



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Shubhra Gupta, School Readiness Coordinator
Date: 5.23.23
Re: United Way of Greater New Haven

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:** United Way of Greater New Haven

Description of Service: The Contractor will provide weekly on-site and virtual support to School Readiness funded programs, including professional development and meetings with teachers.

2. **Amount** of Agreement and hourly or session cost: \$147,900/year

3. **Funding Source** and account number: School Readiness Administrative Grant Program **2523-6446-56697** Location Code 0442

4. **Continuation/renewal or 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: N/A
- 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?
No, this is an opportunity for School Readiness to provide ongoing quality support to the programs funded by the School Readiness Grant,

5. **Type of Service:**

Answer all questions:

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

6. **Contractor Classification:**

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? No
- b. Is the Contractor Local? Yes,
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Yes,
- 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 the 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: This will help support quality education to children 3-5 years of age.

7. Contractor Selection:

Answer all questions

- 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 or link to the Contractor's website if a company: <https://www.uwgnh.org/>
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? The New Haven Early Childhood Council approved UWGNH to employ an Educator Coordinator selected via an interview process
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: The New Haven Early Childhood Council approved UWGNH with a voting majority.

8. 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? The Contractor will provide weekly on-site and virtual support to School Readiness funded programs, including professional development and meetings with teachers Monitoring will be provided by the School Readiness Coordinator.
 - b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness. N/A
 - c. How is this service aligned to the District Continuous Improvement Plan? Provide Strong Foundation in Early Learning by supporting the teachers and the programs at large
9. Why do you believe this Agreement is fiscally sound? It is funded by OEC for providing weekly on-site and virtual support to School Readiness funded programs, including professional development and meetings with teachers
10. What are the implications of not approving this Agreement? It will negatively impact the support to enhance the quality of education provided by the School Readiness Programs in New Haven



NEW HAVEN PUBLIC SCHOOLS
COVER SHEET

Please Type

Contractor full name: -- United Way of Greater New Haven

Doing Business As, if applicable:

Business Address: 370 James Street, #403, New Haven, CT 06513

Business Phone: 203-772-2010

Business email: jheath@uwgnh.org

Funding Source & Acct. #2523-6446-56697 Location Code 0442

Principal or Supervisor: Shubhra Gupta

Agreement Effective Dates: From 7/01/2023 to 06/30/2024

Hourly rate or Per session rate or Per day rate: NA

On December 7, 2022, the New Haven Early Childhood Council approved this contract for \$87,000/year for the services described below and in Exhibit A

Total amount: Not to exceed \$ 147,900 (\$87,000 + \$60,900(carryover from FY 23))

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

The Contractor will provide weekly on-site and virtual support to School Readiness funded programs, including professional development and meetings with teachers.

Submitted by: Shubhra Gupta

Phone: 475-220-1470



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT
By And Between

The New Haven Board of Education
AND
United way of Greater New Haven
For Early Childhood Education Coaching in PreK Programs

This Agreement entered into on the 23rd day of May 2023, effective (*no sooner than the day after Board of Education Approval*), on the 1st day of July, 2023, by and between the New Haven Board of Education (herein referred to as the “Board”) and, United Way of Greater New Haven located at 370 James Street, #403, New Haven, CT 06513 (herein referred to as the “Contractor”).

Compensation:

The Board will pay the Contractor for satisfactory performance of services an amount not to exceed one hundred forty-seven thousand nine hundred (\$147,900).

Compensation will be made upon submission of monthly reports and a monthly invoice for the services as outlined in *Exhibit A Scope of Service*

Fiscal support for this Agreement shall be by the **School Readiness Administrative Grant Program** of the New Haven Board of Education, **Account Number: 2523-6446-56697 Location Code: 0442.**

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

Scope of Service: *Describe service deliverables, including, locations and costs for service, including travel and supplies, if applicable. A detailed Scope of Service with pricing must be attached).*

The Contractor will provide early childhood education coaching services for pre-k programs funded under the School Readiness Grant Program. This includes but is not limited to classroom observations, modeling, meetings with teachers and directors, and in-service training related to pre-k curriculum CT ELDS and child assessments DOTs. The Contractor will provide training and coaching for individualized instruction for children with special needs. The Contractor will provide training and coaching for program leaders for developing PD plans, reflective supervision strategies, policy development, and reviews. The annual pay rate for this service is \$87,000 and includes planning and meetings with the School Readiness Project Coordinator or her designee. During the period in which on-site services cannot be provided, the contractor will be available virtually and will focus on meetings with teachers, professional development, and review of curriculum and child assessment materials.

Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.

Exhibit B: Student Data and Privacy Agreement: Attached

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

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

TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.

The Contractor may cancel this agreement for any reason upon thirty (30) days written notice sent to the School Readiness Office and the Business Office.



Contractor Signature

President
New Haven Board of Education

May 23, 2023

Date

Date

United Way of Greater New Haven
Contractor Printed Name & Title



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

SCHOOL READINESS ADMIN FUNDS ENHANCEMENT- EDUCATION COACHES

DETAILED SCOPE OF SERVICE AGREEMENT

SPECIAL TERMS AND CONDITIONS

for

United Way of Greater New Haven

(referred to as the “Contractor”)

Overview of the School Readiness Priority Admin Funds Enhancement Grant

The School Readiness Priority Admin Funds Enhancement grant for the CT Office of Early Childhood is a competitive grant whose purpose is to support the role of the Liaison in the coordination, program evaluation and administration of the School Readiness Grant. These funds will provide communities with increased access to resources to enhance monitoring and support program quality improvement.

The New Haven Early Childhood Council is responsible for identifying the services most needed, to support program quality improvement.

The Council identified as a priority Early Childhood Education Coaching to School Readiness preschool teachers and education leaders to increase knowledge and skills needed to provide a developmentally appropriate early learning experience for children. Given the resources available for this service, the work of the early childhood education coordinator will be short-term work targeting a specific, identified need as observed by the coordinator or as expressed by the program.. Subsequent issues identified will be sequentially addressed.

Services

The Contractor will provide early childhood education coaching to School Readiness preschool programs. The services will include:

- Working in concert with the New Haven Early Childhood Council’s Quality Enhancement Committee and the School Readiness Project Coordinator to identify the exemplar classroom practices, areas of support needed, strategies to enhance program quality, and measures used to track services provided and program improvements.
- Training in the use of the ECERS (Early Childhood Environment Rating Scale) and using the tool to assess classroom quality, the results of which will form the basis of their work with program leaders and classroom teachers. The NAEYC Accreditation Standards and Code of Ethics will also inform the work.
- Providing on-site and virtual support to classroom teachers and/or program leaders. The services will be documented in an action plan that includes: specific area of need, services provided and outcomes. On-site and virtual supports may include: joint planning and goal setting, shared feedback, observations, modeling, curriculum development, in-service training and developing child assessment systems.
- Working with program leaders to reinforce the skills, knowledge and goals set through joint planning and coaching work.

- Identifying all the resources currently in place for programs and identifying additional resources available to programs.
- Helping programs access services such as NHPS' Early Childhood Assessment Team, mental/behavioral health clinics, workshops related to NAEYC accreditation, ELDS, DOTS, etc.
- Participating in a Professional Learning Community comprised of New Haven preschool coaches working in New Haven Public Schools' magnet preschools, Head Start and School Readiness classrooms and community based programs.
- Compiling a brief report and quarterly presenting a summary of the work to the New Haven Early Childhood Council or its representatives.

Compensation:

Compensation is made upon the submission of monthly invoices, including itemization of all costs and back up documentation. The monthly invoice should include a written record of the services provided, the strategies offered and the status of the services for each program consulted. Payment is contingent upon the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event reports have not been submitted, the Board will delay payment until such time the report(s) are submitted and approved.

Provision against assignment: The contractor may not at any time assign any responsibilities of this contract to any other person, persons or agency without prior approval by SRO.

Insurance: the Contractor is required to provide proof of liability coverage.

Statement of Non-Discrimination: the Contractor agrees that in the performance of this Agreement and in the composition of its staff, governing bodies and families it will not discriminate against any person or group of persons on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, sexual orientation, learning disability or on any other unlawful grounds.

Non-Renewal: in the event this agreement is canceled, or if the Board does not offer the Contractor a new Agreement of the same or similar service upon its expiration, the Contractor will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with Quality Enhancement funds.

Termination and Default: if the Contractor fails to fulfill its obligations under this contract, the Board, in consultation with the New Haven Early Childhood Council may:

- Temporarily Withhold payments until the obligation is fulfilled to the satisfaction of the Board;
- Temporarily or permanently discontinue services under the Agreement;
- Require that unexpended funds be returned to the Board;
- Assign appropriate personnel to execute the Agreement until such time as corrections have been made to the satisfaction of the Board;
- Require that this contract be assigned to an agency or person designated by the Board to bring the program into contractual compliance.
- Terminate this Agreement; or
- Take such other action, as the Board believes necessary.



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 to 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.

Revised: 5/23/2023