



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Dr. Yann B. Poncin

Doing Business As, if applicable:

Business Address: 230 Frontage Road, New Haven, CT 06519

Business Phone: 203-868-0129

Business email: yann.poncin@yale.edu

Funding Source & Acct # including location code: General Funds Contractual Account, account # 190-494-00-56694

Principal or Supervisor: Typhanie Jackson, Executive Director of Special Education and Student Services Department.

Agreement Effective Dates: From: August 29, 2022. To: June 30, 2023.

Hourly rate of \$250.00 for 80 sessions.

Total amount: \$20,000

Description of Service:

Psychiatric services to be performed by the Contractor shall, in general, consist of in-service training, consultation, school-based evaluation services, behavioral services and Planning and Placement Team participation. More specifically -

1. The psychiatric consultation/evaluation process should address diagnoses; how such diagnoses manifest and what interventions work best in addressing the problems. The reporting of results should be done in an understandable fashion so a lay person can comprehend the findings. School placement issues are not to be addressed.
 - a. Evaluations should include, at a minimum, the following procedures -
 - i. Staff interviews
 - ii. Parent interviews
 - iii. Student observation and/or interviews
 - iv. Information gathered from outside care providers
 - v. A formal written report delineating separately educational recommendations and non-educational recommendations
 - vi. Feedback to school and parent



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Typhanie Jackson, Executive Director of SPED and Student Services
Date: July 22, 2022
Re: Contract – Dr. Yann Poncin

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:** Dr. Yann Poncin
2. **Description of Service:** To provide psychiatric services to consist of in-service training, consultation, school-based evaluation services behavioral services and planning and placement participation.
3. **Amount** of Agreement and hourly or session cost: \$20,000, 80 sessions at a rate of \$250.00 each
4. **Funding Source** and account number: General Funds Contractual Account, account # \$20,000
5. Approximate number of staff served through this program or service: 50
6. Approximate number of students served through this program or service: 20
7. **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: Renewal/no increase
 - c. If this is a continuation, when was the last time alternative quotes were requested? Annually
 - 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, Dr. Poncin is specialized in providing this service.

- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe) No

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?
No
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? Renewal
- f. If it is a renewal/continuation has cost increased? If yes, by how much? No increase
- g. Will the output of this Agreement contribute to building internal capabilities?
If yes, please explain: N/A

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: This contractor has extensive background in psychiatric services which allows for him to provide consultation and professional development for staff.
- 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, previous history and comparable market price
- 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? This contractor will allow for us to provide and assist schools in planning for students with complex social emotional needs.
- 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 aligned to the district's continuous improvement plan to provide social emotional and behavioral supports that is needed by students in our school district.

12. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound as providing consultation and evaluation from a psychiatrist which will allow students to remain in our public setting instead of being outplaced at a cost of more than \$50,000
13. What are the implications of not approving this Agreement? Implications of not approving this agreement is that we may not meet the legal requirements in cases where a psychiatric consultation is required by students.

Rev: 8/2021

vii. Formal presentation of findings at a PPT, as needed

2. To provide professional development for staff across the district related to mental health issues.

Submitted by: Typhanie Jackson, Director

Phone: 475-220-1760



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Dr. Yann B. Poncin

FOR DEPARTMENT/PROGRAM:

Student Services/Special Education Department

This Agreement entered into on the 19th, on the July, 2022 effective 9th day of August, 2022 by and between the New Haven Board of Education (herein referred to as the “Board” and, Dr. Yann B. Poncin, MD located at, 230 South Frontage Road, New Haven, CT 06519 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$250.00 per day, an hour or session, for a total of 80 days, hours or sessions.

The maximum amount the contractor shall be paid under this agreement: Twenty Thousand Dollars (\$20,000). 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 General Funds Contractual Account Program of the New Haven Board of Education, **Account Number:** 190-494-56694 **Location Code:** 0490.

This agreement shall remain in effect from August 29, 2022 to June 30, 2023.

SCOPE OF SERVICE:

Psychiatric services to be performed by the Contractor shall, in general, consist of in-service training, consultation, school-based evaluation services, behavioral services and Planning and Placement Team participation. More specifically

1. The psychiatric consultation/evaluation process should address diagnoses; how such diagnoses manifest and what interventions work best in addressing the problems. The reporting of results should be done in an understandable fashion so a lay person can comprehend the findings. School placement issues are not to be addressed.
 - a. Evaluations should include, at a minimum, the following procedures -
 - i. Staff interviews
 - ii. Parent interviews
 - iii. Student observation and/or interviews
 - iv. Information gathered from outside care providers
 - v. A formal written report delineating separately educational recommendations and non-educational recommendations
 - vi. Feedback to school and parent
 - vii. Formal presentation of findings at a PPT, as needed

2. To provide professional development for staff across the district related to mental health issues.

Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service 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

July 21, 2022

Date

Date

Yann B. Poncin, MD

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.

CONTRACTOR ASSESSMENT

Vendor Name: Dr. Yann Poncin

Project Description: Psychiatric Services

Evaluator: TYPHANIE JACKSON

Date: July 19, 2022

	Unacceptable				Excellent	Not applicable
	1	2	3	4	5	N/A
Quality of contractor's Work						
1. Attendance					X	
2. Effectiveness of Psychological Evaluations					X	
3. Ability to relate to parents and professionals during PPT's					X	
4. Monitor and maintain social emotional behavioral records					X	
5. Educational/psychological support					X	
Working relationship of contractors with district						
6. Timely submission of invoices					X	
7. Accuracy of invoices					X	
8. Collegial, collaborative relationships with building professionals					x	
Implementation of practice across the district						
9. Flexibility in scheduling					x	
10. Coverage when needed (substitution)						x
11. Team work with teacher and other professionals					X	