



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: The Foundation of the Greater New Haven Chamber of Commerce

Doing Business As, if applicable:

Business Address: 900 Chapel Street, 10th Floor, New Haven, CT 06510-2811

Business Phone: 203.787.6735

Business email: info@gnhcc.com

Funding Source & Acct # including location code: Priority Schools Program: 2579-5319-56694-0000

Principal or Supervisor: Robert McCain, Science Supervisor

Agreement Effective Dates: From 09/13/2022. To 6/30/2023.

Hourly rate or per session rate or per day rate. Total amount: **\$28,000**

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."* The Science Fair Program is managed by the Greater New Haven Chamber of Commerce, and includes Family Science Nights focused on Priority Schools (8-12 per year), mentorship for science fair programs (30-40 mentors/year), support for over 24 school science fairs, and management of city wide science fair May 15-16 (~225 projects from all schools, ~600 students)

Submitted by: Robert McCain, Science Supervisor

Phone: 860-834-4682



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Robert McCain, K12 Science Supervisor
Date: February 13, 2023
Re: Science Fair Agreement with Foundation of Greater New Haven Chamber of Commerce \

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: Foundation of the Greater New Haven Chamber of Commerce

2. Description of Service: The Science Fair Program is managed by the Greater New Haven Chamber of Commerce, and includes Family Science Nights focused on Priority Schools (8-12 per year), mentorship for science fair programs (50-120 mentors/year), support for over 24 school science fairs, and management of city wide science fair 22-23 (~250 projects from all schools, ~600 students). Note that a determination has not yet been made whether this year's city wide fair will be in person at the Fieldhouse or at Yale Commons

3. Amount of Agreement and hourly or session cost: up to \$28,000 (up to \$18,000 in supplies/services and up to \$14,000 in direct personnel/staff costs, ~125 days @\$112 /day)

4. Funding Source and account number: Priority Schools Program: 2579-5319-56694-0000

5/6. *Approximately ~500 staff and 8000 students involved/affected by NHPS Science Fair Program each year (~150-300 families in Family Science Nights, ~300 students/groups with mentors, ~20 students in CT State Fair, ~8000 students in school fairs, ~600 students in city wide fair).*

7. Continuation/renewal or new Agreement? *This is a continuation contract, the 65th year for the Chamber of Commerce, and the 28th year of the program.*

Answer all questions:

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

Cost is the same as it was prior to 2019, increase of \$4000 from last year. Supply costs of rental of tables, meals, science supplies have increased since the start of the pandemic. This matches with the goals of the Priority Schools grant to link parent/community engagement with academic success and has been included since 2006.

b, c. What would an alternative contractor cost/ when was the last time alternative quotes were requested?:

Other contractors investigated in the past (2007, 2018) have include Community Foundation for Greater New Haven, CT Pre Engineering Program, ACES. Quotes were higher than GNHCC/ None of them have the business connections and fund raising ability that GNHCC is able to help with to provide full funding for the entire program. The only other option would be to do a similar contract with Yale Office of New Haven and State Affairs as fiscal agent.

d. For new or continuation: is this a service existing staff could provide. If no, why not?

Should NHPS NOT contribute funding, it is unlikely that many of these corporate sponsors would continue their support as well, and elements of the program would be eliminated. Note that beyond the physical costs of the program (materials, supplies, rentals, website, project boards, handbooks, judges meals, custodial/security, etc..) there requires hours of work to run the Family Science Nights, Mentor Program, support school science fairs and the city wide fair itself, which cannot be done by one science supervisor.

8. Type of Service:

Answer all questions:

a. Professional Development?

If this is a professional development program, can the service be provided by existing staff? If no, why not?

There is some professional development in the program, and it is usually provided along with the science supervisor and volunteers from Yale, SCSU. It is coordinated through the science fair committee as part of the program (GNHCC managed) to make sure it aligns with the mentors and other pieces of the program.

b. After School or Extended Hours Program?

The main pieces of the program are: Family Science Nights which are part of Parent outreach, managed by GNHCC and coordinated with NHPS staff. The Mentor program, which connects volunteers to many students/teachers working on science fair projects and the Science Fair program itself which affects nearly 8000 students a year, or up to 600 at the city wide fair itself.

9. Contractor Classification:

Answer all questions:

a. Is the Contractor a Minority or Women Owned Business? *Business is a non-profit foundation that serves as the fiscal agent for the program, includes many minority/women owned business as partners.*

b. Is the Contractor Local? *Yes*

c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? *Yes, Local*

d. Is the Contractor a public corporation? *No*

e. Is this a renewal/continuation Agreement or a new service? *Continuation*

f. If it is a renewal/continuation has cost increased? If yes, by how much? *No cost increase.*

g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:

10. Contractor Selection:

a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume. *This is a continuation contract, the 65th year for the Chamber of Commerce, and the 28th year of the program. Each year, the teachers, schools, students, mentors and judges are surveyed and the scope of the work is determined for the following year. The work is directly overseen by the science supervisor and a steering committee with community volunteers from business/industry who evaluates and monitors/adjusts the work of the Chamber every year. The GNHCC Foundation serves as the fiduciary agent for the program (annual budget ~\$80K/year) and also does a lot of work in writing the grants and the paperwork for our various donors: Funding for the 2019 Fair came from Alexion Pharmaceuticals, Boehringer Ingelheim (BI Cares Foundation), Bristol Myers Squibb, The Community Foundation of Greater New Haven, CRISP (SCSU), Liberty Bank Foundation, the Dennis Bornick Fund and the Community Foundation of Greater New Haven, New Haven Manufacturers Association, NEWALLIANCE Foundation, New Haven Public Schools, Pfizer Inc., Science Park Development Corporation, Yale University-Office of New Haven & State Affairs, and Pathways to Science, Target and the Watershed Fund. Some grants are \$2000, some are \$15000 or higher, each with their own specific requirements. Many of these organizations have faced budget crises of their own, and many of our former large funders (Bayer, Olin, Alexion, Bristol Myers) have left/are leaving the area and other large funders (Pfizer, Jackson Labs) tend to support the state science fair or other state competitions (CT Invention Convention) rather than one school system. The chamber has experienced staff who can work with all these organizations, and has the business connections and fundraising ability we need.*

b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? *GNHCC was selected in 2007 when the previous contractor/fiscal agent (CT Pre Engineering Program) declined to continue. It was selected by the science fair committee and the selection process included the Superintendent of Schools and the Mayor's Office.*

c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: *Other contractors investigated in the past have include Community Foundation for Greater New Haven, CT Pre Engineering Program, ACES. None of them have the business connections and fund raising ability that GNHCC is able to help with to provide full funding for the entire program. It was determined that this contractor would provide a need connection to the business community while managing a program with great impact for our students.*

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?

We need them to manage the program. Each year we evaluate the effectiveness of the program through data from Family Science Nights, and surveys of mentors, teachers, the public. The Science Fair Committee also does an extensive debrief each year, which includes discussion of the contractor and plans for changes to increase effectiveness.

b. If this is a renewal/continuation service attach a copy of the evaluation or data that demonstrates effectiveness

EVALUATION: *In 20-21 the program completed 8 virtual Family Science Nights, supported 12 projects going to the CT State Science Fair in March 2021 and a virtual science fair through the fairs platform, with ~265 projects and ~150 judges, including a virtual awards ceremony. There was limited evaluation done for this event, given the constraints of the pandemic.*

The 19-20 Evaluation does not include complete data since there was no city fair, the document is a combination of both. Survey results from the last several years, indicate a high degree of satisfaction among students, teachers, schools as well as the volunteers. They especially noted the high degree of organization around the Fair day itself, including shuttle buses for judges, food for volunteers, communication about events and plans. The last city fair was one of the most highly rated events ever, mostly due to the quality food and the extra space provided by the Fieldhouse. Also received feedback on great Family Science nights, especially in the high number of parents saying they would talk/do science more at home with their children. We have work to do on the training and mentor pieces. (SCSU will work with us on the training piece, providing some webinars for teachers, and there are plans for Yale ONHSA help revitalize and increase mentors).

Beyond the general success of NHPS students on inquiry subsections of state testing, we are also able to investigate at least the city fair student attendees in terms of aggregate test scores and have seen a direct correlation between inquiry scores and science fair participation by school and group (Schools that have had higher science fair participation have higher inquiry scores). Yale has also studied their Yale Pathways students, who are supported by mentors in science fair, and as presented to the Board of Education October 2018, those students have a higher college persistence rate in STEM majors (58) than the nation (32), and New Haven (39).

c. How is this service aligned to the District Continuous Improvement Plan?

The District Plan includes goals around science achievement and college/career readiness. The Science Fair program is aligned with academic and college/career goals. Family Science Nights (10-12 a year) and science fair projects focus on the scientific inquiry process, which exactly mirrors CT State (NGSS) Science Standards and is tested in grades 5,8, 11. Science assessment results are part of the academic measures on the CT District/School Accountability Index scores. Additionally, about 8000 students participate in science fair projects each year, which require students to use evidence from research, support argumentations and conclusions, use mathematical data analysis to analyze experiments and use other literacy communication skills such as writing, speaking and listening. NHPS students consistently outperform other urban districts on state testing in these inquiry skills (designing experiments), especially in 5th and 8th grade where the majority of science fair projects are developed. NHPS students are also above the national average when it comes to persistence in STEM College majors. (39% for NHPS vs 32% national average)

Additionally, the Science Fair Program brings together the community by connecting our students and their families with 50-120 mentors, ~60 Family Science Night volunteers, and over 200 volunteer judges, fulfilling the district goals of community involvement.

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

NHPS cost has not increased in general since 2006. This matches with the goals of the Priority Schools grant to link parent/community engagement with academic success and has been included since 2006. This agreement covers roughly 1/4 of the cost for the Science Fair Program with other major sponsors including Alexion, Yale, Pfizer, SCSU, BoehringerIngelheim, Watershed Fund and United Illuminating among others. Many of the funder grants we receive are based on a matching/cost-sharing, so the funds NHPS provides fits the needs of the grants.

Other contractors investigated in the past have include Community Foundation for Greater New Haven, CT Pre Engineering Program, ACES. None of them have the business connections and fund raising ability that GNHCC is able to help with to provide full funding for the entire program.

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

Should NHPS NOT contribute funding, it is unlikely that many of these corporate sponsors would continue their support as well, and elements of the program would be eliminated. Note that beyond the physical costs of the program (materials, supplies, rentals, website, project boards, handbooks, judges meals, custodial/security, etc..) there

requires hours of work to run the Family Science Nights, Mentor Program, support school science fairs and the city wide fair itself, which cannot be done by one science supervisor.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

The Foundation of the Greater New Haven Chamber of Commerce

FOR DEPARTMENT/PROGRAM:

Science Fair Coordination, Materials and Services

This Agreement entered into on the 13 day of February 2023, effective (*no sooner than the day after Board of Education Approval*), the 13 day of February, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, **The Foundation of the Greater New Haven Chamber of Commerce** located at **900 Chapel Street, 10th floor New Haven, CT 06510-2811** (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance with the amount of supplies/services as listed (\$18,000.00), PLUS stipend services equivalent to up to 125 days at \$112/day (\$14,000.00).

The maximum amount the contractor shall be paid under this agreement: (\$28,000.00).
Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

The total compensation shall be for \$28,000 from September 13, 2022 to June 30, 2023

Fiscal support for this Agreement shall be by Priority **Program** of the New Haven Board of Education, **Account Number:** 2579-5319-56694 **Location Code:** 0000.

This agreement shall remain in effect from September 13, 2022 to Jun 30, 2023.

Note, this contract does not cover the complete cost of the Science Fair Program and expenditures of the Science Fair Program are at the direction of the Science Fair Steering Committee).

EXHIBIT A. SCOPE OF SERVICES

The coordination and administration of the Annual New Haven City Wide Science Fair Program, under the vision and direction of the Science Fair Steering Committee and the NHPS Science Supervisor, geared towards improvement of math and science skills for students in New Haven Priority Schools. This directly relates to services involved in supporting science inquiry standards and mathematics measurement, graphing and analysis standards, as well as language arts research, writing, and communication skills grades K-12:

1. Partial coordination, supplies for 8-10 Family Science Nights, in conjunction with NHPS Parent programs. *Allowable contract reimbursement includes any supplies supporting Family Science Nights (such as materials, publicity, donations), as well as up to \$2000 in direct personnel stipends/services. For 22-23 this is also expected to include partial costs associated with Family Science Nights including hosting, technology, and supply kits for use with parents/families.*

2. Partial coordination, supplies, administration of the Science Fair mentor program, including: supplies for the program, mentors and students, mentor appreciation event, SRC Committee. *Allowable contract reimbursement includes any supplies supporting the mentor aspect of the program (such as publicity materials, handbooks, student supplies) as well as up to \$6000 in direct personnel stipends/services. In 22-23, this is expected to include costs around managing and supervising mentors with students/teachers, work with the Scientific Review Committee to ensure safe and ethical experiments, and costs of supplies (\$50-\$100) for each mentor to work with students.*

3. Partial coordination, supplies and administration of school science fairs and the city wide Science Fair, including handbook, website, printing, supplies, awards, judges, and fair itself on May 15-19 *Allowable contract reimbursement includes any supplies supporting school/city science fair, (such as state science fair fees, student project boards (if required), website maintenance and updating, publicity materials/signage/printing, awards/trophies, rental of supplies/tables, etc..) or supplies/costs supporting grant input to the Science Fair Program, as well as up to \$6000 in direct personnel stipends/services. For 22-23 this is expected to include the full costs and technology involved with hosting a science fair for ~300 projects, and all the logistics of running a traditional citywide fair.*

*Note: Food/Meal costs are not reimbursable under this Priority Schools Contract.

This agreement shall remain in effect from September 13, 2022 to June 30, 2023

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.*

Feb 2023 - \$2,000.00. (anticipated administrative/grants setup, booklet, website, general supplies)

Feb. 2023 - \$8,000.00. (anticipated administrative/grants setup, booklet, website, general supplies, family science nights, mentors)

March, 2023- \$8,000.00. (anticipated costs for mentor program, family science night, supplies)

May 30, 2023 \$10,000.00. (anticipated Science Fair costs, rentals, technology, supplies)

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.



Garrett Sheehan, GNHCC

President
New Haven Board of Education

2-14-23
Date

Date

**Foundation of the Greater
New Haven Chamber, Inc
900 Chapel Street, 10th floor
New Haven, CT 06510-2811**



Greater New Haven Chamber of Commerce
900 Chapel Street, 10th Floor,
New Haven, CT 06510
203.787.6735 info@gnhcc.com

PROPOSED SCOPE OF SERVICES, 2022-23 New Haven Science Fair *(note, not all these services will be reimbursed through NHPS contract, many are covered by other sponsors)*

Overall Administration/Fiscal Agent of New Haven Science Fair Program:

- Includes organizing and facilitating meetings of Science Fair Committee.
- Working with Science Fair Program Director (Jack Crane) and NHPS Science Supervisor to manage all aspects of NH Science Fair Program.
- Providing logistical/office support, including technology for virtual events if needed.
- All logistics of city wide fair.
- Providing an overall program manager to interface with science fair committee, donors, volunteers, and staff of program.
- Soliciting and writing of grant applications and donations to GNHCC to cover the ~\$80,000/year expenses of NH Science Fair Program.

Family Science Nights

- Coordination of 8-12 Family Science Nights with volunteers, NHPS Parent program, school educators/staff, and higher education/informal education (Peabody, SCSU and others).
- Oversight of a Family Science Night coordinator.
- Providing materials, supplies for Family Science Nights.
- Administration and reporting on family satisfaction.
- Providing support for a virtual platform for FSN if needed.

Science Fair Mentor Program

- Coordination of mentor program with higher education/community volunteers (Yale, SCU, UNH, Alexion, Medtronics, etc..) to support 50-120 mentors working directly with students along with teachers on science fair experiments, and general science program support in 2022-23.
- Oversight of mentor coordinator.
- Solicitation and training of mentors and teachers, including monitoring of progress and student projects.





Greater New Haven Chamber of Commerce
900 Chapel Street, 10th Floor,
New Haven, CT 06510
203.787.6735 info@gnhcc.com

PROPOSED SCOPE OF SERVICES, 2022-23 New Haven Science Fair continued

(note, not all these services will be reimbursed through NHPS contract, many are covered by other sponsors)

Science Fair Mentor Program

Providing materials, supplies for mentors/students working on projects.
Providing support for the Scientific Review Committee to ensure safe, ethical science projects.
Providing for Science Fair program appreciation event for volunteers/mentors/judges, including keynote.

NH Science Fair

Overall coordination of 28th annual city wide Science Fair for 230-240 students.
Supplies and services to support city wide and school science fairs, including virtual hosting (example z fairs) if needed
Coordination with event space, including all needed rentals and services arrangements. (awards, tables, food, setup, etc..)
Science Fair Manager to coordinate: solicitation, training, managing of judges.
Management of awards, including solicitation and fiscal management of special awards.
Management of website, entry forms, registrations, project handbook and information pages, fair publicity with local media, signage, printing, etc...
Coordination of NHPS entries to CT State Science Fair, including fees.





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.