classroom staff will document children's growth, understanding and skill in the areas of: cognition; social; emotional; physical health; language and literacy; creative arts; mathematics; science; and, social studies. Documentation should include teacher observations, work samples and parent input. Teachers will document how children's ideas are incorporated into the curriculum.
2. Family participation
 - a. Ongoing documentation will culminate in two annual assessment periods. Teachers will share the assessment with parents at 2 parent-teacher conferences annually. At least 80% of parents will attend 2 annual conferences. Documentation will include conference times and length, the comments and signature of parents.

C. QUALITY COMPONENTS

As outline in CT General Statutes Sections 10-16o through 10-16u, each school readiness program will:

1. Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
2. Encourage family involvement, parenting education and outreach;
3. Provide referrals for health services, including referrals for appropriate immunizations and screenings;
4. Provide nutrition services;
5. Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
6. Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
7. Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
8. Develop a plan for professional development for staff; including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
9. Use the OEC designated sliding fee scale for families participating in the program;
10. Implement an annual evaluation of the effectiveness of the program; and

11. Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled

D. STAFFING

1. HIRING AND STAFFING LEVELS

- a. Contractors will maintain adequate teacher:child ratios that at minimum, adhere to the OEC Day Care Licensing Regulations.
- b. Any staff changes will be reported to the School Readiness Office on the Staffing Coverage Form and added to the CT Registry.

2. EDUCATION REQUIREMENTS

Each classroom will meet the following:

- a. OEC Day Care Licensing regulations
- b. OEC Quality Staff Member education requirements
- c. NAEYC or Head Start requirements

3. STAFF ORIENTATION, STAFF DEVELOPMENT

All staff will have:

- a. The understanding, skills and experience to work with preschool aged children and families.
- b. An orientation within the first two weeks of hire. This must include an overview of the School Readiness Program policies, procedures and expectations.
- c. A staff development plan that includes the education requirements set forth by OEC's Bureau of Early Care and Education and its Licensing Unit, NAEYC and NHECC. Staff training will be documented in each staff members file. First year full time staff will complete all required trainings by May of their first year. Part time staff will complete trainings required for the position by all regulatory agencies including the School Readiness professional development areas of language and literacy, diversity, and working with children with special needs.
- d. Staff development plans will also include training in the CT ELDS, CT DOTS or similar systems. Regular observations, at minimum quarterly and preferably once a month, by the program leader and/or education consultant will be included in the staff member's professional development plan and annual evaluation.
- e. A program-wide staff development plan with proper documentation as required by NAEYC.

4. SUPERVISION

- a. All staff will be supervised by the program's education leader or designee with the skills and knowledge to support their professional learning. Supervision will include classroom observations, regular meetings with staff and a plan of goals, action steps and measures of progress as well as the strengths observed and contributions made to the program. The plan must be updated at least twice a year.
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- b.2 Contractors will also inform the SRO of any notification to DCF against a parent or non-employee of a SR funded child.

E. CONSULTATION

As required by NHECC Policies, all Contractors must have an education consultant who provides consultation to teachers and program leaders for a minimum of 2 hours per month. This may be the education consultant on the Contractor's OEC License, or may be another qualified consultant with expertise in curriculum, assessment, classroom management and supervision. The Contractor will notify the SRO of the education consultant selected. The consultant's time and focus will be recorded monthly.

SECTION 2: REPORTING REQUIREMENTS AND RECORD KEEPING

A. REPORTING REQUIREMENTS

1. All reports are to be submitted by the due date. The monthly reporting periods and due dates are listed on the chart below. Monthly Reports include:
Priority School Readiness Monthly Report
Site Data Report
Withdrawal Report
Financial Report, including accounting for the collection and use of parent fees and Care for Kids funds consistent with the terms of this Contract.
2. All Contractors are to update their program's information on the CT Registry and the ECIS systems on a monthly basis.
3. Any staff changes are to be reported to the SRO within 5 business days, by updating the Staffing Coverage Plan.
4. Using the protocol established by the OEC, all state funded programs are to email the SRO the required NAEYC, OEC and DCF documents.
5. Annual evaluations, surveys or other documents requested by OEC or by the SRO on behalf of the New Haven Board of Education and/or the New Haven Early Childhood Council.

B. RECORD KEEPING

1. Staff files contain a cover sheet listing completion dates of professional development training, staff self-evaluation, annual PD goals, annual evaluations with supporting documentation on file. Staff in programs that are exempt from licensing must have a minimum of 15 hours of professional development. Notes of education leaders' and/or their designees' classroom observations, meetings with individual teachers, teaching teams and full staff are documented and outline next steps and a timeline.
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Child files Assessment: there is a system to track teachers' observation notes and assessments to ensure that all domains are assessed with ample supporting documentation. Assessments should be completed at least twice a year.
3. The Contractor will maintain books, records, documents, program and individual service records, evidence of its accounting and billing procedures and practices for a period of 3 years.

SECTION 3: PROGRAM MONITORING

The Contractor will make all records and documents required under this Agreement as outlined here, in OEC Policies and NHECC Policies available to the SRO or its designee, the SR Fiscal Officer or their designee

and the OEC. Scheduled monitoring visits will take place twice a year. The SRO and OEC reserve the right to make unannounced visits.

SECTION 4

Provision against assignment: The contractor may not at any time assign any responsibilities of this contract to any other person, persons or agency without prior approval by SRO.

Access: The information shall be available during the hours of the Contractor's program operation and at all other reasonable times for monitoring, inspection, review or audit by employees or agents of the Board and/or the supervising state agencies. The Board reserves the right to conduct unannounced visits to funded sites to confirm reported data.

Complaints: The Contractor will ensure that all families funded through the School Readiness Grant are aware of their rights to have their concerns/complaints addressed. The Contractor will inform families in writing of the steps to follow to have a complaint/concern resolved. This will include the contact information for the SRO. NHECC Policies and Procedures make clear the steps the SRO will take to help resolve the complaint.

Suspension and/or Expulsion: No child should be expelled or suspended from a program. In the rare instances when a child's behavior jeopardizes the safety of themselves or others, the Contractor will immediately notify the SRO in writing of the situation and the actions taken to date to remedy the concern. The Board and the NHECC reserve the right to eliminate the funded spaces in cases where it deems the termination is not in keeping with the intent of the School Readiness Program.

Insurance: the Contractor is required to provide proof of liability coverage.

Statement of Non-Discrimination: the Contractor agrees that in the performance of this Agreement and in the composition of its staff, governing bodies and families it will not discriminate against any person or group of persons on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, sexual orientation, learning disability or on any other unlawful grounds.

Non-Renewal: in the event that this agreement is canceled or if the Board does not offer the Contractor a new Agreement of the same or similar service upon its expiration, the Contractor will assist in the orderly transfer of clients served under this Agreement to a new program and will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with School Readiness funds.

Termination and Default: if the Contractor fails to fulfill its obligations under this contract, the Board, in consultation with the New Haven Early Childhood Council may:

- Temporarily Withhold payments until the obligation is fulfilled to the satisfaction of the Board;
- Temporarily or permanently discontinue services under the Agreement;
- Require that unexpended funds be returned to the Board;
- Assign appropriate personnel to execute the Agreement until such time as corrections have been made to the satisfaction of the Board;
- Require that this contract be assigned to an agency or person designated by the Board to bring the program into contractual compliance.
- Terminate this Agreement; or
- Take such other action, as the Board believes necessary.

SECTION 5: COMPENSATION FOR SCHOOL READINESS FUNDED PROGRAMS

Compensation for services is based on the approved maximum number of children served each reporting period (see below for report periods) where each child is in attendance at least one day during the reporting period. For each child served, programs will be reimbursed at the rates established by the CT Office of Early Childhood.

Compensation will be made upon the submission of an invoice and is contingent on the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event that reports have not been submitted by the deadlines stipulated in the Contract, the Board will delay payment until such time the report(s) are submitted and approved. The current rates are:

Full day/full year services will be paid at the rate of \$743.66 per month not to exceed \$8,924 per child per year. Full day/full year is defined as 10 hours/day, 50 weeks/year, legal holidays excluded, where children regularly attend 5 days/week for at least 6 hours/day.

School day/school year services will be paid at the rate of \$600.00 per month, not to exceed \$6,000 per child per year. School day/school year is defined as 6 hours/day, 10 months/year, where children regularly attend 5 days/week for a minimum of 6 hours/day.

Part day/school year services to be paid at the rate of \$450.00 per month, not to exceed \$4,500 per child, per year. Part day/school years is defined as a minimum of 2.5 hours/day, 10 months/year, where children regularly attend 5 days/week.

Monthly Reporting Due Dates—

PSRMR, SDR, Withdrawal REPORTING PERIODs		# of wks	DUE DATES
From	End Date		
July 1, 2019	July 27, 2019	4	July 30
July 29, 2019	August 30, 2019	5	September 3
September 2, 2019	September 27, 2019	4	October 1
September 30, 2019	October 25, 2019	4	October 29
October 28, 2019	November 29, 2019	5	December 3
December 2, 2019	December 27, 2019	4	December 31
December 30, 2018	January 31, 2020	5	February 4
February 3, 2020	February 28, 2020	4	March 3
March 2, 2020	March 27, 2020	4	March 31
March 30, 2020	April 24, 2020	4	April 28
April 27, 2020	May 29, 2020	5	June 2
June 1, 2020	June 26, 2020	4	June 30

SECTION 6: OUTCOME MEASURES

Really need help with this so that it is clear, measurable and not onerous to complete!

OUTCOMES	MEASURES
<p>Improve access to and utilization of School Readiness Preschool Programs for New Haven 3 & 4 year olds.</p>	<p>SR monthly utilization rate of 95% to 100% will be maintained from September to June 30. Programs have a detailed recruitment plan to reach out to New Haven families including families in underserved neighborhoods. Spaces that become vacant will be filled within 15 business days.</p>
<p>Reduce the chronic absenteeism rate.</p>	<p>Chronic absenteeism is defined as a monthly attendance rate of less than 85%. When attendance falls below 85%, families will be contacted, reasons for the absences and a plan to improve attendance will document progress.</p>
<p>Increase the quality of early childhood programs by recruiting and maintaining the current OEC education requirement: at least one teacher in every classroom with a minimum of a CDA and 12 early childhood credits.</p>	<p>100% classrooms, including non-funded rooms will meet the education requirement.</p>
<p>By July 1, 2022, SR funded programs will hire teachers who meet the OEC's increased education standards by having a minimum of 50% of classroom lead teachers with an approved Associate's Degree.</p>	<p>SR programs have individual education plans for each staff member that includes meeting the OEC July 1, 2022 goal. Education plans are updated every six months and show progress toward the goal.</p>
<p>Children's growth in all developmental domains</p>	<p>Classroom environments and weekly Learning Experience Plans will align and consistently include strategies to support children's development as outlined in the OEC's Early Learning Development Standards (ELDS). Assessment documentation will show 95% of all children have made progress in each developmental domain.</p>



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

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: United Community Nursery School

AMENDMENT #: 1

GRANT # if applicable: 093-000 11000-16274-2020-83014-170002

AGREEMENT #: 95384320

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: School Readiness

DATE: 2-11-2020

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-900-538456697

ORIGINAL AMOUNT OF AGREEMENT: \$223,480.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$223,480.00

X ACTUAL OR ESTIMATE

AMOUNT OF THIS AMENDMENT: \$20,155.00

INCREASE OR X DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$203,325.00

FUNDING SOURCE & ACCT # FOR AMENDMENT: Same as Agreement

DESCRIPTION AND NEED FOR AMENDMENT: This amendment decreases the number of School Readiness funded spaces from 20 full day and 10 part day, subtracting 3 full day and 4 part day, for a total of 17 full day and 6 part day spaces.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: 
(Name)

1/17/20
(Date)

Director
(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT

By And Between

AGREEMENT NO. 95384320

The New Haven Board of Education

AND

United Community Nursery School

FOR NEW HAVEN PUBLIC SCHOOLS' EARLY CHILDHOOD DEPARTMENT

This Agreement entered into on the 3rd day of June 2019, effective (*no sooner than the day after Board of Education Approval*), and the 9th day of July, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, United Community Nursery School located at, 323 Temple Street, New Haven, CT 06511 (herein referred to as the "Contractor").

Compensation:

The Board will pay the Contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed \$223,480.00 for the provision of services at the following location:

323 Temple Street
New Haven, CT 06511

<u>20</u>	"Spaces" for full day/full year services to be paid at the rate not to exceed \$8,924 per child, per year, or \$743.66 per month for prorated slots, for a total not to exceed <u>\$178,480.00</u>
TOTAL	
<u>10</u>	"Spaces" for part day/school year services to be paid at the rate not to exceed \$4,500 per child, per year, or \$450.00 per month for prorated slots, for a total not to exceed <u>\$45,000 .00</u>
TOTAL	

The Contractor will be paid a maximum of \$223,480.00 for the services. Compensation will be made upon submission of monthly reports for the services as outlined in *Exhibit A Scope of Service*

Fiscal support for this Agreement shall be by the **School Readiness Grant Program** of the New Haven Board of Education, **Account Number: 2523-900-5384-56697 Location Code: 0442.**

This agreement shall remain in effect from July 9, 2019 to June 30, 2020 .

Scope of Service: *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).*

The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood or, exempt from licensing by the CT State Department of Education, utilizing fully staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children or the Head Start program.

RB
6/10/19

Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.

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.

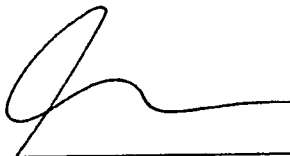

Contractor Signature

June 11, 2019

Date

Betty Baisden, Director

Contractor Printed Name & Title


President
New Haven Board of Education

7/8/19
Date

Revised: 10/2/18



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

DETAILED SCOPE OF SERVICE AGREEMENT SPECIAL TERMS AND CONDITIONS FOR SCHOOL READINESS PROVIDERS (referred to as the "Contractor")

Overview of School Readiness

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p-10-16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved. The School Readiness Grant Program is administered by the CT Office of Early Childhood (OEC).

The New Haven School Readiness grant provides over 1,000 spaces for three and four year olds in preschool programs across the city including community-based centers and classrooms within the New Haven Public Schools and Gateway Community College. New Haven Board of Education is the fiscal agent for the grant. The School Readiness Office (SRO), located in the New Haven Public Schools' Early Childhood Department is the Board's designee for the grant. The New Haven Early Childhood Council (NHECC), whose members are appointed by the Mayor and Superintendent, is responsible for making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants.

The School Readiness Contractor will provide an early care and education program for New Haven children ages 3 and 4 years old including the services listed below and as outlined in the OEC's General Policies for State-funded Programs and its Licensing Unit, as the Policies and Procedures of the New Haven Early Childhood Council (NHECC).

SECTION 1: REQUIRED SERVICES and STAFFING

A. OUTREACH SERVICES AND RECRUITMENT OF FAMILIES

1. The Contractor is responsible for recruitment and enrollment of eligible children. Eligibility criteria, as determined by the NHECC includes the New Haven residency requirement and allotting 75% of the total School Readiness funded spaces for families who are at or below 75% of the State Median Income as determined by the OEC.
2. Any SR space that becomes vacant will be filled within 15 business days.
3. Contractors are to keep documentation of their outreach efforts. Outreach should include contacts with the organizations that have Memoranda of Understanding with the NHECC as well as businesses and other organizations within the vicinity of the center.
4. Contractors that are not at full capacity by October 31st must submit a recruitment plan by November 15th for approval by the NHECC. At the recommendation of the NHECC, the Board may amend the Agreement to reduce the Contractor's grant allocation.
5. Contractors who are at capacity must share their waitlist with the School Readiness Office.

B. EDUCATIONAL SERVICES

1. Learning environment, curriculum and assessment
 - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children age 3 to 4 years and eligible 5 year olds. .
 - b. For each classroom, weekly Learning Experience Plans will be developed, followed and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross-walked with the ELDS may also be used.
 - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include: the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen, Early Screening Inventory (ESI) and Temperament and Atypical Behavior Scale TABS).
 - d. Classroom staff will document children's growth, understanding and skill in the areas of: cognition; social; emotional; physical health; language and literacy; creative arts; mathematics; science; and, social studies. Documentation should include teacher observations, work samples and parent input. Teachers will document how children's ideas are incorporated into the curriculum.
2. Family participation
 - a. Ongoing documentation will culminate in two annual assessment periods. Teachers will share the assessment with parents at 2 parent-teacher conferences annually. At least 80% of parents will attend 2 annual conferences. Documentation will include conference times and length, the comments and signature of parents.

C. QUALITY COMPONENTS

As outline in CT General Statutes **Sections 10-16o through 10-16u**, each school readiness program will:

1. Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
2. Encourage family involvement, parenting education and outreach;
3. Provide referrals for health services, including referrals for appropriate immunizations and screenings;
4. Provide nutrition services;
5. Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
6. Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
7. Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
8. Develop a plan for professional development for staff; including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
9. Use the OEC designated sliding fee scale for families participating in the program;
10. Implement an annual evaluation of the effectiveness of the program; and

11. Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled

D. STAFFING

1. HIRING AND STAFFING LEVELS

- a. Contractors will maintain adequate teacher:child ratios that at minimum, adhere to the OEC Day Care Licensing Regulations.
- b. Any staff changes will be reported to the School Readiness Office on the Staffing Coverage Form and added to the CT Registry.

2. EDUCATION REQUIREMENTS

Each classroom will meet the following:

- a. OEC Day Care Licensing regulations
- b. OEC Quality Staff Member education requirements
- c. NAEYC or Head Start requirements

3. STAFF ORIENTATION, STAFF DEVELOPMENT

All staff will have:

- a. The understanding, skills and experience to work with preschool aged children and families.
- b. An orientation within the first two weeks of hire. This must include an overview of the School Readiness Program policies, procedures and expectations.
- c. A staff development plan that includes the education requirements set forth by OEC's Bureau of Early Care and Education and its Licensing Unit, NAEYC and NHECC. Staff training will be documented in each staff members file. First year full time staff will complete all required trainings by May of their first year. Part time staff will complete trainings required for the position by all regulatory agencies including the School Readiness professional development areas of language and literacy, diversity, and working with children with special needs.
- d. Staff development plans will also include training in the CT ELDS, CT DOTS or similar systems. Regular observations, at minimum quarterly and preferably once a month, by the program leader and/or education consultant will be included in the staff member's professional development plan and annual evaluation.
- e. A program-wide staff development plan with proper documentation as required by NAEYC:

4. SUPERVISION

- a. All staff will be supervised by the program's education leader or designee with the skills and knowledge to support their professional learning. Supervision will include classroom observations, regular meetings with staff and a plan of goals, action steps and measures of progress as well as the strengths observed and contributions made to the program. The plan must be updated at least twice a year.
- b.1 Contractors are required to report any alleged act of commission or omission, suspicion of child abuse or neglect to all regulatory agencies within 24 hours, the School Readiness Office (SRO), the OEC, NAEYC and/or Head Start. Notification must include the date and time of the alleged act and the nature of the complaint. The Contractor must also notify the SRO of the results of any investigation and any actions taken by the Contractor to correct the situation.
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5. Annual evaluations, surveys or other documents requested by OEC or by the SRO on behalf of the New Haven Board of Education and/or the New Haven Early Childhood Council.

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Child files Assessment: there is a system to track teachers' observation notes and assessments to ensure that all domains are assessed with ample supporting documentation. Assessments should be completed at least twice a year.
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SECTION 4

Provision against assignment: The contractor may not at any time assign any responsibilities of this contract to any other person, persons or agency without prior approval by SRO.

Access: The information shall be available during the hours of the Contractor's program operation and at all other reasonable times for monitoring, inspection, review or audit by employees or agents of the Board and/or the supervising state agencies. The Board reserves the right to conduct unannounced visits to funded sites to confirm reported data.

Complaints: The Contractor will ensure that all families funded through the School Readiness Grant are aware of their rights to have their concerns/complaints addressed. The Contractor will inform families in writing of the steps to follow to have a complaint/concern resolved. This will include the contact information for the SRO. NHECC Policies and Procedures make clear the steps the SRO will take to help resolve the complaint.

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Insurance: the Contractor is required to provide proof of liability coverage.

Statement of Non-Discrimination: the Contractor agrees that in the performance of this Agreement and in the composition of its staff, governing bodies and families it will not discriminate against any person or group of persons on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, sexual orientation, learning disability or on any other unlawful grounds.

Non-Renewal: in the event that this agreement is canceled or if the Board does not offer the Contractor a new Agreement of the same or similar service upon its expiration, the Contractor will assist in the orderly transfer of clients served under this Agreement to a new program and will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with School Readiness funds.

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- Temporarily Withhold payments until the obligation is fulfilled to the satisfaction of the Board;
- Temporarily or permanently discontinue services under the Agreement;
- Require that unexpended funds be returned to the Board;
- Assign appropriate personnel to execute the Agreement until such time as corrections have been made to the satisfaction of the Board;
- Require that this contract be assigned to an agency or person designated by the Board to bring the program into contractual compliance.
- Terminate this Agreement; or
- Take such other action, as the Board believes necessary.

SECTION 5: COMPENSATION FOR SCHOOL READINESS FUNDED PROGRAMS

Compensation for services is based on the approved maximum number of children served each reporting period (see below for report periods) where each child is in attendance at least one day during the reporting period. For each child served, programs will be reimbursed at the rates established by the CT Office of Early Childhood.

Compensation will be made upon the submission of an invoice and is contingent on the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event that reports have not been submitted by the deadlines stipulated in the Contract, the Board will delay payment until such time the report(s) are submitted and approved. The current rates are:

Full day/full year services will be paid at the rate of \$743.66 per month not to exceed \$8,924 per child per year. Full day/full year is defined as 10 hours/day, 50 weeks/year, legal holidays excluded, where children regularly attend 5 days/week for at least 6 hours/day.

School day/school year services will be paid at the rate of \$600.00 per month, not to exceed \$6,000 per child per year. School day/school year is defined as 6 hours/day, 10 months/year, where children regularly attend 5 days/week for a minimum of 6 hours/day.

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Monthly Reporting Due Dates—

PSRMR, SDR, Withdrawal REPORTING PERIODS		# of wks	DUE DATES
From	End Date		
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SECTION 6: OUTCOME MEASURES

Really need help with this so that it is clear, measurable and not onerous to complete!

OUTCOMES	MEASURES
<p>Improve access to and utilization of School Readiness Preschool Programs for New Haven 3 & 4 year olds.</p>	<p>SR monthly utilization rate of 95% to 100% will be maintained from September to June 30. Programs have a detailed recruitment plan to reach out to New Haven families including families in underserved neighborhoods. Spaces that become vacant will be filled within 15 business days.</p>
<p>Reduce the chronic absenteeism rate.</p>	<p>Chronic absenteeism is defined as a monthly attendance rate of less than 85%. When attendance falls below 85%, families will be contacted, reasons for the absences and a plan to improve attendance will document progress.</p>
<p>Increase the quality of early childhood programs by recruiting and maintaining the current OEC education requirement: at least one teacher in every classroom with a minimum of a CDA and 12 early childhood credits.</p>	<p>100% classrooms, including non-funded rooms will meet the education requirement.</p>
<p>By July 1, 2022, SR funded programs will hire teachers who meet the OEC's increased education standards by having a minimum of 50% of classroom lead teachers with an approved Associate's Degree.</p>	<p>SR programs have individual education plans for each staff member that includes meeting the OEC July 1, 2022 goal. Education plans are updated every six months and show progress toward the goal.</p>
<p>Children's growth in all developmental domains</p>	<p>Classroom environments and weekly Learning Experience Plans will align and consistently include strategies to support children's development as outlined in the OEC's Early Learning Development Standards (ELDS). Assessment documentation will show 95% of all children have made progress in each developmental domain.</p>



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

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Yale New Haven Hospital Day Care Center AMENDMENT #: 1

GRANT # if applicable: 093-000 11000-16274-2020-83014-170002 AGREEMENT #: 95384321

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: School Readiness DATE: 2-11-2020

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-900-538456697

ORIGINAL AMOUNT OF AGREEMENT: \$240,948.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$240,948.00

X ACTUAL OR _____ ESTIMATE

AMOUNT OF THIS AMENDMENT: \$11,155.00

_____ X INCREASE OR _____ DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$252,103.00

FUNDING SOURCE & ACCT # FOR AMENDMENT: Same as Agreement

DESCRIPTION AND NEED FOR AMENDMENT: This amendment increases the number of School Readiness funded spaces from 27 full day, adding 3 full day for a total of 30 full day spaces.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: *Lynn Weiner* Jan 17, 2020
(Name) (Date)

Director, YNHA Day Care Centers
(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT

By And Between

AGREEMENT NO. 95384321

The New Haven Board of Education

AND

Yale New Haven Hospital Day Care Center

FOR NEW HAVEN PUBLIC SCHOOLS' EARLY CHILDHOOD DEPARTMENT

This Agreement entered into on the 3rd day of June, 2019, effective (no sooner than the day after Board of Education Approval), and the 9th day of July, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, Yale New Haven Hospital Day Care Center located at, 20 York Street, New Haven, CT 06504 (herein referred to as the "Contractor").

Compensation:

The Board will pay the Contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed \$240,948 for the provision of services at the following locations:

New Haven, CT 065**

<u>27</u>	"Spaces" for full day/full year services to be paid at the rate not to exceed \$8,924 per child, per year, or \$743.66 per month for prorated slots, for a total not to exceed <u>\$240,948.00</u>
TOTAL	

The Contractor will be paid a maximum of \$240,948.00 for the services. Compensation will be made upon submission of monthly reports for the services as outlined in *Exhibit A Scope of Service*

Fiscal support for this Agreement shall be by the **School Readiness Grant Program** of the New Haven Board of Education. Account Number: 2523-900-5384-56697 Location Code: 0442.

This agreement shall remain in effect from July 9, 2019 to June 30, 2020.

Scope of Service: *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).*

The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood or, exempt from licensing by the CT State Department of Education, utilizing fully staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children or the Head Start program.

Handwritten initials and date: JLO 4/18/19

Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.


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

June 14, 2019
Date

2/8/19
Date

Lynn Wiener, Director
Contractor Printed Name & Title

Revised: 10/2/18



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

DETAILED SCOPE OF SERVICE AGREEMENT SPECIAL TERMS AND CONDITIONS FOR SCHOOL READINESS PROVIDERS (referred to as the "Contractor")

Overview of School Readiness

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p-10-16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved. The School Readiness Grant Program is administered by the CT Office of Early Childhood (OEC).

The New Haven School Readiness grant provides over 1,000 spaces for three and four year olds in preschool programs across the city including community-based centers and classrooms within the New Haven Public Schools and Gateway Community College. New Haven Board of Education is the fiscal agent for the grant. The School Readiness Office (SRO), located in the New Haven Public Schools' Early Childhood Department is the Board's designee for the grant. The New Haven Early Childhood Council (NHECC), whose members are appointed by the Mayor and Superintendent, is responsible for making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants.

The School Readiness Contractor will provide an early care and education program for New Haven children ages 3 and 4 years old including the services listed below and as outlined in the OEC's General Policies for State-funded Programs and its Licensing Unit, as the Policies and Procedures of the New Haven Early Childhood Council (NHECC).

SECTION 1: REQUIRED SERVICES and STAFFING

A. OUTREACH SERVICES AND RECRUITMENT OF FAMILIES

1. The Contractor is responsible for recruitment and enrollment of eligible children. Eligibility criteria, as determined by the NHECC includes the New Haven residency requirement and allotting 75% of the total School Readiness funded spaces for families who are at or below 75% of the State Median Income as determined by the OEC.
2. Any SR space that becomes vacant will be filled within 15 business days.
3. Contractors are to keep documentation of their outreach efforts. Outreach should include contacts with the organizations that have Memoranda of Understanding with the NHECC as well as businesses and other organizations within the vicinity of the center.
4. Contractors that are not at full capacity by October 31st must submit a recruitment plan by November 15th for approval by the NHECC. At the recommendation of the NHECC, the Board may amend the Agreement to reduce the Contractor's grant allocation.
5. Contractors who are at capacity must share their waitlist with the School Readiness Office.

B. EDUCATIONAL SERVICES

1. Learning environment, curriculum and assessment
 - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children age 3 to 4 years and eligible 5 year olds. ,
 - b. For each classroom, weekly Learning Experience Plans will be developed, followed and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross-walked with the ELDS may also be used.
 - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include: the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen. Early Screening Inventory (ESI) and Temperament and Atypical Behavior Scale TABS).
 - d. Classroom staff will document children's growth, understanding and skill in the areas of: cognition; social; emotional; physical health; language and literacy; creative arts; mathematics; science; and, social studies. Documentation should include teacher observations, work samples and parent input. Teachers will document how children's ideas are incorporated into the curriculum.
2. Family participation
 - a. Ongoing documentation will culminate in two annual assessment periods. Teachers will share the assessment with parents at 2 parent-teacher conferences annually. At least 80% of parents will attend 2 annual conferences. Documentation will include conference times and length, the comments and signature of parents.

C. QUALITY COMPONENTS

As outline in CT General Statutes **Sections 10-16o through 10-16u**, each school readiness program will:

1. Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
2. Encourage family involvement, parenting education and outreach;
3. Provide referrals for health services, including referrals for appropriate immunizations and screenings;
4. Provide nutrition services;
5. Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
6. Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
7. Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
8. Develop a plan for professional development for staff: including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
9. Use the OEC designated sliding fee scale for families participating in the program;
10. Implement an annual evaluation of the effectiveness of the program; and

11. Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled

D. STAFFING

1. HIRING AND STAFFING LEVELS

- a. Contractors will maintain adequate teacher:child ratios that at minimum, adhere to the OEC Day Care Licensing Regulations.
- b. Any staff changes will be reported to the School Readiness Office on the Staffing Coverage Form and added to the CT Registry.

2. EDUCATION REQUIREMENTS

Each classroom will meet the following:

- a. OEC Day Care Licensing regulations
- b. OEC Quality Staff Member education requirements
- c. NAEYC or Head Start requirements

3. STAFF ORIENTATION, STAFF DEVELOPMENT

All staff will have:

- a. The understanding, skills and experience to work with preschool aged children and families.
- b. An orientation within the first two weeks of hire. This must include an overview of the School Readiness Program policies, procedures and expectations.
- c. A staff development plan that includes the education requirements set forth by OEC's Bureau of Early Care and Education and its Licensing Unit, NAEYC and NHECC. Staff training will be documented in each staff members file. First year full time staff will complete all required trainings by May of their first year. Part time staff will complete trainings required for the position by all regulatory agencies including the School Readiness professional development areas of language and literacy, diversity, and working with children with special needs.
- d. Staff development plans will also include training in the CT ELDS, CT DOTS or similar systems. Regular observations, at minimum quarterly and preferably once a month, by the program leader and/or education consultant will be included in the staff member's professional development plan and annual evaluation.
- e. A program-wide staff development plan with proper documentation as required by NAEYC.

4. SUPERVISION

- a. All staff will be supervised by the program's education leader or designee with the skills and knowledge to support their professional learning. Supervision will include classroom observations, regular meetings with staff and a plan of goals, action steps and measures of progress as well as the strengths observed and contributions made to the program. The plan must be updated at least twice a year.
- b.1 Contractors are required to report any alleged act of commission or omission, suspicion of child abuse or neglect to all regulatory agencies within 24 hours, the School Readiness Office (SRO), the OEC, NAEYC and/or Head Start. Notification must include the date and time of the alleged act and the nature of the complaint. The Contractor must also notify the SRO of the results of any investigation and any actions taken by the Contractor to correct the situation.
- b.2 Contractors will also inform the SRO of any notification to DCF against a parent or non-employee of a SR funded child.

E. CONSULTATION

As required by NHECC Policies, all Contractors must have an education consultant who provides consultation to teachers and program leaders for a minimum of 2 hours per month. This may be the education consultant on the Contractor's OEC License, or may be another qualified consultant with expertise in curriculum, assessment, classroom management and supervision. The Contractor will notify the SRO of the education consultant selected. The consultant's time and focus will be recorded monthly.

SECTION 2: REPORTING REQUIREMENTS AND RECORD KEEPING

A. REPORTING REQUIREMENTS

1. All reports are to be submitted by the due date. The monthly reporting periods and due dates are listed on the chart below. Monthly Reports include:
Priority School Readiness Monthly Report
Site Data Report
Withdrawal Report
Financial Report, including accounting for the collection and use of parent fees and Care for Kids funds consistent with the terms of this Contract.
2. All Contractors are to update their program's information on the CT Registry and the ECIS systems on a monthly basis.
3. Any staff changes are to be reported to the SRO within 5 business days, by updating the Staffing Coverage Plan.
4. Using the protocol established by the OEC, all state funded programs are to email the SRO the required NAEYC, OEC and DCF documents.
5. Annual evaluations, surveys or other documents requested by OEC or by the SRO on behalf of the New Haven Board of Education and/or the New Haven Early Childhood Council.

B. RECORD KEEPING

1. Staff files contain a cover sheet listing completion dates of professional development training, staff self-evaluation, annual PD goals, annual evaluations with supporting documentation on file. Staff in programs that are exempt from licensing must have a minimum of 15 hours of professional development. Notes of education leaders' and/or their designees' classroom observations, meetings with individual teachers, teaching teams and full staff are documented and outline next steps and a timeline.
2. Child files Enrollment: contain a checklist listing all the documents required by OEC Licensing Unit and the SRO, with supporting documents on file. Records of daily family sign in/out sheets and daily attendance are kept on file and agree with the data submitted on the Site Data Report and in the ECIS.
Child files Assessment: there is a system to track teachers' observation notes and assessments to ensure that all domains are assessed with ample supporting documentation. Assessments should be completed at least twice a year.
3. The Contractor will maintain books, records, documents, program and individual service records, evidence of its accounting and billing procedures and practices for a period of 3 years.

SECTION 3: PROGRAM MONITORING

The Contractor will make all records and documents required under this Agreement as outlined here, in OEC Policies and NHECC Policies available to the SRO or its designee, the SR Fiscal Officer or their designee

and the OEC. Scheduled monitoring visits will take place twice a year. The SRO and OEC reserve the right to make unannounced visits.

SECTION 4

Provision against assignment: The contractor may not at any time assign any responsibilities of this contract to any other person, persons or agency without prior approval by SRO.

Access: The information shall be available during the hours of the Contractor's program operation and at all other reasonable times for monitoring, inspection, review or audit by employees or agents of the Board and/or the supervising state agencies. The Board reserves the right to conduct unannounced visits to funded sites to confirm reported data.

Complaints: The Contractor will ensure that all families funded through the School Readiness Grant are aware of their rights to have their concerns/complaints addressed. The Contractor will inform families in writing of the steps to follow to have a complaint/concern resolved. This will include the contact information for the SRO. NHECC Policies and Procedures make clear the steps the SRO will take to help resolve the complaint.

Suspension and/or Expulsion: No child should be expelled or suspended from a program. In the rare instances when a child's behavior jeopardizes the safety of themselves or others, the Contractor will immediately notify the SRO in writing of the situation and the actions taken to date to remedy the concern. The Board and the NHECC reserve the right to eliminate the funded spaces in cases where it deems the termination is not in keeping with the intent of the School Readiness Program.

Insurance: the Contractor is required to provide proof of liability coverage.

Statement of Non-Discrimination: the Contractor agrees that in the performance of this Agreement and in the composition of its staff, governing bodies and families it will not discriminate against any person or group of persons on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, sexual orientation, learning disability or on any other unlawful grounds.

Non-Renewal: in the event that this agreement is canceled or if the Board does not offer the Contractor a new Agreement of the same or similar service upon its expiration, the Contractor will assist in the orderly transfer of clients served under this Agreement to a new program and will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with School Readiness funds.

Termination and Default: if the Contractor fails to fulfill its obligations under this contract, the Board, in consultation with the New Haven Early Childhood Council may:

- Temporarily Withhold payments until the obligation is fulfilled to the satisfaction of the Board;
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- Assign appropriate personnel to execute the Agreement until such time as corrections have been made to the satisfaction of the Board;
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Compensation will be made upon the submission of an invoice and is contingent on the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event that reports have not been submitted by the deadlines stipulated in the Contract, the Board will delay payment until such time the report(s) are submitted and approved. The current rates are:

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Monthly Reporting Due Dates—

PSRMR, SDR, Withdrawal REPORTING PERIODs		# of wks	DUE DATES
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SECTION 6: OUTCOME MEASURES

Really need help with this so that it is clear, measurable and not onerous to complete!

OUTCOMES	MEASURES
<p>Improve access to and utilization of School Readiness Preschool Programs for New Haven 3 & 4 year olds.</p>	<p>SR monthly utilization rate of 95% to 100% will be maintained from September to June 30. Programs have a detailed recruitment plan to reach out to New Haven families including families in underserved neighborhoods. Spaces that become vacant will be filled within 15 business days.</p>
<p>Reduce the chronic absenteeism rate.</p>	<p>Chronic absenteeism is defined as a monthly attendance rate of less than 85%. When attendance falls below 85%, families will be contacted, reasons for the absences and a plan to improve attendance will document progress.</p>
<p>Increase the quality of early childhood programs by recruiting and maintaining the current OEC education requirement: at least one teacher in every classroom with a minimum of a CDA and 12 early childhood credits.</p>	<p>100% classrooms, including non-funded rooms will meet the education requirement.</p>
<p>By July 1, 2022, SR funded programs will hire teachers who meet the OEC's increased education standards by having a minimum of 50% of classroom lead teachers with an approved Associate's Degree.</p>	<p>SR programs have individual education plans for each staff member that includes meeting the OEC July 1, 2022 goal. Education plans are updated every six months and show progress toward the goal.</p>
<p>Children's growth in all developmental domains</p>	<p>Classroom environments and weekly Learning Experience Plans will align and consistently include strategies to support children's development as outlined in the OEC's Early Learning Development Standards (ELDS). Assessment documentation will show 95% of all children have made progress in each developmental domain.</p>



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

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: New Haven YMCA Youth Center

AMENDMENT #: 1

GRANT # if applicable: 093-000 11000-16274-2020-83014-170002

AGREEMENT #: 95384316

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: School Readiness

DATE: 2-11-2020

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-900-538456697

ORIGINAL AMOUNT OF AGREEMENT: \$401,580.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$401,580.00

X ACTUAL OR _____ ESTIMATE

AMOUNT OF THIS AMENDMENT: \$52,056.62

_____ INCREASE OR X DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$349,523.38

FUNDING SOURCE & ACCT # FOR AMENDMENT: Same as Agreement

DESCRIPTION AND NEED FOR AMENDMENT: This amendment decreases the number of School Readiness funded spaces from 45 full day, subtracting 14 full day for a total of 31 full day spaces.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: _____

J.A. Bunk
(Name)

1/21/2020
(Date)

SUP/COO

(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT

By And Between

AGREEMENT NO. 95384316

The New Haven Board of Education

AND

New Haven YMCA Youth Center

FOR NEW HAVEN PUBLIC SCHOOLS' EARLY CHILDHOOD DEPARTMENT

This Agreement entered into on the 3rd day of June 2019, effective (no sooner than the day after Board of Education Approval), and the 9th day of July, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and New Haven YMCA Youth Center located at, 52 Howe Street, New Haven, CT 06511 (herein referred to as the "Contractor").

Compensation:

The Board will pay the Contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed \$401,580.00 for the provision of services at the following location:

52 Howe Street
New Haven, CT 06511

45
TOTAL "Spaces" for **full day/full year** services to be paid at the rate not to exceed \$8.924 per child, per year, or \$743.66 per month for prorated slots, for a total not to exceed \$401,580.00

The Contractor will be paid a maximum of \$401,580 for the services. Compensation will be made upon submission of monthly reports for the services as outlined in *Exhibit A Scope of Service*

Fiscal support for this Agreement shall be by the **School Readiness Grant Program** of the New Haven Board of Education, **Account Number: 2523-900-5384-56697** Location Code: 0442.

This agreement shall remain in effect from July 9, 2019 to June 30, 2020.

Scope of Service: *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).*

The Contractor will provide an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood or, exempt from licensing by the CT State Department of Education, utilizing fully staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children or the Head Start program.

Handwritten initials/signature

Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.

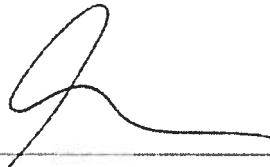
Exhibit B: Student Data and Privacy Agreement: Attached

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's 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

06/11/19
Date

7/9/19
Date

Darryl Brackeen Jr.
District Executive Director
Contractor Printed Name & Title

Revised: 10/2/18



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

DETAILED SCOPE OF SERVICE AGREEMENT SPECIAL TERMS AND CONDITIONS FOR SCHOOL READINESS PROVIDERS (referred to as the “Contractor”)

Overview of School Readiness

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p-10-16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved. The School Readiness Grant Program is administered by the CT Office of Early Childhood (OEC).

The New Haven School Readiness grant provides over 1,000 spaces for three and four year olds in preschool programs across the city including community-based centers and classrooms within the New Haven Public Schools and Gateway Community College. New Haven Board of Education is the fiscal agent for the grant. The School Readiness Office (SRO), located in the New Haven Public Schools' Early Childhood Department is the Board's designee for the grant. The New Haven Early Childhood Council (NHECC), whose members are appointed by the Mayor and Superintendent, is responsible for making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants.

The School Readiness Contractor will provide an early care and education program for New Haven children ages 3 and 4 years old including the services listed below and as outlined in the OEC's General Policies for State-funded Programs and its Licensing Unit, as the Policies and Procedures of the New Haven Early Childhood Council (NHECC).

SECTION 1: REQUIRED SERVICES and STAFFING

A. OUTREACH SERVICES AND RECRUITMENT OF FAMILIES

1. The Contractor is responsible for recruitment and enrollment of eligible children. Eligibility criteria, as determined by the NHECC includes the New Haven residency requirement and allotting 75% of the total School Readiness funded spaces for families who are at or below 75% of the State Median Income as determined by the OEC.
2. Any SR space that becomes vacant will be filled within 15 business days.
3. Contractors are to keep documentation of their outreach efforts. Outreach should include contacts with the organizations that have Memoranda of Understanding with the NHECC as well as businesses and other organizations within the vicinity of the center.
4. Contractors that are not at full capacity by October 31st must submit a recruitment plan by November 15th for approval by the NHECC. At the recommendation of the NHECC, the Board may amend the Agreement to reduce the Contractor's grant allocation.
5. Contractors who are at capacity must share their waitlist with the School Readiness Office.

B. EDUCATIONAL SERVICES

1. Learning environment, curriculum and assessment
 - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children age 3 to 4 years and eligible 5 year olds. .
 - b. For each classroom, weekly Learning Experience Plans will be developed, followed and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross-walked with the ELDS may also be used.
 - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include: the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen, Early Screening Inventory (ESI) and Temperament and Atypical Behavior Scale TABS).
 - d. Classroom staff will document children's growth, understanding and skill in the areas of: cognition; social; emotional; physical health; language and literacy; creative arts; mathematics; science; and, social studies. Documentation should include teacher observations, work samples and parent input. Teachers will document how children's ideas are incorporated into the curriculum.
2. Family participation
 - a. Ongoing documentation will culminate in two annual assessment periods. Teachers will share the assessment with parents at 2 parent-teacher conferences annually. At least 80% of parents will attend 2 annual conferences. Documentation will include conference times and length, the comments and signature of parents.

C. QUALITY COMPONENTS

As outline in CT General Statutes Sections 10-16o through 10-16u, each school readiness program will:

1. Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
2. Encourage family involvement, parenting education and outreach;
3. Provide referrals for health services, including referrals for appropriate immunizations and screenings;
4. Provide nutrition services;
5. Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
6. Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
7. Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
8. Develop a plan for professional development for staff; including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
9. Use the OEC designated sliding fee scale for families participating in the program;
10. Implement an annual evaluation of the effectiveness of the program; and

11. Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled

D. STAFFING

1. HIRING AND STAFFING LEVELS

- a. Contractors will maintain adequate teacher:child ratios that at minimum, adhere to the OEC Day Care Licensing Regulations.
- b. Any staff changes will be reported to the School Readiness Office on the Staffing Coverage Form and added to the CT Registry.

2. EDUCATION REQUIREMENTS

Each classroom will meet the following:

- a. OEC Day Care Licensing regulations
- b. OEC Quality Staff Member education requirements
- c. NAEYC or Head Start requirements

3. STAFF ORIENTATION, STAFF DEVELOPMENT

All staff will have:

- a. The understanding, skills and experience to work with preschool aged children and families.
- b. An orientation within the first two weeks of hire. This must include an overview of the School Readiness Program policies, procedures and expectations.
- c. A staff development plan that includes the education requirements set forth by OEC's Bureau of Early Care and Education and its Licensing Unit, NAEYC and NHECC. Staff training will be documented in each staff members file. First year full time staff will complete all required trainings by May of their first year. Part time staff will complete trainings required for the position by all regulatory agencies including the School Readiness professional development areas of language and literacy, diversity, and working with children with special needs.
- d. Staff development plans will also include training in the CT ELDS, CT DOTS or similar systems. Regular observations, at minimum quarterly and preferably once a month, by the program leader and/or education consultant will be included in the staff member's professional development plan and annual evaluation.
- e. A program-wide staff development plan with proper documentation as required by NAEYC.

4. SUPERVISION

- a. All staff will be supervised by the program's education leader or designee with the skills and knowledge to support their professional learning. Supervision will include classroom observations, regular meetings with staff and a plan of goals, action steps and measures of progress as well as the strengths observed and contributions made to the program. The plan must be updated at least twice a year.
- b.1 Contractors are required to report any alleged act of commission or omission, suspicion of child abuse or neglect to all regulatory agencies within 24 hours, the School Readiness Office (SRO), the OEC, NAEYC and/or Head Start. Notification must include the date and time of the alleged act and the nature of the complaint. The Contractor must also notify the SRO of the results of any investigation and any actions taken by the Contractor to correct the situation.
- b.2 Contractors will also inform the SRO of any notification to DCF against a parent or non-employee of a SR funded child.

E. CONSULTATION

As required by NHECC Policies, all Contractors must have an education consultant who provides consultation to teachers and program leaders for a minimum of 2 hours per month. This may be the education consultant on the Contractor's OEC License, or may be another qualified consultant with expertise in curriculum, assessment, classroom management and supervision. The Contractor will notify the SRO of the education consultant selected. The consultant's time and focus will be recorded monthly.

SECTION 2: REPORTING REQUIREMENTS AND RECORD KEEPING

A. REPORTING REQUIREMENTS

1. All reports are to be submitted by the due date. The monthly reporting periods and due dates are listed on the chart below. Monthly Reports include:
Priority School Readiness Monthly Report
Site Data Report
Withdrawal Report
Financial Report, including accounting for the collection and use of parent fees and Care for Kids funds consistent with the terms of this Contract.
2. All Contractors are to update their program's information on the CT Registry and the ECIS systems on a monthly basis.
3. Any staff changes are to be reported to the SRO within 5 business days, by updating the Staffing Coverage Plan.
4. Using the protocol established by the OEC, all state funded programs are to email the SRO the required NAEYC, OEC and DCF documents.
5. Annual evaluations, surveys or other documents requested by OEC or by the SRO on behalf of the New Haven Board of Education and/or the New Haven Early Childhood Council.

B. RECORD KEEPING

1. Staff files contain a cover sheet listing completion dates of professional development training, staff self-evaluation, annual PD goals, annual evaluations with supporting documentation on file. Staff in programs that are exempt from licensing must have a minimum of 15 hours of professional development. Notes of education leaders' and/or their designees' classroom observations, meetings with individual teachers, teaching teams and full staff are documented and outline next steps and a timeline.
2. Child files Enrollment: contain a checklist listing all the documents required by OEC Licensing Unit and the SRO, with supporting documents on file. Records of daily family sign in/out sheets and daily attendance are kept on file and agree with the data submitted on the Site Data Report and in the ECIS.
Child files Assessment: there is a system to track teachers' observation notes and assessments to ensure that all domains are assessed with ample supporting documentation. Assessments should be completed at least twice a year.
3. The Contractor will maintain books, records, documents, program and individual service records, evidence of its accounting and billing procedures and practices for a period of 3 years.

SECTION 3: PROGRAM MONITORING

The Contractor will make all records and documents required under this Agreement as outlined here, in OEC Policies and NHECC Policies available to the SRO or its designee, the SR Fiscal Officer or their designee

and the OEC. Scheduled monitoring visits will take place twice a year. The SRO and OEC reserve the right to make unannounced visits.

SECTION 4

Provision against assignment: The contractor may not at any time assign any responsibilities of this contract to any other person, persons or agency without prior approval by SRO.

Access: The information shall be available during the hours of the Contractor's program operation and at all other reasonable times for monitoring, inspection, review or audit by employees or agents of the Board and/or the supervising state agencies. The Board reserves the right to conduct unannounced visits to funded sites to confirm reported data.

Complaints: The Contractor will ensure that all families funded through the School Readiness Grant are aware of their rights to have their concerns/complaints addressed. The Contractor will inform families in writing of the steps to follow to have a complaint/concern resolved. This will include the contact information for the SRO. NHECC Policies and Procedures make clear the steps the SRO will take to help resolve the complaint.

Suspension and/or Expulsion: No child should be expelled or suspended from a program. In the rare instances when a child's behavior jeopardizes the safety of themselves or others, the Contractor will immediately notify the SRO in writing of the situation and the actions taken to date to remedy the concern. The Board and the NHECC reserve the right to eliminate the funded spaces in cases where it deems the termination is not in keeping with the intent of the School Readiness Program.

Insurance: the Contractor is required to provide proof of liability coverage.

Statement of Non-Discrimination: the Contractor agrees that in the performance of this Agreement and in the composition of its staff, governing bodies and families it will not discriminate against any person or group of persons on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, sexual orientation, learning disability or on any other unlawful grounds.

Non-Renewal: in the event that this agreement is canceled or if the Board does not offer the Contractor a new Agreement of the same or similar service upon its expiration, the Contractor will assist in the orderly transfer of clients served under this Agreement to a new program and will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with School Readiness funds.

Termination and Default: if the Contractor fails to fulfill its obligations under this contract, the Board, in consultation with the New Haven Early Childhood Council may:

- Temporarily Withhold payments until the obligation is fulfilled to the satisfaction of the Board;
- Temporarily or permanently discontinue services under the Agreement;
- Require that unexpended funds be returned to the Board;
- Assign appropriate personnel to execute the Agreement until such time as corrections have been made to the satisfaction of the Board;
- Require that this contract be assigned to an agency or person designated by the Board to bring the program into contractual compliance.
- Terminate this Agreement; or
- Take such other action, as the Board believes necessary.

SECTION 5: COMPENSATION FOR SCHOOL READINESS FUNDED PROGRAMS

Compensation for services is based on the approved maximum number of children served each reporting period (see below for report periods) where each child is in attendance at least one day during the reporting period. For each child served, programs will be reimbursed at the rates established by the CT Office of Early Childhood.

Compensation will be made upon the submission of an invoice and is contingent on the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event that reports have not been submitted by the deadlines stipulated in the Contract, the Board will delay payment until such time the report(s) are submitted and approved. The current rates are:

Full day/full year services will be paid at the rate of \$743.66 per month not to exceed \$8,924 per child per year. Full day/full year is defined as 10 hours/day, 50 weeks/year, legal holidays excluded, where children regularly attend 5 days/week for at least 6 hours/day.

School day/school year services will be paid at the rate of \$600.00 per month, not to exceed \$6,000 per child per year. School day/school year is defined as 6 hours/day, 10 months/year, where children regularly attend 5 days/week for a minimum of 6 hours/day.

Part day/school year services to be paid at the rate of \$450.00 per month, not to exceed \$4,500 per child, per year. Part day/school years is defined as a minimum of 2.5 hours/day, 10 months/year, where children regularly attend 5 days/week.

Monthly Reporting Due Dates—

PSRMR, SDR, Withdrawal REPORTING PERIODs		# of wks	DUE DATES
From	End Date		
July 1, 2019	July 27, 2019	4	July 30
July 29, 2019	August 30, 2019	5	September 3
September 2, 2019	September 27, 2019	4	October 1
September 30, 2019	October 25, 2019	4	October 29
October 28, 2019	November 29, 2019	5	December 3
December 2, 2019	December 27, 2019	4	December 31
December 30, 2018	January 31, 2020	5	February 4
February 3, 2020	February 28, 2020	4	March 3
March 2, 2020	March 27, 2020	4	March 31
March 30, 2020	April 24, 2020	4	April 28
April 27, 2020	May 29, 2020	5	June 2
June 1, 2020	June 26, 2020	4	June 30

SECTION 6: OUTCOME MEASURES

Really need help with this so that it is clear, measurable and not onerous to complete!

OUTCOMES	MEASURES
<p>Improve access to and utilization of School Readiness Preschool Programs for New Haven 3 & 4 year olds.</p>	<p>SR monthly utilization rate of 95% to 100% will be maintained from September to June 30. Programs have a detailed recruitment plan to reach out to New Haven families including families in underserved neighborhoods. Spaces that become vacant will be filled within 15 business days.</p>
<p>Reduce the chronic absenteeism rate.</p>	<p>Chronic absenteeism is defined as a monthly attendance rate of less than 85%. When attendance falls below 85%, families will be contacted, reasons for the absences and a plan to improve attendance will document progress.</p>
<p>Increase the quality of early childhood programs by recruiting and maintaining the current OEC education requirement: at least one teacher in every classroom with a minimum of a CDA and 12 early childhood credits.</p>	<p>100% classrooms, including non-funded rooms will meet the education requirement.</p>
<p>By July 1, 2022, SR funded programs will hire teachers who meet the OEC's increased education standards by having a minimum of 50% of classroom lead teachers with an approved Associate's Degree.</p>	<p>SR programs have individual education plans for each staff member that includes meeting the OEC July 1, 2022 goal. Education plans are updated every six months and show progress toward the goal.</p>
<p>Children's growth in all developmental domains</p>	<p>Classroom environments and weekly Learning Experience Plans will align and consistently include strategies to support children's development as outlined in the OEC's Early Learning Development Standards (ELDS). Assessment documentation will show 95% of all children have made progress in each developmental domain.</p>



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



MEMORANDUM

TO: NHPS Finance and Operations Committee

FROM: Michael Pinto, Chief Operating Officer
Gail Sharry, Executive Director
Michael Gormany, Interim Budget Director

RE: F&O agenda item request for approval
Award of contract for the purchase of refrigerated box truck

DATE: Tuesday, January 21, 2020

Executive Summary: Approval is requested for an Award of Contract #70195019 to the sole bidder Gabrielli Truck Sales, LTD, 401 Old Gate Lane, Milford CT 06460, for the purchase of one or more 2020 Hino 195 refrigerated box truck

Amount of Contract: \$90,000

Funding Source(s):	Food Service Fund	25215200-58698	\$70,000.00
	Food Service Capital	3C191993	\$10,000.00
	Citywide Rolling Stock	3C202001	\$10,000.00
	Total Funding		\$90,000.00

Key Questions:

- Please Describe how this service is strategically aligned with school or District goals:**
This purchase is part of the fleet replacement program for Food Service. As Food Service production expands, there is a need for updated vehicles for the program
- Please describe the evidence of effectiveness for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation?**
The above vendor has been used in the past with no issues or defects with vehicle purchases
- Why do you believe this agreement is fiscally sound? Include how the contractor was selected (various quotes vs. RFP vs Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost?**
The Vendor was the sole respondent to the bid



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
 From: Michael J. Pinto, Chief Operating Officer
 Gail Sharry, Executive Director Food Services
 Michael Gormany, Interim Budget Director
 Date: January 21, 2020
 Re: **Award of Competitive Bid Contract for Purchase of Refrigerated Box Truck**

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

Approval is requested for an Award of Contract #70195019 to the sole bidder Gabrielli Truck Sales, LTD, 401 Old Gate Lane, Milford CT 06460, for the purchase of one or more 2020 Hino 195 refrigerated box truck

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

\$90,000.00

Funding Source & Account #:

Amount of Contract:	\$90,000		
Funding Source(s):	Food Service Fund	25215200-58698	\$70,000.00
	Food Service Capital	3C191993	\$10,000.00
	Citywide Rolling Stock	3C202001	\$10,000.00
	Total Funding		\$90,000.00

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 purchase is part of the fleet replacement program for Food Service. As Food Service production expands, there is a need for updated vehicles for the program

2. What specific need will this contractor address?

This purchase is part of the fleet replacement program for Food Service. As Food Service production expands, there is a need for updated vehicles for the program

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:

The vendor was the sole respondent to the City Purchasing Department
Competitive Bid

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?

The vendor has been used in the past with no issues or defects with vehicle purchases

6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):

NA

7. Is this a new or continuation service?

This is a one off competitive bid. However, the vendor has been awarded contracts under prior competitive bids

8. If this is a continuation service has cost increased?

a) If yes, by how much?

NA

b) What would an alternative contractor cost?

NA

c) Is this a service existing staff could provide? Why or why not?

NA

9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?

The Vendor will provide the truck to the ordered specifications

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)

NA

11. If the service is a professional development program, can the training be provided internally, by district staff?

a) If not, why not?

NA

b) How will the output of this Agreement contribute to building internal capabilities?

NA

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

The vendor was the sole respondent to the City of New Haven Complete Bid process;
the City is now using a centralized fleet replacement program

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

The Food Service Division has an aging fleet of delivery trucks; this is part of the fleet
replacement rotation. This is a long lead item, delay in purchasing may cause
disruption to the food service delivery system

Primary Responses

Success: All data is valid!

Status	Bid/No Bid Decision	#	Per bid specifications:	Quantity Required	Unit of Measure	Unit Price	Total Cost
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Numeric

Bid

Success: All values provided	Bid	#1-1	Chassis	1	EA	\$ 50,423.00	\$ 50,423.00
Success: All values provided	Bid	#1-2	Refrigerated Body	1	EA	\$ 8,800.00	\$ 8,800.00
Success: All values provided	Bid	#1-3	Refrigeration Unit	1	EA	\$ 26,884.00	\$ 26,884.00


Optional Equipment

Success: All values provided	Bid	#2-1	Electric Standby	1	EA	\$ 1,800.00	\$ 1,800.00
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\$ 87,907.00

BID SUBMISSION

City of New Haven, Connecticut

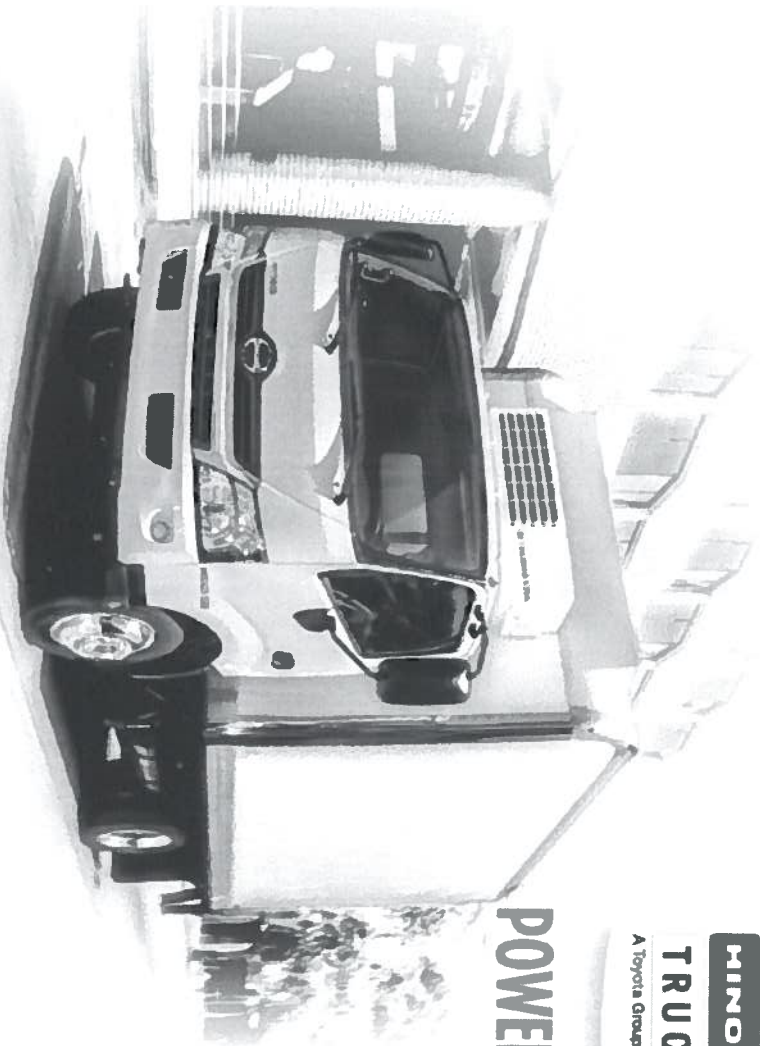
Project Name:	Refrigerated Box Truck
Bid #:	70195109
Bid Submitted by	
Company Name:	Bridge-Haven Ford Truck Sales Inc. dba Gabrielli Truck Sales
Street Address:	401 Old Gale Lane
City, State & Zip Code:	Milford CT 06460
Contact Person:	Richard MocarSKI
Contact Email:	rmocarSKI@gabriellitruck.com
Telephone #:	(203) 877-3281
Fax #:	(203) 877-0614
Authorized Signatory	

Michael V. Furniatti, Sr
Purchasing Agent
200 Orange Street, Rm 301
New Haven, CT 06510

Dear Mr. Furniatti:

The above signed, having familiarized themselves with the existing conditions of the project area affecting the cost of the work, and with the Bid Documents, Addenda, General Conditions, Special Conditions, Technical Specifications, Drawings as listed in the Schedule of Drawings as prepared by the City of New Haven, and on file at the Bureau of Purchases, 200 Orange Street, New Haven, Connecticut hereby proposes to furnish all machinery, tools, appurtenances, equipment, and services, including utility and transportation services required to construct and complete the work, all in accordance with the above listed Bid Documents, and submits their Bid herewith.

In submitting this Bid, the Bidder understands that the City of New Haven reserves the right to reject any and all Bids, or to waive any informality in submitted Bid documents. The Bidder also understands that the City of New Haven reserves the right to accept any, all, or none of the Alternates which may be listed above and may accept Alternates in any order at the City's sole discretion. The Bidder agrees to perform the work of each accepted Alternate for the sum quoted for each, and to include such accepted Alternates in the Contract for Construction. The City of New Haven reserves the right to make the award on the basis of the above Base Bid.



HINO
TRUCKS
A Toyota Group Company

POWERON.

CONVENTIONAL, CAB-OVER, HYBRID, AWARD WINNING.

Prepared By: Richard MocarSKI 2038770614
rmocarSKI@gabriellitruck.com

Prepared For: City of New Haven

GABRIELL - MILFORD CT
401 OLD GATE LANE
MILFORD, CT 06460

Thursday, December 19, 2019 5:24:06 PM UTC

Specifications

Option	Subcategory	Description
Series		
0010-002	Series	Cab Over Chassis
Base Model		
0020-009	Base Model	195
0030-003	Model Year	2020 Model Year
Cab		
0135-009	Cab Features	Cab Features - Standard Cruise control, tilt and telescopic steering.
0137-001	Cab	2 Door Single Cab
0140-003	Seat Belts	Seat Belts - Grey Seat Belts
1430-008	Driver Seat	Seats - Fabric Magnetic Suspension
1432-010	Passenger Seat	Seats - Fabric Bench
1500-001	Meter Cluster	Meter Cluster - Information display: Instant and trip fuel consumption, Diesel Meter Cluster - Information display: Instant and trip fuel consumption, Diesel Particulate Reduction System performance/status, maintenance intervals, engine and vehicle diagnostics.
1480-002	Instrument Panel	Gauges - Speedometer mph (km/h), odometer, fuel/DEF gauges, coolant temp gauges - Speedometer mph (km/h), odometer, fuel/DEF gauges, coolant temp gauge, engine tachometer
1490-002	Warning Indicators	Warning Indicators - Oil pressure, brake fluid, battery charge, high beam
1840-001	Horn	Warning Indicators - Oil pressure, brake fluid, battery charge, high beam, turn signal, parking brake, engine control system and ABS. Horn - Electric Horn
0380-007	Window/ Door Locks	Power Windows and Door Locks
0410-004	Keys	2 Keys

Option	Subcategory	Description
1460-002	Heater/Defroster	Heater/Defroster - 18,596 BTU/h
1440-002	Air Conditioner	Air conditioned
1450-003	Radio	Radio - AM/FM with single CD, bluetooth, two speakers.
1830-001	Front Grille	Grille - Chrome plated
0675-010	Side Mirrors	Mirrors - Heated, Remote
1090-014	Cab Paint	Paint - White
1520-002	Exterior Lighting	Lighting - Stop/tail lights, marker and identification lamps (roof), back Lighting - Stop/tail lights, marker and identification lamps (roof), back-up lamps
0580-003	Insight	INSIGHT hardware, 1 year telematics, 5 years remote diagnostics.
Wheelbase		
0040-009	Wheelbase	173" WB
0041-004	Useable Cab to Axle	145.5" UCA 155/195/195H Single Diesel 173.2"
Axle		
1640-001	Front Axle	Front Axle - Reversed Elliot "I" beam. Front axle capacity is 7,275lbs. Front Springs: Tapered leaf springs with shock absorbers, 12,000 lb. rating; Rear Springs: Semi-elliptical main, 21,000 lb. rating.
1650-006	Front Suspension	Front Spring: Tapered leaf springs with shock absorbers, 7,275lb. rating. Front Spring: Tapered leaf springs with shock absorbers, 7,275lb. rating. Rear Spring: Tapered leaf springs with shock absorbers and auxiliary helper leaf spring, 13,669 lb. rating.
1670-003	Front and Rear Tires	Tires - Bridgestone 70R 19.5 Front tires - Bridgestone 225/70R 19.5 Rib Pattern; Rear Tires - Bridgestone 225/70R 19.5 All Season.
1390-030	Wheels	Wheels - Steel painted wheels 19.5X6K-127 6-stud disc.
0120-025	Rear Axle Ratio	Rear Axle Ratio 5.57
Chassis		
1660-006	Frame	Frame- 33.1" width, YS 56,900 PSI, RBM 845,800 in/lbs (2 sides), SM 7.43 in/v3

Option	Subcategory	Description
0290-010	Bumper	Frame: Straight C Channel, powder coated, 33" width, yield 56.9K PSI, RBM 706,800 In/lbs. Bumper-Painted, match to cab
1750-005	GWWR Rating	GWWR - Gross Vehicle Weight Rating - 19,500 lbs.
1790-001	Front Stabilizer	Front Stabilizer Bar
1690-005	Brake System	Brakes - Hydraulic system with disc brakes, hydraulic assist with dual circuit Brakes - Hydraulic system with disc brakes, hydraulic assist with dual circuit. Brakes: 13.72" diameter x 4.37" x 0.51" thickness.
0100-001	Back Up Alarm	Back Up Alarm
Engine		
1720-001	Engine	Engine - 210 HP HINO J05E-TP Turbo charged and intercooled, diesel 4 cycle, 4 cylinder, In-line water-cooled; Max Output 210hp @ 2500rpm; Max Torque 440lb.ft. @1500rpm; SL displacement, EPA10 Emissions Certified Engine - HINO J05E-TP Turbo charged and intercooled, diesel 4 cycle, 4 cylinder, In-line water-cooled; Max Output 210hp @ 2500rpm; Max Torque 440lb.ft. @1500rpm; SL displacement, EPA10 Emissions Certified.
1550-002	Oil Capacity	Oil Capacity - 99 quarts
0200-001	Cold Package	Fuel Tank - Aluminum 50 gallon capacity. Clean CA position, (drivers side mounted) Cold Package w/ Remote Mirror
1540-001	Cooling System	Cooling Capacity - 5.90 gallon cooling system capacity
1610-002	Exhaust Brake	Exhaust brake, electric-pneumatic with valve in exhaust pipe.
1820-001	Fuel Filter	Fuel Filter - Pre Filter Heated Water Separator
1590-002	Starter	12 volt 3.35 kW Denso starter
1580-002	Alternator	12 volt 130 amp brushless alternator
0600-004	Block and Engine Heater	Block & Fuel Heater
0390-011	Batteries	Two 12 volt parallel connection, 1244 CCA.
Powertrain		
0050-001	Transmission	Aisin A465 6-speed automatic transmission



Hino Trucks of America, Inc.
 10000 W. 16th Avenue
 Golden, Colorado 80231
 Phone: 303.440.1234
 Fax: 303.440.1235
 Website: www.hino.com

Option	Subcategory	Description
Fuel		
0240-001	Fuel Tank	Fuel Tank - 33 Gallon side frame
0245-002	DEF Cap	DEF Cap - Non Locking
Miscellaneous		
1730-004	Freight Charge	Equalized Freight Charge
1770-001	Hinowatch	<p>Hino Watch Roadside Assistance - 3-year unlimited roadside assistance included</p> <p>Hino Watch Roadside Assistance - 3-year unlimited roadside assistance including lockout, *out of fuel/DEF, battery jumpstart, information, and warranty towing (2 year coverage). *Fluids are customer pay responsibility. Tire Service - assist customer in arranging for roadside tire service if requested</p>
1760-002	Chassis Warranty	<p>Warranty - Basic Vehicle - 36 months unlimited mileage (exception batterie</p> <p>Warranty - Basic Vehicle - 36 months unlimited mileage (exception batteries and expendables), Extended Engine and Vehicle - 60 months or 200,000 miles (includes injectors, fuel supply pump, turbo, transmission, and rear axle); Emissions - 60 months or 100,000 mile warranty;</p>

STANDARD FEATURES

Features regularly furnished by the manufacturer, as standard equipment shall be included by the successful bidder.

OEM parts and components shall not be retrofit without the written authorization of the buyer. Delivery: The Refrigerated Box Truck will be delivered complete, serviced and ready for operation to the City of New Haven, Board of Education at 654 Ferry Street New Haven, CT.

VEHICLE DESCRIPTION AND SPECIFICATIONS

Chassis Specifications

	Comply
	YES <input type="checkbox"/> NO <input type="checkbox"/>
Make/Model: _____	<input checked="" type="checkbox"/>
Hino, Model 195, or Approved Equivalent with the following Minimum Specifications	
GVWR: _____	<input checked="" type="checkbox"/>
19,500# Min	
Wheelbase: _____	<input checked="" type="checkbox"/>
173 Inches Min	
_____	<input checked="" type="checkbox"/>
151" Cab to Axle (CA)	
Brakes: _____	<input checked="" type="checkbox"/>
Dual Circuit Power Assisted Hydraulic Brake System	
_____	<input checked="" type="checkbox"/>
Full ABS System	
_____	<input checked="" type="checkbox"/>
Disc Brakes Front and Rear	
Engine: _____	<input checked="" type="checkbox"/>
Diesel 5.0L 210 HP @ 2500 RPM	
_____	<input checked="" type="checkbox"/>
440 lb-ft Torque	
_____	<input checked="" type="checkbox"/>
2014 Emission Compliant	
_____	<input checked="" type="checkbox"/>
Diesel Particulate Filter (DPF) and Selective Catalytic Reduction (SCR)	
_____	<input checked="" type="checkbox"/>
Frame Mounted Horizontal Exhaust System Not to Extend More Than 17.5" Beyond the Side of the Frame Rail	
_____	<input checked="" type="checkbox"/>
Frame Mounted HEATED Fuel Water Separator with Dash Mounted Warning Lights	
_____	<input checked="" type="checkbox"/>
HD Increased Cooling Capacity Radiator	
_____	<input checked="" type="checkbox"/>
120V Engine Block Heater, 1,000 Watt	
_____	<input checked="" type="checkbox"/>

Exhaust Brake, Electric-Pneumatic with Valve in Exhaust Pipe

Fuel Tank: 33 Gallon Steel Center Mounted on the side of the Frame Rails, Between the Frame Rails aft of the Rear Axle Not Acceptable

DEF Tank Frame Mounted Not To Exceed 22" From Side of Frame Frame

Alternator: 130 Amp, 12 Volt, Brushless

Batteries: Dual 12 Volt Maintenance Free, 1244 CCA

Transmission: 6 Speed Automatic Overdrive

Integrated Trans Cooler Mounted Behind Grille

Front Axle: 6,830# I-Beam, Taper Leaf Front Springs, Shocks and Stabilizer

Rear Axle: 13,660# with Taper Leaf Rear Springs and Shocks

5.86 Gear Ratio

Frame: 56,900 PSI Yield Strength Steel

846,100 Resisting Bending Moment (RBM)

33 Inch Frame Rail Width

Cab: Cab Over Engine (COE) Tilt Forward **Comply**

Air Conditioning **NO**

Power Door Locks and Windows

Driver's Seat, 4 Way Adjustable, Foam Padded, Fabric Covered High Back

2 Occupant Passenger Seat, High Back Outboard Position

Dual HEATED Cab Mounted Exterior Mirrors with Integral Convex Mirror, Power Remote, 102" Wide

Day-Time Running Lamps

Radio - AM/FM with single CD, bluetooth, two speakers.



Windshield Wipers, 2 Speed and Intermittent



Dash Gauges:

Speedometer



Odometer



Fuel



DEF



Coolant Temperature



Engine Tachometer



Dash Warning and Pilot Lamps and Audio Buzzers;

ABS Warning Lamp



Air Cleaner Indicator



Back Up Warning Buzzer



Battery Charging Warning Lamp



Brake Oil Level Warning Lamp



Cab Tilt Warning Lamp and Buzzer



Check Transmission Warning Lamp



Engine Control System Warning Lamp



Exhaust Brake Indicator Lamp



Fuel Level Warning Lamp



Oil Pressure Warning Lamp and Buzzer



Parking Brake Warning Lamp



Transmission Oil Temperature Warning Lamp



Fire Extinguisher and Triangle Reflector Kit



Front Grill, Chrome



4 Keys for Door and Ignition



19 5" X 6 0" 6 Hole Steel Disc



Wheels:



Tires: _____ 225/70R19.5, Front Rib and Rear All Season

Paint: _____ Cab Painted White

INSIGHT hardware: _____ 1 year Telematics, 5 years remote diagnostics.

Chassis Warranty: _____ Base Vehicle, 36 Months with Unlimited Miles

_____ Towing for Warrantable Failures, Extended

_____ Engine includes- Fuel Injectors, Fuel Pump and Turbo, Transmission and Rear Axle, 60 Months 200,000 Miles

_____ Emissions, 60 Months or 100,000 Miles

_____ Frame Rails and Cross Members, 60 Months Unlimited Miles

_____ Cab Corrosion, 48 Months Unlimited Miles

Refrigerated Body Specifications

Make/Model: _____ Morgan Gold Star #GV/SR91.-18 or approved equal with the following Minimum Specifications.

YES

Comply NO

Interior Dimensions: _____ 17' 6" Length

_____ 86" Height

_____ 89 3/16" Width

O/H Rear Door: _____ 75 3/8" Height

_____ 82" Width

Foam Insulation: _____ 3" Sides

_____ 3" Roof

_____ 4" Front

_____ 4" Floor

_____ 2.5" O/H Rear Door

Sub Frame: _____ 4" Foam Insulation, Glass Board Sub-Pan, 12" On Center 3" I-Beam Cross Members, 4" Steel Long Rails, and Thermal

Commodity Boiler Plate rev. 3-2019

Insulation Design

Floor Type: Inverted "T" Anti-Skid Flat Floor with 6" Scuff Liner and 4 Self-Closing Floor Drains with Kazoos

Side Walls: Sheet & Post .040" Aluminum Sheet, 1-3/8" Z-Post on 16" Centers, 3" Poured Urethane Insulation, Seamless Glassboard 5 Rows of Surface Mounted E-Track on Front and Sides (Height TBD)

Front End Assembly: Z-Post Style, 1 Piece Thermoplastic Dormer and Front Radius with Extra Heavy Steel Support and Lateral Brace for Refrigeration Unit, Stainless Steel Corner Radius, 4" Foam Insulation, Aluminum Bottom Rail, Steps & Grab Handles on Front Radius

Rear Frame: Stainless Steel Construction with Thermal Breaks on all Floors, Thresholds and Doors, Built-In Clearance Light Protector, Curb Gab Handles

Exterior Lights: FMVSS-108 Light and Reflector Specifications, Including Sealed Wiring Harness in Loom

This Unit Will Be Equipped With the Latest LED Light Fixtures

Roof Assembly: .032" Aluminum Sheet with 3" Foam Insulation, Extruded Aluminum Top Rail, Roof Bows on 24" Centers, Seamless Glassboard Ceiling Liner, 2 LED Dome Lights with Lighted Switch in Cab

Misc: LED Lighting Including Recessed Tail Lights in Rear Frame

Back-Up Alarm, 102db

Mud Flaps (Fixed) Before and After Rear Axle

3x 16' E-Straps with E-Track Locking Buckles

E tracks are Linchhoff floor, 1 inch below back door track bracket, and 45" on center from floor

Comply

Body Warranty: Five (5) Years

NO

Lift Gate:	Interlift ILP-25 Lift Gate or Approved Equal	<input checked="" type="checkbox"/>
_____	Electric/Hydraulic with Dual Cylinders	<input checked="" type="checkbox"/>
_____	Gravity Lowered Platform	<input checked="" type="checkbox"/>
_____	2,500# Capacity	<input checked="" type="checkbox"/>
_____	Level Ride Platform with Dual Cart Stops	<input checked="" type="checkbox"/>
_____	Spring Assist for Closing	<input checked="" type="checkbox"/>
_____	Platform Dimensions, 80" X 48" Steel Wedge	<input checked="" type="checkbox"/>
_____	Bed/Dock Extension with Side Steps	<input checked="" type="checkbox"/>
_____	Rubber Dock Bumpers	<input checked="" type="checkbox"/>
_____	Hand Held Remote Control in addition to Weatherproof Fixed Control Switch	<input checked="" type="checkbox"/>
_____	Warranty – 3 Years	<input checked="" type="checkbox"/>
_____	New Haven Body, Inc. (203) 248-6388	

Refrigeration Unit Specifications

MODEL:	Thermo King V-520 10	<input checked="" type="checkbox"/>
_____	Cut To Length Hoses, Hose Guard Kit, Compressor, Mount & Drive Kit	<input checked="" type="checkbox"/>
_____		<input checked="" type="checkbox"/>
TEMPERATURE:	35 Degrees F / 2 Degrees C	<input checked="" type="checkbox"/>
_____		<input checked="" type="checkbox"/>
COOLING CAPACITY:	12,200 BTU's/HR – 35 Degrees F	<input checked="" type="checkbox"/>
_____	5,000 BTU's/HR – 0 Degrees F	<input checked="" type="checkbox"/>
_____		<input checked="" type="checkbox"/>
EVAPORATOR AIRFLOW:	1,415 CFM	<input checked="" type="checkbox"/>
_____		<input checked="" type="checkbox"/>
REFRIGERANT:	R-134A	<input checked="" type="checkbox"/>
_____		<input checked="" type="checkbox"/>
UNIT FEATURES:	Engine Driven Compressor	<input checked="" type="checkbox"/>
_____		<input checked="" type="checkbox"/>

THERMOSTAT: Electronic ✓

EXTERIOR DIMENSIONS: 50.9" L x 18.7" W x 17.6" H ✓

INTERIOR DIMENSIONS: 39.0" L x 21.3" W x 6.9" H ✓

Warranty: 12 Months ✓

Optional Equipment: ELECTRIC STANDBY, 230V / 1 Phase/ 60 Hz

Option Pricing \$ 1800.00

THERMO KING OF SOUTHERN CT INC. (203) 865-2026

Vinyl Logo: Install a Computer Generated, Heavy Duty Reflective Vinyl Logo on Both Sides and Rear Roll-Up Door of Refrigerated Body ✓

- 4" Letters: Board of Education
- 3" Letters: Food Services
- 2" Letters: City of New Haven

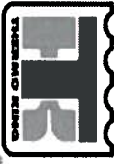
Using the Same Reflective Vinyl Material, a "Diesel" Fuel Indicator and "Diesel Exhaust Fluid" Indicator will be Installed in the Most Visible Area of Tanks. ✓

Reflexite Conspicuity Material (Red/White) will be Applied Continuously Along Both Lower Sides of the Body and Lower Portion of Rear Door ✓

Century Sign (203) 230-9000

25 Person First Aid Kit ✓

NOTE: (10) MILE SELLING DEALERSHIP SERVICE FACILITIES AND UPPITTERS MUST BE WITHIN A TEN RADIUS OF THE CITY OF NEW HAVEN PW GARAGE.



Quotation

Date: 12/11/19

www.thermokingct.com
126 Quinnipiac Avenue, North Haven, CT 06473
P-203 865 2026 & F-203 865 2079

Expiration Date: 01/11/20
Terms:

To: R MocarSKI
RmocarSKI@gabrieltruck.com

Comments: Nose mount unit for a truck. Does not include electric standby or heat.

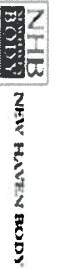
Qty	Model	Description	Shipping Terms	Delivery Date	Currency	Unit Price
1	V 520 - 10	Cut To Length Hoses Hose Guard Kit Mount and Drive Kit Compressor Misc. Materials & Supplies Installation & Freight	Thermoking Southern Connecticut	T.B.D.	U.S.D.	\$ 8,800.00
Available Options Not Included in Price						
		Electric standby				\$ 1,800.00
TOTAL (does not include sales tax)					Total	\$ 8,800.00

Please feel free to call should you need additional information.

Accepted By: _____ Quoted By: Patrick Connellan, Sales Manager
Date: _____



THANK YOU FOR YOUR BUSINESS!



DN-0533555-2

Quoted By: Damian DeNegre

Created: 12/11/2019

Revised: 12/12/2019

P.O. Box 564 North Haven, CT 06473-0474 Phone: 203-248-6388 Fax: 203-281-0060

Configuration: GVS/R91-18
Reference:

Sales Representative: DAMIAN DENEGRE

Customer:
CITY OF NEW HAVEN
200 ORANGE ST.
ROOM 301
NEW HAVEN, CT 06510

Contacts:
Bureau of Purchases
P. 203-946-8201
F. 203-946-8206

Ship To:
THERMO KING OF S.C.
126 QUINNPIAC AVE
NORTH HAVEN, CT 06473

Customer Number:
Terms: 30 DAYS NET

Ship to:
p.

Shipping Method: Delivery/Diveaway

Model: GVS/R09118096
Description: MORGAN REFRIGERATED VAN BODY 18 FT NOMINAL

Plant: PA - Morgantown

Body Dimensional Information
Inside Height: 86
Inside Length: 210
Inside Width: 89.15
Rear Door Opening (W x H): 82W X 75.38H

Chassis Information
Make: HINO USA
Model: 195 (2018 and Newer Model)
Expected Date
Color: WHITE
Rear Axle: Single (1)
Av Horns on Cab Roof: No

Year: 2020
WB: 173.2
FW: 33
FOB: 145
Vert. Exp.: No

Note: Body dimensional information above for reference only. These dimensions may change based on any special pricing items included in this quotation.

Specifications

*** Special Pricing Items Included shown in Italics below ***

[DN-0533555-2]

OPTION	DESCRIPTION	QTY	Weight**
MIB Assembly	REFRIGERATED VAN BODY 18 FT NOMINAL	1	001
Note	Previous Reference PM32642	1	001
Reference			
SUBFRAME	3" I BEAM CROSSMEMBERS 12" CENTERS WITH 4" JUNIOR LONGRAIL MYLAR TAPE IS APPLIED BETWEEN ALL STEEL SUBFRAME COMPONENTS AND EXTRUDED ALUMINUM LOWER BOTTOM RAILS TO PREVENT CORROSION	1	561.72
MOUNTING	FULL MOUNT-UP BOLT	1	98.55
	FABRICATED ADJUSTABLE CRUSHER BLOCKS	1	1.63
	WOODEN CRUSHER BLOCKS IN THE CHASSIS FRAME AT EACH U-BOLT	10	1.73
	MUDFLAPS-24"X30" BLACK MORGAN	1	16.62
FLOOR	ALUMINUM EXTRUDED INVERTED T ANTI-SKID WITH 6" SCUFF	1	417.18
MOUNTING	WATER BASED UNDERCOATING APPLIED TO ROADSIDE AND CURBSIDE EXTERIOR OF LONG RAILS AND WHEEL PANS (AS APPLICABLE) ONLY. EXCLUDING ALL OTHER FLOOR AND SUBFRAME EXTERIOR COMPONENTS	18	0.41
THRESHOLD	STAINLESS FLUSH TO REAR WITH THERMOBREAK AND COMPOSITE BUILDUP	1	134.53
Rear Door RFR OHD	REARDOOR OVERHEAD TODCO 2 1/2" TODCOLD	1	TBD
REAR FRAME	HEADER SUB-COMPONENT FOR REEFER WITH OVERHEAD DOOR STAINLESS STEEL 13.25 HIGH	1	75.66
	ENDPLATE SUB-COMPONENT WITH OVERHEAD DOOR	1	15.26
	FOAM DAMS FOR OVERHEAD DOOR REAR	1	11.93
	040 ALUMINUM PREPAINTED WHITE	1	142.9
SKINS-SIDES	RIVETS FOR FRONT AND SIDEWALLS-18 BODY	1	3.58
	EXTRUDED ALUMINUM TOP AND BOTTOM RAILS WITH 1 3/8" IN DEEP EXTRUDED ALUMINUM Z-SHAPED 1 VERTICAL POSTS INSTALLED ON 16 IN CENTERS CURBSIDE	1	102.42
SIDE WALL	EXTRUDED ALUMINUM TOP AND BOTTOM RAILS WITH 1 3/8" IN DEEP EXTRUDED ALUMINUM Z-SHAPED 1 VERTICAL POSTS INSTALLED ON 16 IN CENTERS ROADSIDE	1	102.42
INTERIOR TIES	SERIES E-TRACK SURFACE MOUNTED ON SIDE WALL	6	34.35



NEW HAVEN BODY

DN-0533555-2

Quoted By: Damian DeNegre

Created: 12/11/2019

Revised: 12/12/2019

P.O. Box 564 North Haven, CT 06473-0474 Phone: 203-248-6388 Fax: 203-281-0060

E-Track Sides Row 1	LOCATE SURFACE MOUNTED ROW AT 12 IN. FROM TOP OF FLOOR TO CENTER OF TRACK	1	0.001
Loc Note			
E-Track Sides Row 2	LOCATE SURFACE MOUNTED ROW AT 45 IN. FROM TOP OF FLOOR TO CENTER OF TRACK	1	0.001
Loc Note			
INTERIOR TIES	LOCATE SURFACE MOUNTED ROW AT 65 IN. FROM TOP OF FLOOR TO CENTER OF TRACK	1	0.001
	SERIES "E" TRACK - SURFACE MOUNTED - REEFER	3	16.77
E-Track Front Row 1	LOCATE SURFACE MOUNTED ROW AT 12 IN. FROM TOP OF FLOOR TO CENTER OF TRACK	1	0.001
Loc Note			
E-Track Front Row 3	LOCATE SURFACE MOUNTED ROW AT 45 IN. FROM TOP OF FLOOR TO CENTER OF TRACK	1	0.001
Loc Note			
E-Track Front Row 3	LOCATE SURFACE MOUNTED ROW AT 65 IN. FROM TOP OF FLOOR TO CENTER OF TRACK	1	0.001
Loc Note			
FRONT END	AERODYNAMIC STAINLESS RADIU Z-POST	1	46.27
SKINS-FRONT	040 ALUMINUM PREPAINTED WHITE	1	25.64
INSULATION	URETHANE FOAM-FRONT 4.00 IN.	1	27.34
	URETHANE FOAM-SIDE 3.00 IN.	2	42.72
	URETHANE FOAM-CEILING 3.00 IN.	1	100.88
	URETHANE FOAM-FLOOR 4.00 IN.	1	189.29
	URETHANE FOAM-REAR 3.00 IN.	1	31.88
LINER-SIDE	GLASSBOARD	2	72.38
LINER-FRONT	GLASSBOARD	1	26.43
REEFER	TWO PIECE NON-THRU FRONT WALL ENGINE DRIVEN THERMO KING V-520 UNIT	1	TBD
	CUSTOMER TO SUPPLY AND INSTALL REFRIGERATION UNIT	1	0.001
	UNIVERSAL REINFORCEMENT FOR TWO PIECE UNITS	1	37.34
	REINFORCEMENT FOR CEILING MOUNTED EVAPORATOR	1	20.8
	UNIVERSAL EVAPORATOR MOUNTING BRACKET	1	31.46
	(4) FOLDING STEPS AND GRAB HANDLE MOUNTED ON FRONT RADIUS	1	28.57
	PLASTIC DORMER NO OPENING FOR 2-PIECE REEFER UNIT	1	17.75
	032 ONE PIECE ALUMINUM SHEET WITH ROOF BOWS ON 24IN CENTERS	1	85.72
	WITHOUT RADIU. USED IN CONJUNCTION WITH DORMER	1	8.86
	SWITCH WITH INDICATOR MOUNTED IN CAB DASH	1	2.61
	NOTE: MORGAN SWITCH CHOSEN. MORGAN WILL NOT USE CHASSIS OEM SWITCH.	1	0.01
	REEFER-TRUCK-LITE LED #80251C RECESSED WITH SWITCH IN CAB INDICATOR LIGHT IN CAB	1	3.36
	TOTAL DOME LIGHT(S) = 2.	1	0.001
	EXTRA RECESSED TRUCK-LITE LED #80251C ON SAME CIRCUIT	1	1.16
	PALFINGER PAINTED STEEL LIFTGATE ILP-25 2500# CAP 80X48 WEDGE STEEL PLATFORM, GRAVITY DOWN, WITH DUAL CART STOPS. (INCLUDES LIFTGATE OEM CUT OFF SWITCH AND DEDICATED GROUND CABLE)	1	TBD
	HAND HELD REMOTE WITH 10FT COIL CORD REMOVABLE (PLUG AND SOCKET) RECEPTACLE LOCATED IN BOTTOM RAIL.	1	1.01
Liftgate (ALL)	NOTE: HAND HELD CONTROL IN ADDITION TO STANDARD CONTROL	1	0.001
Lg Interfit HH	LIFTGATE NARROW STRUCTURAL WITH 3"X14" RUBBER BUMPER BLOCKS	1	90.23
LIFTGATE OPTION	PER FMVSS-108 REEFER TECNIO MODEL S22 LED WITH RETURN GROUND	1	10.57
EXTERIOR LIGHTS	REAR MAIN HARNESS FOR LED LIGHTS	1	2.67
	CONVERTER FOREIGN CHASSIS WIRING TO DOMESTIC WIRING	1	0.33
	HARNESS EXTENSION, ADAPTS OEM REAR CHASSIS HARNESS TO MORGAN REAR LED MAIN 1	1	0.5
	HARNESS HARNESS CONTAINS A RESISTOR FOR REAR LED LIGHTS	1	0.33
	TECNIO LED REAR LIGHTS RECESSED IN REAR POSTDOMESTIC COMBINED STOP TURN TAIL AND 1	1	2.06
	BACKUP LAMP WITH LED LICENSE LIGHT MOUNTED IN THE REAR CORNER POST	1	0.01
PAINT	REEFER REAR ENDPLATE-BLACK	1	.001
DECALS	MORGAN LOGO AND SAFETY DECALS-FULL MOUNT	1	0.11
SAFETY ITEMS	ALUMINUM 12" GRAB HANDLE-BOLTED	2	0.51
	GRAB HANDLE MOUNTED ON CURBSIDE AND ROADSIDE REAR	1	.001



NEW HAVEN BODY

DN-0533555-2

Quoted By: Damian DeNegre

Created: 12/11/2019

Revised: 12/12/2019

P.O. Box 564 North Haven, CT 06473-0474 Phone: 203-248-6388 Fax: 203-281-0060

CONSPIQUITY TAPE INSTALLATION	1	0.45
BOTH SIDES OF BODY ACROSS BOTTOM OF REAR DOOR, UNDERRIDE PROTECTOR, AND TWO INVERTED L'S ON THE UPPER OUTBOARD CORNERS PER DRAWING CONSP00	1	.001
SCUFF	1	7.73
SAFETY ITEMS	1	11.82
MISCELLANEOUS	1	2.62
DECALS	1	0.81
SAFETY ITEMS	1	0.02
MOUNTING	1	9.28
	1	131.96

Special Engineering SPR001933 ONE (1) SET OF ADDITIONAL MUD FLAPS IN FRONT OF REAR AXLE

REF MUDD0195	1	
SPR118278 MOUNT E-TRACK TO GALVANIZED STEEL PLATE BEHIND THE LINER 14GA GALVANIZED 1 STEEL STRIP INSTALLED BEHIND LINER AND MECHANICALLY ATTACHED TO SIDE POSTS AND WOOD BUILD-UP ALSO UTILIZED FOR ADDITIONAL FASTENERS (BETWEEN POSTS) ON THE E-TRACK EACH ROW, ON SIDES AND FRONT	1	
GALVANIZED BACKER BEHIND 3 ROWS OF SELECTED TRACK SIDES AND FRONT WITH ADDITIONAL 1 FASTENERS REF ONLY EMR96917 AND EMR1818	1	
SPR238641 ILP-25 LEFT GATE MOUNTED WITH 18" BODY	1	
ATM 120919 - OK TO QUOTE ILP-25 WITH 18" BODY ON HINO 195 173.2"WB 145"FOB. REQUIRES DOUBLE CHANNEL 3.25" SPACER BS502	1	

Total Body Weight TBD

CONTACT MORGAN FACTORY REP FOR TOTAL BODY WEIGHT

NOTES TO CUSTOMER: 1 WAY FREIGHT TO NORTH HAVEN, CT INCLUDED

DIMENSIONAL DATA: All dimensions, weights, and measurements specified herein are estimates and are subject to Morgan's manufacturing tolerances, may change without notice, and may vary depending on options selected. Please contact Morgan for dimension, weights, and measurements for your particular truck body and chassis.

NOTICE: Morgan Corporation manufactures all vehicles to conform to applicable U.S. Federal Motor Vehicle Safety Standards (FMVSS) in effect at time of manufacture. Buyer/end-user is responsible for ensuring this vehicle, when operated, meets all applicable federal, state and local rules, regulations and statutes, including but not limited to, those governing safety equipment, cargo securement, and accessories.

Morgan will give Customer a notice of release ("Release Notice") of their completed truck body units ("Vehicles") and Customer will remove, or authorize Morgan to remove, the Vehicles from Morgan's lot within five (5) days of the date thereof. After which time, and pursuant to Morgan's Standard Sales Agreement, Morgan shall not be responsible for any loss or damage thereto, for any reason, including, but not limited to, such loss or damage caused by fire, flood, storm, act of God, vandalism, accident, explosion, war, strike, civil or military authority, or any other similar causes.

In addition, Customer agrees to reimburse Morgan's then current lot lease expenses for every month past fourteen (14) days of the date of the Release Notice that the Vehicles remain on Morgan's lot. Customer also agrees to pay Morgan for all costs incurred, after fourteen (14) days of the date of the Release Notice, to maintain the Vehicles in satisfactory (road-worthy) working order.

Morgan shall not be responsible nor otherwise be held liable for cargo loss, loss of use, property damage, commercial (economic) loss, or other direct, indirect, incidental, consequential, or special damages alleged to have been caused by any Morgan product, or any delay in delivery of such product.



NEW HAVEN BODY

DN-0533555-2

Quoted By: Damian DeNegre

Created: 12/11/2019

Revised: 12/12/2019

P.O. Box 564 North Haven-CT-06473-0474-Phone 203-248-6398 Fax 203-281-0060-

Morgan and NEW HAVEN BODY reserves the right to withdraw this proposal if not accepted within 30 days. Morgan and NEW HAVEN BODY's Standard Sales Agreement Terms and Conditions apply to this quotation. Copies available upon request. Any additional or different terms proposed by Buyer are objected to and hereby rejected.

Acceptance of Proposal - The pricing, specifications, and conditions of this quotation document are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Subtotal:	\$ 26,884.00
Estimated Tax:	\$ 0.00
Sell Price Each:	\$ 26,884.00
x Qty:	1

Total Quote Price: \$ 26,884.00

Pricing may or may not include an estimation of applicable sales tax.

Customer Signature:	Date of Acceptance:	Customer PO Number:
---------------------	---------------------	---------------------

PO and Chassis Details:					
#	* PO #	* Chassis VIN	* Chassis Expected Date:	Customer Unit #	Chassis Factory #
1					

** PO #, Chassis VIN #, and Chassis Expected Date are required when placing an order with Morgan Corporation. Please provide if not listed above.*

Options available at additional cost per body:

- 1) 2WAY FREIGHT ADD \$ 440.00
- 2) REAR VIEW CAMERA WITH COLOR MONITOR IN CAB ADD \$ 1208.00

New Haven Public Schools

INTEROFFICE MEMORANDUM

Joseph Barbarotta
Executive Director
Facilities Services

AFB MANAGEMENT
CONSTRUCTION • FACILITIES • ENERGY



NEW HAVEN PUBLIC SCHOOLS

654 Ferry Street
New Haven, CT 06513
Tel. (475) 220-1631
Fax (203) 936-5229

To: Finance and Operations Committee
From: Joseph Barbarotta
Re: F&O Agenda Item/For Approval
Award of Contract for On Call Fence Repairs
Meeting Date: June 4, 2018
cc: J. Barbarotta, L. Perez

Executive Summary:

For consideration and approval of an Award of Contract #21637-1-2 to the sole bidder, **Select Fence and Guardrail, LLC** for On Call Fence Repairs for the NHPS for Fiscal Year 2020-2021.

Amount of Contract: Not to exceed \$25,000.

Funding Source: Capital Projects, Acct. #3C17-1592-58702

Key Questions:

- 1. Please describe how this service is strategically aligned with school or District goals.** The service is to perform fencing repairs and replacement throughout the district.
- 2. Please describe the evidence of effectiveness for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation? Inspections and maintenance reports are provided.**
The contractor's performance is inspected by the board of education staff and all work is tracked through our work order system to assure work is performed according to specifications...
- 3. Why do you believe this agreement is fiscally sound? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost.**
This contractor is the sole bidder. This contractor has been extremely responsive and cooperative and their work performance has been admirable. Their pricing is fair and competitive compared to similar contractors used in the past by the BOE.

See summary of quotations attached.



CITY OF NEW HAVEN
BUREAU OF PURCHASES

(P)

Toni N. Harp
Mayor

Fiscal Year 2019/2020

200 Orange Street Rm 301
New Haven, CT 06510
Tel. (203)946-8201

Michael V. Fumiatti, Sr
Purchasing Agent

AGREEMENT

Schedule of Agreement			
Contractor:	Select Fence and Guardrail, LLC	Contract Name:	On Call Fence Repairs
Address:	39 McDermott Road	Contract # :	21637-1-2
City:	North Haven	Date Advertised:	May 19, 2019
State:	Connecticut	Date Closed:	May 30, 2019
Zip Code:	06473	Award Date:	July 23, 2019
Contact:	Maryanne Ottaviano	Bid Document Date:	May, 2019
Telephone # :	203-843-2726	Bid Submission Date:	May 30, 2019
Project # : (if applicable)	N/A	Vendor # :	50210
City Department:	Board of Education	Contract Term:	July 1, 2019-June 30, 2020
Contract Dollar Amount:	Twenty Five Thousand Dollars and Zero Cents (\$25,000.00)		
Lump Sum:	<input type="checkbox"/>	Not-To-Exceed:	<input checked="" type="checkbox"/>
Bid Specifications attached <input checked="" type="checkbox"/>			

THIS AGREEMENT made this 9th day of August, 2019 is by and between the Contractor listed above (hereinafter referred to as the "Contractor"), and the City of New Haven (hereinafter also referred to as the "City").

WITNESSETH, that the Contractor and the City of New Haven (see above for whether Lump Sum or Not-To-Exceed) for the Contract Dollar Amount listed above and considerations stated herein, mutually agree as follows:



NEW HAVEN PUBLIC SCHOOLS
654 Ferry St. New Haven Ct. 06513



GOTO SERVICES
117 Kendall St. New Haven, CT 06513

New Haven Public Schools Facilities Department

Date: 1/3/2020

Ms. Maryanne Ottavino
Select Fence and Guardrail LLC.
39 McDermont Road
North Haven, CT 06473

RE: Contract Renewal for: Select Fence and Guardrail LLC.
Contract Name: On Call Fence Repairs
Contract # -2-2
In the amount of: \$25,000

According to your agreement with the City of New Haven and Board of Education, you have a renewal option for the fiscal year 2020-2021. If you are interested in renewing the above referenced agreement for the same amount, under the same terms and conditions (including any increases to Livable wage), please sign this letter of acceptance. If you choose not to renew this contract please send me a letter stating such so we can terminate the contract and re-bid the work for the upcoming year.

Please sign below and return to John Barbarotta at 375 Quinnipiac Ave., New Haven, CT 06513 no later than 1/13/20. You may scan and email to john.barbarotta@new-haven.k12.ct.us to expedite renewal but, please follow up and send hard copy in mail.

Should you have any questions, please feel free to contact me. Thank you for your attention to this matter.

John Barbarotta
Director of Facilities NHBOE
654 Ferry Street
New Haven Ct. 06513
P# 475-220-1644

Company Name: Select Fence & Guardrail LLC

Contact Name: Maryanne Ottaviano M O
Print Name Signature

Title: owner Date: 1/14/2020

New Haven Public Schools

INTEROFFICE MEMORANDUM

Joseph Barbarotta
Executive Director
Facilities Services



NEW HAVEN PUBLIC SCHOOLS

375 Quinnipiac Avenue
New Haven, CT 06513
Tel. (475) 220-1631
Fax. (203) 936-5229

To: Finance and Operations Committee
From: Joseph Barbarotta
Re: F&O Agenda Item/For Approval
Award of Contract for On Call Flooring/Carpeting/VCT Services
Meeting Date: February 3, 2020
cc: J. Barbarotta, L. Perez

For consideration and approval of an Award of Contract #21641-1-2 to the lowest bidder, The Tim's Enterprises LLC 39 Myrtle Ave. Ansonia, CT. 06401 for On Call Flooring/Carpeting/VCT Services for the NHPS for Fiscal Year 2020-2021.

Amount of Contract: Not to exceed \$50,000.

Funding Source: 2020-2021 Operating Budget
Acct. #190-47400-56624

Key Questions:

- 1. Please describe how this service is strategically aligned with school or District goals.**
The service is to perform floor and carpet services throughout the district.
- 2. Please describe the evidence of effectiveness for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation? Inspections and maintenance reports are provided.**
The contractor's performance is inspected by the board of education carpenters.
- 3. Why do you believe this agreement is fiscally sound? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost.**
This contract is a contract renewal to the lowest bidder and the contractor is a SCDP participant.

See summary of quotations attached.



NEW HAVEN PUBLIC SCHOOLS
654 Ferry St. New Haven Ct. 06513



117 Kendall St. New Haven, CT 06513

New Haven Public Schools Facilities Department

Date: 1/3/2020

Mr. Tim Washington
Tim's Enterprise's LLC.
Ansonia, CT 06401

RE: Contract Renewal for: Tim's Enterprise's
Contract Name: On Call Flooring Repairs Service
Contract # -2-2
In the amount of: \$50,000

According to your agreement with the City of New Haven and Board of Education, you have a renewal option for the fiscal year 2020-2021. If you are interested in renewing the above referenced agreement for the same amount, under the same terms and conditions (including any increases to Livable wage), please sign this letter of acceptance. If you choose not to renew this contract please send me a letter stating such so we can terminate the contract and re-bid the work for the upcoming year.

Please sign below and return to John Barbarotta at 375 Quinnipiac Ave., New Haven, CT 06513 no later than 1/13/20. You may scan and email to john.barbarotta@new-haven.k12.ct.us to expedite renewal but, please follow up and send hard copy in mail.

Should you have any questions, please feel free to contact me. Thank you for your attention to this matter.

John Barbarotta
Director of Facilities NHBOE
654 Ferry Street
New Haven Ct. 06513
P# 475-220-1644

Company Name: TIM'S ENTERPRISES LLC

Contact Name: TIMOTHY WASHINGTON

Print



Signature

Title: MEMBER/MANAGER

Date: 1/02/2019



CITY OF NEW HAVEN
BUREAU OF PURCHASES

Toni N. Harp
Mayor

Fiscal Year 2019/2020

200 Orange Street Rm 301
New Haven, CT 06510
Tel. (203)948-8201

Michael V. Fumiatti, Sr
Purchasing Agent

AGREEMENT

Schedule of Agreement			
Contractor:	Tim's Enterprises, LLC	Contract Name:	On Call Various Flooring Repair Service
Address:	39 Myrtle Ave.	Contract # :	21641-1-2
City:	Ansonia	Date Advertised:	May 19, 2019
State:	Connecticut	Date Closed:	June 6, 2019
Zip Code:	06401	Award Date:	July 24, 2019
Contact:	Tim Washington	Bid Document Date:	May, 2019
Telephone # :	203-410-5189	Bid Submission Date:	June 6, 2019
Project # : (if applicable)	N/A	Vendor # :	46417
City Department:	Board of Education	Contract Term:	July 1, 2019-June 30, 2020
Contract Dollar Amount:	Fifty Thousand Dollars and Zero Cents (\$50,000.00)		
Lump Sum:	<input type="checkbox"/>	Not-To-Exceed:	<input checked="" type="checkbox"/>
Bid Specifications attached <input checked="" type="checkbox"/>			

THIS AGREEMENT made this 2 day of August, 2019 is by and between the Contractor listed above (hereinafter referred to as the "Contractor"), and the City of New Haven (hereinafter also referred to as the "City").

WITNESSETH, that the Contractor and the City of New Haven (see above for whether Lump Sum or Not-To-Exceed) for the Contract Dollar Amount listed above and considerations stated herein, mutually agree as follows:

New Haven Public Schools

Joseph Barbarotta
Executive Director
Facilities Services



NEW HAVEN PUBLIC SCHOOLS

375 Quinnipiac Avenue
New Haven, CT 06513
Tel. (475) 220-1631
Fax (203) 936-5229

To: Finance and Operations Committee
From: Joseph Barbarotta
Re: F&O Agenda Item/For Approval
Award of Contract for On Call Tree & Stump Services
Meeting Date: February 3, 2020
cc: J. Barbarotta, L. Perez

For consideration and approval of renewal of an Award of Contract #21624-1-2 for On Call Tree and stump removals for the NHPS for Fiscal Year 2020-2021, in an amount not to exceed \$50,000 to the following low bidder:

In an amount not to exceed:

Precision Cutting Services LLC
145 Stuyvesant Avenue New Haven, Ct. 06512 \$50,000.00

Funding Source: 2020-2021 Operating Budget
Acct. #3C202071-58101
2020-2021 Capital Projects (\$50,000)

Key Questions:

- 1. Please describe how this service is strategically aligned with school or District goals.**
The service is for tree and stump removal which is necessary to remove hazardous trees, shrubs and stumps thereby providing safe clean working and play areas at the schools.
- 2. Please describe the evidence of effectiveness for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation? Inspections and maintenance reports are provided. The work order system tracks all tasks so we are able to inspect all work.**
- 3. Why do you believe this agreement is fiscally sound? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost.**
This contract is being awarded to the lowest bidder that was vetted through the City of New Haven Purchasing Department and the SCDP. Tree service requires specific skills and equipment that we do not possess in house. Additionally this type of work presents liability and life safety issues that are provided by the contractor.

See solicitation results attached.



P

CITY OF NEW HAVEN

BUREAU OF PURCHASES

Toni N. Harp
Mayor

Fiscal Year 2019/2020

200 Orange Street Rm 301
New Haven, CT 06510
Tel. (203)946-8201

Michael V. Fumlati, Sr
Purchasing Agent

AGREEMENT

Schedule of Agreement			
Contractor:	Precision Cutting Services, LLC	Contract Name:	On Call Tree Cutting and Removal Service
Address:	145 Stuyvesant Avenue	Contract # :	21624-1-2
City:	New Haven	Date Advertised:	April 14, 2019
State:	Connecticut	Date Closed:	April 30, 2019
Zip Code:	06512	Award Date:	July 29, 2019
Contact:	Yolanda Skerritt	Bid Document Date:	April, 2019
Telephone # :	203-466-2400	Bid Submission Date:	April 30, 2019
Project # : (if applicable)	N/A	Vendor # :	10128
City Department:	Board of Education	Contract Term:	July 1, 2019-June 30, 2020
Contract Dollar Amount:	Fifty Thousand Dollars and Zero Cents (\$50,000.00)		
Lump Sum:	<input type="checkbox"/>	Not-To-Exceed:	<input checked="" type="checkbox"/>
Bid Specifications attached <input checked="" type="checkbox"/>			

THIS AGREEMENT made this 21 day of August, 2019 is by and between the Contractor listed above (hereinafter referred to as the "Contractor"), and the City of New Haven (hereinafter also referred to as the "City").

WITNESSETH, that the Contractor and the City of New Haven (see above for whether Lump Sum or Not-To-Exceed) for the Contract Dollar Amount listed above and considerations stated herein, mutually agree as follows:

New Haven Public Schools

INTEROFFICE MEMORANDUM

Joseph Barbarotta
Executive Director
Facilities Services



NEW HAVEN PUBLIC SCHOOLS

375 Quinnipiac Avenue
New Haven, CT 06513
Tel. (475) 220-1631
Fax (203) 936-5229

To: Finance and Operations Committee
From: Joseph Barbarotta
Re: F&O Agenda Item/For Approval
Award of Contract for On Call Emergency Lighting
Meeting Date: February 3, 2020
cc: J. Barbarotta, L. Perez

Executive Summary:

For consideration and approval of an Award of Contract #50500-1-2 to the lowest bidder, **Total Lighting Service, LLC, 24 Wooster Ave., Waterbury, CT** for On Call Emergency Lighting for the NHPS for Fiscal Year 2020-2021.

Amount of Contract: Not to exceed \$50,000.

Funding Source: Capital Projects, Acct. #3C17-1779-58101

Key Questions:

1. Please describe how this service is strategically aligned with school or District goals. State law as well as local fire codes requires emergency lighting inspections and maintenance.
2. Please describe the evidence of effectiveness for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation? The contractor is a SCDP participant and he has a track record of cooperation and professional response and repairs.
3. Why do you believe this agreement is fiscally sound? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost. The contractor is the low bidder and he has reduced his pricing by 19%.

See Solicitation results attached.



NEW HAVEN PUBLIC SCHOOLS
654 Ferry St. New Haven Ct. 06513



GOTO | SERVICES
117 Kendall St. New Haven, CT 06513

New Haven Public Schools Facilities Department

Date: 1/3/2020

Mr. Brian Sheehan
Total Lighting Service LLC.
Waterbury, CT 06708

RE: Contract Renewal for: Total Lighting LLC.
Contract Name: On Call Emergency Lighting Systems
Contract # -2-2
In the amount of: \$50,000

According to your agreement with the City of New Haven and Board of Education, you have a renewal option for the fiscal year 2020-2021. If you are interested in renewing the above referenced agreement for the same amount, under the same terms and conditions (including any increases to Livable wage), please sign this letter of acceptance. If you choose not to renew this contract please send me a letter stating such so we can terminate the contract and re-bid the work for the upcoming year.

Please sign below and return to John Barbarotta at 375 Quinnipiac Ave., New Haven, CT 06513 no later than 1/13/20. You may scan and email to john.barbarotta@new-haven.k12.ct.us to expedite renewal but, please follow up and send hard copy in mail.

Should you have any questions, please feel free to contact me. Thank you for your attention to this matter.

John Barbarotta
Director of Facilities NHBOE
654 Ferry Street
New Haven Ct. 06513
P# 475-220-1644

Company Name: Total Lighting Service LLC

Contact Name: Brian Sheehan
Print Signature

Title: Manager Date: 1/7/20



CITY OF NEW HAVEN
BUREAU OF PURCHASES

P

Toni N. Harp
Mayor

Fiscal Year 2019/2020

200 Orange Street Rm 301
New Haven, CT 06510
Tel. (203)946-8201

Michael V. Fumiatti, Sr
Purchasing Agent

AGREEMENT

Schedule of Agreement			
Contractor:	Total Lighting Service, LLC	Contract Name:	On Call Emergency Lighting Systems
Address:	24 Wooster Ave.	Contract # :	50500-1-2
City:	Waterbury	Date Advertised:	N/A
State:	Connecticut	Date Closed:	June 27, 2019
Zip Code:	06708	Award Date:	July 12, 2019
Contact:	Brian Sheehan	Bid Document Date:	June, 2019
Telephone # :	1800-552-3928	Bid Submission Date:	June 27, 2019
Project # : (if applicable)	N/A	Vendor # :	63280
City Department:	Board of Education	Contract Term:	July 1, 2019-June 30, 2020
Contract Dollar Amount:	Fifty Thousand Dollars and Zero Cents		
Lump Sum:	<input type="checkbox"/>	Not-To-Exceed:	<input checked="" type="checkbox"/>
Bid Specifications attached <input checked="" type="checkbox"/>			

THIS AGREEMENT made this 30th day of July, 2019 is by and between the Contractor listed above (hereinafter referred to as the "Contractor"), and the City of New Haven (hereinafter also referred to as the "City").

WITNESSETH, that the Contractor and the City of New Haven (see above for whether Lump Sum or Not-To-Exceed) for the Contract Dollar Amount listed above and considerations stated herein, mutually agree as follows:

New Haven Public Schools

MEMORANDUM

Joseph Barbarotta
Executive Director
Facilities Services



To: Finance and Operations Committee
From: Joseph Barbarotta
Re: F&O Agenda Item/For Approval
Award of Contract for On Call HVAC Repairs
Meeting Date: February 3,2020
cc: J. Barbarotta, L. Perez

For consideration and approval of renewal of an Award of Contract #21632A-1-2 for On Call HVAC Repairs for the NHPS for Fiscal Year 2020-2021, in an amount not to exceed \$200,000 to the following low bidder:

In an amount not to exceed:

Tucker Mechanical
367 Research Parkway Meriden, Ct. 06450

Funding Source: 2020-2021 Operating Budget
Acct. #190-47400-56624 (\$200,000)

Key Questions:

- 1. Please describe how this service is strategically aligned with school or District goals.** The service is to perform HVAC and boiler startups and maintenance that is beyond the scope of our in house steamfitters.
- 2. Please describe the evidence of effectiveness for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation? Inspections and maintenance reports are provided.** The contractor's performance is inspected by the board of education steamfitters and tracked through our work order system. Response time is critical as heating and air conditioning repairs must be resolved in a timely manner. Both of these companies have provided trained licensed knowledgeable mechanics in a timely manner.
- 3. Why do you believe this agreement is fiscally sound? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost.**
This contract is being awarded to the lowest bidder. Last fiscal year this contract was awarded to two different contractors that proved not to be qualified and we terminated those contracts and deferred maintenance to this year. The pricing in this contract is consistent and fair compared to other company's bids. The is a renewal This contract is not bid through the SCDP program as it exceeds the \$150,000.00 threshold but it does have to meet the 25% minority requirement.

See solicitation results attached.



375 Quinnipiac Avenue
New Haven, CT 06513
Tel. (475) 220-1631
Fax (203) 936-5229



NEW HAVEN PUBLIC SCHOOLS

654 Ferry St. New Haven Ct. 06513



GOTO SERVICES

117 Kendall St. New Haven, CT 06513

New Haven Public Schools Facilities Department

Date: 1/3/2020

Mr. Whitney Maus
Tucker Mechanical, Inc.
367 Research Parkway
Meriden, Ct 06450

RE: Contract Renewal for: Tucker Mechanical, Inc.

Contract Name: On Call: HVAC Repairs

Contract # -2-2

In the amount of: \$200,000

According to your agreement with the City of New Haven and Board of Education, you have a renewal option for the fiscal year 2020-2021. If you are interested in renewing the above referenced agreement for the same amount, under the same terms and conditions (including any increases to Livable wage), please sign this letter of acceptance. If you choose not to renew this contract please send me a letter stating such so we can terminate the contract and re-bid the work for the upcoming year.

Please sign below and return to John Barbarotta at 375 Quinnipiac Ave., New Haven, CT 06513 no later than 1/13/20. You may scan and email to john.barbarotta@new-haven.k12.ct.us to expedite renewal but, please follow up and send hard copy in mail.

Should you have any questions, please feel free to contact me. Thank you for your attention to this matter.

John Barbarotta
Director of Facilities NHBOE
654 Ferry Street
New Haven Ct. 06513
P# 475-220-1644

Company Name: Tucker Mechanical, Inc.

Contact Name: MARCO J. WANG / [Signature]
Print Signature

Title: PRESIDENT Date: 01/03/2020

(P)



CITY OF NEW HAVEN

BUREAU OF PURCHASES

Toni N. Harp
Mayor

Fiscal Year 2019/2020

200 Orange Street Rm 301
New Haven, CT 06510
Tel. (203)946-8201

Michael V. Fumiatti, Sr
Purchasing Agent

AGREEMENT

Schedule of Agreement			
Contractor:	Tucker Mechanical, Inc.	Contract Name:	On Call HVAC Repairs
Address:	367 Research Parkway	Contract # :	21632A 1-2
City:	Meriden	Date Advertised:	April 21, 2019
State:	Connecticut	Date Closed:	May 9, 2019
Zip Code:	06450	Award Date:	July 10, 2019
Contact:	Whitney Maus	Bid Document Date:	April, 2019
Telephone # :	203-630-7280	Bid Submission Date:	May 9, 2019
Project # : (If applicable)	N/A	Vendor # :	10479
City Department:	Board of Education	Contract Term:	July 1, 2019-June 30, 2020
Contract Dollar Amount:	Two Hundred Thousand Dollars and Zero Cents (\$200,000.00)		
Lump Sum:		Not-To-Exceed:	<input checked="" type="checkbox"/>
Bid Specifications attached <input checked="" type="checkbox"/>			

THIS AGREEMENT made this 30th day of July, 2019 is by and between the Contractor listed above (hereinafter referred to as the "Contractor"), and the City of New Haven (hereinafter also referred to as the "City").

WITNESSETH, that the Contractor and the City of New Haven (see above for whether Lump Sum or Not-To-Exceed) for the Contract Dollar Amount listed above and considerations stated herein, mutually agree as follows: