



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Quinnipiac University

Doing Business As, if applicable:

Business Address: 275 Mount Carmel Avenue, Hamden, CT

Business Phone: (203) 582 - 8200

Business email: Christina.Pavlak@quinnipiac.edu

Funding Source & Acct # including location code: ARP ESSER III Carryover Program; 2553-6399-56694-0016

Principal or Supervisor: Monica Morales

Agreement Effective Dates: From August 2023. To June 2024.

Yearly Rate Per Student
Total amount: \$9,450.00

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

Student interns from Quinnipiac University will serve as building substitute teachers and will receive student teaching placements with Fair Haven staff. Quinnipiac University interns will support all students throughout the building in grades K-8.

Submitted by: Monica Morales Phone: (475) 220-2600



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Monica Morales

Date: 3/9/23

Re: Quinnipiac University Interns

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:** Quinnipiac University

2. **Description of Service:**

- a. Graduate students from Quinnipiac University participating in the Master of Arts in Teaching program will intern at Fair Haven School throughout the 2023-2024 schoolyear. Interns will serve our students as building substitutes and as mentors/tutors. In addition, the interns will be placed with Fair Haven School teachers who will mentor these students through student teaching.

3. **Amount** of Agreement and hourly or session cost: \$28,350.00

- a. \$9,450.00 per schoolyear x 3 university interns

4. **Funding Source** and account number: ARP ESSER III Carryover Program; 2553-6399-56694-0016 (\$28,350.00)

5. Approximate number of staff served through this program or service: 65

6. Approximate number of students served through this program or service: 750

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

Answer all questions:

- a. If continuation/renewal, has the cost increased? If yes, by how much?
 - i. N/A
- b. What would an alternative contractor cost:
 - i. Not offered through other local universities
- c. If this is a continuation, when was the last time alternative quotes were requested?
 - i. N/A
- d. For new or continuation: is this a service existing staff could provide. If no, why not?

- i. No, this service is for pre-service teacher candidates to acquire experience and university credits.

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?
 - 1. No
- b. After School or Extended Hours Program?
 - i. No
- c. School Readiness or Head Start Programs?
 - i. No
- d. Other: (Please describe)
 - i. Quinnipiac University interns will be coming during the school day throughout the entire school year serving as building substitutes, tutors, mentors, and student teachers.

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business?
 - i. No
- b. Is the Contractor Local?
 - i. Yes
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
 - i. No
- d. Is the Contractor a public corporation?
 - i. No
- e. Is this a renewal/continuation Agreement or a new service?
 - i. New service
- f. If it is a renewal/continuation has cost increased? If yes, by how much?
 - i. N/A
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:
 - i. Yes. Having interns at our school may result in hiring the interns in order to fill teacher vacancies. It will also assist with the daily shortage of substitutes.

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:
 - i. The Quinnipiac University interns will bring multiple skills to the building as they are pre-service teachers. The students are in their fifth year at the university completing their teacher preparation program and will bring their skills to the classrooms they are subbing, mentoring, and student teaching in.
<https://www.qu.edu/schools/education/>

- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
 - i. Quote provided to Cynthia Clark and Monica Morales
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
 - i. No, the contractor was selected based upon previous experience relationship between Fair Haven School and Quinnipiac University. As a professional development school with Quinnipiac University, we would like to bring the intern program back as it was very successful in years past. Through the internship program, Fair Haven School has been able to hire numerous qualified and effective classroom teachers.
- d. Who were the members of the selection committee that scored bid applications?
 - i. Monica Morales and Cynthia Clark
- 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?
 - i. Daily substitute shortage – Quinnipiac University Interns will be able to cover classes daily. As pre-service teachers in a teaching program, the students will be able to use teacher lesson plans to continue instruction for the students.
 - ii. Teacher shortage – In order to help mitigate the teacher shortage, we will be able to hire the Quinnipiac University interns to fill vacancies.
 - iii. Strengthens School and University Partnership – From past experiences, the university interns support the school by doing fundraising, assist in running family engagement activities, and provide materials/resources for the school.
 - iv. Veteran Teachers as Mentors – Fair Haven TEAM trained staff, will be able to share best practices and mentor the university interns as their cooperating teachers.
 - v. Small Group Instruction – When in classrooms, the university interns will be able to support small group instruction benefiting individual student needs. The interns will serve as interventionists.
 - vi. The support of the Quinnipiac University interns will be measured and monitored through student data of both district and school assessments. We will analyze their beginning, middle, and end of year data for small groups that the interns are instructing. We will monitor the interns attendance to ensure they are available to cover classes when necessary allowing paraprofessionals to remain in classes to support students.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
 - i. N/A
- c. How is this service aligned to the District Continuous Improvement Plan?

- i. Academic Learning – The interns will be able to provide small group instruction, continue Tier I instruction from teacher lessons plans in their absence, and support Tier I instruction through their student teaching.
- ii. Culture and Climate – Mentor teachers will be reflective practitioners as they support the interns.
- iii. Youth and Family Engagement – Quinnipiac University interns will host family events to strengthen school and home connections.
- iv. Talented Educators – The interns will be trained through Fair Haven staff to be qualified and effective educators. The hope is to hire these interns for the following school year to fill vacancies.
- v. Operational Facilities – The interns will be used to cover for classes which will assist in the daily operations of the building. The interns are available to support school events such as conference and Open House.

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

- a. This agreement is fiscally sound because the cost of the interns is less expensive than district provided substitutes. The cost of a substitute is \$100.00 per day times 180 school days equaling \$18,000 per school year per substitute. The cost of each intern is \$9,450.00 per school year. In addition to strictly substituting, the interns provide:
 - i. Stability within the building
 - ii. Small group instruction
 - iii. Family support
 - iv. Support before school, after school, and attend teacher in-service days

13. What are the implications of not approving this Agreement?

- a. The implications will be that we will continue to pull paraprofessionals daily from classrooms to cover teacher vacancies lessening the impact on student achievement. By being at Fair Haven School every day, the interns will be able to build relationships with staff, students, and families whereas various district provided substitutes lack commitment to the school community.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(Quinnipiac University)

FOR DEPARTMENT/PROGRAM:

(Fair Haven School)

This Agreement entered into on the 15th day of March 2023, effective (*no sooner than the day after Board of Education Approval*), the 28th day of March, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Quinnipiac University located at, 275 Mount Carmel Avenue, Hamden, CT (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$9,450.00 per intern, for a maximum of three interns. The cost of each intern is \$6,300.00 for the fall semester and \$3,150.00 for the spring semester when the interns would be student teaching. This would bring the total cost of each intern to \$9,450.00.

The maximum amount the contractor shall be paid under this agreement: Twenty- Eight Thousand Three Hundred Fifty Dollars (\$28,350.00). 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 ARP ESSER III Carryover Program **Program** of the New Haven Board of Education, **Account Number:** 2553-6399-56694 **Location Code:** 0016

This agreement shall remain in effect from August 1, 2023 to June 30, 2024

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

Graduate students from Quinnipiac University participating in the Master of Arts in Teaching program will intern at Fair Haven School throughout the 2023-2024 schoolyear. Interns will serve our students as building substitutes and as mentors/tutors. In addition, the interns will be placed with Fair Haven School teachers who will mentor these students through student teaching. We are requesting three Quinnipiac University interns for the 2023-2024 school year. The interns will complete their internship as well as their 10 week student teaching placement at Fair Haven School.

When the interns are not student teaching, they will be able to cover classes, pull small groups, and assist in classrooms.

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.

Sample contract attached.

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

Date

Date

Contractor Printed Name & Title

EXHIBIT A



Internship Agreement

This Agreement (the “Agreement”) made and entered into this XX day of August, XXXX, between Quinnipiac University (the “University”), a private non-profit higher education corporation organized under the laws of the State of Connecticut, with offices located at 275 Mount Carmel Avenue, Hamden, Connecticut, and the Board of Education of the city/town of XXXXXXXXXX (the “Board”), a local board of education with an office at XXXXXXXXXX XXXXXX, Connecticut.

WITNESSETH:

WHEREAS, the University desires to establish a clinical internship to assist in the training of teacher candidates enrolled in its Master of Arts in Teaching program; and

WHEREAS, the Board desires to utilize the services of teacher candidates enrolled in the University’s Master of Arts in Teaching program in substitute teaching assignments;

NOW THEREFORE, in consideration of the premises and the mutual covenants, agreements and undertakings, hereinafter set forth, the parties hereto agree as follows:

ARTICLE I

RESPONSIBILITIES OF THE UNIVERSITY

Section 1.1 Certification of Teacher Candidates for Participation. The University shall certify for participation in the clinical internship only those qualified teacher candidates enrolled in its Master of Arts in Teaching program who have received a baccalaureate degree.

Section 1.2 Interview. The University shall arrange for each potential intern in a school district (the “Internship Site”) to be interviewed by the principal, vice-principal, or other designated representative of the system. Such interviews shall be conducted before placement. Only those teacher candidates of the University who have been interviewed and accepted by the school representative at the Internship Site shall be permitted to intern at that site.

Section 1.3 Insurance. The University will maintain, at its sole expense, general liability insurance to provide indemnity against all claims, suits and expenses, including legal fees, in connection with loss of life, bodily injury and property damage arising from any negligent act or omission by its clinical interns.

Section 1.4 Coordination of Clinical Internship.

(a) Clinical Internship Coordinator. The University shall designate a clinical placement coordinator (the “Clinical Placement Coordinator”) to facilitate administration of the clinical internship.

(b) Monitoring of Intern Performance. The Clinical Placement Coordinator or his/her designee shall periodically visit the intern at the Internship Site in order to assess the intern’s progress during the internship and also to meet with the building administrator.

(c) Evaluation of Intern Performance. The Clinical Placement Coordinator may consult with school personnel as appropriate in conducting evaluations of the intern’s performance.

Section 1.5 Confidential Information. Neither the University nor any of its teacher candidates, faculty members, or personnel shall disclose any confidential material connected with the Board, the Internship Site, or any of the students enrolled at the Internship Site, except as may otherwise be required by law.

ARTICLE II

RESPONSIBILITIES OF THE BOARD

Section 2.1 Clinical Experience. The Board shall provide the opportunity for interns to work in a classroom setting as substitute teachers residing at the Internship Site during the academic year. Interns shall be permitted to assist in the preparation of teaching materials directly related to classroom instruction and the presentation of the curriculum to classes. Interns shall be given one duty-free period per day. Interns shall not be permitted to serve as substitute teachers in any one class for more than five consecutive days and shall not be used to fill vacancies. Interns shall not be asked to serve in a school other than the Internship Site to which they are assigned. Interns have not been trained in Physical Management Training (PMT) and therefore are not certified to restrain or intervene in situations where a student(s) is in crisis. For the safety of both the student(s) and Interns, it is the responsibility of the Board to have a staff member certified in PMT available.

Section 2.2 Intern Advisors. Each Internship Site shall designate one teacher who will serve as an intern advisor (the “Intern Advisor”) for each intern. The Intern Advisor shall be available throughout the internship year to assist the intern in adjusting to and carrying out his/her internship responsibilities. The Intern Advisor is expected to complete an evaluation of the intern.

Section 2.3 Length of the Intern’s Day. The intern’s responsibilities shall begin 15 minutes prior to the start of the school day and end 15 minutes after the student dismissal bell.

Section 2.4 Change of Internship Site. The Board shall allow an intern to change Internship Site within the school district at the end of the first semester of the internship experience if such a change is recommended by the Clinical Placement Coordinator in order to enhance the clinical experience of the intern.

Section 2.5 Attendance. Each Internship Site shall maintain a record of attendance for each intern. Such records shall be made available to the Clinical Placement Coordinator upon request.

ARTICLE III

COMPENSATION

Full-year Internship. The Board shall pay the University \$6300 per intern per semester (a total of \$12,600 for the academic year) in exchange for which the intern shall work at least 86 days during each of two semesters. If the intern is absent from participation for more than 8 days for the year, the Board shall reduce compensation paid to the University by \$50.00 for each absence in excess of 8 days. The Board shall make payment to the University in full each year on or before January 31 for services of interns for the fall semester and on or before June 30 for services of interns for the spring semester.

Internship & Student Teaching Combination. The Board shall pay the University \$6300 per intern for the first semester in exchange for which the intern shall work at least 86 days during this semester. The Board shall pay the University \$3150 per intern for the second semester in exchange for which the intern shall work at least 36 days during this semester. (The total cost for the Internship & Student Teaching Combination for the academic year is \$9,450.) Additionally, the Board agrees to provide each intern an opportunity to student teach in the district for a minimal period of 50 days during the spring semester. If the intern is absent from participation in the internship and student teaching for more than 8 days, the Board shall reduce compensation paid to the University by \$50.00 for each absence in excess of 8 days. The Board shall make payment to the University in full each year on or before January 31 for services of interns for the fall semester and on or before June 30 for services of interns for the spring semester.

Intern Compensation. Interns are compensated by the University in two ways for their services:

- (a) academic credit applied to the requirements for the Master of Arts in Teaching degree
- (b) tuition remission for coursework taken during the internship year

ARTICLE IV

TERMINATION

Section 4.1 Termination of the Internship Placement. An intern may be withdrawn from an Internship Site for unsatisfactory performance and/or inconsistent attendance upon the recommendation of the Clinical Placement Coordinator, the principal, the vice-principal, or other designated representative of the Board.

ARTICLE V

MISCELLANEOUS PROVISIONS

Section 5.1 Terms of Agreement. The term of this Agreement shall commence on August XX, 20XX and shall end on June 30, 20XX.

Section 5.2 Interns Are Not Employees. Both the Board and the University acknowledge that interns are teacher candidates at the University engaged in a program of study for academic credit and are not, and should not be deemed to be, employees of the Board for any purpose, including but not limited to compensation, or worker's or unemployment compensation.

Section 5.3 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, and shall be binding upon all parties, their successors and assigns.

Section 5.4 Severability of Provision. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction.

Section 5.5 Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Connecticut.

Section 5.6 Entire Agreement and Amendment. This Agreement is the entire agreement between the parties, superseding and rescinding all prior agreements relating to the subject matter hereof. Unless otherwise indicated herein, this Agreement cannot be changed or terminated orally, and shall be deemed effective as of the date executed.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

BOARD OF EDUCATION

QUINNIPIAC UNIVERSITY

CITY/TOWN OF XXXXXXXX

(Signature) _____

(Signature) _____

By:

By:

Title:

Title:

Date:

Date:



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.