



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Denise Duclos
Date: 12-6-21
Re: Agreements

Please ***answer all questions and attach any required documentation as indicated below***. Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Names:** School Readiness Monitoring Consultants:

Shubhra Gupta
Gulchekhra Makhkambaeva

2. **Description of Service:**

The Consultants will support the School Readiness Project Director in monitoring all School Readiness funded programs to ensure quality components set by the CT Office of Early Childhood are met. This includes: on-site and off-site monitoring of administrative functions such as enrollment procedures, written communication between the programs and parents of enrolled children, staff qualifications and professional development and the ten quality components listed in the School Readiness legislations and outlined in the CT Office of Early Childhood's General Policies and Procedures.

3. **Amount of Agreement and hourly or session cost:** Each agreement is \$45,000. The hourly rate is \$100.

4. **Funding Source** and account number: Special Funds School Readiness ACCT # 2523 6390 56697

5. **Continuation/renewal or new Agreement?** Both agreements are new. Resumes are attached to each agreement.

Answer all questions:

a. If continuation/renewal, has the cost increased? If yes, by how much?

The hourly rate has been approved by the New Haven Early Childhood Council and the CT Office of Early Childhood.

b. What would an alternative contractor cost:

The cost is set by the New Haven Early Childhood Council.

c. If this is a continuation, when was the last time alternative quotes were requested?

This is the first time the CT Office of Early Childhood has made these Supplemental Administrative Funds available. The Early Childhood Council set the rate.

d. For new or continuation: is this a service existing staff could provide. If no, why not?

This service is for the School Readiness funded community and district programs. The hours of service include week-days, evenings and some weekend hours. Existing staff would have had to respond to the RFP to be considered.

6. Type of Service:

Answer all questions:

- a. Professional Development?
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not?
The contract is to monitor School Readiness funded programs and to provide support to help programs meet compliance standards.
- b. After School or Extended Hours Program?
No
- c. School Readiness or Head Start Programs?
Yes, this is a School Readiness related service.
- d. Other: (Please describe)

7. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? *Women owned business*
- b. Is the Contractor Local? *Both contractors are CT residents.*
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? *No*
- d. Is the Contractor a public corporation? *No*
- e. Is this a renewal/continuation Agreement or a new service? *This is a newly funded service for which an RFP was issued by the New Haven Early Childhood Council.*
- f. If it is a renewal/continuation has cost increased? If yes, by how much? *NA, see above.*
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: *The contractors will support the New Haven School Readiness Project Director in monitoring all aspects of the School Readiness grant. This will include monitoring the New Haven Public Schools own School Readiness PreK program.*

8. Contractor Selection:

Answer all questions

- a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume.
The contractors meet the qualifications articulated in the RFP. Both have extensive experience in early childhood.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source?
RFP process
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor:
The New Haven Early Childhood Council issued a statewide RFP. The School Readiness Project Director and the NHPS' Supervisor of Early Childhood interviewed all qualified candidates.

9. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What specific need will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met?
The contractors monitor and support School Readiness funded programs using existing tools for measuring compliance. Their work will be monitored by the School Readiness Project Director.
- b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness.
This is a new service.

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

Providing a quality preschool experience offers children a chance to practice and learn the skills and information needed to be successful lifelong learners. This service will ensure the quality measures defined by the CT Office of Early Childhood are adhered to.

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

All Contractors submit monthly invoices and work summaries to ensure that the services being offered meet expectations. Fiscal and program reports are reviewed by NHPS School Readiness fiscal and program personnel.

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

Both the services and the contractors have been approved by the Council and the Office of Early Childhood. This is essentially a pass through of funds to support to oversight of New Haven's School Readiness Program.

Rev: 8/10/2020



NEW HAVEN PUBLIC SCHOOLS
COVER SHEET

Please Type

Contractor full name:-- GULCHEKHRA MAKHKAMBAEVA
Doing Business As, if applicable:

Business Address: 165 Promenade Driver, Hamden, CT 06514

Business email: gmakhkambaeva@gmail.com

SS# OR Tax ID #: XXXXXXXXXX

Funding Source & Acct. #2523 6390 56697 Location Code 0442

Principal or Supervisor: Denise Duclos

Agreement Effective Dates: From 1/11/2022 to 06/30/2022

Hourly rate or Per session rate or Per day rate: \$100/hour
The New Haven Early Childhood Council approved this rate for the services described below and in Exhibit A.

Total amount: \$45,000.00

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

The Contractor will provide develop a protocol for administering the Early Childhood Environment Scale and will use the scale to assess school readiness funded classrooms at 33 school readiness funded centers. This researched based tool will inform the New Haven Early Childhood Council of the supports and professional development needs of the programs.

Submitted by: Denise Duclos Phone: 475-220-1470



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT
By And Between
The New Haven Board of Education

AND

GULCHEKHRA MAKHKAMBAEVA
For Assessment of School Readiness Funded Classrooms

This Agreement entered into on the 2nd day of December 2021, effective (*no sooner than the day after Board of Education Approval*), on the 11th day of January, 2022, by and between the New Haven Board of Education (herein referred to as the "Board") and, Gulchekhra Makhkambaeva located at, 165 Promenade Drive, Hamden, CT 06514 (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 \$45,000 (forty-five thousand dollars). The hourly rate \$100 per hour. The Contractor will work approximately 18.5 hours/week for 24 weeks. 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 Quality Enhancement Grant Program of the New Haven Board of Education, **Account Number: 2523-6390-56697 Location Code: 0442.**

This agreement shall remain in effect from January 11, 2022 to June 30, 2022.

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 observe and assess the classroom quality at 33 School Readiness funded programs for a total of 60-70 classrooms. The Contractor will use the research-based ECERS (Early Childhood Environment Rating Scale) for this purpose. The Contractor will work closely with the School Readiness Project Director and the New Haven Early Childhood Council's Quality Committee to analyze the data and develop supports in needed areas. The hourly rate for this service is \$100.00 per hour.

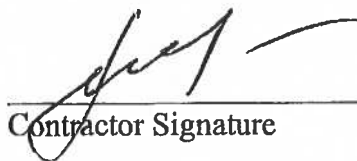
Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.

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

12/3/2021
Date

Date

Gulchekhra Makhkambaeva, Early Childhood Consultant
Contractor Printed Name & Title

Revised: 10/2/18



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

SCHOOL READINESS QUALITY ENHANCEMENT - EDUCATION COACHES

DETAILED SCOPE OF SERVICE AGREEMENT

SPECIAL TERMS AND CONDITIONS

for Gulchekhra Makhkambaeva

(referred to as the "Contractor")

Services

The Contractor will provide the following:

- Assess up to 70 school readiness funded classrooms using the Early Childhood Environmental Scale (ECERS) and create a report for each classroom. Each assessment will take approximately 3 hours.
- Work in concert with the New Haven Early Childhood Council's Quality Enhancement Committee and the School Readiness Project Director to develop a protocol for informing School Readiness funded classrooms and providing a brief overview of the Early Childhood Environmental Scale (ECERS). Contract will share the assessment results and identify common strengths and weaknesses among programs.
- Share other assessment tools that we may consider for future use.
- Meet regularly with the two early childhood coaches to discuss the rating scores and jointly prioritize the supports and coaching needs in each classroom.

Compensation:

Compensation is based on the submission of monthly invoices, including itemization of all costs and back up documentation. The monthly invoice should include a written record of the services provided. Payment is contingent upon the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event reports have not been submitted, the Board will delay payment until such time the report(s) are submitted and approved.

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 the School Readiness Liaison.

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 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

cessation of the operations under this Agreement and return of all property purchased with Quality Enhancement 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.

Revised 5/7/21



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT B

**STUDENT DATA PRIVACY AGREEMENT
SPECIAL TERMS AND CONDITIONS**

For the purposes of this Exhibit B "directory information," "de-identified student information," "school purposes," "student information," "student records," "student generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. §10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by the contractor within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the student data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the Contractor that proper disposal of the data has occurred in order to prevent the unauthorized access or use of student data and that deletion has occurred in accordance with industry standards/practices/protocols.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein.

5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.
6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps:

Upon discovery by the Contractor of a breach of student data, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student generated content.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.

Revised: 10/2/18

Gulchekhra Makhkambaeva

(H) 206-387-3996 | gmakhkambaeva@gmail.com | 165 Promenade Dr, Hamden, CT 06514

SUMMARY

Two years of conducting quality monitoring visits for preschools in Hartford, CT. 3 years of experience in teaching Head Start preschool children, two years of experience in providing family services to Head Starts families. Four years of experience in coordinating research and data collection on the quality of childcare and early learning. Demonstrate understanding of the rationale behind QRIS (Quality Rating Improvement System) standards and local and state requirements for early care and education programs serving young children. Reliable on standardized assessments (ERS, CLASS – all age groups).

SKILLS

Data collection and coding for ERS and CLASS assessments
Conducting monitoring visits, writing reports, cooperation with education consultants and coaches
Application of scientific knowledge of standardized assessments
Knowledge of child development, early learning and care environments
Tailoring data collection to individual site needs
Monitoring and tracking files and documents
Data quality control
Educational environment expertise
Languages: English, Russian, Uzbek

EXPERIENCE

Early Childhood Monitor, The City of Hartford, January 2020 – present

Conducting monitoring visits
Classroom observations
DOTS observations and LEP review
Analyzing child development data and monitoring progress in learning
Working with education consultants and coaches

Research Coordinator/Data Collector, University Of Washington, December 2015-2019

Seattle, WASHINGTON

Maintained reliability and conducted/coded ITERS, ECERS, FCCERS and Toddler and Pre-K CLASS assessments
Trained/reliable for ITERS 3 assessment
Quality checking of assessments
Maintained study information electronically
Coordinating site visits
Composing reports to providers
Conducted records review/coding

Corresponding with study participants
Created and prepared Early Achievers Institute materials
Participated/created materials for Meaningful Makeover web series.

Family Advocate, Denise Louie Education Center , October 2013-December 2015
Seattle, WASHINGTON

Identified and recruited Head Start-eligible families and children
Conducted orientations and trainings for families
Conducted home visits and contacted families as needed or required by agency plans and procedures
Provided support to families of children with developmental disabilities
Facilitated parent/guardian involvement in the program
Facilitated the delivery of services to children and families through collaboration with community partners.

Headstart Lead Teacher, Denise Louie Education Center , October 2010-August 2013
Seattle, WASHINGTON

Guided and facilitated activities of the children
Participated in pre/in-service trainings
Implemented Creative Curriculum in the classroom
Conducted child screenings (ASQ, Devereux) and formal assessments (TSG)
Maintained ongoing portfolio assessment for each child
Maintained a healthy and safe classroom environment
Assisted in implementing children's I.E.P.
Completed and submitted required forms and records in a timely manner.
Coordinated the transition of children to Kindergarten

EDUCATION AND TRAINING

Certificate

TESOL, Seattle University, Seattle, WA June 2013

Master of Arts

American Studies/Political Science , Ruprecht-Karls-Universitat, Heidelberg, Germany

BA/MA

Linguistics/Education, Tashkent State University, Tashkent Uzbekistan

ADDITIONAL INFORMATION

Training:

2020 – Teaching Pyramid Observation Training

2019 ECERS, ITES 3 training/reliability

2016 ITES, FCCERS, Toddler and Pre-K CLASS training/reliability

2012 – Teaching Strategies Gold training

2011 – STARS training