



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT COVER SHEET

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Please Type

Contractor full name: Devon Alexander

Doing Business As, if applicable: Paraclete Partnerships

Business Address: P.O. Box 534, Mount Prospect, IL 60056

Business Phone: 224-279-5420

Business email: devon@paracletepartnerships.com

Funding Source & Acct # including location code: 25316425-56694 -0066 SIG carryover funds

Principal or Supervisor: Cari Strand

Agreement Effective Dates: From 10/12/2022. To 06/30/2023.

Hourly rate or per session rate or per day rate.

Total amount: \$30,000

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

Paraclete will provide virtual racial equity coaching and consulting for HSC's administrators and faculty. Paraclete will also provide multiple professional development sessions to develop staff understanding and utilization of racial equity frameworks in teaching, school structures, and staff to staff, staff to student, and student to student interactions, as well as strategies to decrease bias and increase impact in data monitoring. Paraclete will also coach and support the Building Leader and Co-Building Leader in developing leadership to promote equity. Finally, Paraclete will advise building leaders as they plan for SPMT meetings.

Submitted by: Cari Strand Phone: 475-220-6200



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Cari Strand, Building Leader at High School in the Community
Date: 20 September 2022
Re: SIG-funded partnership with Paraclete Partnership

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:** Devon Alexander, Paraclete Partnerships
2. **Description of Service:** This service will align and support NHPS's district wide efforts to provide protocols, training and staff development for teachers in the Courageous Conversations framework along with critical race theory. Additionally it will serve to support HSC's magnet theme development along the components of leadership and social justice. Paraclete will provide virtual racial equity coaching and consulting for HSC's administrators and faculty. Paraclete will also provide multiple professional development sessions to develop staff understanding and utilization of racial equity frameworks in teaching, school structures, and staff to staff, staff to student, and student to student interactions, as well as strategies to decrease bias and increase impact in data monitoring. Paraclete will also coach and support the Building Leader and Co-Building Leader in developing leadership to promote equity. Finally, Paraclete will advise building leaders as they plan for SPMT meetings.
3. **Amount of Agreement and hourly or session cost:** \$30,000 total; \$1000 per session (includes planning and preparation time, as well as materials, and additional regular check-ins with building leaders)
4. **Funding Source** and account number: 25316425-56694 -0066 SIG carryover funds
5. Approximate number of staff served through this program or service: 27
6. Approximate number of students served through this program or service: N/A, though Devon is willing to meet with students upon request
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? Renewal. Increase by \$5000 due to an increase in the scope of services.

- b. What would an alternative contractor cost: Current costs for contractors with larger organizations such as SERC or Pacific Education Group are quoted well above \$1,000/session, with some even as high as \$5,000 per session.
- c. If this is a continuation, when was the last time alternative quotes were requested? 2019
- d. For new or continuation: is this a service existing staff could provide. If no, why not? Paraclete has led faculty over the past three years in providing programs for students and staff that look at systemic racism, structural inequities, microaggressions and implicit bias in the classroom. However, the group is clear that the level of expertise needed to be truly successful in this work is beyond our current capacity and has repeatedly requested outside support.

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? As noted in answer b above, while we have made considerable progress, our current staff do not yet have the expertise to fully explore the racial frameworks necessary to conduct curricular analysis, utilize protocols for racialized conversation, and critically examine school policies and practices that may be benign in intention but in practice are contributing to racial inequity in student access and experience. The intention of this coaching and training is to further develop our school programming and structures through the lens of racial equity.
- b. After School or Extended Hours Program? N/A
- c. School Readiness or Head Start Programs? N/A
- d. Other: (Please describe) SPMT leadership and planning

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? Yes
- b. Is the Contractor Local? No
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? No.
- d. Is the Contractor a public corporation? It is an LLC.
- e. Is this a renewal/continuation Agreement or a new service? Renewal/continuation
- f. If it is a renewal/continuation has cost increased? If yes, by how much? \$5000 due to increased responsibilities (individualized coaching of teachers and regular access for administrators)
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: The goal of this agreement is building both whole staff capability to be racially conscious in their work as educators, as well as a School Planning and Management Team involving varied stakeholders in furthering this work.

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: Devon Alexander of Paraclete has an extensive background of Racial Equity Leadership Team coaching spanning over 15 years. He has led work with teachers and students in schools, leadership teams at the school and systems work at the district level and higher. He has provided contracted training with some of the country's leading racial equity groups as well as supported work with SERC here in Connecticut.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Quotes and past success
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? Yes. Further, Devon Alexander has proven himself to be an effective leader at HSC. He has a fluency with the Courageous Conversations about Race protocols and framework along with the ability to work with nested groups of staff, both as equity leaders in training and in whole staff situations. Devon Alexander provided training for a multi session SERC sponsored course that laid the groundwork for the establishment of the Race, Education and Equity team at HSC.
- d. Who were the members of the selection committee that scored bid applications? Selection committee was led by former HSC Building Leader Matt Brown.
- 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? The need for staff to be trained in protocols and techniques for facilitating racialized conversations between staff, students, and community members and to critically analyze certain school practices and procedures for racial equity. Validated surveys will be used to determine professional practice analysis through a racial equity lens, to track racial equity outcomes through student learning and curricular redesign.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. Though we do not have formal data from the past year, faculty responses to direct services from Paraclete and to the PD developed in partnership with students in January and February of 2021 have been universally positive.
- c. How is this service aligned to the District Continuous Improvement Plan? The NHPS Strategic Plan for 2020-2024 lists as its 5th goal: An unwavering commitment to Equity, Growth and Progress. Under Culture and Climate as Priority Area it lists the objective: Equity and Excellence: Provide school experiences that are culturally relevant and promote equitable resources for all schools. This agreement supports HSC's ability to support both goals and priority areas.

12. Why do you believe this Agreement is fiscally sound? We need the personalized support Paraclete can provide and its ability to leverage the capacity and training of a larger

organization. It is being provided as significantly lower price. Mr. Alexander is able to provide his services virtually, eliminating the need for travel costs.

13. What are the implications of not approving this Agreement? We will not advance as quickly as we can in creating a more equitable school experience for all our students at HSC. We will continue our work around race and equity, but we will not be able to increase our capacity to effectively lead the entire staff to a deeper understanding of these issues and practices.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Paraclete Partnerships

FOR DEPARTMENT/PROGRAM:

High School in the Community (HSC)

This Agreement entered into on the 20 day of September 2022, effective (no sooner than the day after Board of Education Approval), the day of 12 October, 2022, by and between the New Haven Board of Education (herein referred to as the “Board” and, Paraclete Partnerships located at, P.O. Box 534, Mount Prospect, IL 60056 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$ 1,000 per session, for a total of 30 sessions.

The maximum amount the contractor shall be paid under this agreement: Thirty thousand dollars (\$30,000). 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 CT School Improvement Grant (SIG) Program of the New Haven Board of Education, **Account Number:** 25316425-56694 **Location Code:** 0066.

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

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

Paraclete will provide virtual racial equity coaching and consulting for HSC’s administrators and faculty. Paraclete will also provide multiple professional development sessions to develop staff understanding and utilization of racial equity frameworks in teaching, school structures, and staff to staff, staff to student, and student to student interactions, as well as strategies to decrease bias and increase impact in data monitoring. Paraclete will also coach and support the Building Leader and Co-Building Leader in developing leadership to promote equity. Finally, Paraclete will advise building leaders as they plan for SPMT meetings.

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*. 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's 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

09/19/2022
Date

Date

Devon Alexander
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

Summary of Professional Services & Fees
High School in the Community
 Submitted by Devon Alexander, Paraclete Partnerships, LLC.

July, 2022

Description:

Participants will receive coaching on how to progress along the IDI Continuum to stages of adaptive intercultural competence, engagement, and professional practice. Educational racial equity coaching workshops will enable participants to learn, self-assess, and practice the skills necessary to engage in healthy and effective educational racial discourse that positions them to enact racially equitable professional practices. Professional learning designed for a book study on **Culturally Responsive Teaching and the Brain** will support educators' culturally responsive educational professional practice. Coaching for data-monitoring for instructional adjustments is designed to support educators in discovering the disparities and inequities that are evidenced in their professional practice. Data-driven student-centered monitoring process is the framework we will utilize in this aspect of the program. Investigation of these challenges positions educators to improve their leadership, instruction, and practice.

- A mix of bi-monthly meeting and monthly planning, preparation, and coaching hours will offer a wide array of engagement opportunities for staff seeking to refine their professional practice for educational racial equity.

The following chart of services offers a financial breakdown of the designed scope of services.

Services:

Experiences	Timeline	Fees
<p><u>IDI Intercultural Competency Coaching</u> Intercultural Development Inventory debriefing and on-going coaching is incorporated into the educational racial equity programming in order to facilitate participants' intercultural and racial consciousness development.</p>	<p>August, 2022 – June, 2023</p> <ul style="list-style-type: none"> • Each session is designed for 1.0 hour. • These virtual sessions will be designed for identified staff. • Research, planning, and preparation rate reflected within the flat fee. 	<p>Flat Fee - \$1,000.00 (10 sessions)</p>
<p><u>Culturally Responsive Teaching and the Brain – Book Study</u> Professional Culturally responsive book study professional development is designed to promote professional practice improvement. Coaching is data-driven and student-centered for measurable educator professional practice and student learning skill performance.</p>	<p>August, 2022 – June, 2023</p> <ul style="list-style-type: none"> • Each session is designed for 1.2 hours. • These virtual sessions will be designed for identified staff. • Research, planning, and preparation rate reflected within the flat fee. 	<p>Flat Fee - \$1,000.00 (10 sessions).</p>
<p><u>Educational Racial Equity Coaching</u> A 9 module asynchronous program provides educators with study that improves knowledge and comprehension of the social construction of race as a factor within education. A monthly</p>	<p>August, 2022 – June, 2023</p> <ul style="list-style-type: none"> • Each session is designed for 1.0 hour. • These virtual sessions will be designed for identified staff. 	<p>Flat Fee - \$1,000.00</p>

workshop provides additional educational theory and case studies to support educators' concrete development of their professional practice to overcome patterned educational racial inequity.

- Research, planning, and preparation rate reflected within the flat fee.

(10 sessions)

Total –

\$30,000.00