



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: 19 West Main St., #16 Merrimac, MA 01860

Business Phone: 781-956-2206

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

Funding Source & Acct # including location code: **SIG Grant** of the New Haven Board of Education, **Account Number: 2531-6424-56694 Location code: 0032**

Principal or Supervisor: David Diah

Agreement Effective Dates: From September 14, 2022. To June/14/2023.

Hourly rate or per session rate or per day rate.

Total amount: \$41,502

Proposed Budget				
Service Description	Qty	Rate	Cost	
School Leadership Team Meetings	10	\$ 400	\$ 4,000	
Data Meetings (ToT Support)	5	\$ 1,600	\$ 8,000	
Implementation-Coaching Support (ToT support/curriculum support/in-class coaching)	20	\$ 1,600	\$ 19,200	
Professional Development Sessions (16 supported planning sessions)	16	\$ 400	\$ 6,400	
Professional Development Sessions (4 small group explicit routines training sessions for new teachers)	4	\$ 800	\$ 3,200	
<b>Total Consulting Budget</b>			<b>\$ 40,800</b>	
<b>Subscriptions</b>				
<b>HILL Online Subscription</b>	0	\$ -	\$ -	
Continuum	No Charge			
<b>Travel</b>				
	<b># trips</b>	<b># miles</b>	<b>Rate</b>	<b>Total</b>
Mileage	20	60	\$ 0.585	\$ 702.00
	<b># nights</b>		<b>Rate</b>	
Hotel				\$ -
<b>Total Budget</b>				<b>\$ 41,502.00</b>

**HILL for Literacy, Inc** will issue 2 invoices, one on January 31st and one on June 30<sup>th</sup> reflecting the services provided and travel expenses. Invoices will be submitted to David Diah, Principal, [David.diah@new-haven.k12.ct.us](mailto: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 sustainability of data-informed instructional practices and knowledge-building. Travel is calculated at \$.585/mile for 60 miles (round trip). The exact dates of delivery will be determined by the Wexler Administrative Staff and HILL Facilitator during the planning stages of the project. HILL facilitators assigned to the project will utilize a hybrid model of face-to-face and Zoom Meeting technology for delivering services.

Submitted by: David Diah

Phone: 475-220-5600



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Wexler-Grant Community School  
**Date:** September 14, 2022  
**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. (HILL)
2. **Description of Service:**

**HILL for Literacy, Inc.** (HILL) will provide consultation in the area of sustainability of data-informed instructional practices and knowledge-building. Travel is calculated at \$.585/mile for 60 miles (round trip). The exact dates of delivery will be determined by the Wexler Administrative Staff and HILL Facilitator during the planning stages of the project. HILL facilitators assigned to the project will utilize a hybrid model of face-to-face and Zoom Meeting technology for delivering services.

**Project Outcomes:**

- Train new teachers in how to plan for differentiated instruction utilizing explicit teaching routines for Foundational Skills (K-6)
- Support coach in providing on-going coaching and implementation support for teachers utilizing a modeling, co-teaching and feedback cycle approach.
- Support coach in leading data meetings to determine an instructional focus, group the students and match the student groups to the appropriate instruction using Continuum
- Deliver 2x/month afterschool PD supported planning sessions and small group explicit routines for new teachers.

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

Proposed Budget				
Service Description	Qty	Rate	Cost	
School Leadership Team Meetings	10	\$ 400	\$ 4,000	
Data Meetings (ToT Support)	5	\$ 1,600	\$ 8,000	
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<b>HILL Online Subscription</b>	0	\$ -	\$ -	
Continuum	No Charge			
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Hotel				\$ -
<b>Total Budget</b>				<b>\$ 41,502.00</b>

4. **Funding Source** and account number: **SIG Grant and 2531-6494-56694 Location code: 0032**
5. Approximate number of staff served through this program or service: 22 staff members
6. Approximate number of students served through this program or service: 283 students
7. **Continuation/renewal or new Agreement?** Continuation  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? If yes, by how much? No
  - 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
8. **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

**9. 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? 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? Continuation
- f. If it is a renewal/continuation has cost increased? If yes, by how much? No
- 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.

**10. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:**

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company: See attached resume.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Quotes
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? N/A
- d. Who were the members of the selection committee that scored bid applications? N/A
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department. N/A

## 11. 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 2022-2023 School year, Hill for Literacy, Inc will provide consultation in the area of sustainability of data-informed instructional practices and knowledge-building. HILL facilitators assigned to the project will utilize a hybrid model of face-to-face and Zoom Meeting technology for delivering services.

- Train new teachers in how to plan for differentiated instruction utilizing explicit teaching routines for Foundational Skills (K-6)
  - Support coach in providing on-going coaching and implementation support for teachers utilizing a modeling, co-teaching and feedback cycle approach.
  - Support coach in leading data meetings to determine an instructional focus, group the students and match the student groups to the appropriate instruction using Continuum
  - Deliver 2x/month afterschool PD supported planning sessions and small group explicit routines for new teachers.
- 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.

12. 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.

13. 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 14<sup>th</sup> day of September, 2022, effective (*no sooner than the day after Board of Education Approval*), the 14<sup>th</sup> day of September, 2022, by and between the New Haven Board of Education (herein referred to as the “Board” and, Hill for Literacy, Inc (HILL) located at, 19 West Main St., #16 Merrimac, MA 01860 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of between \$400-\$1,600 per Qty, day, hour or session, for a total of 55 Qty/days, hours or sessions in addition, travel for these Implementation/Coaching Days is calculated at \$.585/mile for 60 miles (round trip).

The maximum amount the contractor shall be paid under this agreement: forty one thousand five hundred and two dollars (\$41,502). 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: 2531-6424-56694 Location code: 0032**

This agreement shall remain in effect from September 14<sup>th</sup>, 2022 to June 14<sup>th</sup>, 2023.

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

**HILL for Literacy, Inc.** (HILL) will provide consultation in the area of sustainability of data-informed instructional practices and knowledge-building. Travel is calculated at \$.585/mile for 60 miles (round trip). The exact dates of delivery will be determined by the Wexler Administrative Staff and HILL Facilitator during the planning stages of the project. HILL facilitators assigned to the project will utilize a hybrid model of face-to-face and Zoom Meeting technology for delivering services.

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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

8/25/2022

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Laurie LaVallee, Operations Director

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

Revised: 8/2021



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.