

Memorandum

To: NHPS Finance and Operations Committee

From: Eugene Foreman , Principal AL Troup School

Re: Agreement for Sharon Vanghel

Meeting Date: January 2022

Executive Summary:

Approval is requested for an Agreement by and between the New Haven Board of Education and Sharon Vanghel. Her responsibilities include:

- Coaching and modeling for teachers at Troup in the early grades,
- Ensure proper implementation for the language arts program at Troup,
- Guiding teachers to analyze student work, data and their lessons,
- Assist teachers in planning more effective lessons and differentiated lessons based on need,
- Monitoring and facilitating interventions with ongoing support which includes data reviews, modeling, and constant communication with both the teachers and the interventionists,
- Facilitating and providing ongoing differentiated professional development as well as grade level meetings, SRBI meetings, and progress monitor meetings,
- Provide support to families to promote parents a partners in their children's education,
- Provide Tier 3 instruction as needed,
- Play an active role on the school's Leadership Team.

Amount of Agreement and the Daily, Hourly, or per Session Cost:

\$40,000= Total Amount of services, \$450 per day for 100 days=\$40,000

Funding Source: Original funding source: Troup School Improvement Grant (SIG) Troup: **2531-900-6391-50136-0015**



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Eugne Foreman
Date: 12/14/2021
Re: Agreement for Mrs. Sharon Vanghel

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:** Mrs. Sharon Vanghel
2. **Description of Service:** To provide literacy coaching and professional development services
3. **Amount of Agreement and hourly or session cost:** \$40,000

Funding Source and account number: SIG: 2531-900-6391-50136-0015

4. **Continuation/renewal or new Agreement? New Agreement**

Answer all questions:

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

5. **Type of Service:**

Answer all questions:

- a. Professional Development? This is not a professional development program.
 - i. 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? no
- c. School Readiness or Head Start Programs? no
- d. Other: (Please describe): Coaching K-2 teachers, intervention coordinator, and working with Tier 3 students

6. **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? no
- d. Is the Contractor a public corporation? no
- e. Is this a renewal/continuation Agreement or a new service? new

- f. If it is a renewal/continuation has cost increased? If yes, by how much?
- g. Will the output of this Agreement contribute to building internal capabilities? **Yes** If yes, please explain: She will be building capacity by training and working with the K-2 staff to improve Tier 1 instruction.

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. She has been an educator for 53 years with 35 years in the primary classrooms. She is also well versed in the Collaborative Classroom Curriculum which is used at Troup as well as other schools in the district. She is most reliable and extremely dedicated to our students and teachers. She is an expert in early grade literacy instruction. She has established professional relationships with the Troup K-2 Teachers and Interventionists.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? She has been in the District for 15 years and was placed here by the State Board of Education under Reading First. Assistant Superintendent Imma Canneli kept her in the District after the Grant in many capacities including Literacy Coach at MicroSociety, Intervention Coordinator for the District, and Literacy Coach at Troup.
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: Her resume speaks for itself. She brings a wealth of experience and training in the development of literacy behaviors in the primary grades.

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? Mrs. Vanghel will be responsible to ensure that the Literacy Curriculum is delivered with consistency, fidelity, and differentiated based on student data which will strengthen the Tier I instruction at Troup. She will pay particular attention to the new ESSER teachers with weekly coaching sessions, modeling lessons, and providing professional development in all areas of the curriculum. Progress Monitoring will be a focus in all classrooms and the data will be used to set student goals and differentiate instruction as needed. The performance will be measured using the students' growth goals.
- 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? Mrs. Vangel's services align to Goal 1 providing a "Strong Foundation in Early Learning" assuring all students receive high quality early childhood experiences and given those strategies to meet their personal growth targets. Her services also address the second goal of "High

Achievement for all Learners.” She will also address Family engagement by providing workshops for parents sharing literacy strategies to help their children at home.

9. Why do you believe this Agreement is fiscally sound? Mrs. Vanghel’s daily rate is cost effective and reasonable. She will be building capacity in the school and providing a high level of support for the faculty.

10. What are the implications of not approving this Agreement? Without this service the primary teachers will not receive the consistent support they need. Her presence will allow for upper grade teachers to receive the daily support they need. It will also provide much needed extra instruction for the Tier ii and Tier 3 students as well as a focus on our new ESSER teachers.

**AGREEMENT COVER SHEET
TO BE COMPLETED BY DISTRICT EMPLOYEE**

PLEASE ATTACH TO AGREEMENT

PLEASE TYPE

CONTRACTOR FULL NAME: Mrs. Sharon Vanghel

DOING BUSINESS AS, IF APPLICABLE:

BUSINESS ADDRESS: 96 Ken Wood Rd, Milford, CT 06460

BUSINESS PHONE: 203-209-9389

BUSINESS EMAIL: sharon.vanghel@new-haven.k12.ct.us

SS# OR TAX ID #: On File

PREPARED BY: Eugene Foreman

PRINCIPAL OR SUPERVISOR: Eugene Foreman

AGREEMENT EFFECTIVE DATES: From 02/16/2022. To 06/30/2022.

HOURLY/ DAY/or PER SESSION RATE: \$450/day for 100 days

TOTAL AMOUNT: \$45,000

DESCRIPTION OF SERVICE: Please provide a one or two sentence description of the service.
Please do not write "see attached"

Mrs. VANGHEL, is our K-2 literacy coach and intervention coordinator. She has been providing consistent professional development and coaching for all teachers in grades K-2. Her daily responsibilities address our school and district goal of moving all early grade students to read on grade level. Mrs. Vanghel works to support early grade literacy and intervention.

In addition, please attach a detailed scope of service and a copy of the Contractor's resume:

Submitted by: Eugene Foreman

Phone: (475) 220-3010

AGREEMENT

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

Sharon Vanghel

FOR DEPARTMENT/PROGRAM:

A.L. Troup School

This Agreement entered into on the 16th day of February, 2022, effective the 16th day of February, 2022, by and between the New Haven Board of Education (herein referred to as the "Board") and, Sharon Vanghel, located at 96 Ken Wood Rd, Milford, CT 06460 (herein referred to as the "Contractor").

SCOPE OF SERVICE: *Brief description of service deliverables. In addition, please attach a detailed Scope of Service that describes all deliverables, locations and costs for service, including supplies, materials and travel, if applicable:*

Facilitating and coaching for the effective and faithful delivery of literacy curriculum with early grade, K-2 literacy teachers at Augusta Lewis Troup School. Monitoring, coaching, analysis of data and facilitating Tier I and Tier II instruction at Troup School will ensure quality delivery of the program for participating students. The data collection, planning for instruction, and progress monitoring will be on-going for a total of 100 school days.

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of **\$450 per day** for up to a maximum of 100 days. The maximum amount the contractor shall be paid under this agreement: Forty-eight thousand, four hundred forty-five dollars (\$48,445). The breakdown is as follows: Base=\$45,000; FICA=\$3442.5; Worker's comp=\$3.06

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 Troup School Improvement Grant 10030 **Program** of the New Haven Board of Education, **Account Number:** 2531-900-6391-50136-0015
This agreement shall remain in effect from February 16, 2022 to June 30, 2022.

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.

Sharon Vangel
Contractor Signature

President
New Haven Board of Education

11/11/22
Date

Date

Sharon Vangel Literacy Consultant
Contractor Printed Name & Title



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.

Revised: 10/2/18

Contractor's Declaration Attesting to Compliance with Executive Order No. 13G

Contractor / Vendor Name	Sharon Vanghel
Contractor Address	93 Kenwood RD. Milford, CT 06560
PeopleSoft ID (for state contractors) or other information*	

*If PeopleSoft ID does not apply, provide information directed by the covered state agency, school board, or childcare facility

As of this date, provide the number of contract workers subject to Executive Order No. 13G who:

a. Total number of contract workers as defined in Executive Order No. 13G provided under your contract 1

b. Are fully vaccinated against COVID-19 (at least 14 days have elapsed since a person has received a single-dose vaccine or the second dose of a two-dose COVID-19 vaccine) yes

c. Are required to submit to and provide the results of COVID-19 testing because they are not fully vaccinated _____

1. Of those required to submit and provide the results of COVID-19 testing, are partially vaccinated (received first dose and have either received second dose or have an appointment for second dose in a two-dose series vaccination, such as Pfizer or Moderna vaccines, or received a single-dose vaccine, such as Johnson & Johnson vaccine, but 14 days has not elapsed since final dose) _____


2. Of those required to submit and provide the results of COVID-19 testing, have been granted a medical exemption to vaccination based upon documentation from a physician, physician's assistant, or advanced practice registered nurse stating that the administration of COVID-19 vaccine is likely to be detrimental to the person's health _____

3. Of those required to submit and provide the results of COVID-19 testing, have been granted an exemption to vaccination on the basis of a sincerely held religious or spiritual belief _____

4. Are temporarily excused from COVID-19 testing because they have provided documented proof of having a COVID-19 infection in the previous 90 days _____

I affirm that all of the covered workers indicated in Section (a), except those who are fully vaccinated (a) or have had a documented case of COVID-19 in the past 90 days, will (1) have had a negative test for COVID-19 in the 7 days prior to initially accessing any work site related to this contract that is subject to Executive Order No. 13G, (2) continue to be tested once every 7 days for the duration of this contract, and (3) not be allowed to access any work site that is subject to Executive Order No. 13G if they either receive a positive test or fail to be tested at least once per week.

I declare and attest that I am authorized by the Contractor to provide the information contained in this report and that the information included in this report is true and accurate, to the best of my knowledge. I understand that it is a crime under Connecticut law to provide false information in response to the provisions of this Executive Order, punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than \$2,000 or imprisonment of not more than one year.

Signature:		Date:	1/11/21
Authorized Person Submitting Report:	Sharon Vanghel		
Title:	Literacy Consultant		
Email Address:	Sharon.vanghel@new-haven.k12.ct.us	Phone:	203-878-7838