



Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Jim Murphy
Date: 11/29/22
Re: St. Thomas's Day School agreement

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:** Nancy Lesh
2. **Description of Service:** school-based mental health program designed to support the well-being/mental health of teachers, assistant teachers, and staff members
3. **Amount of Agreement and hourly or session cost:** \$4,950.00
4. **Funding Source** and account number:
5. Approximate number of staff served through this program or service: 30
6. Approximate number of students served through this program or service: 120
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? No
 - b. What would an alternative contractor cost: Between \$7,000 and \$10,000
 - 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?
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No, external insight and expertise is necessary
 - b. After School or Extended Hours Program? n/a
 - c. School Readiness or Head Start Programs? n/a
 - d. Other: (Please describe)

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? yes
- b. Is the Contractor Local? yes
- 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? new
- 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: wellness support for faculty and staff and increased development to work with students

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:
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?

Requests were made to known contractors with experience working with educators
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? yes
- 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.

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? Overall wellness of 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?

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

13. What are the implications of not approving this Agreement? Ongoing burden on teachers and inability to support their needs as well as the inability to support the needs of the students



AGREEMENT
By And Between
The New Haven Board of Education
AND

Nancy Lesh

FOR DEPARTMENT/PROGRAM:

St. Thomas's Day School

This Agreement entered into on the 12 day of December 2022, effective (no sooner than the day after Board of Education Approval), the 12 day of December, 2022, by and between the New Haven Board of Education (herein referred to as the "Board" and, Nancy Lesh located at, herein referred to as the "Contractor".

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$ 4,950.00.

The maximum amount the contractor shall be paid under this agreement: _____
(\$ 4,950.00). 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 IIA **Program** of the New Haven Board of Education, **Account Number:** 25115722 **Location Code:** 56905 NP07

This agreement shall remain in effect from December 12, 2022 to June 30, 2023

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

Program Description: This school-based mental health program is designed to support the well-being/mental health of teachers, assistant teachers, and staff members. Presentations and sessions will explore a variety of topics which may include:

- Recognizing (post) covid trauma
- Identifying what happens to the nervous system
- Recognizing trauma related symptoms
- Identifying how we've changed as a society, as a community? As individuals?
- Exploring different types of stress and ways to manage stress in the workplace and at home
- Identifying how the students have changed. How can we help them in the classrooms?
- Identifying how our families have changed and ways that we can help them?

This work will be done in small group meetings. Employees will be grouped by divisions.

There will be 33 sessions conducted throughout the remainder of this academic year. The fee for each session will be \$150/hour.

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.

Nancy Lesh

Contractor Signature

President

New Haven Board of Education

12/1/22

Date

Date

Nancy Lesh MSW, LCSW

Contractor Printed Name & Title

Revised: 8/2021

Nancy Lesh MSW, LCSW

(203) 988-9464
nlesh777@gmail.com

11/15/22

Gina Panza
Head of School
St. Thomas's Day School
830 Whitney Avenue
New Haven, CT 06511

re: proposed quote for wellness program

Gina,

Please see the information below to provide a wellness program benefiting your faculty and assisting professional development to support their students:

St. Thomas's Day School Wellness Program:

Program Description: This school-based mental health program is designed to support the well-being/mental health of teachers, assistant teachers, and staff members. Presentations and sessions **will** explore a variety of topics which may include:

- Recognizing (post) covid trauma
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- Identifying how we've changed as a society, as a community? As individuals?
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- Identifying how the students have changed. How can we help them in the classrooms?
- Identifying how our families have changed and ways that we can help them?

This work will be done in small group meetings. Employees will be grouped by divisions. There will be 33 sessions conducted throughout the remainder of this academic year. The fee for each session will be \$150/hour.

Total amount: \$4,950

If you have any questions or need anything else, please let me know.

I look forward to working with your school.

Sincerely,

Nancy Lesh MSW, LCSW



NEW HAVEN PUBLIC SCHOOLS

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Nancy E Lesh, LCSW
203-777-4477
nlesh777@gmail.com

EXPERIENCE:

- 1984-present Private Practice, New Haven, CT\
Child Psychotherapist
- Parent and Family Therapy 2019-present
- Assessment of family dynamics and parental needs
 - Develop therapeutic strategies
 - Teach child developmental theory
- Child and Family therapy 1984-2019
- Work with children ages three to twelve and their families
 - Consult with pediatricians and teachers
 - Observe individual children in their school settings
 - Attend school PPT meetings to report on observation findings and assist in writing children's IEP's
- 2021 -present St Thomas School New Haven CT
Clinical Consultant
- Consult with administration to determine faculty needs
 - Meet with faculty to develop classroom strategies for students
- 2004-20 Cold Spring School, New haven CT
Clinical Consultant
- Observe classroom dynamics and
 - and individual students in grades pre-K -6
 - Help teachers develop strategies to support students with specific emotional needs and learning styles
- 1999-2001 The Consultation Center of New Haven – Family Evaluation And Support Program
Family Services Coordinator for School -based Programs
- Coordinated the family portion of a multi-faceted support program for at-risk families and children ages 18mos-5 yrs
 - Led parenting skills group for parents of enrolled children
 - Trained teachers in supportive methods necessary for helpful communication with parents
 - Supervised the Community Outreach staff
 - Coordinated daily staff meeting to teach child development theory for working with at-risk children
- 1993-1995 The Consultation Center of New Haven

- Consultant to West Haven Head Start**
- Observed and diagnosed individual children who exhibited emotional/social difficulties in the classroom
 - Helped teachers develop classroom plans and techniques to manage and assist these children
 - Taught child developmental theory to staff
- 1982-1986 Community Health Care Plan (CHCP) New Haven, CT
Director Pediatric Mental Health Department
- Diagnosis and short-term treatment of children ages 3-17 and their families
 - Consultant to seven pediatricians
 - Assignment of children to other therapists
- 1977-1982 Clifford Bears Child Guidance Clinic Parent Child Resource Center
Clinical Social Worker
- Short and long-term treatment of children and adolescents, including intensive family therapy
 - Conducted classroom observations for individual children
 - Maintained on-going contact with teachers
 - Responsible for intake evaluations and program development
- 1975-1977 Kings County /Downstate Medical Center, Brooklyn, NY
 Department of Child and Adolescent Psychiatry
Treatment Coordinator
- Individual, family and group treatment
 - Supervision of auxiliary staff
- 1973-1975 Yonkers Public Schools, Yonkers NY
Permanent Substitute Teacher
- Taught Grades K-6
- 1972-1973 New Rochelle Day Nursery
Senior Teacher
- Organized and led after-school program for first graders
 - Led three-teacher team for preschool classrooms

EDUCATION and CERTIFICATIONS:

Somatic Experience Certification

Connecticut Licensed Clinical Social Worker

Master of Science Degree in Clinical Social Work, 1975
 Columbia University School of Social Work

Bachelor of Arts in Elementary Education
 Lehman College of the City University of New York 1972