



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Pacific Educational Group

Doing Business As, if applicable: Pacific Educational Group

Business Address: 2601 Blanding Avenue #C-545
Alameda, CA 94501

Business Phone: 415-961-0742

Business email: contact@courageousconversation.com

Funding Source & Acct # including location code: ESSER II 2552-6363-56697-0100

Principal or Supervisor: Ivelise Velazquez

Agreement Effective Dates: From 07/01/2022. To 12/30/2022.

Hourly rate or per session rate or per day rate. \$89 per hour or \$2,500 per participant
Total amount: \$10,000.00

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

Pacific Educational Group will provide a comprehensive training and coaching program that is designed to enable practitioners the capacity to engage in systemic equity transformation and eliminate racial disparities within NHPS. Four participants will participate in approximately 30 hours of professional development, including a book study, virtual training and demonstration session in which they are asked to use the protocol for Courageous Conversations on Race to facilitate productive discourse regarding educational policy and practice and systemic changes that will result in a more equitable system.

Submitted by: Ivelise Velazquez Phone: 860.620.7882



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Ivelise Velazquez
Date: 5/4/22
Re: 2022-2023 Practitioner Certification Program

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:** Pacific Educational Group ®PEG©
2. **Description of Service:** 2022-2023 Practitioner Certification Program
3. **Amount of Agreement and hourly or session cost:** \$10,000.00

Funding Source and account number: ESSER II 2552-6363-56697-0100

4. Approximate number of staff served through this program or service: Train the trainer model will impact many participants for years to come. This initial investment will train 4 NHPS educators.
5. Approximate number of students served through this program or service: Potentially, all student would be impacted by the changes in policy and practice that will be the goal of the four facilitators.
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?
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? To become a certified trainer of the CCAR protocol, PEG is the only group who can provide the PD.
- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe)

8. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? Minority Owned
- b. Is the Contractor Local?
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
- d. Is the Contractor a public corporation?
- e. Is this a renewal/continuation Agreement or a 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: Yes, using the skill and knowledge of the four trainers, the district will be able to ensure that the protocol is used at all location and district sessions.

9. 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: Pacific Education Group and its team of trainers has more than 18 years of experience working throughout CT increasing racial consciousness and working with educators to change policy and practice and eliminate opportunity gaps.
<https://courageousconversation.com/>
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? The offering was made available through our partner SERC, a leader in the state in racial equity. Courageous Conversations About Race is only available through PEG.
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
- d. Who were the members of the selection committee that scored bid applications?
- 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.

10. 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 prepare 4 educators in the district to lead discussions on changing policy and practice in accordance with the district Policy on Race and Equity.
 - 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? The Strategic plan call for the system to become more equitable for students of all races and backgrounds. Using the CCAR protocol, the district can enter into dialogue on changes to policy and practice with a clear understanding of racial dynamics, racial inequities and how to dismantle ways of discourse that lead to perpetuation of inequities rather than improvements.
11. Why do you believe this Agreement is fiscally sound? Each participant will be engaged in 45 hours of training at the reasonable rate of \$88 per hour.
12. What are the implications of not approving this Agreement? District will be dependent on outside trainers to deepen our discourse on racial inequities and risk creating a hostile or unproductive environment when it comes to issues of racial equity.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(Pacific Educational Group ®PEG©)

FOR DEPARTMENT/PROGRAM:

(Academics Department)

This Agreement entered into on the 4th day of May 2022, effective (*no sooner than the day after Board of Education Approval*), the 1st day of July, 2022, by and between the New Haven Board of Education (herein referred to as the “Board” and, Pacific Education Group located at, 2601 Blanding Avenue #C-545, Alameda, CA 94501 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$2,500.00 per session, for a total of (3) sessions totaling 30 hours.

The maximum amount the contractor shall be paid under this agreement: Ten thousand dollars (\$10,000.00). 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 ESSERII Program of the New Haven Board of Education, **Account Number:** 2552-6363-56697 **Location Code:** 0100

This agreement shall remain in effect from 07/01/2022. To 12/30/2022.

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

The practitioner program requires about **30 hours** of synchronous and asynchronous learning over six months beginning July 1, 2022.

Summer Cohort Dates: **July 1, 2022 - Aug 8, 2022** (+Three additional months of ongoing practice (no module work during this time)

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.*

Book study
Eight learning modules
Self-reflection, application, and practice
Three webinars
Peer discussion and collaboration
Weekly Connect and Collaborate opportunity sessions offered

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*. Contactors 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

5/4/2022

Date

Date

Certification Program Divisional Director

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 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



Courageous Conversation® Racial Equity Systemic Transformation

Proposal

Created by:

David Gonzales

Courageous Conversation®

Prepared for:

Ivelise Velazquez

New Haven Public Schools



COURAGEOUS CONVERSATION®

Dear Ivelise,

Pacific Educational Group (PEG) will provide the following certification services to New Haven Public Schools during the 2022-2023 school year for the purpose of developing and accelerating the district's capacity to engage in systemic equity transformation and eliminate racial disparities.

Below you will find the fees for the aforementioned services.

2022-2023 Practitioner Certification Program	Price	QTY	Subtotal
Practitioner Certification The Practitioner Certification is a comprehensive training and coaching program designed to enable qualified applicants to serve as Courageous Conversation® About Race (CCAR) practitioners.	\$2,500.00	4	\$10,000.00

Subtotal **\$10,000.00**

Total \$10,000.00

Beyond Diversity or Virtual Courageous Conversation® Exploration or Experience are the pre-requisites for ANY further Professional Development in the Practitioner Certification Program.

If your organization requires the use of Purchase Orders, please include the estimate number from this document on the PO and email an electronic copy to Adrienne Edmands: aedmands@courageousconversation.com.

For any purchase order or invoicing questions, please contact Adrienne @ 415.961.0742.



We appreciate the opportunity to explore a racial equity partnership with New Haven Public Schools.

With thanks and best regards,

A handwritten signature in blue ink, appearing to read 'D Gonzales', on a light-colored background.

David Gonzales
Certification Program Divisional Director
Courageous Conversation®



To Accept this Proposal on behalf of New Haven Public Schools please sign and date this document.

Signature: _____

Date: _____