



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: Hill For Literacy, Inc

Doing Business As, if applicable:

Business Address: 800 West Cummings Park, Suite 3375, Woburn, MA 01801

Business Phone: 781-956-2206

Business email: Darci Burns [darci@HILLforLiteracy.org](mailto:darci@HILLforLiteracy.org) or  
[www.HILLforLiteracy.org](http://www.HILLforLiteracy.org)

SS# OR Tax ID #: 27-2366861

Funding Source & Acct # including location code: **SIG Grant** of the New Haven Board of Education, **Account Number: 2531-6303-56694 Location code: 0032**

Principal or Supervisor: David Diah

Agreement Effective Dates: From October 12, 2021. To June/21/2022.

Hourly rate or per session rate or per day rate.

Total amount:

Data Meetings, grades K-6- Remote	1.00	5.00	5	\$ 1,600.00	\$ 8,000.00
Implementation/Coaching- In Person	1.00	32.00	32	\$ 1,600.00	\$ 51,200.00
PD Sessions- Remote	0.25	40.00	10	\$ 1,600.00	\$ 16,000.00
<b>Total Consulting Budget</b>			<b>49.5</b>		<b>\$ 79,200.00</b>
<b>Subscriptions</b>					
			<b>Qty</b>	<b>Rate</b>	<b>Total</b>
<b>HILL Online Subscription</b>			0	\$ -	\$ -
Expertise			1	no charge	
Continuum			1	no charge	
Roadmap					
Fidelity			1	no charge	
<b>Travel</b>					
		<b>Miles</b>	<b># trips</b>	<b>Rate</b>	<b>Total</b>
Mileage		60	30	\$ 0.56	\$ 1,008.00
Hotel					\$ -
Other Travel					\$ -
<b>Total Budget</b>					<b>\$ 80,208.00</b>

**HILL for Literacy, Inc** will issue 10 invoices, 1/month from September to June in the amount of **\$8020.80**. Invoices will be submitted to David Diah, Principal, David.diah@new-haven.k12.ct.us

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

Based on the conversations with Wexler-Grant’s Leadership Team and Hill for Literacy, Inc, It has been agreed that **HILL for Literacy, Inc.** (HILL) will provide consultation in the area of **data-based decision making, explicit and systematic instruction, and differentiated small group instruction. The work will prioritize a train-the-trainer approach with the goal of readying coaches/designees to support teachers in the practices outlined above.** The fee for service is based on a \$1,600 daily rate. Leadership Meetings, Data Meetings, and PD Sessions will be remote. Implementation/Coaching Days will be in person. Travel for these Implementation/Coaching Days is calculated at \$.56/mile for 60 miles (round trip). The exact dates of delivery will be determined by the Wexler-Grant Administrative Staff and HILL Consultant during the planning stages of the project.

Submitted by: David Diah

Phone: 475-220-5600



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Wexler-Grant Community School  
**Date:** October 12, 2021  
**Re:** Hill for Literacy, Inc

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

1. **Contractor Name:** Hill for Literacy, Inc

2. **Description of Service:**

HILL for Literacy, Inc. (HILL) will provide consultation in the area of **data-based decision making, explicit and systematic instruction, and differentiated small group instruction. The work will prioritize a train-the-trainer approach with the goal of readying coaches/designees to support teachers in the practices outlined above.** The fee for service is based on a \$1,600 daily rate. Leadership Meetings, Data Meetings, and PD Sessions will be remote. Implementation/Coaching Days will be in person. Travel for these Implementation/Coaching Days is calculated at \$.56/mile for 60 miles (round trip). The exact dates of delivery will be determined by the Wexler-Grant Administrative Staff and HILL Consultant during the planning stages of the project.

### **Project Outcomes:**

- Train the classroom teachers to collect progress monitoring data and interpret DIBELS data for K-8 students (PD- 10 sessions total)
- Sustain training for classroom teachers on how to determine an instructional focus, group the students and match the student groups to the appropriate instruction using Continuum (Data Meetings- 5 Days/year)
- Train teachers in how to plan for differentiated instruction utilizing explicit teaching routines for Foundational Skills (K-4) and Reciprocal Teaching (5-8) (PD- 30 sessions)
- Provide on-going coaching and implementation support for teachers utilizing a modeling, co-teaching and feedback cycle approach (Coaching- 30 days in person)
- Support school leadership/coach/designees with providing guidance and feedback to teachers on the new practices implemented in the classroom (Leadership Team-Monthly).
- Support Coach with a gradual release of responsibility in providing coaching and feedback (Leadership Team-Monthly).
- Review school level student data to determine the effectiveness of the instruction, professional development and coaching (Leadership Team-Monthly).

3. **Amount** of Agreement and hourly or session cost:

Data Meetings, grades K-6- Remote	1.00	5.00	5	\$ 1,600.00	\$ 8,000.00
Implementation/Coaching- In Person	1.00	32.00	32	\$ 1,600.00	\$ 51,200.00
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4. **Funding Source** and account number: **SIG Grant and 2531-6303-56694-0032**

5. **Continuation/renewal or new Agreement?** New Agreement

**Answer all questions:**

- a. If continuation/renewal, has the cost increased? If yes, by how much? N/A
- b. What would an alternative contractor cost: N/A
- c. If this is a continuation, when was the last time alternative quotes were requested? N/A
- d. For new or continuation: is this a service existing staff could provide. If no, why not?  
N/A

6. **Type of Service:**

**Answer all questions:**

- a. Professional Development? Professional Development for Wexler-Grant’s Staff.
  - i. If this is a professional development program, can the service be provided by existing staff? If no, why not?

Based on previous student achievement data, it is apparent that the staff level of expertise in certain area needs refinement. Support in implementing Hill for

Literacy programs, reviewing data and providing PD align to the data is essential in improving student's outcome.

- b. After School or Extended Hours Program? During the day and extended hours
- c. School Readiness or Head Start Programs? N/A
- d. Other: (Please describe) N/A

**7. Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business? No
- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? Yes If yes, is it local or national? Local
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? New Service
- f. If it is a renewal/continuation has cost increased? If yes, by how much? N/A
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:

Wexler-Grant administration, teachers and staff holds the expertise and knowledge for what will work best in formulating a professional learning plan within the professional learning culture of our school for implementing *Hill for Literacy* programs. Having professional learning and support from outside experts will have a greater impact when it is modeled for the staff, when it occurs in the classroom through embedded coaching and is tied to the curriculum that teachers are using. In addition, when it can be sustained and staff can continue using the program with maintaining a knowledge of everything that they have learned after the consultants are gone.

**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. See attached resume.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? Quotes
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: N/A

**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?
  - During the 2021-2022 School year, Hill for Literacy, Inc will train the classroom teachers to collect progress monitoring data and interpret DIBELS data for K-8 students (PD- 10 sessions total)
  - Sustain training for classroom teachers on how to determine an instructional focus, group the students and match the student groups to the appropriate instruction using Continuum (Data Meetings- 5 Days/year)

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Hill for Literacy, Inc will be evaluated monthly by administration through ongoing feedback. Ongoing learning walks or google meets classroom check ins conducted by leadership team will assess teachers' understanding and implementation of the the literacy program. Teachers will complete exit slips after each session which will focus on their content and implementation understanding. Finally using the school's student data.

- b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness. N/A
- c. How is this service aligned to the District Continuous Improvement Plan?  
This service is strategically aligned to the District Continuous Improvement Plan to improve literacy instruction

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

This agreement is fiscally sound because of the necessary investment in improving students' overall academic outcome in Literacy. Hill for Literacy will provide consultation in the area of Data-based decision making, explicit and systematic instruction, and differentiated small group instruction.

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

The lack of instructional support and collaboration for coaches and teachers will result in student flatlining, possible regression and lack of effectiveness to drive this instruction forward.



NEW HAVEN PUBLIC SCHOOLS

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

*(Hill for Literacy, Inc*

FOR DEPARTMENT/PROGRAM:

*(Wexler-Grant Community School)*

This Agreement entered into on the 12<sup>th</sup> day of October, 2021, effective (*no sooner than the day after Board of Education Approval*), the 12<sup>th</sup> day of October, 2021, by and between the New Haven Board of Education (herein referred to as the “Board” and, Hill for Literacy, Inc located at, 800 West Cummings Park, Suite 3375, Woburn (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$1,600 per day, hour or session, for a total of 49.5 days, hours or sessions in addition, travel for these Implementation/Coaching Days is calculated at \$.56/mile for 60 miles (round trip).

The maximum amount the contractor shall be paid under this agreement: eighty six thousand six hundred dollars (\$80,208). 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 **SIG Grant Program** of the New Haven Board of Education, **Account Number: 2531-6303-56694 Location Code: 0032**

This agreement shall remain in effect from October 12<sup>th</sup>, 2021 to June 21<sup>th</sup>, 2022.

**SCOPE OF SERVICE:** *Please provide brief summary of service to be provided.*

HILL for Literacy, Inc. (HILL) will provide consultation in the area of **data-based decision making, explicit and systematic instruction, and differentiated small group instruction. The work will prioritize a train-the-trainer approach with the goal of readying coaches/designees to support teachers in the practices outlined above.** The fee for service is based on a \$1,600 daily rate. Leadership Meetings, Data Meetings, and PD Sessions will be remote. Implementation/Coaching Days will be in person. Travel for these Implementation/Coaching Days is calculated at \$.56/mile for 60 miles (round trip). The exact dates of delivery will be determined by the Wexler-Grant Administrative Staff and HILL Consultant during the planning stages of the project.

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

**Exhibit B: Student Data 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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laurie LaVallee, Operations Director & Clerk  
Contractor Printed Name & Title



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.