



NEW HAVEN PUBLIC SCHOOLS

Curriculum Memorandum

To: New Haven Board of Education Finance and Operations Committee

From:

Date:

Re:

Answer all questions and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

Company Information		
Contractor Name:		
Doing Business as: (DBA)		
Contractor Address:		
Contractor Contact Name:		
Contractor Contact Email:		
Agreement Information		
New or Renewal Agreement?		
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From	To
Total Amount: <small>Note Hourly Rates or Session Costs</small>		
Funding Source Name: Acct. #: Including Location Code		
Description of Service: <small>Do not write "See attached"</small>		



Key Questions: Type of Service

1. Is this a renewal/continuation Agreement or a new service?

2. Approximate number of staff served through this program:

3. Approximate number of students served through this program:

4. Select Program Type:

- | | |
|-------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> After School Program | <input type="checkbox"/> School Readiness |
| <input type="checkbox"/> Extended Hours Program | <input type="checkbox"/> Head Start Program |
| <input type="checkbox"/> Other: (describe) | |

5. Continuation/Renewal or New Agreement:

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

b. What would an alternative agreement cost:

c. If this is a continuation, when was the last time alternative quotes were requested?

d. Is this a service existing staff could provide? If no, why not?

6. Will the output of this agreement contribute to building internal capabilities? If yes explain:



NEW HAVEN PUBLIC SCHOOLS

Key Questions: Contractor Classification/Selection

7. Is the Contractor a Minority or Women Owned Business?

8. Is the Contractor Local?

9. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?

10. Is the Contractor a public corporation?

11. What specific need will this contractor address?

12. How was the contractor selected? **Attach appropriate supporting documents*

- Quotes***
- Sealed Bid**
- Sole Source* # _____**
Sole Source Designations are provided upon request by the City Purchasing Dept.
- RFP * # _____**
- State Contract* # _____**
- Exempt Professional: _____**

13. If the vendor was selected through RFP process; answer the following:

a. Please explain how the vendor was chosen? **Attach Vendor Proposal*

b. Who were the members of the selection committee? *(Minimum 3 required)*



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Key Questions: Contractor Skill & Evaluation

14. What specific skill set does this contractor bring to the project? *Attach a copy of the contractor's resume.

15. Explain how the contractor's performance will be measured and monitored to ensure that the need is met?

16. If renewal/continuation of service provide evaluation or archival data to demonstrate service effectiveness. *Attach evaluation

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

18. Why do you believe the agreement is fiscally sound?

19. What are the implications of not approving this agreement?



NEW HAVEN PUBLIC SCHOOLS

Agreement/Contract Processing Checklist

To ensure timely processing of the submitted Agreement it is imperative to collect and provide all of the required documentation noted below and provide with submission to board.

Forms/Documents are available in: Drive G:\F&O Agenda Minutes\Agreement_Contract_Checklist\2022-2023

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # _____
If No or New,	Vendor must provide completed W9
2. A letter/proposal outlining the Scope of Services the agreement/contract will entail.	
If RFP	Attach Vendor Submitted
Other	Attach Letter outlining the scope.
<p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>It is the submitters responsibility to request the COI from the vendor and attach with submission; the COI from the Vendor <u>must match rider specifications outlined.</u></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</p>	
Rider 300	Professional Services – Onsite Umbrella; w/ Auto; w/ Workers Compensation
Rider 305	Professional Services – Onsite Umbrella; No Auto; No Workers Compensation
Rider 310	Professional Services – Onsite Umbrella; w/ Auto; No Workers Compensation
Rider 315	Professional Services – Onsite Umbrella; w/ Youth under 21
Rider 320	Professional Services – Offsite; No Auto; No Workers Compensation
Rider 325	Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21
Rider 330	Professional Services – Offsite Attorney; No Auto; No Workers Compensation
Rider 335	Professional Services – Onsite; Physician/Dentist; No Auto
Rider 340	Professional Services – Onsite Physician/Dentist w/ Youth under 21
Rider 345	Professional Services – Onsite Temp Nurses
Rider 350	Professional Services – Cyber – Onsite
Rider 355	Professional Services – Cyber – Offsite
<p>4. The City of New Haven requires the information requested in the <u>Disclosure Affidavit</u> before any City agency, department, or city official seeking agreement/contract shall obtain them, notarized.</p> <p>Emailed Disclosures are acceptable.</p>	



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From:

Date:

Re:

Answer all questions and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

Company Information		
Vendor Name:		
Doing Business as: (DBA)		
Vendor Address:		
Vendor Contact Name:		
Vendor Contact Email:		
Is the contractor a minority or women owned small business?		
Agreement/Contract Information		
New or Renewal Agreement/Contract?		
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From	To
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>		
Funding Source Name: Acct. #:		
Contract #: <small>(Local or State)</small>		



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Key Questions:

1. What specific service will the contractor provide:

2. How was the contractor selected? **Attach appropriate supporting documents*

- Quotes**
- Sealed Bid #** _____
- Sole Source #** _____
- RFP#** _____
- State Contract #** _____
- Exempt Professional**
 - Accountant
 - Actuary
 - Appraiser
 - Architect
 - Artist
 - Dentist
 - Engineer
 - Expert Professional Consultant
 - Land Surveyor
 - Lawyer
 - Physician/Medical Doctor

3. If the vendor was selected through RFP process; answer the following:

a. Please explain how the vendor was chosen? **Attach Vendor Proposal*

b. Who were the members of the selection committee? *(Minimum 3 required)*



NEW HAVEN PUBLIC SCHOOLS

Key Questions: - Continued

4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?

5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? *Attach Renewal Letters

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

7. Is this a service that existing staff could provide? Why or why not?



NEW HAVEN PUBLIC SCHOOLS

Agreement/Contract Processing Checklist

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Emailed Disclosures are acceptable.	



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Finance & Operations Committee Action Item Submission Guide

Committee Overview:

Finance & Operations Committee (F&O) meets monthly on the **1st and 3rd Mondays**, except in **December**, when the Committee meets on the **1st Monday** of the month only.

- **First Meeting of the month** focuses on the review of the following Action Items: Information Only, Grant Abstracts, Agreements, Amendments, Contracts, Change Orders and Purchase Orders.
- **Second Meeting of the month** focuses on **financial review and discussion items**. F&O will also review *emergency or unexpected Action Items*. However, the bulk of *Action Items* should be submitted for the first meeting of the month. Please plan accordingly.

Deadline Schedule: For Action Items the Deadlines are always the day after a Finance & Operations Committee meeting.

Submit To:

Curriculum submissions: Education Programs, After School Programs, Grant Proposals and professional development services. Patricia.Demaio@new-haven.k12.ct.us

Operations submissions: Goods and services related to IT, translations, food services, construction and operations. Salina.Manning@new-haven.k12.ct.us

All Action Items must be submitted electronically, to the applicable staff person noted above.

Reminders:

- F&O *recommends the action items for approval* to the Board of Education; F&O is not the final approval.
- Contractors **cannot begin service** until the **day after** their Agreement/Contract has been **approved** by the New Haven Board of Education.
- Agreements/Contracts cannot cross Fiscal Years without Business Office prior approval.
- Verification of account numbers and funding amounts must be done prior to submitting.
- Incomplete and late submissions will be returned!



NEW HAVEN PUBLIC SCHOOLS

Finance & Operations Committee Action Item Submission Guide

Curriculum submissions: Education Programs, After School Programs, Grant Proposals and professional development services.

Submitter **must** Combine all documents into **1 pdf per Action Item** containing the applicable documentation.

- **Information Only:** *Agreement Cover Sheet and Memo, Agreement* document complete with accurate funding information, signed by the contractor
 - **Abstracts:** Completed signed Abstract form with copy of the grant application*Separate file.
 - **Agreements:** *Agreement Cover Sheet and Memo, Agreement* document complete with accurate funding information, signed by the contractor; **Price Quotes, Exhibit A** Detailed Scope of Service with contractor resume, Exhibit B Data Privacy.
 - **Amendments:** Signed Amendment form, copy of fully executed Agreement to be amended and a copy of *any previous* amendments to the Agreement.
 - **Purchase Orders:** *Agreement Cover Sheet and Memo, Purchase Order Form* and Quote *if available*.
-

Operations submissions: Goods and services related to IT, translations, food services, construction and operations.

Submitter **must** Combine all documents into **1 pdf per Action Item** containing the applicable documentation.

- **Information Only:** Operations Memo
Required Documents: Certificate of Liability Insurance, Disclosure Affidavit and W9*if new vendor
 - **Agreements:** *Operations Memo*
Required Documents: Scope of Service, Certificate of Liability Insurance, Disclosure Affidavit and W9*if new vendor
 - **Amendments:** Signed Amendment form, copy of fully executed Agreement to be amended and a copy of *any previous* amendments to the Agreement.
 - **Contracts:** *Operations Memo*.
Required Documents: SIT, RFP, Certificate of Liability Insurance, Disclosure Affidavit and W9*if new vendor
 - **Change Orders:** Contract Change Order *Form*
 - **Purchase Orders:** *Agreement Cover Sheet and Memo, Purchase Order Form* and Quote *if available*.
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NEW HAVEN PUBLIC SCHOOLS
Finance & Operations Committee
Action Item Submission Guide

Deadline Schedule
June 21, 2022 to June 30, 2023

Note: Contractors cannot begin service until the day after their Agreement/Submission has been **approved** by the Board of Education ↓

Deadline (last day) for Submissions	Finance & Operations Committee Presentation	Board of Education Approval	Earliest Effective Start Date
6/22/22	7/5/22*	7/11/22	7/12/22
7/19/22	8/1/22	8/8/22	8/9/22
8/16/22	9/6/22*	9/12/22	9/13/22
9/20/22	10/3/22	10/11/22	10/12/22
10/18/22	11/7/22	11/14/22	11/15/22
11/22/22	12/5/22	12/12/22	12/13/22
12/6/22	1/3/23*	1/9/23	1/10/23
1/17/23	2/6/23	2/13/23*	2/14/23
2/21/23	3/6/23	3/13/23	3/14/23
3/21/23	4/3/23	4/10/23	4/11/23
4/18/23	5/1/23	5/8/23	5/9/23
5/16/23	6/5/23	6/12/23	6/13/23
6/20/23	7/3/23	7/10/23	7/11/23

Notes: (*) Tuesday meeting due to legal holiday

Action Item Submission Deadlines are always the day after a Finance & Operations Committee meeting on the 1st and 3rd Tuesdays of each month.



NEW HAVEN PUBLIC SCHOOLS

K-12 Staffing Guidelines – FY 2020

Position	Elementary Guidelines	High School Guidelines
Principal	1.0 FTE per school	1.0 FTE per school
Assistant Principal	Staffing is based on enrollment. Schools with 351 - 700 students will receive 1 assistant principal, 701 – 1,050 students will receive 2 assistant principals, and schools with 1,051 – 1,400 students will receive 3 assistant principals.	Staffing is based on enrollment. Schools with 301 - 600 students will receive 1 assistant principal, 601 – 900 students will receive 2 assistant principals, schools with 901 – 1,200 students will receive 3 assistant principals, 1,201-1,500 students will receive 4 assistant principals, and 1,501 – 1,800 will receive 5 assistant principals.
Classroom Teachers	Classroom teacher are assigned on a ratio of one teacher for every 20 students in Pre-Kindergarten, one teacher for every 26 students in Kindergarten thru grade 2, and one teacher for every 27 students in grades 3-8.	Classroom teachers are assigned on a ratio of one teacher for every 125 students in grade 9 – 12. The number of students required to enroll in a specific course may impact staffing ratios.
Special Education	Special education teachers are assigned on a ratio of one teacher for every 20 students. The number of required hours based off the IEP may influence this ratio.	Special education teachers are assigned on a ratio of one teacher for every 20 students. The number of required hours based off the IEP may influence this ratio.
Special Education (Self-Contained)	Self-contained special education teachers are assigned on a ratio of one teacher for every 10 students. 2 Paraprofessionals are assigned per classroom and 3 paraprofessionals per autistic classroom.	Self-contained special education teachers are assigned on a ratio of one teacher for every 10 students. 2 Paraprofessionals are assigned per classroom and 3 paraprofessionals per autistic classroom.
Bilingual/English for Speakers of Other Languages (ESOL) Teachers/Tutors	On average, 1:65 is the teacher/tutor to student ratio in elementary school. Staffing is based on students grade level and level of English Proficiency on the LAS Links.	On average, 1:85 is the teacher/tutor to student ratio in high school. Staffing is based on students grade level and level of English Proficiency on the LAS Links.
Math Coach	1.0 FTE per school	0.0 FTE per school
Literacy Coach	1.0 FTE per school	0.0 FTE per school
Psychologist	Psychologists are assigned on a ratio of one psychologist for every 45 students. The number of required hours based off the IEP may influence this ratio.	Psychologists are assigned on a ratio of one teacher for every 45 students. The number of required hours based off the IEP may influence this ratio.
Speech/Language Pathologist	Speech/Language pathologists are assigned on a ratio of one Speech/Language pathologist for every 45 students. The number of required hours based off the IEP may influence this ratio.	Speech/Language pathologists are assigned on a ratio of one Speech/Language pathologist for every 45 students. The number of required hours based off the IEP may influence this ratio.
Librarian/Media Specialist	Staffing is based on enrollment. Schools with 500 or less students will receive 0.5 librarians, 501 – 2’000 students will receive 1 librarian.	1.0 FTE per school

Social Worker/Behavior Support	1.0 FTE per school	1.0 FTE per school
Counselor	Staffing is based on enrollment. Schools with 250 or less students in grades 5 - 8 will receive 0.5 counselor, 251 – 500 students will receive 1 counselor.	Staffing is based on enrollment. Schools with 250 or less students will receive 1 counselor, 251 – 500 students will receive 2 counselors, 501 – 750 students will receive 3 counselors, 751 – 1,000 students will receive 4 counselors, 1,001 – 1,250 students will receive 5 counselors, and 1,251 – 1,500 students will receive 6 counselors.
Paraprofessionals	Paraprofessionals are assigned on a ratio of one paraprofessional for every 10 students in Pre-Kindergarten and one paraprofessional per teacher in Kindergarten – grade 1.	
Paraprofessionals (SPED)	Paraprofessionals are assigned based off of state and federal compliance.	Paraprofessionals are assigned based off of state and federal compliance.
Paraprofessionals (SPED Self-Contained)	Paraprofessionals are assigned based off of state and federal compliance.	Paraprofessionals are assigned based off of state and federal compliance.
Nurse	1.0 FTE per school	1.0 FTE per school
Custodian	1.0 FTE per school	1.0 FTE per school
Socio-Emotional Support	Drop-Out Prevention Workers assigned to all schools as 0.33 based upon need. The staff ratio may be influenced based off school needs. In-School Suspension Coordinators, Youth Coordinators, Behavioral Specialists, and Student Retention Specialists staffing is based on enrollment. Schools with 600 or less students will receive 0.5 YFCE support and 600 or more will receive 1.0 YFCE support.	Drop-Out Prevention Workers assigned to all schools as 0.33 based upon need. The staff ratio may be influenced based off school needs. In-School Suspension Coordinators, Youth Coordinators, Behavioral Specialists, and Student Retention Specialists staffing is based on enrollment. Schools with 400 or less students will receive 0.5 YFCE support and 400 or more will receive 1.0 YFCE support.
Clerk	Staffing is based on enrollment. Schools with 500 or less students will receive one 12-month clerk, 501 – 850 students will receive one 12-month clerk and one 10-month clerk, and 851 – 1600 students will receive one 12-month clerk and two 10-month clerks.	Staffing is based on enrollment. Schools with 500 or less students will receive one 12-month clerk, 501 – 850 students will receive one 12-month clerk and one 10-month clerk, and 851 – 1600 students will receive one 12-month clerk and two 10-month clerks.
Security	1.0 FTE per school	Staffing is based on enrollment. Schools with 350 or less students will receive 1 security guards, 351 – 500 students will receive 2 security guards, 501 – 750 students will receive 3 security guards, 751 – 1,000 students will receive 4 security guards, 1,001 – 1,250 students will receive 5 security guards, and 1,251 – 1,500 students will receive 6 security guards.