



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: New Haven Reads

Doing Business As, if applicable:

Business Address: 45 Bristol Street, New Haven, CT 06511

Business Phone: 203-752-1923

Business email: kirsten@newhavenreads.org

Funding Source & Acct # including location code:
- ESSER II- 2552-6363-56697-0444 (\$50,000)

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 12/13/2022. To 06/30/2023.

Hourly rate or per session rate or per day rate.

- \$362.32 a day for 138 days

Total amount: \$50,000.00

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

- New Haven Reads will be supporting at least (200) NHPS students in 1st-12th grade. New Haven Reads will be providing 138 days of individualized tutoring services focusing on one-on-one literacy across (4) sites across the city from December 13, 2022 to June 30, 2023. New Haven Reads aims to work with students who are below grade level reading. Providing a trained tutor with the student working together one-three times a week. New Haven Reads goal is to assure the child's specific needs are met in efforts to work towards fluent reading and strong literacy comprehension for the remainder of the school year

Submitted by: Jubie Lopez Phone: 8-1436



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Gemma Joseph Lumpkin
Date: 11/22/22
Re: New Haven Reads

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:** New Haven Reads

2. **Description of Service:**

- New Haven Reads will be supporting at least (200) NHPS students in 1st-12th grade. New Haven Reads will be providing 138 days of individualized tutoring services focusing on one-on-one literacy across (4) sites across the city from December 13, 2022 to June 30, 2023. New Haven Reads aims to work with students who are below grade level reading. Providing a trained tutor with the student working together one-three times a week. New Haven Reads goal is to assure the child's specific needs are met in efforts to work towards fluent reading and strong literacy comprehension for the remainder of the school year

3. **Amount of Agreement and hourly or session cost:**

- a. \$362.32 a day for 138 days

4. **Funding Source and account number:**

- a. ESSER II- 2552-6363-56697-0444 (\$50,000)

5. **Approximate number of staff served through this program or service:** 0

6. **Approximate number of students served through this program or service:** 200

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

Answer all questions:

a. If continuation/renewal, has the cost increased? If yes, by how much?

- i. Continuation, no cost increase

b. What would an alternative contractor cost:

- i. Based off local vendors, similar service range approximately from \$450-\$700 a day for the same number of students NHR are servicing.

- c. If this is a continuation, when was the last time alternative quotes were requested?
 - i. 2022 RFQ process
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
 - i. No, New Haven Reads staff are certified tutors who specialize in the literacy needs of students grade 1-12.

8. Type of Service:

Answer all questions:

- a. Professional Development?
 - i. No
 - ii. If this is a professional development program, can the service be provided by existing staff? If no, why not?
- b. After School or Extended Hours Program?
 - i. After School
- c. School Readiness or Head Start Programs?
 - i. No
- d. Other: (Please describe)

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, New Haven based
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
 - i. Yes, Local
- d. Is the Contractor a public corporation?
 - i. No
- e. Is this a renewal/continuation Agreement or a new service?
 - i. Renewal
- f. If it is a renewal/continuation has cost increased? If yes, by how much?
 - i. No cost increase for services
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:
 - i. No

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. New Haven Reads brings tutoring and literacy efforts that are needed to support our students who are currently struggling academically. Offering days throughout the week and on the weekend, New Haven Reads tailors their program to support not only the students, but the families in our community.

- ii. <https://newhavenreads.org/>
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
 - i. RFQ
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
 - i. Contractor provides us a competitive rate for the number of students we aim to assist within the district. They were the lowest bidder when it came to tutoring and literacy support.
- d. Who were the members of the selection committee that scored bid applications?
 - i. Christian Tabares, Dianne Stewart, Arthur Edwards, Dianne Stewart, Jose Camacho, Lysie Rodriguez
- 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. The contractor will provide one on one literacy tutoring to students who are below reading level with the goal to improve the students specific needs to improve reading and comprehension for the remainder of the schools year.
 - ii. Services will be monitored using the APT tool, which assess the overall quality of the programs staffing, staff's engagement with students and families, collaboration with NHPS staff, transitioning of students and activities offered. The evaluation team consist of the Building Leader with a team, which may consist of other NHPS staff, parents and community members. APT raters observe and score staff interactions (manner, affect, and tone of voice) with youth and families. The observers rate areas such as:
 1. Are staffs greeting students and families
 2. Transitioning of students
 3. Does the space provide appropriate room for all youth and staff?
 4. The ability of staffs to communication with youth and/or their families in their language(s).
 5. The support staff provide in assisting youth with organizing and preparing themselves to do their homework.
 6. Staffs adjustments and accommodations for students based on their experiences and needs and that
 7. Staffs use of simple reminders and redirection to support positive behaviors.
 8. Dismissal Process
- 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?

- i. New Have Reads engage students in purposeful, supportive and meaningful learning experiences that coherently support and challenge students to improve their literacy skills.

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

- a. This agreement provides quality service from a reputable vendor at a reasonable cost. The cost associated with the program are in line with contractors providing similar services.

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

- a. Students who struggle with reading and literacy lessons will continue to have troubles with class materials throughout the school year. Given the lack of staffing at certain schools, the one on one tutoring is essential to assist the students in need to gain the skills to improve their overall literacy skills.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(New Haven Reads)

FOR DEPARTMENT/PROGRAM:

(Youth, Family, Community Engagement)

This Agreement entered into on the 22 day of November 2023, effective (*no sooner than the day after Board of Education Approval*), the 13 day of December, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, New Haven Reads located at, 45 Bristol Street, New Haven, CT 06511 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$362.32 per day, for a total of 138 days.

The maximum amount the contractor shall be paid under this agreement: Fifty Thousand Dollars (\$50,000). 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 ESSER II **Program** of the New Haven Board of Education, **Account Number:** 2552-6363-56697 **Location Code:** 0444

This agreement shall remain in effect from 12/13/2022 to 06/30/2023

SCOPE OF SERVICE: *In the space below, please provide brief summary of service.*

- New Haven Reads will be supporting at least (200) NHPS students in 1st-12th grade. New Haven Reads will be providing 138 days of individualized tutoring services focusing on one-on-one literacy across (4) sites across the city from December 13, 2022 to June 30, 2023. New Haven Reads aims to work with students who are below grade level reading. Providing a trained tutor with the student working together one-three times a week. New Haven Reads goal is to assure the child’s specific needs are met in efforts to work towards fluent reading and strong literacy comprehension for the remainder of the school year

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.

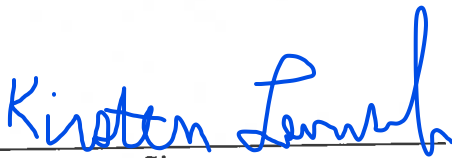
Exhibit B: Student Data Privacy - attached

Exhibit C: Contractor's Declaration Attesting to Compliance with Executive Order No. 13G – form must be completed by the contractor. See attached form for contractors who are working with students or staff in school or in after school programs, regardless of location.

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

Nov. 22, 2022

Date

Date

Kirsten Levinsohn, Executive Director

Contractor Printed Name & Title

Revised: 9-27-21



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.



The New Haven Reads Community Book Bank, Inc.
45 Bristol Street, New Haven, Connecticut 06511
203.752.1923 • information@newhavenreads.org
www.newhavenreads.org

New Haven Board of Education

Afterschool Programming

November 21, 2022

Exhibit A: Scope of Services

New Haven Reads will be utilizing funds from the NHPS BOE Afterschool Programming to support our afterschool literacy tutoring program running for the full academic year.

New Haven Reads provides one-on-one after-school literacy tutoring to students who are reading below grade-level six days a week for three hours a day during the week at three locations and four hours a week on Saturday. All our programs are free of charge to participants, and we are open to students first grade through twelfth. The only criteria to join our program is that the student is reading below grade level.

As a partner of the New Haven Public Schools Office of Youth, Family and Community Engagement, New Haven Reads will:

- **Tutor at least 200 students** who are working below grade level. We will first determine their specific areas of need and individualize the program to maximize the effectiveness of the teaching time. If the child is learning online and the family has technology issues, we will provide refurbished laptops. Over 90% of our students are working in person.
- Our students are placed with a trained tutor, and they will work together one to three times a week in person or online focusing on the child's specific needs to work towards fluent reading and strong comprehension for the entire school year.



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- The hour is highly structured and includes 15-20 minutes of *Lexia* (an online phonics program), 15-20 minutes reading and discussing a book of the student's choice or a decodable book, 15-20 minutes of workbook or other activities that teach and reinforce needed skills, and 5-10 minutes of an education game to reinforce concepts and to end the tutoring session on a high note.
- We anticipate attendance will be 80% or higher which is our annual average.
- Two New Haven Reads Site Directors will oversee the tutoring pairs and provide resources, answer questions, facilitate the tutoring sessions, communicate with parents, and connect with schools when needed.
- We will use funds from the Afterschool Programming grant to support the salaries of our Site Directors who are critical to the success of the program.

Information about our programming:

of sessions offered weekly: 51 sessions each week of one-on-one literacy tutoring dispersed amongst 4 sites in New Haven

of weeks per academic year: 23 weeks beginning December 13, 2022 – June 10, 2023

of students from New Haven: 219 students, grades 1 through 12

\$362.32 per day, for up to a maximum of 138 days, for tutorial services for up to 200 NHPS students for \$50,000 total. Each day there will be 3 hours of programming, running on all days that school is in session per the NHPS ten-month calendar and on Saturdays.

The cost to NHR for each student for a year is \$2986. The total cost of our programming is \$895,881.



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Locations for tutoring:

45 Bristol Street, also houses our Book Bank in which we give away about 70,000 books annually. We offer tutoring 6 days a week at this site.

5 Science Park on Winchester Street

85 Willow Street

Bishop Woods Schools- 2 days a week now, 4 days starting in January

Assessment impact from last year's pre and post test data

100% of students improved in critical literacy skills

90% improved comprehension reading scores

75% improved their reading level on one or more grade levels

Demographic information:

47% African American

40% Hispanic – Caucasian

4% Caucasian

3% Asian

3% Hispanic- African American

3% Mixed race



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