



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Glen Worthy  
**Date:** 11/29/21  
**Re:** #ThaTeam Podcast LLC

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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.

**Contractor Name:** #ThaTeam Podcast LLC

1. **Description of Service:** From executive producing content, audio engineering, recording and hosting, students will learn all they need to know to run their own show. There are so many opportunities for participants to be a part of production. After training, there will be a school-based podcast program created so youth from all grade levels can engage, interview and discuss the topics and issues that are important to them. They'll also share bi-weekly school news and announcements and get an opportunity to interview alumni, community leaders and more. It'll be a great way to show the city what House Family is all about.

**Amount of Agreement and hourly or session cost:** \$23,540 (5 days per week x 26 weeks = \$905.38 per week)

2. **Funding Source** and account number: Title 1:2531-0062-56694
3. Approximate number of staff served through this program or service: N/A
4. Approximate number of students served through this program or service: 20 students
5. **Continuation/renewal or new Agreement? New Agreement**  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? If yes, by how much? N/A
  - b. What would an alternative contractor cost: Could not locate anyone local that would provide this service.
  - c. If this is a continuation, when was the last time alternative quotes were requested? N/A
  - d. For new or continuation: is this a service existing staff could provide. If no, why not?  
This service will be done after school and the message would be broadcast the next

school day. Some of the work the students will present live to our school community. Since our teachers are teaching classes during the optimal time for students to work on the podcast it was important to find an organization to support and educate our students in Podcasting.

**6. Type of Service:**

**Answer all questions:**

- a. Professional Development? Yes, for students.
  - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? Since our teachers are teaching classes during the optimal time for students to work on the podcast it was important to find an organization to support and educate our students in Podcasting
- b. After School or Extended Hours Program? Both, after school and during the school day.
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe

**7. Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business? Yes
- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Non-profit
- d. Is the Contractor a public corporation? Yes
- e. Is this a renewal/continuation Agreement or a new service? New Service
- f. If it is a renewal/continuation has cost increased? If yes, by how much? N/A
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: After training, there will be a school-based podcast program created so youth from all grade levels can engage, interview and discuss the topics and issues that are important to them. They'll also share bi-weekly school news and announcements and get an opportunity to interview alumni, community leaders and more. It'll be a great way to show the city what House Family is all about.

**8. 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:

From executive producing content, audio engineering, recording and hosting, students will learn all they need to know to run their own show

- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? The founder of the program is a Hillhouse's alumni.
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? No bidding process.
- 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.

**9. 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?

From executive producing content, audio engineering, recording and hosting, students will learn all they need to know to run their own show. There are so many opportunities for participants to be a part of production. After training, there will be a school-based podcast program created so youth from all grade levels can engage, interview and discuss the topics and issues that are important to them. They'll also share bi-weekly school news and announcements and get an opportunity to interview alumni, community leaders and more. It'll be a great way to show the city what House Family is all about. We will measure our success by the feedback from our school community including parents.

- 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? It is in total alignment with our DIP. Our DIP: Standard 4: Culture & Climate: 4.2 Demonstrate effective communication skills. Podcasting will meet this need for our students.

**10. Why do you believe this Agreement is fiscally sound?**

Podcasts allow students to practice their listening comprehension of complex texts that are both conversational and formal, and the corresponding transcripts enable students to confirm their success.

**11. What are the implications of not approving this Agreement?**

Podcasting can be a lucrative career that has the potential to have our student make a career out of Podcasting.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

**AGREEMENT**  
**By And Between**  
**The New Haven Board of Education**  
**AND**

**#ThaTeam Podcast LLC**

FOR DEPARTMENT/PROGRAM:

**James Hillhouse high School**

This Agreement entered into on the 13 day of \_December 2021 effective (*no sooner than the day after Board of Education Approval*), the 17 day of June, 2022, by and between the New Haven Board of Education (herein referred to as the “Board” and, #ThaTeam Podcast LLC . \_ located at,570 Winthrop Ave. New Haven, Connecticut 06511 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$ \_905.38 \_ per week, hour or session, for a total of (5 days per week x 26 weeks days, hours or sessions.

The maximum amount the contractor shall be paid under this agreement: (\$23,540). 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 \_Title 1\_ **Program** of the New Haven Board of Education, **Account Number:** 2531-0062-56694-**Location Code**0062

This agreement shall remain in effect from 12/13/21 to 6/17/21

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

To equip the youth with skills to develop a platform of their own to share their thoughts, opinions and ideas concerning the history and great things Hillhouse Students are doing. The mission is to

not only highlight all the good Hillhouse HS is doing, but to also build a connection between over 150+ graduating classes

***Exhibit A: Scope of Service:*** Please attach contractor's detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.

***Exhibit B: Student Data and Privacy Agreement:*** Attached

**APPROVAL:** This Agreement must be approved by the New Haven Board of Education ***prior to service start date***. Contactors may begin service no sooner than the day after Board of Education approval.

**HOLD HARMLESS:** The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor' 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.

Rebekah M. Moore  
Contractor Signature

\_\_\_\_\_  
President  
New Haven Board of Education

11-8-21  
Date

\_\_\_\_\_  
Date

Rebekah M. Moore  
Program Manager  
Contractor Printed Name & Title



## NEW HAVEN PUBLIC SCHOOLS

### JUSTIFICATION DOCUMENT FOR PURCHASE ORDER

(TO BE COMPLETED BY THE PERSON REQUESTING Title 1 FUNDS.

PLEASE, ATTACH THE FORM TO THE PURCHASE ORDER.

ONE JUSTIFICATION FORM PER PURCHASE ORDER)

School\_James Hillhouse

Date 11/29/21 #ThaTeam Podcast LLC

Total Amount \$23540

Supplies, equipment, event(s) etc.	Purpose	Is this purchase in accordance of the logical use of funds? Please, explain.
Agreement with #ThaTeam Podcast	To equip the youth with skills to develop a platform of their own to share their thoughts, opinions and ideas about our school Community.	Podcasts allow students to practice their listening comprehension of complex texts that are both conversational and formal, and the corresponding transcripts enable students to confirm their success. The use of Podcasting will support the concepts of spoken and written language which both are grounded in the foundation of oral language through conversations and vocabulary development.

Glen Worthy

\_\_\_\_\_  
Person submitting P.O. signature

*Glen Worthy*

Principal or Department Head Signature

\_\_\_\_\_  
Supervisor or Delegate of General Signature

New Haven Public Schools  
Gateway Center  
54 Meadow Street  
New Haven CT 06519



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.

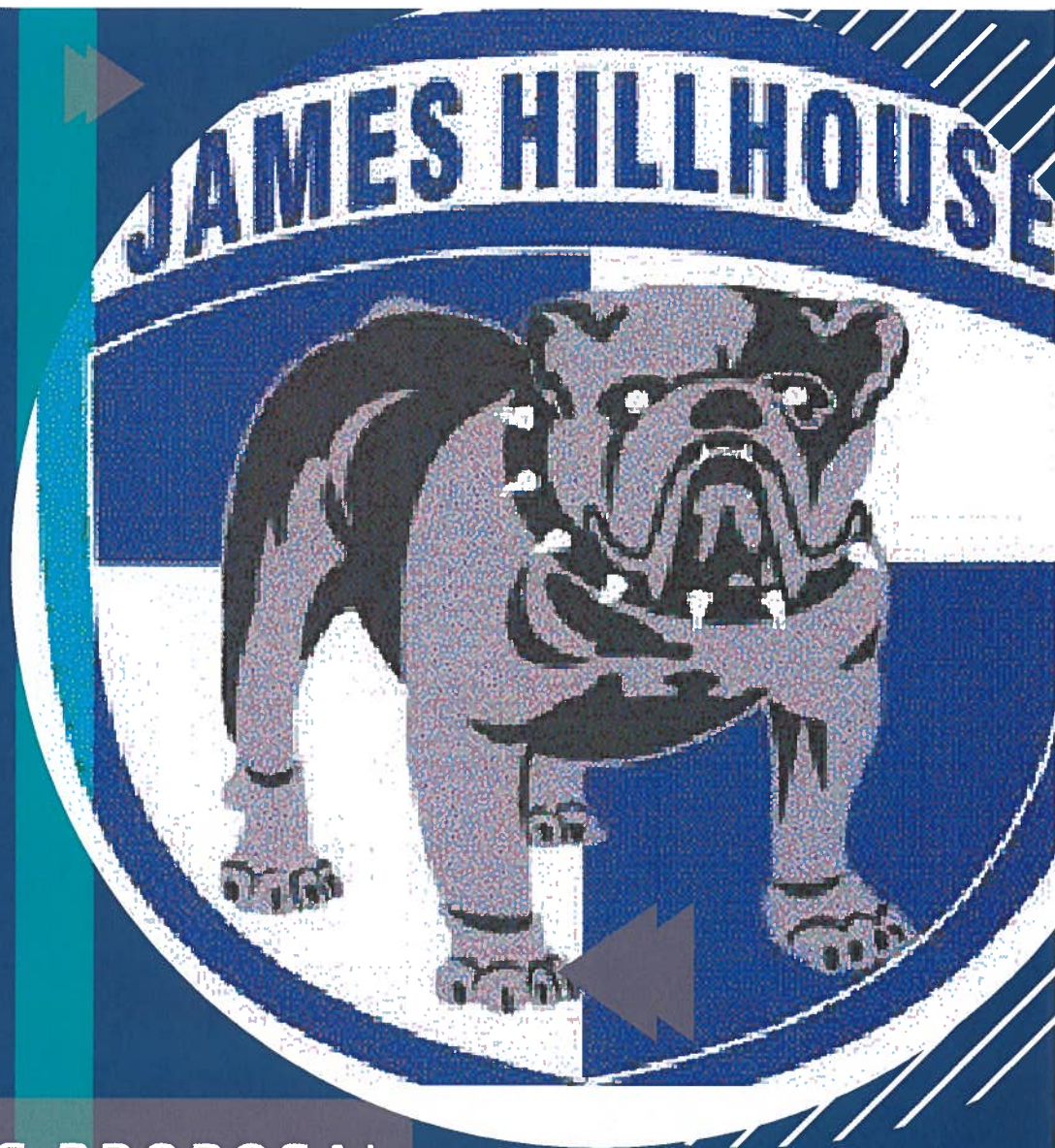
1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to 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.





BUSINESS PROPOSAL

# BULLDOG PODCAST

PROPOSED BY

#ThaTeam Podcast LLC

DATE PROPOSED


November 08, 2021





## PROGRAM MISSION

To equip the youth with skills to develop a platform of their own to share their thoughts, opinions and ideas concerning the history and great things Hillhouse Students are doing. The mission is to not only highlight all the good Hillhouse HS is doing, but to also build a connection between over 150+ graduating classes.



## PROGRAM GOAL

From executive producing content, audio engineering, recording and hosting, students will learn all they need to know to run their own show. There are so many opportunities for participants to be a part of production. After training, there will be a school-based podcast program created so youth from all grade levels can engage, interview and discuss the topics and issues that are important to them. They'll also share bi-weekly school news and announcements and get an opportunity to interview alumni, community leaders and more. It'll be a great way to show the city what House Family is all about.



## PROGRAM SCHEDULE

### Podcast Training

4-2hr training sessions focused on:

- Intro to Podcasting & Hosting 101
- The art of Audio & Visual Techniques
- Behind the Scenes Planning & Social Media Bootcamp
- Go Live Preparation Session
- Set-Up entire Podcast Studio

\*Purchasing of set responsibility of school based on budget

\*Prominent guests will visit class | Snacks provided

### Recording Week (Bi-Weekly)

Tuesday (2pm to 4pm): Set-Up Studio & Record Show

Wednesday (2pm to 4pm): Editing of Audio & Video

Thursday (2pm to 4pm): Next Episode Preparation | Social Media Post prep

### Non-Recording Week

Tuesday (2pm to 4pm): Email & Social Media Maintenance | Guest Inquires

Thursday (2pm to 4pm): Email & Social Media Maintenance | Guest Inquires

## BUDGET & EXPENSES



Podcast Training Program	\$1,500/one-time charge
Equipment & Supplies	\$5,540
Facilitating Program	\$16,500
Recording Week: 6hrs (3-2hr days)	
Non-Recording Week: 4hrs (2-2hr days)	

\*Pricing based on calendar school year.

\*Dates reflective of holidays, early dismissals and school delays

## EQUIPMENT LIST:

Cameras:

2 Kits (camera, microphone, and lens ) total cost = \$2,000

Tripods:

2 Tripods and carrying bag, total cost = \$297.78

Audio & Sound:

1- Podcast Production Studio switch board with 4 mics, 4 sets of headphones and 4 mic stands=\$1,400

SanDisk Ultra 64GB microSDXC UHS-I Card with Adapter= \$40

Podcast Lighting Pack= \$100

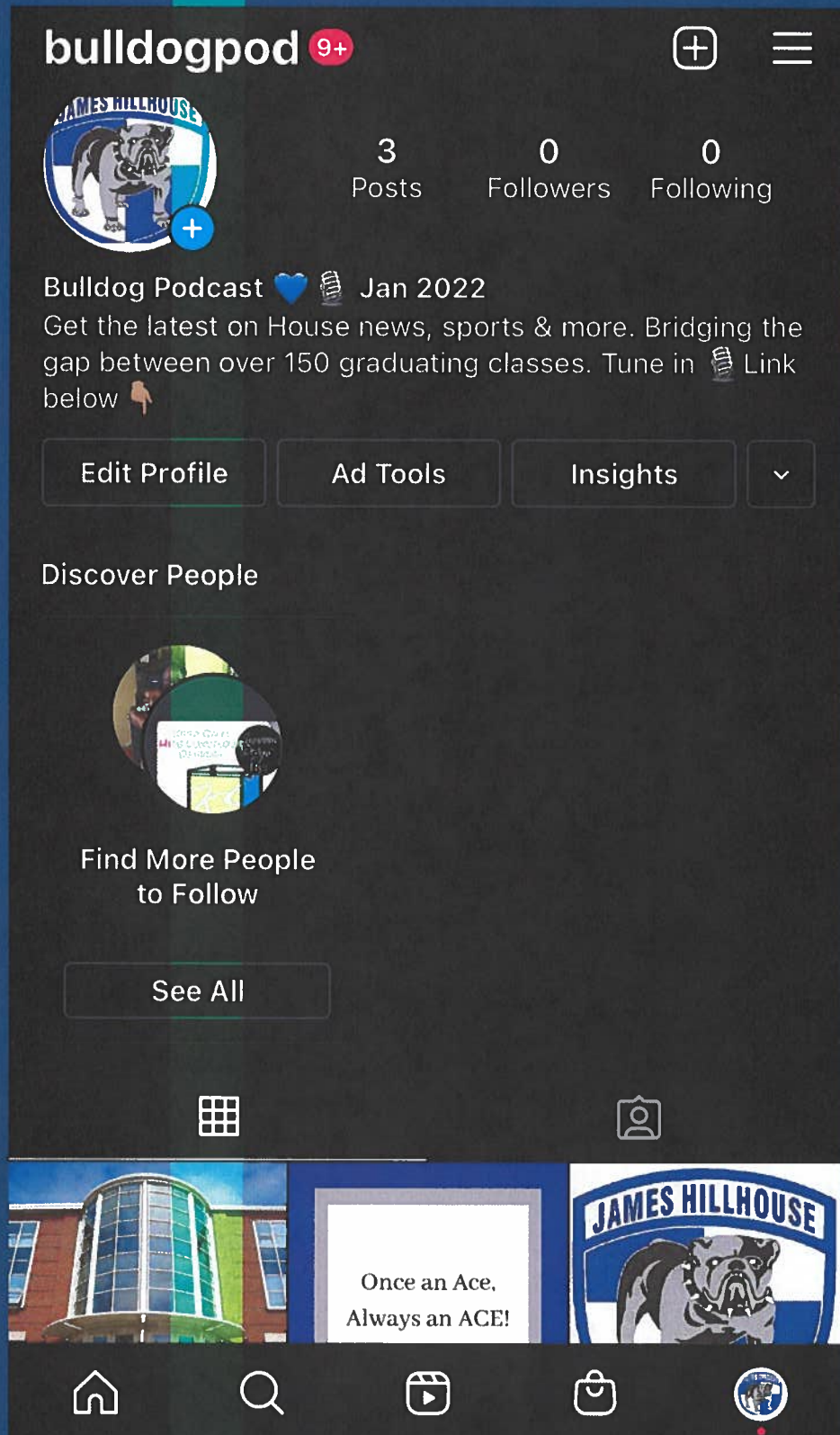
Suggested: High speed desktop Or 13" MacBook Pro Laptop w/ 3yr warranty= \$1,700



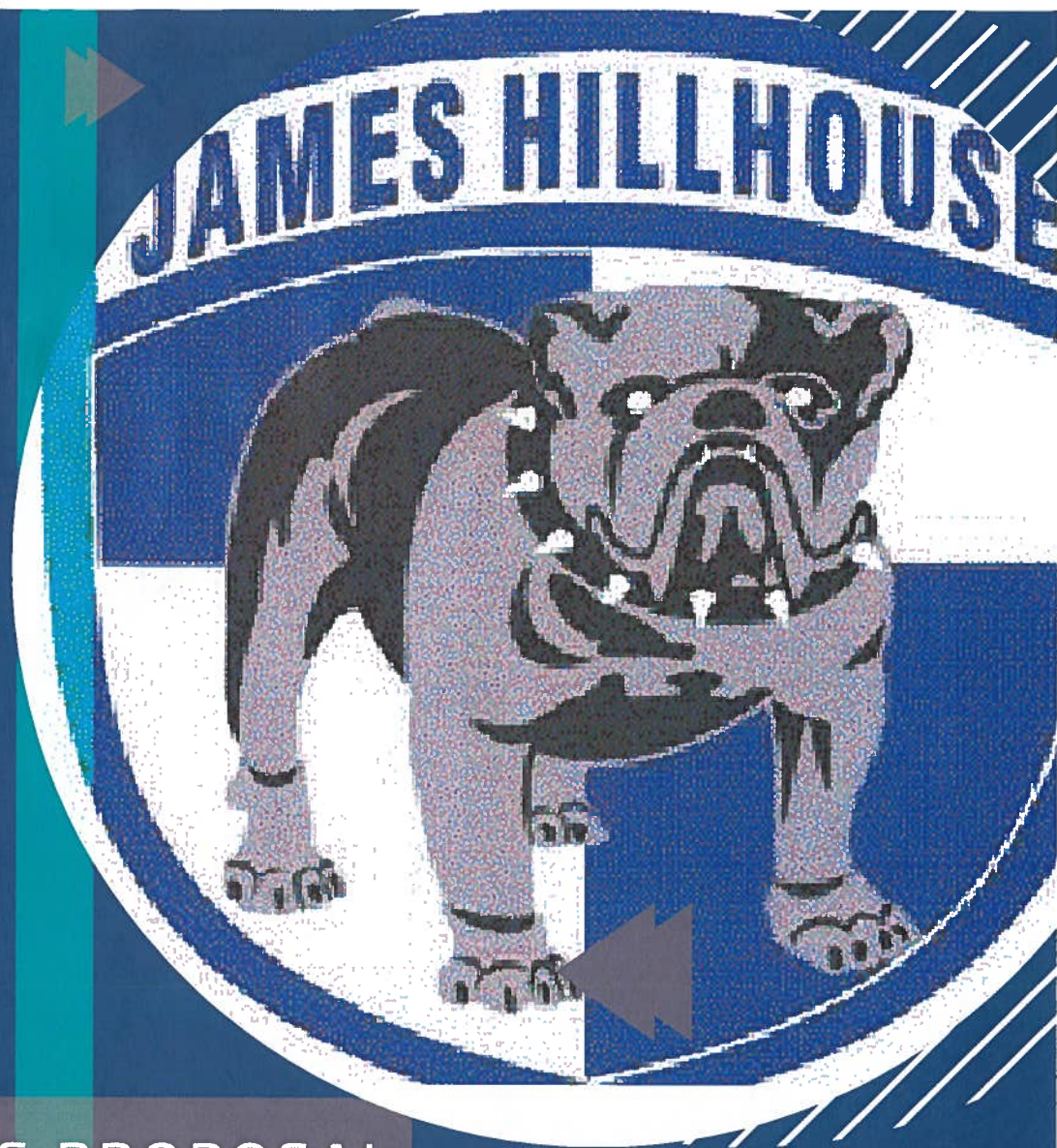
Grand Total for Equipment: \$5,540  
(Price w/ Laptop)



# Example of @BulldogPod on IG







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## PROGRAM SCHEDULE

### Podcast Training

4-2hr training sessions focused on:

- Intro to Podcasting & Hosting 101
- The art of Audio & Visual Techniques
- Behind the Scenes Planning & Social Media Bootcamp
- Go Live Preparation Session
- Set-Up entire Podcast Studio

\*Purchasing of set responsibility of school based on budget

\*Prominent guests will visit class | Snacks provided

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Tuesday (2pm to 4pm): Email & Social Media Maintenance | Guest Inquires

Thursday (2pm to 4pm): Email & Social Media Maintenance | Guest Inquires

## BUDGET & EXPENSES



Podcast Training Program \$1,500/one-time charge

Bi-Weekly Recording Sessions \$500/bi-weekly  
6hrs (3-2hr days)

Non-Recording Week \$200/bi-weekly  
OR an administrator or  
Teacher can facilitate  
these weekly meetings. 4hrs (2-2hr days)

\*Pricing based on calendar school year.

\*Dates reflective of holidays, early dismissals and school delays

## EQUIPMENT LIST:

Cameras:

2 Kits (camera, microphone, and lens ) total cost = \$2,000

Tripods:

2 Tripods and carrying bag, total cost = \$297.78

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of headphones and 4 mic stands=\$1,400

SanDisk Ultra 64GB microSDXC UHS-I Card with Adapter= \$40

Podcast Lighting Pack= \$100

Suggested: High speed desktop Or 13" MacBook Pro Laptop w/  
3yr warranty= \$1,700



Grand Total for Equipment: \$5,540  
(Price w| Laptop)



# Example of @BulldogPod on IG

