



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: LTR Tutoring Associates, LLC

Doing Business As, if applicable:

Business Address: 90 Airport Rd. suite #5

Business Phone: 603-226-7190

Business email:

Funding Source & Acct # including location code:
ESSER II. 2552-6363-56694-0100

Principal or Supervisor: Lynn Brantley

Agreement Effective Dates: From 10/28/22. To 10/29/22.

Hourly rate or per session rate or per day rate. 2400.00 per day
Total amount: 2400.00

Description of Service: Please provide a one or two sentence description of the service. *Foundations Level 2 Workshop, providing coaches with the introductory/review to Foundations Phonics Program used in NHPS.*

Submitted by: Lynn Brantley Phone: 9/20/22



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Lynn Brantley
Date: 09/19/2022
Re: Foundations Training

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:** LTR Tutoring Associates, LLC

Description of Service: Provide Level 2 Training for Foundations Phonics Program. Upon the completion of the course, participants will be able to:

- Identify the skills taught in Foundations: phonics and word study; vocabulary; high frequency/trick words; fluency; comprehension strategies; handwriting, spelling, and punctuation.
- Understand the principles of instruction: explicit, sequential, and cumulative instruction that engages multiple learning modalities with multisensory instruction, repetition, and immediate, specific feedback.
- Identify and understand the use for all materials in the Foundations Teacher's Kit, and have a sense of how to find and use the many extended resources available on the Prevention/Early Intervention Learning Community for Foundations (membership included with participation in this workshop).
- Use the Teacher's Manual to prepare a daily learning plan and practice lesson activity procedures.
- Visualize the flow and pace of a full Foundations lesson completed with fidelity

2. **Amount** of Agreement and hourly or session cost: Session Cost 2400.00

3. **Funding Source** and account number: ESSER II. 2552-6363-56694-0413

4. Approximate number of staff served through this program or service: 30 staff

5. Approximate number of students served through this program or service: 5,000

6. **Continuation/renewal or new Agreement?**

Answer all questions:

- a. If continuation/renewal, has the cost increased? If yes, by how much?
- b. What would an alternative contractor cost?
- c. If this is a continuation, when was the last time alternative quotes were requested?

- d. For new or continuation: is this a service existing staff could provide. If no, why not? The training cannot be provided by staff in house as you must be a certified Wilson Training for the Foundations Program

7. Type of Service:

Answer all questions:

- a. Professional Development? Yes
- i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No one is a Certified Wilson Trainer for Foundations
- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe) Training will provide all Coaching staff a overview of the Foundations Phonics program used within all our schools K-3.

Contractor Classification:

Answer all questions:

- e. Is the Contractor a Minority or Women Owned Business? No
- f. Is the Contractor Local? No
- g. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? No
- h. Is the Contractor a public corporation? No
- i. Is this a renewal/continuation Agreement or a new service? New
- j. If it is a renewal/continuation has cost increased? If yes, by how much?
- k. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: Yes, this training will bring all Coaches professional development in supporting teachers in grade K-3 with the delivery of the phonics program. Phonics is one of the 7 Components of Reading found in the Reading Legislation and is now referenced in our Reading Plan.

8. 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: The company is a sanctioned training group from Wilson, Foundations.

How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Quotes only certified contractors can provide the training.

- b. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? Can provide the needed training in a timely manner.
- c. Who were the members of the selection committee that scored bid applications? Literacy Department
- d. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department.

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 contractor will provide the training needed for a programmatic piece of the Literacy Plan. It will be monitored through focus walkthroughs within school sites, primarily in K-3 classrooms.

Fundations® Virtual Launch Workshops (instructor-led) provide the practice and guidance needed to effectively begin teaching the Foundations curriculum. This highly interactive remote workshop was developed with extensive participant input during the spring/early summer of 2020. It was designed to maintain participation and motivation for optimal learning, with strategically placed breaks and an extended lunch. Additionally, the workshop design allows for teacher input and active engagement via activities and discussions throughout each session.

- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
- c. How is this service aligned to the District Continuous Improvement Plan? This service falls under the academic goals of the strategic plan, also it is a pillar of the Reading Plan defined by the SDE.

10. Why do you believe this Agreement is fiscally sound? This agreement will allow training for 30 staff who can then support all K-8 buildings in Phonics instruction.

11. What are the implications of not approving this Agreement? We will not be able to provide training to a core part of our Reading Plan adequately.

For: Office Use Only

Vendor No.	Date Entered
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Mail
 Fax
 Email

Vendor:

LTR Tutoring Associates, LLC
 90 Airport Rd. Suite #5
 Concord, NH 03301

Deliver To:

C/O Meghan Solli
 21 Wooster Place
 New Haven, CT 06511

CITY OF NEW HAVEN
 Department of Education
 54 Meadow St., New Haven, CT 06519
VENDOR PURCHASE ORDER

SPECIAL FUNDS


Fiscal Year: 2022-2023

P.O.
▲
This number must appear on all invoices and package of shipment

**PURCHASE ORDERS NOT
 COMPLETED AND DELIVERED
 WITHIN 60 DAYS ARE
 AUTOMATICALLY CANCELLED**

Date Prepared	Fund	Agency	Program	Object	Project Code
9/20/22	2552	900	6363	56694	0413

Quantity	Description	Unit Cost	Total Cost
	Foundations Level 2 Workshop Date: Friday, October 28th, 2022 Location: Virtual Time: 9:00AM - 2:00PM (EST) # of Participants: Not to exceed 30	\$2,400	\$2,400
<p align="center">PLEASE NOTIFY BUSINESS OFFICE IF YOUR TOTAL COST EXCEEDS OUR TOTAL AMOUNT BEFORE SHIPPING</p> Name: Simret Crimley Email: simret.crimley@new-haven.k12.ct.us Phone: 1-475-220-1			

Authorized Supervisor's Signature  Date: 09/20/2022	Business Office Approval Date:	Principal's Signature Date:	TOTAL AMOUNT 2,400.00 SUBMIT PURCHASE ORDERS TO: SpecialfundsPO@new-haven.k12.ct.us
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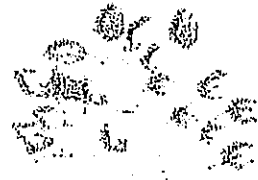
FOR PAYMENT: Send Your Invoice Electronically or By Mail:
 Email: NHinvoice@newhavenct.gov
 Mail: New Haven Public Schools, Attn: Dept. of Special Funds
 54 Meadow Street, New Haven, CT 06519
 Fax: 1-203-946-5740

LTR

Tutoring Associates, LLC

Learn to read and give words life

September 9th, 2022
LTR Tutoring Associates, LLC
90 Airport Rd. Suite #5
Concord, NH 03301
603-226-7190



Confirmation of Professional Development Agreement

Contact: Meghan Solli, Literacy Intervention Facilitator,

21 Wooster Place, New Haven, CT 06513 475-220-1216 MEGHAN.BRYAN@new-haven.k12.ct.us

Program Name: Foundations Level 2 Workshop

Date: Friday, October 28th, 2022

Location: Virtual

Time: 9:00- 2:00 (EST)

#of participants: not to exceed 30

Host: New Haven School District will distribute training handouts and forward the registration email with Zoom link to each participant prior to the first day of the event. Participants are expected to be logged in on individual devices with their cameras on throughout the event.

Cost: \$2,400.00

Total: \$2,400.00

Receipt of this signed agreement and PO will secure this professional development opportunity.

[Signature] 9/14/22
Signature of contracting agent - date

[Signature]
Signature of LTR Representative - date

Please note the final signed PO will be available on or before Oct. 15th. It must be processed through finance and operations and full BOE.