



NEW HAVEN PUBLIC SCHOOLS  
New Haven, Connecticut

**NEW HAVEN BOARD OF EDUCATION FINANCE AND OPERATIONS COMMITTEE MEETING**

Monday, August 19, 2019

4:30 p.m.

Gateway Center – 2<sup>nd</sup> Floor Board Room

Chair: Mr. Joseph Rodriguez

**Action Items**

**A. INFORMATION ONLY**

1. The Superintendent approved an Agreement by and between the New Haven Board of Education and Employer's Reference Source, (ERS), to provide school volunteer background screening, from September 10, 2019 to June 30, 2020, in an amount not to exceed \$10,000.00.

**Funding Source: School Volunteer Program  
Acct. # 2528-6028-56694**

**(Pages #5-16)**

2. The Superintendent approved an Agreement by and between the New Haven Board of Education and Connecticut Children's Museum, to provide the New Haven Early Childhood Resource Center, from August 27, 2019 to June 30, 2020, in an amount not to exceed \$15,000.00.

**Funding Source: Quality Enhancement Program  
Acct. # 2523-5385-56697**

**(Page #17-22)**

3. The Superintendent approved an Agreement by and between the New Haven Board of Education and Clifford Beers Child Guidance Clinic, to provide mental health consultation to School Readiness funded programs, from August 27, 2019 to June 30, 2020, in an amount not to exceed \$10,000.00.

**Funding Source: Quality Enhancement Program  
Acct. # 2523-5385-56901**

**(Pages #23-28)**

4. The Superintendent approved an Agreement by and between the New Haven Board of Education and Voiance Language Services, LLC, to provide telephone-based interpretation and document translation services, from August 27, 2019 to June 30, 2020, in an amount not to exceed \$6,000.00.

**Funding Source: Title IVA Carryover Program  
Acct. # 2511-6291-56694-0000**

**(Pages #29-51)**

5. The Superintendent approved an Agreement by and between the New Haven Board of Education and Maria Rivera, 49 Lance Lane, Milford, CT to provide Translation Services from English to Spanish or Spanish to English of documents such as letters, forms, manuals, etc., including proofreading, for the New Haven Public Schools for the period of August 19, 2019 to June 30, 2020, in an amount not to exceed \$2,000.00

**Funding Source: 2019-2020 Operating Budget – World Language  
Acct. #190-41700-56694**

**(Pages #52-54)**

**A. ABSTRACTS**

1. To approve the Abstract, School Volunteer Program, in the amount of \$20,613.00 for fiscal year 2019-2020.  
**Funding Source:** Community Foundation for Greater New Haven Endowment  
**Presenter:** Ms. Patricia DeMaio  
**(Pages #55-59)**
2. To approve the Abstract, Head Start Grant, in the amount of \$1,276,333.00 for fiscal year 2019 to 2020.  
**Funding Source:** U.S. Department of Health & Human Services  
**Presenter:** Ms. Elizabeth Gaffney  
**(Pages #60-71)**
3. To approve the Abstract, Head Start, in the amount of \$5,743,588.00 for fiscal year 2019 to 2020.  
**Funding Source:** U.S. Department of Health & Human Services  
**Presenter:** Ms. Elizabeth Gaffney  
**(Pages #72-77)**

**B. AGREEMENTS**

1. To approve an Agreement by and between the New Haven Board of Education and Gateway Community College, to provide 40 spaces for school day/school year School Readiness services, from August 27, 2019 to June 30, 2020, in an amount not to exceed \$240,000.00.  
**Funding Source:** School Readiness Program  
**Acct. # 2523-5384-56697-0442**  
**Presenter:** Ms. Elizabeth Gaffney  
**(Pages #78-93)**
2. To approve an Agreement by and between the New Haven Board of Education and Area Cooperative Educational Services, (ACES), to provide on-going professional development, technical support and coaching of beginning teachers and mentors participating in the State mandated induction program, TEAM, from August 19, 2019 to June 30, 2020, in an amount not to exceed \$70,956.00.  
**Funding Source:** Title I Program  
**Acct. # 2531-5170-56694-0000 (Pending Receipt of Funds)**  
**Presenter:** Dr. Michele Sherban  
**(Pages #94-116)**
3. To approve an Agreement by and between the New Haven Board of Education and Sherri Killins Stewart, Ed.D., to serve as a strategic consultant for the New Haven Public School Early Childhood program, specifically, to provide strategic coaching support to the leadership of the varied funding sources, from August 27, 2019 to June 30, 2020, in an amount not to exceed \$39,000.00.  
**Funding Source:** Alliance Program  
**Acct. # 2547-6105-56694-0000**  
**Presenter:** Ms. Mary Derwin  
**(Pages #117-124)**
4. To approve an Agreement by and between the New Haven Board of Education and Area Cooperative Educational Services, (ACES), to provide professional artists, arts program management, instructional materials and supplies, equipment and, performance and professional development for Cooperative Arts

& Humanities High School and Betsy Ross Arts Middle Magnet School, from August 27, 2019 to June 30, 2020, in an amount not to exceed \$853,033.00

**Funding Source:** Interdistrict Magnet School – Betsy Ross Program  
Acct. # 270-433-55-56697 (\$477,995.00)  
Interdistrict Magnet School – Coop Program  
Acct. # 270-433-64-56697 (\$375,038.00)

**Presenter:** Ms. Val- Jean Belton  
**(Pages #125-130)**

5. To approve an Agreement by and between the New Haven Board of Education and Area Cooperative Educational Services, (ACES), to provide ACES-Aspire Program for students with significant behavior challenges, from August 29, 2019 to June 30, 2020, in an amount not to exceed \$1,479,075.00

**Funding Source:** Operating Budget  
Acct. # 190-410-00-56694 (\$575,075)  
Alliance Program (Pending Receipt of Funds)  
Acct. # 2547-6108-56694-0000

**Presenter:** Ms. Typhanie Jackson  
**(Pages #131-136)**

6. To approve an Agreement by and between the New Haven Board of Education and Booker T. Washington Academy, to provide special education services for New Haven students attending the charter school, from August 29, 2019 to June 30, 2020, in an amount not to exceed \$56,275.00.

**Funding Source:** IDEA Program (Pending Receipt of Funds)  
Acct. # 2504-5034-56903

**Presenter:** Ms. Typhanie Jackson  
**(Pages #137-143)**

7. To approve an Agreement by and between the New Haven Board of Education and Frontline Technologies Group d/b/a Frontline Education, to provide IEP renewal software license and support services including Initial Sync set up, sync per student maintenance and Frontline Centris Sync implementation, from August 29, 2019 to June 30, 2020, in an amount not to exceed \$48,509.00.

**Funding Source:** 2019-2020 Operating Budget  
Acct. #190-49400-56694

**Presenter:** Ms. Typhanie Jackson  
**(Pages #144-148)**

8. To approve an Agreement by and between the New Haven Board of Education and CompuClaim to provide billing services consisting in processing all NHPS claims for Medicaid reimbursement for direct medical services to eligible students based upon data provided to CompuClaim by NHPS. The District will pay CompuClaim, Inc. at a rate of 6% of revenues collected for the District from the Direct Claiming Services up to \$90,000.00

**Funding Source:** IDEA (Individuals with Disabilities Act)  
Acct. #2504-5034-56903(pending receipt of funds)

**Presenter:** Ms. Typhanie Jackson  
**(Pages #149-160)**

9. To approve an Agreement by and between the New Haven Board of Education and Teach for America (TFA), 370 James St., Suite 404, New Haven, CT for recruitment, selection, training and ongoing professional development support for School Year 2019-2020. The BOE agrees to pay \$850 for each

teacher hired by the District in the 2019-2020 school-year for a maximum of 25 teachers plus \$2,250 each for four (4) teachers in their 2<sup>nd</sup> year, for a total amount not to exceed \$30,250.00.

**Funding Source:** 2019-2020 Operating Budget  
**Acct. #190-45100-56694**

**Presenter:** Ms. Lisa Mack  
**(Pages #161-173)**

10. To approve an Agreement by and between the New Haven Board of Education and WeSource Workforce Solutions, LLC, 258 S. Brooksvale Rd., Cheshire, CT for the recruitment of candidates for the position of Chief Financial Officer (CFO), in an amount not to exceed \$30,000.00.

**Funding Source:** 2019-2020 Operating Budget  
**Acct. #190-40100-56694**

**Presenter:** Atty. Michael Pinto  
**(Pages #174-182)**

11. To approve an Amendment #5 to the Construction Manager Agreement by and between the New Haven Board of Education and Giordano Construction Company, 1155 Main Street, Branford, CT related to the new Strong 21<sup>st</sup> Century Communications Magnet & Lab School (aka Obama School) increasing the compensation amount from \$36,179,524 by **\$232,536** to \$36,412,060 due to Out of Scope Changes to the CM agreement.

**Funding Source:** Capital Projects #3078-17GG-58001

**Presenter:** Mr. Tom Smith  
**(Pages #183-204)**

### C. PURCHASE ORDERS

1. To approve a Purchase Orders under State Contract #17PSX0012 to School Specialty, 100 Paragon Parkway, Mansfield, OH for the purchase of furniture for the Strong/Barack Obama University Magnet School, in an amount not to exceed \$38,604.68.

**Funding Source:** Capital Projects #3078-17GG-58001

**Presenter:** Mr. Tom Smith  
**(Pages #205-209)**

2. To approve a Purchase Order under State Contracts #14PSX0303, #15PSX0041, #16PSX0190 to Robert H. Lord Company, Inc., 220 chapel Road, Manchester, CT for the purchase of furniture for the Strong/Barack Obama University Magnet School, in an amount not to exceed \$342,987.10.

**Funding Source:** Capital Projects #3078-17GG-58001

**Presenter:** Mr. Tom Smith  
**(Pages #210-227)**

3. To approve a Purchase Orders under State Contracts #15PSX0041 and #16PSX0190 to Insalco Corporation, 7 Capitol Drive, Wallingford, CT for the purchase of furniture for the Strong/Barack Obama University Magnet School, in an amount not to exceed \$377,067.27.

**Funding Source:** Capital Projects #3078-17GG-58001

**Presenter:** Mr. Tom Smith  
**(Pages #228-328)**

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Patricia A. DeMaio, Grants & School Volunteer  
**Date:** August 9, 2019  
**Re:** Agreement for ERS for volunteer screening services

**Proposed Meeting Date: September 3, 2019**

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### **Executive Summary/ Statement:**

ERS conducts criminal background screening of prospective volunteers who wish to serve in New Haven Public Schools as tutors, mentors, classroom assistants, and other support functions.

**Amount of Agreement and the Daily, Hourly or per Session Cost:** from \$24.99 per person to \$35

**Funding Source & Account #: School Volunteer Program, Acct # 2528-6028-56694-0000**

### **Key Questions:**

1. Please describe how this **service is strategically aligned** with school or District goals:

Mandated screening of volunteers contributes to safe school and work environment.

2. What **specific need** will this contractor address? Criminal background screening of volunteers.
3. **Contractor selection:** quotes, RFP, or Sole Source? Please describe: Quotes and service

Two other companies were contacted as follows: Sterling Volunteers and Education Services. Both companies quote \$39.00 as standard per person rate. ERS averages \$24.99 per person and provides additional searches not included in standard price of other companies. In addition, ERS conducts the screening with minimal NHPS staff support. The other companies require staffing for the input of all data. ERS also provides 24-72 hour turnaround and maintains contact with staff when screening reveals problems.

4. What **specific skill set** does this contractor bring to the project? Cost effective and timely screening.
5. Is this a **new or continuation service**? Continuation service



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6. **Evidence of Effectiveness: How will the contractor's performance be evaluated?** Contractor performance is based on timely and effective screening and turnaround.
  
7. If the service is a professional development program, can the training be provided internally, by district staff? If not, why not? n/a
  
8. Why do you believe this agreement is **fiscally sound**?

Screening of volunteers is now mandatory. State of CT also requires DCF screening. The School Volunteer Endowment provides the funds to cover the costs of screening with no impact on the General Fund.



**AGREEMENT**  
**By And Between**  
**The New Haven Board of Education**  
**AND**  
**Employers Reference Source, (ERS)**

FOR DEPARTMENT/PROGRAM:  
**School Volunteer Program**

This Agreement entered into on the 9th day of August 2019, effective (no sooner than the day after Board of Education Approval), the 10th day of September, 2019, by and between the New Haven Board of Education (herein referred to as the “Board” and Employer’s Reference Source, Inc. (ERS) located at, 1587 Hamilton Avenue, Waterbury, CT 06706 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of : \$8.00 per CT Criminal Record; \$2.00 per Social Security Trace; up to \$32.50 per motor vehicle check; \$7.00 per nationwide check; and additional costs for out of State court fees, up to \$85.00 per case.

The maximum amount the contractor shall be paid under this agreement: Ten thousand and no cents (\$10,000). 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 School Volunteer **Program** of the New Haven Board of Education, **Account Number:** 2528-6028-56694 **Location Code:** 0000.

This agreement shall remain in effect from September 10, 2019 to June 30, 2020.

**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 is attached).*

To conduct national criminal background screening, including social security trace, sex offenders registry and motor vehicle records for volunteers serving New Haven Public School District.



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*Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service 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.

*[Handwritten Signature]*  
Contractor Signature

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

8-9-19  
Date

\_\_\_\_\_  
Date

*Loc. Turmel-Keskes / President*  
Contractor Printed Name & Title

Revised: 10/2/18





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## **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.



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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.

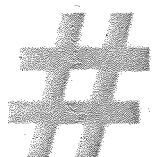
7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration 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

	Basic \$12 <sup>99</sup>	Standard \$18 <sup>99</sup>	Expanded \$39 <sup>99</sup>
Social Security Trace	✓	✓	✓
TrueCrim National Criminal Search	✓	✓	✓
Sex Offender Registry Search	✓	✓	✓
County Criminal Search for current county		✓	✓
County Criminal Search for up to two previous counties			✓
Education Verification for highest degree obtained			✓
Employment Verification for the 2 most recent employers			✓

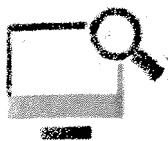
**Substance abuse testing can be added to any package for as low as \$38.**

## Basic Package \$12.99



### Social Security Number Trace

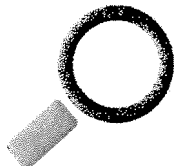
This report is critical in establishing positive identification on an applicant and can uncover undisclosed aliases and previous addresses. The Social Security Number Trace verifies the validity of the social security number, the applicant's name, addresses and alias names.



### **TrueCrim (National Criminal Search)**

This database is an exclusive product that searches the largest repositories of criminal records for the entire country. Also included are known fugitive databases, homeland security databases and more than 130 million individual criminal records from county, national and state

agencies!



### **Sex Offender Registry Search**

This search will check the National Sex Offender Registry database and records in all 50 states.

## **Standard Package \$18.99**

*Includes everything in the Basic Packages, plus...*



### **County Criminal Search for Current County of Residence**

A county criminal search can help you avert violence issues and reduce your liability with hiring problems. A typical result will show any criminal records including felonies and misdemeanors in the county of residence. (Subject to state regulations.)

## **Extended Package \$39.99**

*Includes everything in the Basic & Standard Packages, plus...*



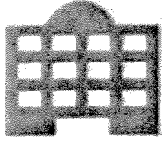
### **All County Criminal Search for Up to Two Previous Counties of Residence**

This search can be conducted in up to two additional counties where the applicant has resided in the past seven years. (subject to state regulations.)



## Education Verification

An Education Verification verifies educational background information including confirmation of attendance or highest degree received.



## Employment Verification

Verifying an applicant's previous employment assures the accuracy of the application and uncovers lies, omissions and exaggerations. Prior job performance information is provided along with salary when

available.

**Ready to sign up? Click here to get started!**

(<https://backgroundchecksforvolunteers.com/>)

## Custom Packages

**Create a custom package** for your specific needs. Choose from the services listed above or from additional services that we offer, including Credit Bureau Reports, Driving Records, Workers Comp Reports, Drug Testing and more. Please call us at 1 (800) 262-7301 for a custom quote.



Background Checks for Volunteers by True Hire

11366 Cleveland Avenue



(<https://www.sterlingvolunteers.com>)

## Your Volunteer Screening Just Got Easier

Use our paperless online sign up process to get started with quality background screening

### Two Packages To Choose From



**Advanced**

**\$19/ea**

*Price excludes state, county, and motor vehicle repository fees. Set-up fees may apply.*

<b>Social Security Number Trace</b>	⊕
<b>Nationwide Criminal History Search</b>	⊕
<b>Department of Justice (DOJ) Sex Offender Search</b>	⊕
<b>Terrorist Watch List (OFAC)</b>	⊕
<b>Current County or State of Residence Search</b>	⊕
<b>Motor Vehicle Report</b>	+\$7.50
<b>Fast Pass &amp; Rebates</b>	⊕
<b>Additional Products</b>	⊕

## SIGN UP TODAY

**Complete**  
**\$39/ea**

*Price excludes state, county, and motor vehicle repository fees. Set-up fees may apply.*

<b>Social Security Number Trace</b>	⊕
<b>Nationwide Criminal History Search</b>	⊕
<b>Department of Justice (DOJ) Sex Offender Search</b>	⊕
<b>Terrorist Watch List (OFAC)</b>	⊕
<b>Current County or State of Residence Search</b>	⊕
<b>Locator Select</b>	⊕
<b>7-year Alias/Maiden Name Criminal Search</b>	⊕
<b>Motor Vehicle Report</b>	+\$7.50

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**Fast Pass & Rebates**

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**Additional Products**

## **SIGN UP TODAY**

**Have more than 500 volunteers?** Contact us with questions or to inquire about special pricing for orders greater than 500 screenings per year.

## **CONTACT US**

## **Ready To Begin? Here's How It Works:**



1

**Get started by submitting the form at the bottom of this page**



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

**CONNECTICUT CHILDREN'S MUSEUM**

**FOR SCHOOL READINESS QUALITY ENHANCEMENT PROGRAM**

This agreement entered into on the 6<sup>th</sup> day of June, 2019, effective the 27<sup>th</sup> day of August, 2019, by and between the New Haven Board of Education (herein referred to as the "Board") and, Connecticut Children's Museum, located at 22 Wall Street, New Haven, CT, 06510 (herein referred to as the "Contractor").

**Compensation:**

The Board shall pay the contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed Fifteen thousand dollars (\$15,000).

The average weekly rate for all services is \$468.75. These services include: replenishing materials available for loan to preschool and family day care homes; creation of new materials as demand requires, 32 weeks of workshops including speakers, materials, light supper and translation services.

Compensation will be made upon submission of an itemized invoice for services outlined in *Exhibit A Scope of Service*.

**Fiscal support** for this Agreement shall be by **Quality Enhancement Program** of the New Haven Board of Education, **Account Number: 2523-5385-56697**  
Pending Receipt of Funds

**Scope of Service:** The Contractor will house and operate the New Haven Early Childhood Resource Center. The Contractor will maintain and replenish the Resource Center collection of materials including: books, periodicals and dvd's for teachers and family day care providers serving infants, toddlers and preschoolers; curriculum and literacy kits and other early childhood related materials. The Resource Center will be open weekly to the New Haven early childhood community at minimum, 32 weeks per year. The Contractor will also offer weekly workshops for a minimum of 32 weeks at the Early Childhood Resource Center on topics required by the Office of Early Childhood, the National Association for the Education of Young Children and as suggested by teachers and program directors. The contractor agrees to attend one meeting of all QE contractors to ensure coordination of services amount QE contractors.

This agreement shall remain in effect from August 27, 2019 to June 30 2020.

Exhibit A: Scope of Service: see attached detailed Scope of Service for the Early Childhood Resource Center.

Exhibit B: Student Data and Privacy Agreement: see 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 not 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 Contract 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.

  
\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Darnell Goldson, President  
New Haven Board of Education

7.29.19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Sandra Malmquist, Director, Connecticut Children's Museum  
Contractor Name Printed or Typed

Revised: 10/2/18



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

**DETAILED SCOPE OF SERVICE AGREEMENT,  
SPECIAL TERMS AND CONDITIONS  
FOR CONNECTICUT CHILDREN'S MUSEUM'S (referred to as the "Contractor")  
NEW HAVEN EARLY CHILDHOOD RESOURCE CENTER**

**Overview of the Quality Enhancement Grant**

The Quality Enhancement Grant for the CT Office of Early Childhood is a competitive grant whose purpose is to provide funding for early care and education programs to address School Readiness quality standards and/or expand comprehensive services for children and families as identified in C.G.S. Section 17b-749c. The New Haven Early Childhood Council is responsible for identifying the services most needed, issuing a Request of Proposal and selecting contractors for the services.

The Council identified the following services as priorities for FY20:

1. An Early Childhood Resource Center to provide: professional development opportunities and resource materials
2. Behavioral and mental health consultation to School Readiness funded preschool programs in order to increase teacher effectiveness in managing difficult behavior and supporting the families of children whose behaviors indicate the need for guidance and support to make the most of their preschool experience
3. Offer education consultation and coaching to School Readiness preschool teachers to increase knowledge and skills needed to provide a developmentally appropriate early learning experience for children.

The Quality Enhancement Contractor Connecticut Children's Museum will provide the following services:

**Required Services**

The Contractor will staff the Early Childhood Resource Center (ECRC) so the center is open on Thursday nights from 5:00-8:00pm for a minimum of 32 weeks for the following services:

1. A two-hour professional development workshop for all New Haven early care and education providers on the topics as identified by the providers and as required by the New Haven Early Childhood Council as well as related to NAEYC accreditation standards. Bi-lingual English/Spanish staff will be available to translate workshop content as needed. There will be no cost to participants.
2. Make available a catalog of the resources and materials available to borrow, including teacher resource books, classroom curriculum kits and literacy kits. Teachers can request to borrow the materials for a maximum of 2 weeks. There will be no cost to participants.

The Contractor is responsible for advertising the weekly workshops and materials available to the early childhood community. The Contractor is expected to maintain an updated list of emails of all early childhood programs in New Haven and to continually grow the email list to include all teachers visiting the ECRC. Announcements of workshops will be emailed, at minimum, every month from September through June.

The Contractor will maintain a database and report quarterly:

1. The number of attendees at each workshop, the program where they teach, the New Haven neighborhood where the teacher lives and where the program is located;
2. The number of workshops attended by each participant, the list of programs sending participants and the workshops selected;
3. The results of the survey sent to providers after each workshop;
4. The materials borrowed and who borrowed them
5. The materials requested that were not available
6. The list of materials in the inventory and a list of the materials developed during the quarter

In the first quarterly report the Contractor will include information collected from the School Readiness providers who, in FY19 did not utilize the ECRC. This will include the reasons given for no staff attending workshops in FY19 nor borrowing any materials. The Contractor will work with these centers to find alternative methods for making the information available. The Contractor will work with the teachers at the Dr. Mayo Early Learning School to offer 2 workshops for families.

**Compensation:**

Compensation is made upon the submission of monthly invoices, including itemization of all costs and back up documentation. Payment is contingent upon the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event that 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 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

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

**CLIFFORD BEERS CHILD GUIDANCE CLINIC**

**FOR SCHOOL READINESS QUALITY ENHANCEMENT PROGRAM**

This agreement entered into on the 6<sup>th</sup> day of June, 2019 , effective the 27<sup>th</sup> day of August, 2019, by and between the New Haven Board of Education (herein referred to as the “Board”) and, Clifford Beers Child Guidance Clinic , located at 5 Science Park, New Haven, CT, 06511 (herein referred to as the “Contractor”).

**Compensation:**

The Board shall pay the contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed Ten thousand dollars (\$10,000).

The average hourly rate is \$100.00. Compensation will be made upon submission of an itemized invoice for services outlined in *Exhibit A Scope of Service*.

**Fiscal support** for this Agreement shall be by **Quality Enhancement Program** of the New Haven Board of Education, **Account Number: 2523-5385-56901**

Pending Receipt of Funds

**Scope of Service:** The Contractor will provide mental health consultation to School Readiness funded programs to build capacity of programs to foster children’s social, emotional and behavioral health and development. These services will include: observation of children (with parental consent) and classrooms; classroom management support, modelling and coaching teachers; referral for children and families to community-based services as needed. Two professional development sessions on trauma informed care will be offered as in-kind services.

The contractor agrees to attend one meeting of all QE contractors to ensure coordination of services amount QE contractors.

This agreement shall remain in effect from August 27, 2019 to June 30 2020.

RB  
8/6/19


Exhibit A: Scope of Service: see attached detailed Scope of Service for the Early Childhood Behavioral Health Consultation.

Exhibit B: Student Data and Privacy Agreement: see 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 Contract 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.

  
\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Darnell Goldson, President  
New Haven Board of Education

8/2/19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Alice M. Forrester, Ph.D. Executive Director Clifford Beers Guidance Clinic  
Contractor Name Printed or Typed

Revised: 10/2/18





**NEW HAVEN PUBLIC SCHOOLS**

**EXHIBIT A**

**DETAILED SCOPE OF SERVICE AGREEMENT,  
SPECIAL TERMS AND CONDITIONS  
for CLIFFORD BEERS GUIDANCE CLINIC  
(referred to as the “Contractor”)**

**Overview of the Quality Enhancement Grant**

The Quality Enhancement Grant for the CT Office of Early Childhood is a competitive grant whose purpose is to provide funding for early care and education programs to address School Readiness quality standards and/or expand comprehensive services for children and families as identified in C.G.S. Section 17b-749c. The New Haven Early Childhood Council is responsible for identifying the services most needed, issuing a Request of Proposal and selecting contractors for the services.

The Council identified the following services as priorities for FY20:

1. An Early Childhood Resource Center to provide: professional development opportunities and resource materials
2. Behavioral and mental health consultation to School Readiness funded preschool programs in order to increase teacher effectiveness in managing difficult behavior and supporting the families of children whose behaviors indicate the need for guidance and support to make the most of their preschool experience
3. Offer education consultation and coaching to School Readiness preschool teachers to increase knowledge and skills needed to provide a developmentally appropriate early learning experience for children.

The Quality Enhancement Contractor Clifford Beers Guidance Clinic will provide the following services:

- The Contractor will provide 90 hours of behavioral health consultation to include:
- Developing, in consultation with the School Readiness Project Director, and using an observation tool in September and October to assess the social emotional climate in one classroom at a minimum of 15 School Readiness sites.
- At the completion of the visit, the Contractor will offer suggestions for developing a pro-social and calm classroom climate to the program education leader.
- The Contractor will compile a brief report of their findings to the New Haven Early Childhood Council or its representative(s).
- The Contractor will respond to routine consultation requests with an on-site visit within one week of the request. Urgent consultation requests will be initially addressed by phone contact with the goal of scheduling an in-person consultation for the following business day.
- The consultations may include:
  - interviews with the preschool teacher and director as well as the primary caretaker concerning the nature of the child’s issues;
  - review of pertinent information;
  - direct child/classroom observation;
  - in-home follow up;
  - presentation of strategies to both teachers and guardians to support the child and,

- the Contractor will make referrals for other Clifford Beers services or additional support within the community as needed.

The Contractor will maintain written records of the consultations, the strategies offered and will report this information to the School Readiness Project Director on a monthly basis, along with an itemized invoice.

**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 that 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 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



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Jessica Haxhi, Supervisor of World Languages  
**Date:** July 31, 2019  
**Re:**  
**Proposed Meeting Date:** August 19, 2019

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**Executive Summary/ Statement:** Approval is requested for an Agreement by and between the New Haven Board of Education and Voiance Language Services, LLC for telephone-based and document translation services.

**Amount of Agreement and the Daily, Hourly or per Session Cost:** \$0.65 per minute telephone-based services for all languages except American Sign Language, which is video-based at \$0.95 per minute. Document translation costs are per word and range from \$0.13-0.25 for documents (depending on language).

**Funding Source:** Title IVA Funds #2511-900-6291-56694

### Key Questions:

1. Please describe how this service is strategically aligned with school or District goals:

This service aligns with the Title IVA goal of promoting parent involvement, as well as district efforts to provide improved services to students and families who speak languages other than English.

2. What specific need will this contractor address?

When schools need to speak to students, parents, or guardians who speak languages other than English, they will be able to pick up the telephone and have access to interpreters in more than 200 languages within minutes. This service will be extremely valuable in immediate/emergency situations (i.e., student illness) as well as at open houses, daily interactions with parents, and conversations with students and parents who are new arrivals to the school system.

3. **Contractor selection:** quotes, RFP, or Sole Source? This contractor has won a statewide contract through the National Association of State Procurement Officers, giving access to special pricing, no monthly minimums, and it is reimbursable through state grants.

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

This contractor offers 24/7/365 service in over 200 languages, with 2,000 trained and monitored employees in 7 contract centers. They will provide us with our own 800 number and a pin number for each school so that we can track usage of the service online at any time.

5. Is this a **new or continuation service**? **If a continuation service**: a) has cost increased? If yes, by how much? b) What would an alternative contractor cost?

This is a continuation service. The cost has not increased from the previous year due to the National Association of State Procurement Officers contract with Connecticut.

6. **Evidence of Effectiveness**: How will the contractor's performance be evaluated? **If a continuation service, attach** a copy of **previous evaluations** or **archival data** demonstrating effectiveness:

Telephone Service: This past year, schools spent \$90.21 on phone calls (147 minutes). We are able to evaluate usage by viewing the various easy-access online reports categorized by language and school. In addition, Jessica Haxhi spoke with administrators who used the service. The languages used were Arabic, Akateko, Pashto, Swahili, and Spanish. The schools who used the service were Bishop Woods, Truman, East Rock, Fair Haven, James Hillhouse, and Wilbur Cross. Feedback on the service was mostly positive and administrators noted that it was convenient to have instant access to translation. One school experienced a long wait-time for a translator; the company researched that complaint quickly and did not charge us for that call. Principals were informed about the service at two ELLA meetings last year, but Assistant Principals may not all have been aware of it. This is the main cause of the limited use of the service. This school year there will be a concerted effort to make sure that all administrators are aware of their ability to use the service to contact parents.

Document Service: This past year, we used Voiance to translate a parent brochure about the English Learners department, a "Common Terms on NHPS Forms Guide" translated into 6 languages, one Seal of Biliteracy test (Akateko), Parent University information, and a parent attendance tracker (all in alignment with Title IVA). The document translation services, overseen by Jessica Haxhi, were user-friendly, quick, and professional.

This year, Jessica Haxhi will continue to access usage data and check-in with schools that use the service to ask them to review its ease-of-use and effectiveness.

7. If the service is a professional development program, can the training be provided internally, by district staff? If not, why not?  
Yes – Jessica Haxhi can provide documents that easily guide schools through the call-in process.
8. Why do you believe this agreement is **fiscally sound**?

This service is much cheaper than commercially available rates for in-person interpreting. Professional in-person interpretation services require at least a 1-hour minimum fee (\$60-\$70) and most have a minimum charge for 2 hours, plus travel (up to \$200 per meeting); less common languages can cost much more (up to \$300 per meeting).

If a school only needs to talk to a parent for 10 minutes, for example, this service will only cost \$6.50 for that call, in virtually any language we have represented in NHPS, with no minimum number of minutes/hours nor any travel fees for an interpreter. Upon investigation of a similar phone-based service, it was found that this company's pricing is both reasonable and the most simplified. Other phone-based services charge different prices for different languages, but this service has a flat rate of \$0.65/minute with no per-call or monthly minimum. The document translation services are comparable to the other companies consulted as well.



**NEW HAVEN PUBLIC SCHOOLS**

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

**FOR DEPARTMENT/PROGRAM:**  
**Districtwide Translation Services: Title IVA SSAE Grant Carryover**

This Agreement entered into on the 26th day of August, effective the 27<sup>th</sup> day of August, 2019, by and between the New Haven Board of Education (herein referred to as the “Board”) and, Voiance Language Services located at 5780 North Swan Road, Tucson, Arizona 85718 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$0.65 per minute (\$0.95/minute for ASL) or \$0.13-\$0.25 per word for documents (depending on language), for a total not to exceed \$6,000.

The maximum amount the contractor shall be paid under this agreement: \$6,000. 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 IVA Student Support and Academic Enrichment Grant Program Carryover** of the New Haven Board of Education,  
**Account Number:** 2511 -900-6291-56694 **Location Code:** 0000.

This agreement shall remain in effect from August 27, 2019 to June 30, 2020.

**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 is attached.



**Exhibit A: Scope of Service** Attach contractor's detailed Scope of Service 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*. 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.



\_\_\_\_\_  
Contractor Signature

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

Aug 2, 2019

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

J. Austin Wade

Senior Vice President

\_\_\_\_\_  
Contractor Printed Name & Title

Revised: 10/2/18



**NEW HAVEN PUBLIC SCHOOLS**

**EXHIBIT B**

**STUDENT DATA PRIVACY AGREEMENT  
SPECIAL TERMS AND CONDITIONS**

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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.
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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



Telephonic and Video Remote Interpreter Services for:

# New Haven School District

August 2nd, 2019



## Why Are You Reading This?

You have a vision for your organization. It involves growing beyond where you are today. To get there, you will need to seize strategic opportunities and address threats. Our team is here to help you get to where you aspire to be. For us, that means upholding excellence in overcoming language barriers with interpreting services. We enable you to focus on your core mission - not language support issues.

### *Experience the Voiance Advantage*

Our project management staff minimizes your time spent transitioning, so switching may be as simple as changing a toll-free number. When you spend less time on multilingual support issues with Voiance, you may also see a relatively high ROI from benefits in areas like:



#### *Speed and Reporting:*

Our automated connection processes may save you up to a minute on every call, and you can confirm this in reporting.



#### *Quality and Efficiency:*

Certified interpreters, large-scale interpreter contact centers, and professional workforce management staff ensure you receive highly skilled interpreters quickly in quality controlled environments.



#### *Security and Reliability:*

Our secure, large-scale interpreter contact centers and four redundant data centers support privacy in multilingual support and 24/7 uptime.

## What is Voiance?

Voiance is a division of CyraCom, the leading provider of language interpreting services. Whether in-person or via phone, mobile app, or written text, Voiance bridges communication gaps for organizations that need rapid access to language assistance. The Company supports hundreds of languages and operates 24/7, impacting the lives of millions in the United States.

In business since 1995, the Company services thousands of clients throughout the US, including many Fortune 500 companies. Over 95% of our customers clients say they would recommend our interpreting services to others.

The Company's employee interpreters work in the most extensive network of large-scale interpreter contact centers: all PCI-compliant and located in the continental US. Most other providers primarily use at-home or offshore interpreters. Our employee interpreters earn certification through extensive in-person classroom training and testing in our centers - 3 times longer than is typical in the industry. The Company's dedicated onboarding staff ensure a seamless transition to Voiance from other language service companies: managing training, IT, and other requirements for hundreds of new clients annually.

## Large-Scale Interpreter Contact Centers

### A Quick Reference Guide to Voiance's Operations

#### Interpreter Monitoring: A Team Approach to Ongoing Quality

Supervisors sit in raised stations with teams of 18 interpreters, offering assistance, conducting side-by-side coaching, and monitoring for compliance. Contact center interpreters receive quality monitoring at a target rate of 12 times per month.

Interpreter monitoring matters because on-site management and oversight impacts interpreter job experience and performance while also ensuring protocols and policies are followed.

#### Interpreter Scheduling: Interpreters When You Need Them

Our large-scale contact center infrastructure means we can schedule interpreters to meet demand and oversee their schedule adherence. On-site Work Management staff can introduce on-demand work schedule changes, overtime, and other tools as needed to meet fluctuating demand.

More control over interpreter scheduling helps us respond to new client onboarding, call volume spikes, or disasters and emergencies, ensuring 24/7 availability.

#### Audits: Trust but Verify

Our facilities successfully pass multiple, recurring client security audits. Our internal audit group aligns our standards with our clients' in the areas of data security, business continuity, and disaster recovery.

Audits are important because language service vendors may come in contact with your private customer information. So we provide clients access to our operations for oversight, while our internal audit group upholds client standards.



ictured: The interior of our interpreter contact center in Houston. Each interpreter has their own workspace and dedicated teams with supervisors overseeing roughly 18 interpreters.

## External Quality Certifications: Defining Quality Objectively

We receive regular audits for the following certifications:

- ISO 9001:2008 - *Quality Management System*
- ISO 13611:2014 - *Guidelines for Community Interpreting*
- ISO 17100:2015 - *Translation Services*
- *Payment Card Information (PCI)*

Oftentimes, vendors present their claims about interpretation quality as objective standards, despite a lack of externally-verified facts. We use available external standards to confirm our quality, and we're the only major phone interpretation provider to meet ISO's Community Interpreting standard.

## Operational Security: How What We Do Protects You

Our large-scale interpreter centers enable compliance with security and confidentiality protocols, including increasingly rigorous consumer privacy laws. We utilize a secure process to ensure only authorized personnel can enter, employ both physical and electronic surveillance, and supervise adherence to regulations and client requirements.

Operational security matters because we think secured facilities provide valuable client assurance of data privacy and reduced liability.

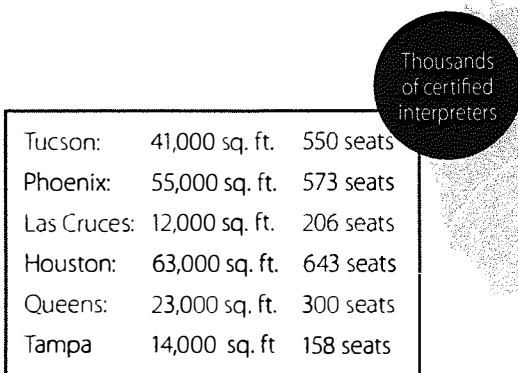
## Connection Process & Speed: Speak Hundreds of Languages in Seconds

Connecting to an interpreter involves several distinct steps:

1. *Call our system to connect with an automated attendant or operator.*
2. *Account authorization.*
3. *Language selection.*
4. *Wait and connect to an interpreter.*

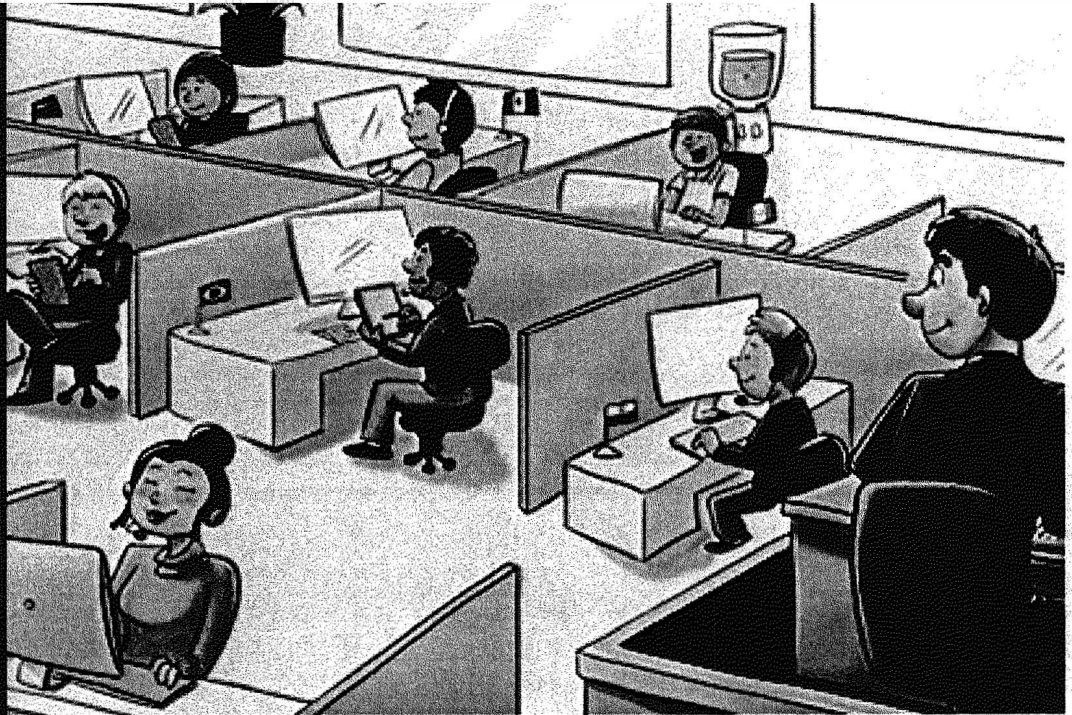
With our service, connections to interpreters are 15 seconds or less, on average.

Long wait times lower customer satisfaction scores, so measuring time spent at each step to reach an interpreter - not just time waiting for the interpreter - is important. We offer secure, automatic account authentication, eliminating the need to manually log in on each interpreter call.



## The Innovative Interpreter Contact Center Model A Different Experience

Illustrated: Our contact Center model – Interpreter supervisors have raised stations to provide support to their team members in the rare event help is needed on a call. Center management regularly walks the floor to enforce CyraCom’s clean desk policy.



Illustrated: Common complaints and issues with competitor work-at-home models – lack of privacy and security controls against negligence or malicious intent, as well as noisy or uncontrolled environments.





Natalia, an Interpreter in our Tucson center

## Your Staff can Expect Consistently High Quality Certified Interpreters

Who enjoys inconsistent experiences? Whether it's your coffee shop or your favorite brand of shoes, they get your business because you can expect a certain standard every time. Likewise, we believe consistent quality leads to increased staff adoption and compliance with language access programs, because they're confident in the experience they'll receive. Because most other remote interpretation companies provide little or no interpreter training, your staff may have experienced inconsistent quality in the past. So instead of recruiting interpreters with various levels of experience or training, we certify employee interpreters with extensive training and testing.

### Interpreter Pre-Hire Requirements

1. High School Diploma or equivalent.
2. Language assessment.
3. In-depth screening interview.
4. Three-step Interpreter Qualification Test.
5. Background checks and security measures, including OIG/ GSA and E-Verify.

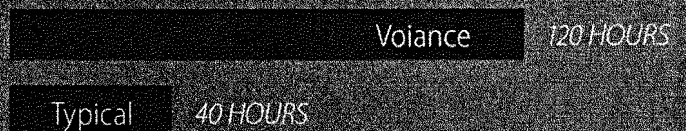
### Extensive Training in our Interpreter Certification Program

Our certification training programs are led by dedicated trainers - teams of qualified instructors, training assistants, and interpreter coaches. Our certification program includes three times the amount of training that is typical in the industry.

Our 120-hour program is longer than current medical interpretation certifications, which typically require 40 hours of training. Week 3 of our training program takes instructors, students, and experienced interpreter mentors onto the call center floor, where interpreter candidates take calls under the direct supervision and tutelage of dedicated interpreter coaches. Failure to demonstrate mastery of interpreter training competencies results in disqualification from the program.

### Delivering You Consistent Quality with Ongoing Monitoring

Interpreter team supervisors and dedicated quality monitoring staff randomly monitor each employee interpreter 12 times a month for proficiency in language and interpreting skills, as well as adherence to our protocols and best practices. Failure to meet expectations in quality monitoring sessions can result in a range of consequences including coaching, retraining or termination. We do not record calls. Our quality monitoring procedures ensure that interpreters follow our standards.



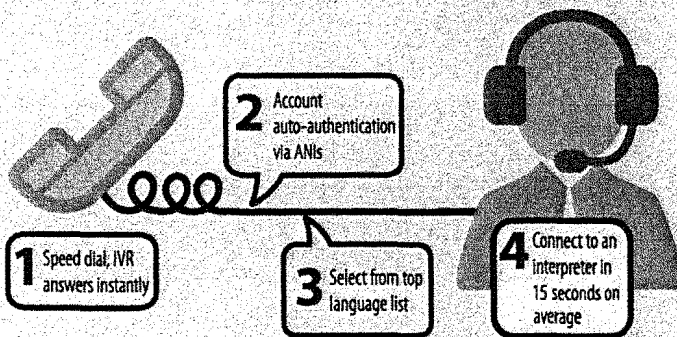
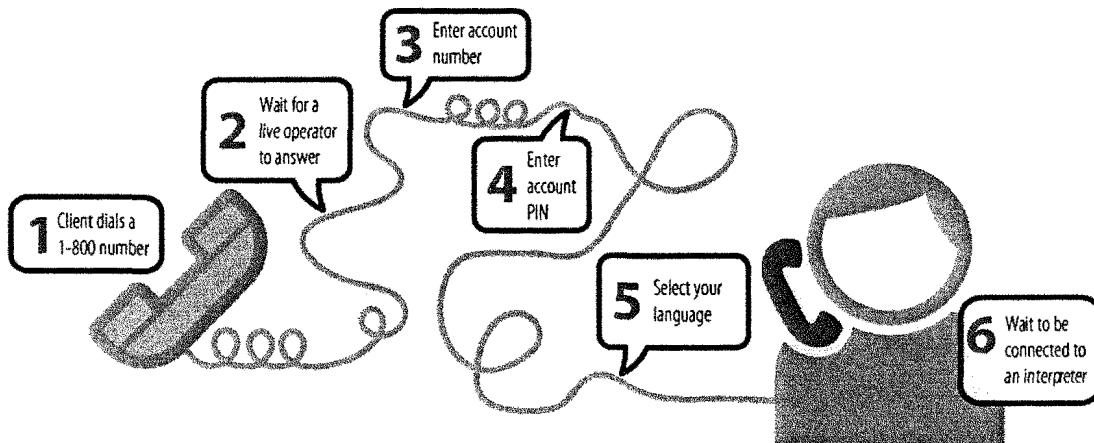
Voiance training hours in comparison to typical training hours in the industry

## Make Your Clients and Staff Happier

### Wait Less, Connect More

Is your Average Handle Time too long? Your staff may be wasting time repeatedly entering the same account numbers and language requests on every call. Our streamlined connections take up to nearly a minute off most calls.

Compare us to the competition:



Connecting to Voiance includes auto-authentication for account information, no live operator unless requested, and Voiance's 15-second average connection time.

Does time spent on hold for an interpreter feel like an eternity? We want to lower your agent and customer wait time and make your interpreter calls shorter.

Most Interpretation providers rely on at-home interpreters who can make their own schedule; that doesn't guarantee total coverage. Their interpreters are also paid per minute, earning more the longer they stay on the phone – that's incentive for your calls to last longer. Switch to Voiance and experience what it's like to receive timely, efficient service from interpreters who are paid the same regardless of the length of calls.

## Do You Want Continuous Improvement? So Do We.

### Keep Excelling with your Dedicated Account Manager

You'll have personal support from an Account Manager, who acts as a personal language services consultant. If you have any questions, you know who to call.

- Proactive engagement and quarterly reviews, plus invitations to regional roundtables and other Voiance events.
- In-depth knowledge of contact center operations gained from our own contact centers and working with Fortune 500 companies.
- Active involvement in responding to feedback - we improve our service based on what you tell us.

### Track and Refine your Usage with Online Reporting and Account Management

Our online reporting system provides clients with quick access to their call and usage data. Monitor all interpretation activity with over 25 available call detail reports, including fully customized, interactive reports.

- Gain granular visibility into language usage and performance.
- View reports by location or department.
- Export reports, create pins, or pay invoices.

### Get Answers Fast with Client Services

Our Client Services team is available 24/7 to solve any client need.



We hold contracts with some of the top organizations in major industry verticals, as well as government agencies in top metro areas.

#### Metro Areas



4 of the Top 5

#### Health Insurers



4 of the Top 5

#### Auto Insurers



2 of the Top 5

#### Banks



4 of the Top 5



Phone & Video Interpretation



Translation & Localization



On-Site Interpretation



Language Assessment & Interpreter Training

## Services Available

Voiance provides a comprehensive portfolio of interpretation and translation services to clients in business, government, financial services, and insurers.

**Unified Phone and Video Interpretation Platform:** Whether you want to connect via voice or video, you pay the same rate and connect to the same technology and interpreters.

Phone interpretation is a three-way call between our interpreter, an English-speaking representative of the client, and that client's non-English speaking client. We bill by the minute, operate 24/7, and support hundreds of languages.

Video interpretation is the video-chat equivalent of phone interpretation. Many clients are increasingly considering a combination of video and phone solutions as a highly-effective and less expensive alternative to on-site interpreting. Our video interpretation includes more than 20 of the most client-demanded languages including American Sign Language (ASL).

**Translation and Localization:** We translate written materials, software, websites, or other media for our clients' linguistically diverse clients. Charges for these services are per-word or per-document. We can help you meet your Accessibility needs by providing Braille and large print documents. We will also assist you in following Section 508 regulations for your website and multimedia products.

**On-Site Interpretation:** Also called "in person interpreting," this modality requires the interpreter to be physically present. It is billed by the hour and may sometimes have a minimum of one or two hours. The Company coordinates and manages On-site interpretation programs for clients as an effective, less costly alternative to managing these programs internally. Some clients may prefer on-site interpretation where sensitive information or situations may be involved.

**Language Assessment and Interpreter Training:** Voiance can test its clients' new or existing bilingual staff to determine how fluently they speak both of their languages. We also test whether bilingual staff members can act as interpreters and provides interpreter skills training classes for client employees.



We operate a unified telephonic video interpretation platform, offering equally-priced access to either modality depending on user preference.

Pricing:  
**\$0.65**  
per minute

OPI Spoken Languages

### Unified, Premier Pricing

Phone and Video Interpretation options offer significant cost savings over traditional, on-site interpretation:

- Only pay for the number of minutes you use.
- Flat fee across all languages, 24/7/365.

### How Interpretation Should Be.

Consider Voiance an extension of your client experience - more than just a 3rd party vendor.

#### Next Steps

1. Discuss your goals, requirements, and timeline.
2. Meet to streamline/optimize your connection process.
3. Change the toll-free number your staff dials.

Primary Contact

Melynda Minor

Senior Sales Consultant

520.404.6279

mminor@voiance.com

Secondary Contact

Senior Sales Consultant

520.404.6279

mminor@voiance.com



Pictured: The interior of CyraCom's 12,000 square foot interpreter contact center in Las Cruces, NM.

## Video Interpretation

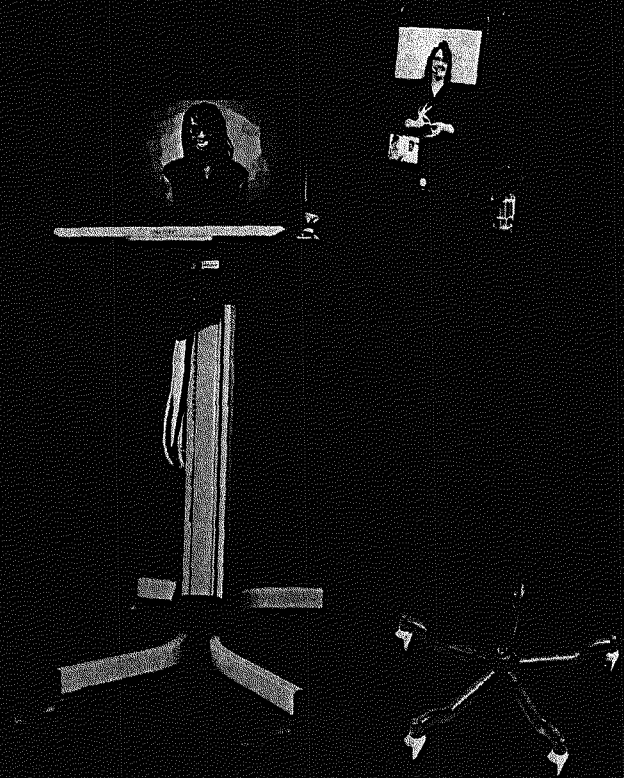
Voiance is a division of CyraCom, and the Company offers Video Interpretation to help businesses and government agencies eliminate language barriers via video. Voiance operates 24/7 and supports hundreds of languages. Experience a new level of confidence in your interpretation services - see and hear the difference with our trained interpreters in US contact centers.

### Voiance Interpreter App

Turn your iPad, tablet, or smartphone into a mobile interpreter! Use your Voiance account to access more than 20 languages over video and hundreds of languages over audio. The app is available on Android and iOS devices. Purchase or lease Voiance's iPad Cart solution to let providers securely position iPads directly in front of the customer.

### Voiance Web Portal

Using your organization's preferred equipment, access Video Interpretation through any computer with a web cam and internet connection. Users with a Voiance account can log in to the online portal through any web browser.

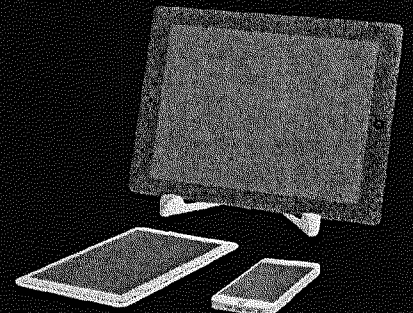


*Voiance's laptop and iPad Video Interpretation carts for lease or sale.*

## 20+ Languages Over Video

Connect to live video interpreters for over 20 languages.

- American Sign Language
- Amharic
- Arabic
- Armenian
- Bengali
- Burmese
- Cambodian
- Cantonese
- Farsi
- French
- Haitian Creole
- Hindi
- Japanese
- Karen
- Korean
- Mandarin
- Nepali
- Polish
- Punjabi
- Brazilian Portuguese
- Russian
- Somali
- Spanish
- Tagalog/Filipino
- Vietnamese



*Access the Voiance Interpreter app from a number of mobile devices*

## Wish Your Staff Looked Forward to Calling Interpreters?

Staff may be reluctant to request an interpreter if they experienced poor or inconsistent interpretation quality in the past.

Our standardized interpreter training creates confidence for your staff – they can expect consistent quality when calling Voiance. In contrast, most other language interpretation providers offer little or no training for interpreters.

The Company's over 1,600 employee interpreters in the US have received 120 hours of initial, in-person training in US contact centers – three times longer than is typical in the language service industry. In training, interpreters learn business terminology, preparing them for insurance, banking, utility, government, and similar calls.

Typical in industry

40 Hours of Training

Voiance

120 Hours of Training



## American Sign Language

Voiance's ASL Video Interpretation is compliant with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Our ASL interpreters are qualified to take your call. They are Nationally certified (RID) and state-licensed with 5+ years of interpreting experience and are trained in best practices for an effective video interpreting protocol.

## Better Networks, Improved Compliance

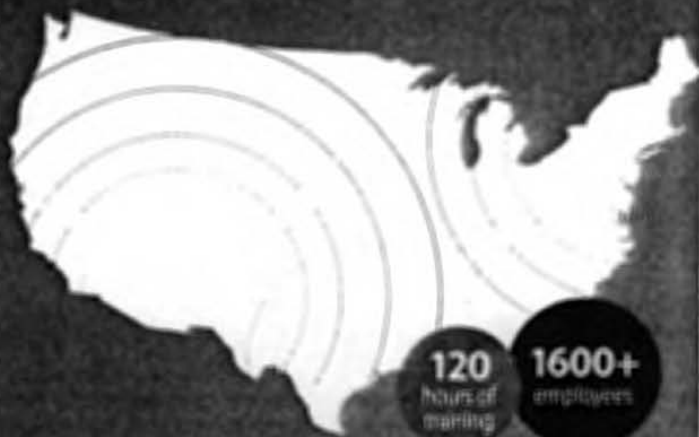
While most other providers primarily use at-home or offshore interpreters, our interpreters work in the largest network of large-scale interpreter contact centers which are also ISO Certified. Experience exceptional video and voice quality through US telecom networks and noise-control technology.

### Contact Voiance

Contact Voiance today to discuss how we can improve your language services program.

Phone: (800) 743-4080, ext. 1 | [info@voiance.com](mailto:info@voiance.com) | [www.voiance.com](http://www.voiance.com)

Mailing Address: Voiance | 5710 North Swan Road | Tucson, Arizona 85718



## Language List

Our language list contains languages coded into our calling platform. When entering the corresponding code while calling Voiance, the call will route to the interpreter queue for that language. The availability of interpreters for some less-frequently-used languages may vary, and increased requests for languages help us gauge demand and may influence interpreter staffing changes. If an interpreter for the language you are looking for is not currently available, your call will route to Client Services for further assistance.

Acholi (Sudan-Uganda)	Berber	Chuukese	French Creole
Afghan	Bhutanese/ Dzongkha	Cree	Frisian
Afrikaans	Bicol	Creek	Fukienese
Akan	Borana	Crioulo	Fulani
Akateko	Bosnian	Croatian	Fuzhou
Aklan	Brazil-Portuguese	Czech	Ga
Albanian	Bulgarian	Dakota	Gaddang
Amharic (Ethiopia)	Burmese	Danish	Gaelic
Apache	Cakchiquel	Dari (Afghanistan)	Gallinya
Arabic	Cambodian	Dinka (Sudan)	Gana
Armenian	Cantonese	Dutch	Garri
Armenian (Eastern)	Cape Verdean	Ebon	Georgian
Armenian (Western)	Catalan	Edo	German
Ashanti	Cebuano	Egyptian Arabic	Grebo
Assyrian	Chaldean	Eritrean	Greek
Azerbaijani	Chamorro	Esperanto	Guamanian
Bahasa/Brunei	Chao Chow	Estonian	Guarani
Baluchi	Chavacano	Ethiopian	Gujarati
Bambara	Cherokee	Ewe	Gulf Arabic
Banda	Chichewa	Fanti	Gwa
Bangi	Chin	Farsi	Haitian Creole
Basque	Chin (Falam)	Fijian	Hakka
Bassa	Chin (Hakha)	Filipino	Hamer-Bana
Belorussian	Chin (Matu)	Finnish	Hausa
Bemba (Zambia)	Chin (Tedim)	Fon	Hawaii Creole
Bengali	Chin (Zophei)	Foochow	Hebrew
	Chui Chow	French	Hindi
	Chungshan	French Cajun	Hindko
		French Canadian	Hindustani



Hmong	Korean	Mina	Portuguese
Hokkien	Krahn	Mirpuri	Creole
Huizhou	Krio	Mixteco	Pothohari
Hunanese	Kru/Krumen	Mixteco Alto	Pulaar
Hungarian	Kunama	Mixteco Bajo	Punjabi
Ibanag	Kurdish	Mizo	Purepecha/ Tarasco
Ibo	Kurdish (Badini)	Mola/Mossi	Quechua
Icelandic	Kurdish (Kurmanji)	Moldovan	Quiche
Ilocano	Kurdish (Sorani)	Mongolian	Rohingya
Ilonggo	Lakota	Montagnard	Romani
Indonesian	Lao	Dega/Mon-Khmer	Romanian
Inupiaq	Latvian	Montenegrin	Russian
Iraqi Arabic	Levantine Arabic	Moroccan Arabic	Samoan
Italian	Lingala	Nahuatl	Saudi Arabic
Jakartanese	Lithuanian	Nanjing	Senegalese
Jamican English Creole(Patois)	Loma	Navajo	Serbian
Japanese	Luganda	Ndebele	Serbo-Croatian
Jarai	Luo	Neapolitan	Shanghainese
Javanese	Maay Somali	Nepali	Sichuan/ Szechuan
Jula	Macedonian	Nigerian English Pidgin	Sicilian
Kachchi	Magahi	Norwegian	Sindi
Kamba	Maithili	Nuer (Sudan)	Sinhala
Kanjobal	Malagasy	Oromo (Ethiopia)	Slovak
Kannada	Malay	Paluan	Slovakian
Karen	Malayalam	Pampango	Slovenian
Karenni/Kayah	Malinke	Pangasinan	Somali
Kazakh	Mam	Papiamento	Soninke
Khamu	Mandarin	Pashto (Afghanistan)	Soninke (Sarahuleh)
Khmer	Mandingo	Persian	Soninke (Sarakole)
Kikuyu	Mandinka	Pidgin English	Spanish
Kinya/Rwanda	Mankon	Pohnpeian	Suchown
Kirghiz	Marathi	Polish	Sudanese Arabic
Kirundi	Marshallese	Polynesian	Susu/Soso
Kiswahili	Maya	Portuguese	Swahili
Kizigua	Mende		
Kongo	Mien		

Swahili (Kibajuni)  
 Swedish  
 Sylheti  
 Tadjik  
 Tachew  
 Tagalog  
 Taiwanese  
 Tamil  
 Telugu  
 Temne  
 Thai  
 Tibetan  
 Tigrigna (Eritrea)  
 Tohono O'Odham  
 Toisan  
 Toishanese  
 Tongan  
 Triqui  
 Trukese/Chuukese  
 Tshiluba  
 Turkish  
 Twi  
 Ukrainian  
 Urdu  
 Uzbek  
 Vietnamese  
 Visayan  
 Waray-Waray  
 Welsh

Wolof  
 Wu  
 Wuxinese  
 Xhosa  
 Yapese  
 Yemeni Arabic  
 Yiddish  
 Yoruba  
 Yucateco  
 Yugoslavian  
 Yupik  
 Zambal  
 Zande  
 Zapoteco  
 Zarma  
 Zomi  
 Zulu

## Contact Voiance

Contact Voiance today to discuss how we can improve your language services program.

Phone: 866-742-9080 | Fax: (520) 745-9022 | [info@voiance.com](mailto:info@voiance.com) | [www.voiance.com](http://www.voiance.com)

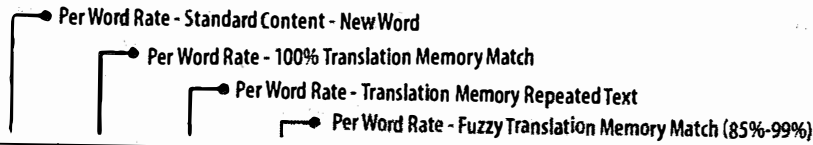
Mailing Address: Voiance | 5780 North Swan Road | Tucson, Arizona 85718

## Translation and Localization

Voiance provides translation and localization projects in final formats, ready to be dropped off, published, or posted online without additional development.

- ISO certified translation process.
- Clear, concise, culturally relevant messaging.

**Translation Service Pricing-** Further savings may be obtained depending on total volumes, content type, languages selected and frequency of projects.



Language

Language	Per Word Rate - Standard Content - New Word	Per Word Rate - 100% Translation Memory Match	Per Word Rate - Translation Memory Repeated Text	Per Word Rate - Fuzzy Translation Memory Match (85%-99%)
Afrikaans	\$0.25	\$0.06	\$0.08	\$0.17
Albanian	\$0.17	\$0.04	\$0.06	\$0.11
Amharic	\$0.22	\$0.06	\$0.07	\$0.15
Arabic	\$0.19	\$0.05	\$0.06	\$0.13
Armenian	\$0.15	\$0.04	\$0.05	\$0.10
Azerbaijani	\$0.25	\$0.06	\$0.08	\$0.17
Azeri	\$0.27	\$0.07	\$0.09	\$0.18
Belarusian	\$0.20	\$0.05	\$0.07	\$0.13
Bengali	\$0.22	\$0.06	\$0.07	\$0.15
Bosnian	\$0.18	\$0.05	\$0.06	\$0.12
Bulgarian	\$0.18	\$0.05	\$0.06	\$0.12
Burmese	\$0.22	\$0.06	\$0.07	\$0.15
Cambodian	\$0.21	\$0.05	\$0.07	\$0.14
Catalan	\$0.24	\$0.06	\$0.08	\$0.16
Chinese (Simplified)	\$0.13	\$0.03	\$0.04	\$0.09
Chinese (Traditional)	\$0.17	\$0.04	\$0.06	\$0.11
Croatian	\$0.19	\$0.05	\$0.06	\$0.13
Czech	\$0.18	\$0.05	\$0.06	\$0.12
Danish	\$0.23	\$0.06	\$0.08	\$0.15
Dari	\$0.21	\$0.05	\$0.07	\$0.14
Dutch	\$0.21	\$0.05	\$0.07	\$0.14
Estonian	\$0.20	\$0.05	\$0.07	\$0.13
Farsi	\$0.21	\$0.05	\$0.07	\$0.14
Finnish	\$0.23	\$0.06	\$0.08	\$0.15
Flemish	\$0.23	\$0.06	\$0.08	\$0.15
French (European)	\$0.18	\$0.05	\$0.06	\$0.12
French (Canadian)	\$0.18	\$0.05	\$0.06	\$0.12
Gaelic	\$0.25	\$0.06	\$0.08	\$0.17
Georgian	\$0.25	\$0.06	\$0.08	\$0.17
German	\$0.18	\$0.05	\$0.06	\$0.12
Greek	\$0.20	\$0.05	\$0.07	\$0.13

Gujarati	\$0.20	\$0.05	\$0.07	\$0.13
Haitian Creole	\$0.22	\$0.06	\$0.07	\$0.15
Hebrew	\$0.20	\$0.05	\$0.07	\$0.13
Hindi	\$0.20	\$0.05	\$0.07	\$0.13
Hmong	\$0.25	\$0.06	\$0.08	\$0.17
Hungarian	\$0.18	\$0.05	\$0.06	\$0.12
Icelandic	\$0.29	\$0.07	\$0.10	\$0.19
Indonesian	\$0.23	\$0.06	\$0.08	\$0.15
Italian	\$0.16	\$0.04	\$0.05	\$0.11
Japanese	\$0.20	\$0.05	\$0.07	\$0.13
Javanese	\$0.25	\$0.06	\$0.08	\$0.17
Kannada	\$0.25	\$0.06	\$0.08	\$0.17
Kazakh	\$0.25	\$0.06	\$0.08	\$0.17
Korean	\$0.18	\$0.05	\$0.06	\$0.12
Kurdish	\$0.25	\$0.06	\$0.08	\$0.17
Kyrgyz	\$0.25	\$0.06	\$0.08	\$0.17
Laotian	\$0.22	\$0.06	\$0.07	\$0.15
Latin	\$0.25	\$0.06	\$0.08	\$0.17
Latvian	\$0.20	\$0.05	\$0.07	\$0.13
Lithuanian	\$0.18	\$0.05	\$0.06	\$0.12
Macedonian	\$0.20	\$0.05	\$0.07	\$0.13
Malay	\$0.23	\$0.06	\$0.08	\$0.15
Marathi	\$0.20	\$0.05	\$0.07	\$0.13
Moldavian	\$0.25	\$0.06	\$0.08	\$0.17
Nepali	\$0.25	\$0.06	\$0.08	\$0.17
Norwegian	\$0.23	\$0.06	\$0.08	\$0.15
Nyanja	\$0.25	\$0.06	\$0.08	\$0.17
Pangasinan	\$0.25	\$0.06	\$0.08	\$0.17
Panjabi	\$0.20	\$0.05	\$0.07	\$0.13
Pashto	\$0.25	\$0.06	\$0.08	\$0.17
Pohnpeian	\$0.27	\$0.07	\$0.09	\$0.18
Polish	\$0.18	\$0.05	\$0.06	\$0.12
Portuguese (Brazilian)	\$0.17	\$0.04	\$0.06	\$0.11

## Other Services

**\$65** - Translation Hourly Rate (Review, Glossary Translation)

**\$65** - Initial Source Language Glossary & Style Guide Creation

**\$60** - Post-Translation DTP Format & QA Hourly Rate

**\$60** - Complex Multi-lingual DTP Hourly Rate

**\$70** - Graphics Localization

**\$80** - Multimedia Translation Integration

**7%** - Project Management

(Based on a % of total budget if greater than one hour)

**\$100** - Project Minimum - All Languages

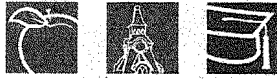
Portuguese (European)	\$0.18	\$0.05	\$0.06	\$0.12
Punjabi	\$0.20	\$0.05	\$0.07	\$0.13
Romanian	\$0.18	\$0.05	\$0.06	\$0.12
Russian	\$0.18	\$0.05	\$0.06	\$0.12
Samoan	\$0.27	\$0.07	\$0.09	\$0.18
Serbian	\$0.18	\$0.05	\$0.06	\$0.12
Serbo-Croatian	\$0.18	\$0.05	\$0.06	\$0.12
Sinhalese	\$0.27	\$0.07	\$0.09	\$0.18
Slovak	\$0.20	\$0.05	\$0.07	\$0.13
Slovene	\$0.20	\$0.05	\$0.07	\$0.13
Somali	\$0.21	\$0.05	\$0.07	\$0.14
Sotho	\$0.22	\$0.06	\$0.07	\$0.15
Spanish	\$0.13	\$0.03	\$0.04	\$0.09
Swahili	\$0.22	\$0.06	\$0.07	\$0.15
Swedish	\$0.23	\$0.06	\$0.08	\$0.15
Tagalog	\$0.20	\$0.05	\$0.07	\$0.13
Tajik	\$0.25	\$0.06	\$0.08	\$0.17
Tamil	\$0.20	\$0.05	\$0.07	\$0.13
Telugu	\$0.20	\$0.05	\$0.07	\$0.13
Thai	\$0.20	\$0.05	\$0.07	\$0.13
Tigrinya	\$0.25	\$0.06	\$0.08	\$0.17
Trukese	\$0.25	\$0.06	\$0.08	\$0.17
Turkish	\$0.20	\$0.05	\$0.07	\$0.13
Turkmen	\$0.25	\$0.06	\$0.08	\$0.17
Ukrainian	\$0.18	\$0.05	\$0.06	\$0.12
Urdu	\$0.20	\$0.05	\$0.07	\$0.13
Uzbek	\$0.25	\$0.06	\$0.08	\$0.17
Vietnamese	\$0.18	\$0.05	\$0.06	\$0.12
Welsh	\$0.27	\$0.07	\$0.09	\$0.18
Yao	\$0.25	\$0.06	\$0.08	\$0.17
Yiddish	\$0.25	\$0.06	\$0.08	\$0.17
Zulu	\$0.27	\$0.07	\$0.09	\$0.18

Translation Rates above relate to standard content (general informational, consumer-targeted or mildly technical content). Content of a more complex nature (e.g. medical, advertising copy or highly-technical) may be subject to a higher Translation Rate.

Voiance will always try to accommodate the fastest turn-around time for its customers. However in rare cases with extremely tight turn-around times, a rush fee of 25% of the project value may be requested.

The Translation Memory Match Categories suggested above are for reference. Voiance may find other cost-savings alternatives depending on the content, file types and status of any legacy Translation Memory.

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NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** Finance and Operation Committee  
**From:** Jessica Haxhi, Supervisor – World Languages  
**Re:** F&O Agenda Item Request/For Information  
Translations Services Agreement with Maria Rivera  
**Meeting Date:** August 19, 2019

---

### **Executive Summary:**

I am requesting that the following item be placed on the F&O Agenda for INFORMATION ONLY:

An agreement by and between the New Haven Board of Education and Maria Rivera, 49 Lance Lane, Milford, CT to provide Translation Services from English to Spanish or Spanish to English of documents such as letters, forms, manuals, etc., including proofreading, for the New Haven Public Schools for the period of August 19, 2019 to June 30, 2020, in an amount not to exceed \$2,000.

**Funding Source:** 2019-2020 Operating Budget – World Language  
Acct. #190-41700-56694

Copy of Agreement is attached.

Thank you.

**AGREEMENT  
BY AND BETWEEN  
THE NEW HAVEN BOARD OF EDUCATION**

**AND**

**Maria Rivera**

**FOR**

**Translation Services**

This agreement entered into the 5<sup>th</sup> day of August, 2019 effective the 5<sup>th</sup> day of August, 2019, by and between the New Haven Board of Education (hereinafter referred to as the “Board”) and Maria Rivera, located at 49 Lance Lane Milford, CT 06460 (hereinafter referred to as the “Contractor”).

**SCOPE OF SERVICES**

The general services to be performed by the Contractor shall consist of: Translation from English to Spanish or Spanish to English of materials such as letters, forms, manuals, etc. for the New Haven Public School system. Services may also include the proofreading of materials already translated.

This agreement shall remain in effect from August 5, 2019 to June 30, 2020.

**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 attorneys’ 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 Contractors’ breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of or in connection with their activities under this agreement.

**COMPENSATION**

The Board shall pay the contractor for satisfactory performance of the services required the amount of \$ 25.00 per day/hour for up to a maximum of 80 hour(s). The maximum amount the contractor may be paid under this agreement is Two Thousand Dollars (\$2,000.00).

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 Contract through the last day of thirty (30) day notice period.

Fiscal support for this Contract shall be by 2019-20 Operating Budget – World Language program of the New Haven Board of Education, Account Number 190-41700-56694.

Compensation will be made upon submission of an **itemized invoice which includes a detailed description of the work performed and dates of service.**

**CONTRACTOR**

**NEW HAVEN BOARD OF EDUCATION**

\_\_\_\_\_  
Maria Rivera

\_\_\_\_\_  
Darnell Goldson, Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# ABSTRACT

## SPECIAL FUND PROPOSAL

### Section I. BASIC INFORMATION

**Proposed Project Title:** School Volunteer Program

**Grant Source and Agency:** Community Foundation for Greater New Haven

**Total Amount Requested:** \$20,613.04      **Due Date of Application:**

**System Contact:** Patricia DeMaio

**Telephone #:**  
475-220-1372

**Description of Project:** Provide a brief description below. Use Section VI to outline specific objectives and strategies relating to goals described in the application.

Endowment income established to support school volunteers for New Haven Public Schools. Annual allocation is used to support a part time program assistant to assist with the registration and screening of applicants; provides funds for criminal background screening of prospective volunteers.

**TARGET: Schools/Unit:** All  
**No. of Students:** All      **Grade Level(s):** All  
**Eligibility Criteria:** N/A

<b>GRANT PERIOD:</b>	
From: (mm/dd/year): 7/1/19	
To: (mm/dd/year): 6/30/20	
<input type="checkbox"/> New	
<input checked="" type="checkbox"/> Continuation	
<b>Previous Bd. of Ed. Approval:</b>	
<hr/> <hr/>	
<input type="checkbox"/> Planning	
<input checked="" type="checkbox"/> Operational	
<b>Bd. of Ed. Information</b>	
<input checked="" type="checkbox"/> Action	
<input type="checkbox"/> Information	
<input type="checkbox"/> Support	
<input type="checkbox"/> Competitive	
<input type="checkbox"/> Entitlement	
<input checked="" type="checkbox"/> Grant	

**PROPOSAL DEVELOPERS:**  
Patricia DeMaio

CENTRAL OFFICE USE ONLY – MUST REMAIN ON PAGE 1	
ABSTRACT TIMETABLE	REVIEW
Return to: _____	
Received: _____	<b>Grants Manager</b> _____
<b>Board of Education FINANCE &amp; OPERATIONS Meeting Date</b> _____	<b>Finance Manager</b> _____
<b>Board of Education Meeting Date:</b> _____	<b>Human Resource Manager</b> _____
<b>Due Date to Grantor:</b> _____	

**Proposed Project Title:** School Volunteer Program

**Total Amount Requested:** \$20,613.04

**Proposed Grant Receiving Agency:** Community Foundation for Greater New Haven Endowment

**SECTION II: FISCAL INFORMATION**

**PERSONNEL**

**NON PERSONNEL**

# FT	#PT		COST
		Administrators	\$
		Teachers	\$
		Management	\$
		Paraprofessionals	\$
		Clerks	\$
	1	Others	\$9,000.00
		Stipend	\$
		Longevity	
		<b>SUBTOTAL</b>	<b>\$9,000.00</b>

	COST
Supplies & Materials	\$ 600.00
Student Transportation	\$
Staff Travel	\$
Internal Evaluation	\$
External Evaluation	\$
Independent Contractors	\$10,000.00
Equipment	\$
Other	\$ 263.34
Indirect Costs, if allowed	\$
<b>TOTAL NON- PERSONEL</b>	<b>\$10,863.34</b>

**FIXED COSTS:**

Health Benefits	\$
Pension (Paras & Mgmt.)	\$
FICA/Medicare	\$ 688.50
Workmen's Compensation	\$ 61.20
<b>SUBTOTAL</b>	<b>\$749.00</b>
<b>TOTAL PERSONNEL &amp; FIXED COSTS</b>	<b>\$9,749.70</b>

**Notes:**

- 1) **Total Personnel and Non Personnel columns must equal grant total.**
- 2) **The Abstract budget must be aligned with the Grant Application budget/ED114.**
- 3) **All applications should budget for staff development (stipends) and evaluation wherever appropriate.**

**SECTION IIA: BUDGET EXPLANATION**

The following categories must be explained:

**All Personnel:** explain positions; **Salary:** if the grant pays a percent of salary and fixed costs, please describe below, breaking down **percentages and amounts to be paid by grant and by NHPS**. **Other;** and **All Non- Personnel items**. If additional space is needed, continue to next page.

**Personnel:** Part-time program assistant to conduct volunteer registration and screening; answer phones, communicate with school personnel to confirm volunteer placement.

**Personnel:** New endowment income to pay \$9749.70 of \$12,435 part-time salary. Balance of \$2,685.30 will be paid through School Volunteer carryover.

**Non-Personnel:** Supplies & materials: Office supplies; Independent Contractor: ERS for volunteer background screening; Other: \$263.34 to cover costs of refreshments for meetings.



Proposed Project Title: School Volunteer Program

Total Amount Requested: \$20,613.04

Proposed Grant Receiving Agency: Community Foundation for Greater New Haven Endowment

**SECTION III: SYSTEM OBLIGATIONS**

Project support from other programs:  None  Yes Explain:

Linkage with other programs:  None  Yes Explain: Colleges, Universities and community organizations provide volunteers

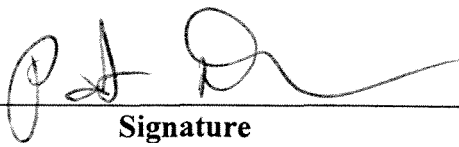
Local Fiscal costs, (include renovation):  None  Yes Explain:

Future local personnel obligations:  None  Yes Explain:

**PROJECT OR GRANT REQUIREMENTS**

- Local Maintenance       Replication       Parent Involvement
- In-Service Training       Advisory Committee       Linkage w/other Programs
- Non-Public School Involved       Dissemination

**ADDITIONAL RESTRICTIONS OR CONCERNS**

SUBMITTING ADMINISTRATOR:  8/13/19  
Signature Date

Proposed Project Title: School Volunteer Program

Total Amount Requested: \$20,613.04

Proposed Grant Receiving Agency: Community Foundation for Greater New Haven Endowment

**SECTION IV: PROPOSED PERSONNEL**

List, **individually**, each position proposed by this grant application. **If no personnel**, please indicate N/A in the chart below

F/T	P/T	Classification	Position Description	Duration of Proposed Service	Proposed Employee	Current NHPS Employee Yes/No	If Yes Current Employee Number
	1	Program Assistant	Registration, Screening & Placement of Volunteers	July 1, 2019 to June 20, 2020	Barbara Parks	Yes	20700

**V. PROPOSED CONTRACTS**

List **individually**, each contract that will be prepared by this proposed project. If contractors will not be utilized, please indicate **N/A** in the chart below.

Proposed Independent Contractor	Brief Description of Service	Proposed Pay Rate	Proposed Total
Employers Reference Source	Conducts criminal background screening	Average of \$25.00 per person	\$10,000.00

**VI. ADDITIONAL INFORMATION:**

**Please Answer All Questions -- Use Additional Pages if Necessary**

**1. Please state specific goals for this grant or the grant period.**

To provide criminal background screening services for individuals who volunteer in New Haven Public Schools, including tutors, mentors, classroom assistants, office assistants, chaperones for overnight field trips, Science Fair mentors and other support functions.

**a. If this is a continuation grant, please detail past year goal performance and accomplishments. Use additional space if needed:**

For 2018-2019, 308 new volunteers were screened, accepted and placed in schools. Program maintains 1,055 volunteers.

2. **How does this grant address School Reform goals?**

Service contributes to safe learning and work environments by ensuring the volunteers have been screened.

3. **Please explain why this proposal is significant and important in relation to improving student and/or staff performance, as well as any additional pertinent information that is specific and relevant: (Include resume of person(s) providing service for contracts \$10,000 and over)**

The mandatory screening of volunteers is conducted at no cost to the district. Staffing to support the registration, screening and placement of volunteers is covered entirely by endowment income. Volunteer tutors from various organization work with students to improve academic performance; classroom assistants and library assistants are utilized to work with small groups on school projects or homework. Yale University provides volunteer tutors

**REQUIRED:**

**A COPY OF THE GRANT APPLICATION MUST BE ATTACHED TO THE ABSTRACT.**

# ABSTRACT

## SPECIAL FUND PROPOSAL

### Section I. BASIC INFORMATION

**Proposed Project Title:** NHPS Head Start Federal

**Grant Source and Agency:** Department of Health & Human Services-Head Start Federal Grant

**Total Amount Requested:** \$1,276,333 **Due Date of Application:**  
 (Supplemental grant 5/1/2019-6/30/2019) (Supplemental grant 5/1/2019-6/30/2019)

**System Contact:** Elizabeth C Gaffney

**Telephone #:** (475) 220-1467

**Description of Project:** This grant covers the budget period from May 1, 2019 through June 30, 2019. The Federal award number is 01CH010905-02-00. This grant allows for the continuity of high quality comprehensive early childhood education and support for children and families in the city of New Haven. It encompasses Head Start operations as well as training and technical assistance in the New Haven Public School sites. This program provides for 528 Head Start slots in six sites.

<b>GRANT PERIOD:</b>	
From: 5/1/2019	
To: 6/30/2020	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation	
<b>Previous Bd. of Ed. Approval:</b>	
<input type="checkbox"/> Planning <input checked="" type="checkbox"/> Operational	
<b>Bd. of Ed. Information</b>	
<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information <input type="checkbox"/> Support <input type="checkbox"/> Competitive <input type="checkbox"/> Entitlement <input checked="" type="checkbox"/> Grant	

**TARGET: Schools/Unit:** Pre- Kindergarten  
**No. of Students: Grade Level(s):** 528 Pre-K  
**Eligibility Criteria:** Income eligibility as required by Head Start and residency requirements; as well as age.

**PROPOSAL DEVELOPERS:**  
  
Elizabeth Gaffney

CENTRAL OFFICE USE ONLY – MUST REMAIN ON PAGE 1	
ABSTRACT TIMETABLE	REVIEW
<p><b>Return to:</b> _____</p> <p><b>Received:</b> _____</p> <p><b>Board of Education FINANCE &amp; OPERATIONS Meeting Date</b> _____</p> <p><b>Board of Education Meeting Date:</b> _____</p> <p><b>Due Date to Grantor:</b> _____</p>	<p><b>Grants Manager</b> _____</p> <p><b>Finance Manager</b> _____</p> <p><b>Human Resource Manager</b> _____</p>

*ELG 05/11/19*

**Proposed Project Title:** New Haven Board of Education Federal Grant Head Start

**Total Amount Requested:** \$1,276,333 (Supplemental grant 5/1/2019-6/30/2019)

**Proposed Grant Receiving Agency:** Basic Head Start

**SECTION II: FISCAL INFORMATION**

**PERSONNEL**

# FT	#PT		COST
1		Administrators	\$22,115.
14	1	Teachers	\$238,947.
5		Management	\$105,186.
51	34	Paraprofessionals	\$242,314.
11		Clerks	\$67,778.
5	2	Others	\$74,247.
		Stipend	\$
		Longevity	
		<b>SUBTOTAL</b>	<b>750,587.</b>

**NON PERSONNEL**

	COST
Supplies & Materials	\$12,079.
Student Transportation	\$
Staff Travel	\$
Internal Evaluation	\$
External Evaluation	\$
Independent Contractors	\$194,936.
Equipment	\$
Other	\$12,707.
Training and Technical Assistance	\$14,874.
Indirect Costs, if allowed	\$
<b>TOTAL NON- PERSONNEL</b>	<b>\$234,596.00</b>

**FIXED COSTS:**

Health Benefits 41%	\$210,665.
Pension (Paras & Mgmt.) 2%	\$35,173.
FICA/Medicare 7.65%	\$39,527.
Workmen's Compensation	\$5,785.
<b>SUBTOTAL</b>	<b>\$291,150.</b>
<b>TOTAL PERSONNEL &amp; FIXED COSTS</b>	<b>\$1,041,737.</b>

**Notes:**

- 1) **Total Personnel and Non Personnel columns must equal grant total.**
- 2) **The Abstract budget must be aligned with the Grant Application budget/ED114.**
- 3) **All applications should budget for staff development (stipends) and evaluation wherever appropriate.**

**SECTION IIA: BUDGET EXPLANATION**

The following categories must be explained:

**All Personnel:** explain positions; **Salary:** if the grant pays a percent of salary and fixed costs, please describe below, breaking down **percentages and amounts to be paid by grant and by NHPS.** **Other;** and **All Non- Personnel items.** If additional space is needed, continue to next page.

- Personnel: Funds will cover the cost of personnel listed above for the Head Start programs located at: Dr. Mayo School, Fair Haven, Jepson, John S. Martinez, Wexler Grant, Lincoln-Bassett and Truman.
- Non-Personnel: Funds for supplies and materials will cover classroom consumables and administrative supplies.
  - Independent Contractor funds will cover mental health services, program assessment tools, web-based management systems and CPR/First Aid certifications.
- Other: Funds will be used for contractually mandated reimbursements of mileage for travel between sites and home visits, travel, food and conference fee, reimbursement for staff to attend local/and domestic trainings and workshops.
  - Parent services, costs for food, babysitting reimbursement, transportation for policy council, parent center committee meetings and other parent events.

**Proposed Project Title:** New Haven Board of Education Federal Grant Head Start

**Total Amount Requested:** \$1,276,333 (Supplemental grant 5/1/2019-6/30/2019)

**Proposed Grant Receiving Agency:** \_\_\_\_\_

**SECTION III: SYSTEM OBLIGATIONS**

**Project support from other programs:**     None     Yes    **Explain: Federal Head Start**

**Linkage with other programs:**             None     Yes    **Explain: Basic Head Start**


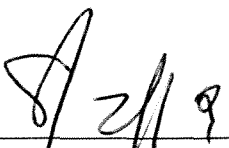
**Local Fiscal costs, (include renovation):**     None     Yes    **Explain: Non-Federal Share**

**Future local personnel obligations:**         None     Yes    **Explain:**

**PROJECT OR GRANT REQUIREMENTS**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Local Maintenance              | <input type="checkbox"/> Replication                   | <input checked="" type="checkbox"/> Parent Involvement       |
| <input checked="" type="checkbox"/> In-Service Training | <input checked="" type="checkbox"/> Advisory Committee | <input checked="" type="checkbox"/> Linkage w/other Programs |
| <input type="checkbox"/> Non-Public School Involved     |  | <input type="checkbox"/> Dissemination                       |

**ADDITIONAL RESTRICTIONS OR CONCERNS**

**SUBMITTING ADMINISTRATOR:** \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  
Signature Date

**Proposed Project Title:** New Haven Board of Education Federal Grant Head Start

**Total Amount Requested:** \$1,276,333 (Supplemental grant 5/1/2019-6/30/2019)

**Proposed Grant Receiving Agency:** \_\_\_\_\_

**SECTION IV: PROPOSED PERSONNEL**

List, **individually**, each position proposed by this grant application. **If no personnel**, please indicate **N/A** in the chart below

F/T	P/T	Classification	Position Description	Duration of Proposed Service	Proposed Employee	Current NHPS Employee Yes/No	If Yes Current Employee Number
1		Administrator	Director of NHPS Head Start	May 1, 2019- June 30, 2019			
14	1	Teachers	11 Certified Teachers 3.5 Coaches	May 1, 2019- June 30, 2019			
5		Management	Asst Director, Project Site Director, Health Coordinator, ERSEA Coordinator, Fiscal Officer, Analyst II	May 1, 2019- June 30, 2019			
11		Clerks	Data Control Clerk, Admin Asst,II, Admin Asst I, Social Service Workers	May 1, 2019- June 30, 2019			
51	34		Outreach Workers Lead Teachers Assistant Teachers	May 1, 2019- June 30, 2019			
5	2	others	4Social Workers 1 Nurse .5 CAN .5LpN	May 1, 2019- June 30, 2019			

**V. PROPOSED CONTRACTS**

List **individually**, each contract that will be prepared by this proposed project. If contractors will not be utilized, please indicate **N/A** in the chart below.

<b>Proposed Independent Contractor</b>	<b>Brief Description of Service</b>	<b>Proposed Pay Rate</b>	<b>Proposed Total</b>
NULINX	COPA web based systems information	\$9,782.	
TBD	CLASS observations and reports Mental Health contracts	\$88,542.	
TS GOLD	Assessment Tools	\$12,027.	
Pascal Learning DBA Ready Rosie	Parent/family curriculum and implementation	\$9,472.	
Multiple	Staff trainings, required CPR and First Aid training for staff	\$75,113.	

**VI. ADDITIONAL INFORMATION:**

**Please Answer All Questions -- Use Additional Pages if Necessary**

**1. Please state specific goals for this grant or the grant period.**

- 95% of students will be ready to succeed by the end of kindergarten
- 95% of students will achieve math and literacy standards
- The achievement gap will be no more than 5% for defined student subgroups
- 95% of students will master the necessary social skills for success in school and life
- 95% of students entering 9<sup>th</sup> grade will graduate ready for college, post-secondary education, military or the workforce

**a. If this is a continuation grant, please detail past year goal performance and accomplishments. Use additional space if needed:**

**2. How does this grant address School Reform goals?**

New Haven Public Schools provide a developmentally appropriate classroom experience for three and four year old preschool students. School reform goals area addressed through rigorous implementation of a standard-based curriculum, differentiated instruction and the use of developmentally appropriate assessments aligned to state and local standards. Personalized learning and individual instruction is used to meet the need of all learners. All work addresses the New Haven Public School's goals as well as the goals for the City of New Haven set forth in Mayor Toni Harp's City's Transformation Plan. All instruction is aligned with the Head Start Early Learning Outcomes Framework and the Connecticut Early Learning Development Standards.



3. **Please explain why this proposal is significant and important in relation to improving student and/or staff performance, as well as any additional pertinent information that is specific and relevant: (Include resume of person(s) providing service for contracts \$10,000 and over)**

In order to support comprehensive services throughout this proposed program, we have built a structure for education, family, health, mental health, nutrition, and disabilities services support that allows for faithful implementation of our programmatic approach throughout our service area. As noted above, our budget also includes funding \$14,874.00 for Training and Technical Assistant (T/TA) across our program, to keep our staff fully up-to-date and informed of Head Start Performance Standards, program expectations, and best practices in early education family services, health, and other programmatic areas.

Our staff ratios are designed to support a model that is not only compliant with Head Start standards but that allows for an efficient, effective and comprehensive level of service for each child and family attending our program. Our Head Start classrooms will have minimum ratios of 1:10 where rooms serve a majority of four year-old children (maximum group size of 20), and 1:8. where classrooms serve a majority of three-year old children (maximum group size: 17). We anticipate that this program will serve mostly four year-old children throughout the district. Each classroom will have one lead teacher with a minimum credential requirement of a bachelor's degree in early childhood education; classrooms at the Mayo School will have state-certified teaching staff in addition to these minimum qualifications. Classrooms will also feature one assistant teacher with a minimum credential of a CDA with a preschool focus, and a part-time aide assigned to each individual classroom, with "floater" aides at larger centers and one "floater" assistant teacher at Mayo School. This staffing arrangement will allow for fully supported classrooms, particularly during times of transition (meals, bathroom breaks, recess, etc.) over the course of the day.

## **REQUIRED:**

**A COPY OF THE GRANT APPLICATION MUST BE ATTACHED TO THE ABSTRACT.**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Head Start	<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 01CH010905-01-00	<b>3a. AMEND. NO.:</b> 0
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**4. FAIN:** 01CH010905

<b>5. TYPE OF AWARD:</b> Service	<b>6. TYPE OF ACTION:</b> New	<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ.
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<b>8. BUDGET PERIOD:</b> 05/01/2019 THRU 06/30/2019	<b>9. PROJECT PERIOD:</b> 05/01/2019 THRU 04/30/2024	<b>10. CFDA NO.:</b> 93.600 - Head Start
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<b>11. RECIPIENT ORGANIZATION:</b> New Haven, City Of 54 Meadow St Fl 2 New Haven, CT 06519-1719 Grantee Authorizing Official: Darnell Goldson, Board Chairperson	<b>12. PROJECT / PROGRAM TITLE:</b> Head Start
---	---

<b>13. COUNTY:</b> New Haven	<b>14. CONGR. DIST.:</b> 03	<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Mary Derwin Head Start Director
---------------------------------	--------------------------------	--

16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 794,720.00	A. NON-FEDERAL SHARE.....	\$ 319,084.00 20%
Fringe Benefits.....	\$ 327,980.00	B. FEDERAL SHARE.....	\$ 1,276,333.00 80%
Travel.....	\$ 0.00	<b>18. FEDERAL SHARE COMPUTATION:</b>	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 1,276,333.00
Supplies.....	\$ 12,615.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 88,302.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 0.00
Facilities/Construction.....	\$ 0.00	<b>19. AMOUNT AWARDED THIS ACTION:</b>	\$ 1,276,333.00
Other.....	\$ 52,716.00	<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>	\$ 1,276,333.00
Direct Costs.....	\$ 1,276,333.00	<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>	
Indirect Costs.....	\$ 0.00	Additional Costs	
In Kind Contributions.....	\$ 0.00	<b>22. APPLICANT EIN:</b>	<b>23. PAYEE EIN:</b>
Total Approved Budget.....	\$ 1,276,333.00	066001876	1066001876A3
		<b>24. OBJECT CLASS:</b> 41.51	

25. FINANCIAL INFORMATION:				DUNS	184982585
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG. NONFED %
	01CH01090501	75-19-1536	9-G014122	\$1,261,459.00	
	01CH01090501	75-19-1536	9-G014120	\$14,874.00	

**26. REMARKS:** (Continued on separate sheets)

<b>27. SIGNATURE - ACF GRANTS OFFICER</b> Mr. George Barnwell 15 New Sudbury Street - JFK Building Room 2025 20th Floor Boston, MA 02203 Phone: 6175651403	<b>ISSUE DATE:</b> 04/30/2019	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b> Mr. Omar Barrett 04/26/2019
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<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b> Ms. Marina Winkler - Regional Program Manager	<b>DATE:</b> 04/26/2019
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**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ADMINISTRATION FOR CHILDREN AND FAMILIES  
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

<b>1. AWARDING OFFICE:</b> Office of Head Start		<b>2. ASSISTANCE TYPE:</b> Discretionary Grant	<b>3. AWARD NO.:</b> 01CH010905-01-00	<b>3a. AMEND. NO.:</b> 0
<b>4. FAIN:</b> 01CH010905				
<b>5. TYPE OF AWARD:</b> Service		<b>6. TYPE OF ACTION:</b> New	<b>7. AWARD AUTHORITY:</b> 42 USC 9801 ET SEQ.	
<b>8. BUDGET PERIOD:</b> 05/01/2019 THRU 06/30/2019	<b>9. PROJECT PERIOD:</b> 05/01/2019 THRU 04/30/2024	<b>10. CFDA NO.:</b> 93.600 - Head Start		
<b>11. RECIPIENT ORGANIZATION:</b> City of New Haven, Inc.				

**STANDARD TERMS**

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)  
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

# AWARD ATTACHMENTS

City of New Haven, Inc.

01CH010905-01-00

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1. 01CH010905-01-00 NEW Remarks

## **26. REMARKS (Continued from previous page)**

Under Section 638 of the Head Start Act, this grant action awards CITY OF NEW HAVEN a project period of 05/01/2019-04/30/2024 for the operation of the Head Start program in the designated service area. This grant action awards funds under Common Accounting Numbers (CAN) G014120 and G014122 to provide Head Start services to 528 children for the initial 05/01/2019-06/30/2019 budget period. The prorated amount of funds available through 06/30/2019, which includes a portion of the Fiscal Year 2019 cost-of-living adjustment (COLA) of 1.77 percent is:

Head Start operations: \$1,261,459.

Head Start training and technical assistance: \$14,874.

The subsequent budget period for this grant will be for 12 months from 07/01/2019-06/30/2020. The projected annual base funding level for Head Start operations is \$5,676,564, and the training and technical assistance allocation is \$66,934. These funding levels include the Fiscal Year 2019 adjustment for COLA.

Designated Head Start service area: City of New Haven, CT

Approved program options: Center-Based

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1. This grant is also subject to the conditions specified in Attachment 2.

## Attachment 1

### Recipient Organization: City of New Haven

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 05/01/2019-06/30/2019 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E – Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

**Attachment 2  
Budget Period 01 of the Project Period**

**Recipient Organization: City of New Haven**

**Head Start Grantees must comply with the terms and conditions for the project period award in the specified timeframes.**

**Health and Safety**

- Conduct a screening of the health and safety environment of each center and/or family child care home where services are provided according to the following schedule, as applicable:
  - within 45 days of the start of the program or school year;
  - within 45 days of children receiving services in a new center and/or family child care home; and/or
  - within 45 days of the start of the project period when the project period begins during the program or school year.See <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/monitoring/HealthandSafety.htm>.
- Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year.
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Compliance with Health & Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

**Governance**

- Conduct a screening of the organization's governance and leadership capacity within 60 days of the start of the project period. See <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/program-gov/GovernanceLeade.htm>.
- Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period. See <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/program-gov/Certificationof.htm>.
- Submit the certification to the OHS in HSES under the DRS tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

See <http://eclkc.ohs.acf.hhs.gov/hslc/grants/5-yr-cycle> for resources and information.

# ABSTRACT

## SPECIAL FUND PROPOSAL

### Section I. BASIC INFORMATION

**Proposed Project Title:** NHPS Head Start

**Grant Source and Agency:** Department of Health & Human Services

**Total Amount Requested:** \$5,743,588. **Due Date of Application:** 7/1/2019  
 \*Award will be made in two equal installments of \$2,871,749. Second installment upon completion of grant application.

**System Contact:** Elizabeth C Gaffney

**Telephone #:** (475) 220-1467

**Description of Project:** This grant covers the budget period from July 1, 2019 through June 30, 2019. The award number is 01CH010905-02-00. This grant allows for the continuity of high quality comprehensive early childhood education and support for children and families in the city of New Haven. It encompasses Head Start operations as well as training and technical assistance in the New Haven Public School sites. This program provides for 531 Head Start slots in six sites.

<b>GRANT PERIOD:</b>	
From: 7/1/2019	
To: 6/30/2020	
<input checked="" type="checkbox"/> New	
<input type="checkbox"/> Continuation	
<b>Previous Bd. of Ed. Approval:</b>	
<hr style="border-top: 3px double #000;"/>	
<input checked="" type="checkbox"/> Planning	
<input checked="" type="checkbox"/> Operational	
<b>Bd. of Ed. Information</b>	
<input checked="" type="checkbox"/> Action	
<input type="checkbox"/> Information	
<input type="checkbox"/> Support	
<input type="checkbox"/> Competitive	
<input type="checkbox"/> Entitlement	
<input checked="" type="checkbox"/> Grant	

**PROPOSAL DEVELOPERS:**  
  
Elizabeth Gaffney

*ELG 7/25/2019*

**TARGET: Schools/Unit:** Pre- Kindergarten  
**No. of Students: Grade Level(s):** 531 Pre-K  
**Eligibility Criteria:** Income eligibility as required by Head Start and residency requirements; as well as age.

CENTRAL OFFICE USE ONLY – MUST REMAIN ON PAGE 1	
ABSTRACT TIMETABLE	REVIEW
Return to: _____	
Received: _____	<b>Grants Manager</b> _____
<b>Board of Education FINANCE &amp; OPERATIONS Meeting Date</b> _____	<b>Finance Manager</b> _____
<b>Board of Education Meeting Date:</b> _____	<b>Human Resource Manager</b> _____
<b>Due Date to Grantor:</b> _____	



**Proposed Project Title:** New Haven Board of Education Federal Grant Head Start

**Total Amount Requested:** \$5,743,588 \*Award will be made in two equal installments of \$2,871,749. Second installment upon completion of grant application.

**Proposed Grant Receiving Agency:** Basic Head Start

**SECTION II: FISCAL INFORMATION**

**PERSONNEL**

# FT	#PT		COST
1		Administrators	\$115,000
14	1	Teachers	\$1,243,597
6		Management	\$428,421
51	34	Paraprofessionals	\$1,500,961.
3		Clerks	\$185,830
5	2	Others	\$105810
		Stipend	\$
		Longevity	\$30,000
		Ed Incentive	\$
		<b>SUBTOTAL</b>	<b>\$3,609,619</b>

**NON PERSONNEL**

	COST
Supplies & Materials	\$54,640.
Student Transportation	\$295,074
Staff Travel	\$13,654.
Internal Evaluation	\$
Training and Technical Assistance (Regional Office)	\$ 66,934.
Independent Contractors	\$88,278
Equipment	\$
Other	\$1436
Indirect Costs, if allowed	\$
<b>TOTAL NON- PERSONEL</b>	<b>\$520,016</b>

**FIXED COSTS:**

Health Benefits	\$1,347,309
Pension (Paras & Mgmt.)	\$32,322
FICA/Medicare	\$200,196
Workmen's Compensation	\$34,126.00
<b>SUBTOTAL</b>	<b>\$1,613,953</b>
<b>TOTAL PERSONNEL &amp; FIXED COSTS</b>	<b>\$5,223,572</b>

**Notes:**

- 1) **Total Personnel and Non Personnel columns must equal grant total.**
- 2) **The Abstract budget must be aligned with the Grant Application budget/ED114.**
- 3) **All applications should budget for staff development (stipends) and evaluation wherever appropriate.**

**SECTION IIA: BUDGET EXPLANATION**

The following categories must be explained:

**All Personnel:** explain positions; **Salary:** if the grant pays a percent of salary and fixed costs, please describe below, breaking down **percentages and amounts to be paid by grant and by NHPS.** **Other;** and **All Non- Personnel items.** If additional space is needed, continue to next page.

- Personnel: Funds will cover the cost of personnel listed above for the Head Start programs located at: Dr. Mayo School, Fair Haven, Jepson, John S. Martine, Lincoln-Bassett and Truman.
- Non-Personnel: Funds for supplies and materials will cover classroom consumables and administrative supplies.
  - Independent Contractor funds will cover mental health services, program assessment tools, web-based management systems and CPR/First Aid certifications.

- Other: Funds will be used for contractually mandated reimbursements of mileage for travel between sites and home visits, travel, food and conference fee, reimbursement for staff to attend local/and domestic trainings and workshops.
  - Parent services, costs for food, babysitting reimbursement, transportation for policy council, parent center committee meetings and other parent events.

**Proposed Project Title:** New Haven Board of Education Federal Grant Head Start

**Total Amount Requested:** \$5,743,588 \*Award will be made in two equal installments of \$2,871,749. Second installment upon completion of grant application.

**Proposed Grant Receiving Agency:** Basic Head Start

**SECTION III: SYSTEM OBLIGATIONS**

**Project support from other programs:**     None     Yes    **Explain: Federal Head Start**

**Linkage with other programs:**             None     Yes    **Explain: Basic Head Start**

**Local Fiscal costs, (include renovation):**     None     Yes    **Explain: Non-Federal Share**

**Future local personnel obligations:**         None     Yes    **Explain:**

**PROJECT OR GRANT REQUIREMENTS**

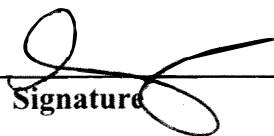
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Local Maintenance              | <input type="checkbox"/> Replication                   | <input checked="" type="checkbox"/> Parent Involvement       |
| <input checked="" type="checkbox"/> In-Service Training | <input checked="" type="checkbox"/> Advisory Committee | <input checked="" type="checkbox"/> Linkage w/other Programs |
| <input type="checkbox"/> Non-Public School Involved     |  | <input type="checkbox"/> Dissemination                       |

**ADDITIONAL RESTRICTIONS OR CONCERNS**

SUBMITTING ADMINISTRATOR: \_\_\_\_\_

Signature

Date

 7/16/19

**Proposed Project Title:** New Haven Board of Education Federal Grant Head Start

**Total Amount Requested:** \$5,743,588 \*Award will be made in two equal installments of \$2,871,749. Second installment upon completion of grant application.

**Proposed Grant Receiving Agency:** Basic Head Start

**SECTION IV: PROPOSED PERSONNEL**

List, individually, each position proposed by this grant application. If **no personnel**, please indicate N/A in the chart below

F/T	P/T	Classification	Position Description	Duration of Proposed Service	Proposed Employee	Current NHPS Employee Yes/No	If Yes Current Employee Number
1		Administrator	Director of NHPS Head Start	July 1, 2019-June 30, 2020		Yes	
14	1	Teachers	11 Certified Teachers 3.5 Coaches	July 1, 2019-June 30, 2020		Yes	
6		Management	Asst Director, Project Site Director, Health Coordinator, ERSEA Coordinator, Fiscal Officer, Analyst II	July 1, 2019-June 30, 2020,		Yes	
3		Clerks	Data Control Clerk, Admin Asst,II, Admin Asst I,	July 1, 2019-June 30, 2020,		Yes	
51	34		Outreach Workers Lead Teachers Assistant Teachers	July 1, 2019-June 30, 2020,		Yes	
5	2		4Social Workers 1 Nurse .5 CAN	July 1, 2019-June 30, 2020,		Yes	

			.5LpN				

**V. PROPOSED CONTRACTS**

List **individually**, each contract that will be prepared by this proposed project. If contractors will not be utilized, please indicate **N/A** in the chart below.

<b>Proposed Independent Contractor</b>	<b>Brief Description of Service</b>	<b>Proposed Pay Rate</b>	<b>Proposed Total</b>
NULINX	COPA web based systems information		\$8,261.
TBD	CLASS observations and reports Mental Health contracts		\$43,678
TS GOLD	Assessment Tools		\$5,000
Pascal Learning DBA Ready Rosie	Parent/family curriculum and implementation		\$13,500
Multiple	Staff trainings, required CPR and First Aid training for staff		\$17,839.

**VI. ADDITIONAL INFORMATION:**

**Please Answer All Questions -- Use Additional Pages if Necessary**

**1. Please state specific goals for this grant or the grant period.**

- 95% of students will be ready to succeed by the end of kindergarten
- 95% of students will achieve math and literacy standards
- The achievement gap will be no more than 5% for defined student subgroups
- 95% of students will master the necessary social skills for success in school and life
- 95% of students entering 9<sup>th</sup> grade will graduate ready for college, post-secondary education, military or the workforce

**a. If this is a continuation grant, please detail past year goal performance and accomplishments. Use additional space if needed:**

**2. How does this grant address School Reform goals?**

New Haven Public Schools provide a developmentally appropriate classroom experience for three and four year old preschool students. School reform goals area addressed through rigorous implementation of a standard-based curriculum, differentiated instruction and the use of developmentally appropriate assessments aligned to state and local standards. Personalized

learning and individual instruction is used to meet the need of all learners. All work addresses the New Haven Public School's goals as well as the goals for the City of New Haven set forth in Mayor Toni Harp's City's Transformation Plan. All instruction is aligned with the Head Start Early Learning Outcomes Framework and the Connecticut Early Learning Development Standards.

**3. Please explain why this proposal is significant and important in relation to improving student and/or staff performance, as well as any additional pertinent information that is specific and relevant: (Include resume of person(s) providing service for contracts \$10,000 and over)**

In order to support comprehensive services throughout this proposed program, we have built a structure for education, family, health, mental health, nutrition, and disabilities services support that allows for faithful implementation of our programmatic approach throughout our service area. As noted above, our budget also includes \$66,934 in funding for Training and Technical Assistant (T/TA) across our program, to keep our staff fully up-to-date and informed of Head Start Performance Standards, program expectations, and best practices in early education family services, health, and other programmatic areas.

Our staff ratios are designed to support a model that is not only compliant with Head Start standards but that allows for an efficient, effective and comprehensive level of service for each child and family attending our program. Our Head Start classrooms will have minimum ratios of 1:10 where rooms serve a majority of four year-old children (maximum group size of 20), and 1:8 where classrooms serve a majority of three-year old children (maximum group size: 17). We anticipate that this program will serve mostly four year-old children throughout the district. Each classroom will have one lead teacher with a minimum credential requirement of a bachelor's degree in early childhood education; classrooms at the Mayo School will have state-certified teaching staff in addition to these minimum qualifications. Classrooms will also feature one assistant teacher with a minimum credential of a CDA with a preschool focus, and a part-time aide assigned to each individual classroom, with "floater" aides at larger centers and one "floater" assistant teacher at Mayo School. This staffing arrangement will allow for fully supported classrooms, particularly during times of transition (meals, bathroom breaks, recess, etc.) over the course of the day.

**REQUIRED:**

**A COPY OF THE GRANT APPLICATION MUST BE ATTACHED TO THE ABSTRACT.**



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT

By And Between

The New Haven Board of Education

AND

Gateway Community College Early Learning Center

FOR NEW HAVEN PUBLIC SCHOOLS' EARLY CHILDHOOD DEPARTMENT

This Agreement entered into on the 3rd day of June, 2019, effective (*no sooner than the day after Board of Education Approval*), and the 27th day of August, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, Gateway Community College Early Learning Center located at, 20 Church Street, New Haven, CT 06511 (herein referred to as the "Contractor").

**Compensation:**

The Board will pay the Contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed \$240,000.00 for the provision of services at the following location:

20 Church Street  
New Haven, CT 06511

40 "Spaces" for school day/school year services to be paid at the rate not to exceed  
TOTAL \$6,000 per child, per year, or \$600.00 per month for prorated slots, for a total not  
to exceed \$240,000.00

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

**Fiscal support** for this Agreement shall be by the **School Readiness Grant Program** of the New Haven Board of Education, **Account Number: 2523-900-5384-56697 Location Code: 0442.**

This agreement shall remain in effect from August 27, 2019 to June 30, 2020.

**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 an early care and education program to New Haven children ages 3 and 4 years old in a location licensed by the CT Office of Early Childhood or, exempt from licensing by the CT State Department of Education, utilizing fully staffed classrooms with personnel who are qualified by experience, training and as required by the CT Office of Early Childhood and the National Association for the Education of Young Children or the Head Start program.

*pb  
8/6/19*

**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*. 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.

**A. Modification of Terms**

This Agreement may not be modified or amended except by written agreement signed by the parties. We the undersigned agree to the terms and conditions outline herein.

**Executive Orders**

(a) Executive Order No. 3: Nondiscrimination. This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this agreement. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination until the agreement is completed or terminated prior to completion. The Contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

(b) Executive Order No. 17: Connecticut State Employment Service Listings. This contract is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be canceled, terminated or suspended by the Contracting Agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be party to this Agreement. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the Contracting Agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

(c) Executive Order No. 16: Violence in the Workplace Prevention Policy. This contract is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 and, as such, the contract may be canceled, terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree: (1) The Contractor shall prohibit employees from bringing into the state work site, except as may be required as a condition of employment, any weapon or dangerous instrument as defined herein. (2)

“Weapon” means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon. “Dangerous instrument” means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury. (3) The Contractor shall prohibit employees from attempting to use, or threaten to use, any such weapon or dangerous instrument in the state work site and employees shall be prohibited from causing, or threatening to cause, physical injury or death to any individual in the state work site. (4) The Contractor shall adopt the above prohibitions as work rules, violations of which shall subject the employee to disciplinary action up to and including discharge. The Contractor shall insure and require that all employees are aware of such work rules. (5) The Contractor further agrees that any subcontract it enters into in the furtherance of work to be performed under this contract, shall contain provisions (1) through (4) of this section.

(d) Executive Order No. 7C: Integrity in State Contracting. This contract is subject to the provisions of Executive Order No. 7C of Governor M. Jodi Rell, promulgated on July 13, 2006 and, as such, this contract may be canceled, terminated or suspended by the State for violation of or noncompliance with said Executive Order No. 7C. The parties to this contract, as part of the consideration hereof, agree: (1) The State Contracting Standards Board (“Board”) may review this contract and recommend to the State Contracting Agency, termination of this contract for cause. The State Contracting Agency shall consider the recommendations and act as required or permitted in accordance with the contract and applicable law. The Board shall provide the results of its review, together with its recommendations, to the State Contracting Agency and any other affected party in accordance with the notice provisions in the contract no later than fifteen (15) days after the Board finalizes its recommendation. For the purpose of this sub-section, “for cause” means a violation of the State Ethics Code (Connecticut General Statutes Chapter 10) or section 4a-100 of the general statutes, or wanton or reckless disregard of any state contracting and procurement process by any person substantially involved in this Contract or State Contracting Agency. (2) For purpose of the section, “contract” shall not include real property transactions involving less than a fee simple interest or financial assistance comprised of state or federal funds, the form of which may include but is not limited to grants, loans, loan guarantees, and participation interests in loans, equity investments and tax credit programs. Notwithstanding the foregoing, the Board shall not have any authority to recommend the termination of a contract for the sale or purchase of a fee simple interest in real estate following transfer of title. (3) Notwithstanding the contract value listed in Connecticut General Statutes (C.G.S.) sections 4-250 and 4-252, and section 8 of Executive Order No. 1, all state contracts between state agencies and private entities with a value of \$50,000 (fifty thousand dollars) or more in a calendar or fiscal year shall comply with the gift affidavit requirements of said sections and section 8 of Executive Order No. 1. For purposes of this section, the term “certification” shall include the campaign contribution and annual gift affidavits required by section 8 of Executive Order No. 1.

#### Laws and Regulations

The Contractor agrees that the sole and exclusive means for the presentation of any claims against the State, the Board of Regents for Higher Education, or Gateway Community, arising from this contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.

#### Governing Law

The validity, construction, performance and effect of this Agreement shall be governed by the laws of the State of Connecticut without regard to its principles of conflicts of laws, and an question arising under of this Agreement shall be construed or determined according to such laws, except to the extent preempted by federal law.

#### Indemnification

Contractor hereby agrees to indemnify, defend and hold harmless the State, its agencies, its officers, and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of this contract, in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault, willful misconduct or negligence of Contractor or its employees, agents or subcontractors.



**NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN**

For all state contracts as defined in Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Election Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Notice below.

**NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS**

This notice is provided under the authority of Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

**CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS**

*No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).*

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

**DUTY TO INFORM**

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

**PENALTIES FOR VIOLATIONS**

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

**Civil penalties:** Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

**Criminal penalties:** Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

## **CONTRACT CONSEQUENCES**

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to "Lobbyist/Contractor Limitations."

## **DEFINITIONS**

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an

employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

“State contract” means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. “State contract” does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

“State contract solicitation” means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

“Managerial or discretionary responsibilities with respect to a state contract” means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

“Dependent child” means a child residing in an individual’s household who may legally be claimed as a dependent on the federal income tax of such individual.

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor’s state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. “Subcontractor” does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person’s capacity as a state or quasi-public agency employee.

“Principal of a subcontractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

**PROVIDER: GATEWAY COMMUNITY COLLEGE**

**Signature:** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Statutory Authority 4a-52a, 10a-151b**

**Date** \_\_\_\_\_

**NEW HAVEN BOARD OF EDUCATION**

**Signature:** \_\_\_\_\_

**Name:** **Darnell Goldson, President**

**Date** \_\_\_\_\_

**Office of the Attorney General**

**Signature:** \_\_\_\_\_

**Print Name:**

**Date** \_\_\_\_\_



**NEW HAVEN PUBLIC SCHOOLS**

**EXHIBIT A**

**DETAILED SCOPE OF SERVICE AGREEMENT  
SPECIAL TERMS AND CONDITIONS  
FOR SCHOOL READINESS PROVIDERS (referred to as the “Contractor”)**

**Overview of School Readiness**

The School Readiness Program was established in 1997 under P.A. 97-259, An Act Concerning School Readiness and Child Day Care and codified in the CT General Statutes (CGS) 10-16p–10- 16u. This legislation established a state grant program to provide spaces for eligible children in priority school districts and competitive grant municipalities in high-quality programs either accredited by the National Association for the Education of Young Children (NAEYC) or Head Start approved. The School Readiness Grant Program is administered by the CT Office of Early Childhood (OEC).

The New Haven School Readiness grant provides over 1,000 spaces for three and four year olds in preschool programs across the city including community-based centers and classrooms within the New Haven Public Schools and Gateway Community College. New Haven Board of Education is the fiscal agent for the grant. The School Readiness Office (SRO), located in the New Haven Public Schools’ Early Childhood Department is the Board’s designee for the grant. The New Haven Early Childhood Council (NHECC), whose members are appointed by the Mayor and Superintendent, is responsible for making recommendations on issues related to the School Readiness Grant Program, including the application for School Readiness grants.

The School Readiness Contractor will provide an early care and education program for New Haven children ages 3 and 4 years old including the services listed below and as outlined in the OEC’s General Policies for State-funded Programs and its Licensing Unit, as the Policies and Procedures of the New Haven Early Childhood Council (NHECC).

**SECTION 1: REQUIRED SERVICES and STAFFING**

**A. OUTREACH SERVICES AND RECRUITMENT OF FAMILIES**

1. The Contractor is responsible for recruitment and enrollment of eligible children. Eligibility criteria, as determined by the NHECC includes the New Haven residency requirement and allotting 75% of the total School Readiness funded spaces for families who are at or below 75% of the State Median Income as determined by the OEC.
2. Any SR space that becomes vacant will be filled within 15 business days.
3. Contractors are to keep documentation of their outreach efforts. Outreach should include contacts with the organizations that have Memoranda of Understanding with the NHECC as well as businesses and other organizations within the vicinity of the center.
4. Contractors that are not at full capacity by October 31<sup>st</sup> must submit a recruitment plan by November 15<sup>th</sup> for approval by the NHECC. At the recommendation of the NHECC, the Board may amend the Agreement to reduce the Contractor’s grant allocation.
5. Contractors who are at capacity must share their waitlist with the School Readiness Office.

## **B. EDUCATIONAL SERVICES**

1. Learning environment, curriculum and assessment
  - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children age 3 to 4 years and eligible 5 year olds. ,
  - b. For each classroom, weekly Learning Experience Plans will be developed, followed and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross-walked with the ELDS may also be used.
  - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include: the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen, Early Screening Inventory (ESI) and Temperament and Atypical Behavior Scale TABS).
  - d. Classroom staff will document children's growth, understanding and skill in the areas of: cognition; social; emotional; physical health; language and literacy; creative arts; mathematics; science; and, social studies. Documentation should include teacher observations, work samples and parent input. Teachers will document how children's ideas are incorporated into the curriculum.
2. Family participation
  - a. Ongoing documentation will culminate in two annual assessment periods. Teachers will share the assessment with parents at 2 parent-teacher conferences annually. At least 80% of parents will attend 2 annual conferences. Documentation will include conference times and length, the comments and signature of parents.

## **C. QUALITY COMPONENTS**

As outline in CT General Statutes Sections 10-16o through 10-16u, each school readiness program will:

1. Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
2. Encourage family involvement, parenting education and outreach;
3. Provide referrals for health services, including referrals for appropriate immunizations and screenings;
4. Provide nutrition services;
5. Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
6. Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;
7. Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
8. Develop a plan for professional development for staff; including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
9. Use the OEC designated sliding fee scale for families participating in the program;
10. Implement an annual evaluation of the effectiveness of the program; and

11. Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled

#### **D. STAFFING**

##### **1. HIRING AND STAFFING LEVELS**

- a. Contractors will maintain adequate teacher:child ratios that at minimum, adhere to the OEC Day Care Licensing Regulations.
- b. Any staff changes will be reported to the School Readiness Office on the Staffing Coverage Form and added to the CT Registry.

##### **2. EDUCATION REQUIREMENTS**

Each classroom will meet the following:

- a. OEC Day Care Licensing regulations
- b. OEC Quality Staff Member education requirements
- c. NAEYC or Head Start requirements

##### **3. STAFF ORIENTATION, STAFF DEVELOPMENT**

All staff will have:

- a. The understanding, skills and experience to work with preschool aged children and families.
- b. An orientation within the first two weeks of hire. This must include an overview of the School Readiness Program policies, procedures and expectations.
- c. A staff development plan that includes the education requirements set forth by OEC's Bureau of Early Care and Education and its Licensing Unit, NAEYC and NHECC. Staff training will be documented in each staff members file. First year full time staff will complete all required trainings by May of their first year. Part time staff will complete trainings required for the position by all regulatory agencies including the School Readiness professional development areas of language and literacy, diversity, and working with children with special needs.
- d. Staff development plans will also include training in the CT ELDS, CT DOTS or similar systems. Regular observations, at minimum quarterly and preferably once a month, by the program leader and/or education consultant will be included in the staff member's professional development plan and annual evaluation.
- e. A program-wide staff development plan with proper documentation as required by NAEYC.

##### **4. SUPERVISION**

- a. All staff will be supervised by the program's education leader or designee with the skills and knowledge to support their professional learning. Supervision will include classroom observations, regular meetings with staff and a plan of goals, action steps and measures of progress as well as the strengths observed and contributions made to the program. The plan must be updated at least twice a year.
- b.1 Contractors are required to report any alleged act of commission or omission, suspicion of child abuse or neglect to all regulatory agencies within 24 hours, the School Readiness Office (SRO), the OEC, NAEYC and/or Head Start. Notification must include the date and time of the alleged act and the nature of the complaint. The Contractor must also notify the SRO of the results of any investigation and any actions taken by the Contractor to correct the situation.
- b.2 Contractors will also inform the SRO of any notification to DCF against a parent or non-employee of a SR funded child.

## **E. CONSULTATION**

As required by NHECC Policies, all Contractors must have an education consultant who provides consultation to teachers and program leaders for a minimum of 2 hours per month. This may be the education consultant on the Contractor's OEC License, or may be another qualified consultant with expertise in curriculum, assessment, classroom management and supervision. The Contractor will notify the SRO of the education consultant selected. The consultant's time and focus will be recorded monthly.

## **SECTION 2: REPORTING REQUIREMENTS AND RECORD KEEPING**

### **A. REPORTING REQUIREMENTS**

1. All reports are to be submitted by the due date. The monthly reporting periods and due dates are listed on the chart below. Monthly Reports include:  
Priority School Readiness Monthly Report  
Site Data Report  
Withdrawal Report  
Financial Report, including accounting for the collection and use of parent fees and Care for Kids funds consistent with the terms of this Contract.
2. All Contractors are to update their program's information on the CT Registry and the ECIS systems on a monthly basis.
3. Any staff changes are to be reported to the SRO within 5 business days, by updating the Staffing Coverage Plan.
4. Using the protocol established by the OEC, all state funded programs are to email the SRO the required NAEYC, OEC and DCF documents.
5. Annual evaluations, surveys or other documents requested by OEC or by the SRO on behalf of the New Haven Board of Education and/or the New Haven Early Childhood Council.

### **B. RECORD KEEPING**

1. Staff files contain a cover sheet listing completion dates of professional development training, staff self-evaluation, annual PD goals, annual evaluations with supporting documentation on file. Staff in programs that are exempt from licensing must have a minimum of 15 hours of professional development. Notes of education leaders' and/or their designees' classroom observations, meetings with individual teachers, teaching teams and full staff are documented and outline next steps and a timeline.
2. Child files Enrollment: contain a checklist listing all the documents required by OEC Licensing Unit and the SRO, with supporting documents on file. Records of daily family sign in/out sheets and daily attendance are kept on file and agree with the data submitted on the Site Data Report and in the ECIS.  
Child files Assessment: there is a system to track teachers' observation notes and assessments to ensure that all domains are assessed with ample supporting documentation. Assessments should be completed at least twice a year.
3. The Contractor will maintain books, records, documents, program and individual service records, evidence of its accounting and billing procedures and practices for a period of 3 years.

## **SECTION 3: PROGRAM MONITORING**

The Contractor will make all records and documents required under this Agreement as outlined here, in OEC Policies and NHECC Policies available to the SRO or its designee, the SR Fiscal Officer or their designee



and the OEC. Scheduled monitoring visits will take place twice a year. The SRO and OEC reserve the right to make unannounced visits.

#### **SECTION 4**

**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.

**Access:** The information shall be available during the hours of the Contractor's program operation and at all other reasonable times for monitoring, inspection, review or audit by employees or agents of the Board and/or the supervising state agencies. The Board reserves the right to conduct unannounced visits to funded sites to confirm reported data.

**Complaints:** The Contractor will ensure that all families funded through the School Readiness Grant are aware of their rights to have their concerns/complaints addressed. The Contractor will inform families in writing of the steps to follow to have a complaint/concern resolved. This will include the contact information for the SRO. NHECC Policies and Procedures make clear the steps the SRO will take to help resolve the complaint.

**Suspension and/or Expulsion:** No child should be expelled or suspended from a program. In the rare instances when a child's behavior jeopardizes the safety of themselves or others, the Contractor will immediately notify the SRO in writing of the situation and the actions taken to date to remedy the concern. The Board and the NHECC reserve the right to eliminate the funded spaces in cases where it deems the termination is not in keeping with the intent of the School Readiness Program.

**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 that 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 transfer of clients served under this Agreement to a new program and will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with School Readiness 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.

**SECTION 5: COMPENSATION FOR SCHOOL READINESS FUNDED PROGRAMS**

Compensation for services is based on the approved maximum number of children served each reporting period (see below for report periods) where each child is in attendance at least one day during the reporting period. For each child served, programs will be reimbursed at the rates established by the CT Office of Early Childhood.

Compensation will be made upon the submission of an invoice and is contingent on the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event that reports have not been submitted by the deadlines stipulated in the Contract, the Board will delay payment until such time the report(s) are submitted and approved. The current rates are:

**Full day/full year** services will be paid at the rate of \$743.66 per month not to exceed \$8,924 per child per year. Full day/full year is defined as 10 hours/day, 50 weeks/year, legal holidays excluded, where children regularly attend 5 days/week for at least 6 hours/day.

**School day/school year** services will be paid at the rate of \$600.00 per month, not to exceed \$6,000 per child per year. School day/school year is defined as 6 hours/day, 10 months/year, where children regularly attend 5 days/week for a minimum of 6 hours/day.

**Part day/school year** services to be paid at the rate of \$450.00 per month, not to exceed \$4,500 per child, per year. Part day/school years is defined as a minimum of 2.5 hours/day, 10 months/year, where children regularly attend 5 days/week.

**Monthly Reporting Due Dates—**

PSRMR, SDR, Withdrawal REPORTING PERIODs		# of wks	DUE DATES
From	End Date		
July 1, 2019	July 27, 2019	4	July 30
July 29, 2019	August 30, 2019	5	September 3
September 2, 2019	September 27, 2019	4	October 1
September 30, 2019	October 25, 2019	4	October 29
October 28, 2019	November 29, 2019	5	December 3
December 2, 2019	December 27, 2019	4	December 31
December 30, 2018	January 31, 2020	5	February 4
February 3, 2020	February 28, 2020	4	March 3
March 2, 2020	March 27, 2020	4	March 31
March 30, 2020	April 24, 2020	4	April 28
April 27, 2020	May 29, 2020	5	June 2
June 1, 2020	June 26, 2020	4	June 30

**SECTION 6: OUTCOME MEASURES**

**Really need help with this so that it is clear, measurable and not onerous to complete!**

<b>OUTCOMES</b>	<b>MEASURES</b>
<p>Improve access to and utilization of School Readiness Preschool Programs for New Haven 3 &amp; 4 year olds.</p>	<p>SR monthly utilization rate of 95% to 100% will be maintained from September to June 30.            Programs have a detailed recruitment plan to reach out to New Haven families including families in underserved neighborhoods.            Spaces that become vacant will be filled within 15 business days.</p>
<p>Reduce the chronic absenteeism rate.</p>	<p>Chronic absenteeism is defined as a monthly attendance rate of less than 85%.            When attendance falls below 85%, families will be contacted, reasons for the absences and a plan to improve attendance will document progress.</p>
<p>Increase the quality of early childhood programs by recruiting and maintaining the current OEC education requirement: at least one teacher in every classroom with a minimum of a CDA and 12 early childhood credits.</p>	<p>100% classrooms, including non-funded rooms will meet the education requirement.</p>
<p>By July 1, 2022, SR funded programs will hire teachers who meet the OEC's increased education standards by having a minimum of 50% of classroom lead teachers with an approved Associate's Degree.</p>	<p>SR programs have individual education plans for each staff member that includes meeting the OEC July 1, 2022 goal.            Education plans are updated every six months and show progress toward the goal.</p>
<p>Children's growth in all developmental domains</p>	<p>Classroom environments and weekly Learning Experience Plans will align and consistently include strategies to support children's development as outlined in the OEC's Early Learning Development Standards (ELDS).            Assessment documentation will show 95% of all children have made progress in each developmental domain.</p>



**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



NEW HAVEN PUBLIC SCHOOLS

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

FOR DEPARTMENT/PROGRAM:

**Professional Development & Coaching of Beginning Teachers and Mentors**

This Agreement entered into on the 1st day of August, 2019 effective (no sooner than the day after Board of Education Approval), and the 19<sup>th</sup> day of August, 2019, by and between the New Haven Board of Education (herein referred to as the "Board" and, ACES located at, 350 State Street, North Haven, CT 06473 (herein referred to as the "Contractor").

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$324.00 per day, hour or session, for a total of 219 days, hours or sessions for 3 consultants for up to a maximum of (\$70,956.00).

The maximum amount the contractor shall be paid under this agreement: Seventy thousand, nine hundred fifty-six dollars (\$70,956.00). 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 Special Funds Title 1 (Staff development) Program of the New Haven Board of Education, **Account Number: 2531-900-5170-56694** pending receipt of funds.

This agreement shall remain in effect from August 19, 2019 to June 30, 2020.

**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).*

Provide on-going professional development, technical support and coaching of beginning teachers and mentors participating in the state mandated induction program called TEAM. Provide technical support for student teachers, cooperating teachers, and field placements, along with counseling interns. Services will include state approved training of new mentors, direct mentoring of beginning teachers, years 1 through 3, and technical support in the development of the state mandated induction program modules (based on the CCT), including before and after school professional development sessions to better prepare mentors to support beginning teachers in the successful development of the TEAM modules. This support is designed to assist and support the partnerships between beginning teachers and mentors in Title 1 schools and reflect on the practices they are implementing through the module process. Services will also consist of assisting beginning teachers

to apply effective classroom management strategies related to current research and strategies for working in an urban setting. This program is designed to support our District Improvement Plan Tier 2 Indicator of training and retaining the most highly qualified teachers for the district.

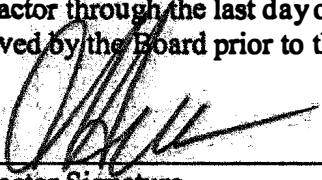
**Exhibit A: Scope of Service:** Please attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable.

**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.

  
\_\_\_\_\_  
Contractor Signature

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

8/1/19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Timothy Howes, Assistant Executive Director

Revised: 10/2/18



## NEW HAVEN PUBLIC SCHOOLS

### EXHIBIT B

#### STUDENT DATA PRIVACY AGREEMENT SPECIAL TERMS AND CONDITIONS

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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.

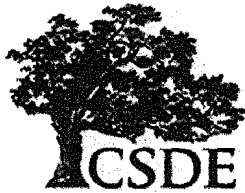


5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.
6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification 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



We thank you for your time spent taking this survey.  
Your response has been recorded.

Below is a summary of your responses

[Download PDF](#)

**Teacher Education And Mentoring (TEAM) Program**  
**2019-2022 THREE-YEAR DISTRICT SUPPORT PLAN FOR**  
**BEGINNING TEACHERS AND MENTORS**

Per state statute 10-145o, local and regional boards of education shall develop a three-year teacher education and mentoring plan.

Please enter your plan by completing each section below.

**District Information**

Name of District

New Haven Public Schools

Superintendent Name

Dr. Carol D. Birks

District Facilitator (DF)

Dr. Michele Sherban

DF Email

michele.sherban@new-haven.k12.ct.us

DF Phone Number

475-220-1160

**TEAM Coordinating Committee (TCC)**

Local and regional boards of education shall form a local or regional coordinating committee or committees, with representatives of the exclusive bargaining representative for certified employees chosen pursuant to section 10-153b, based on district size, to guide the activities outlined in the three-year teacher education and mentoring plan.

List the TEAM Coordinating Committee member names and their roles:

Name/Role

Michele Sherban, EdD., DF, Supervisor Student Assessment & Learning

Name/Role

Robin Barna, TEAM Facilitator, TCC Chairperson, Master Mentor

Name/Role

Lisa Mack, Director of Human Resources

Name/Role

David Cicarella, President of New Haven AFT

Name/Role

Sequella Coleman, Principal

Name/Role

Heather O'Brien, Master Mentor, Literacy Coach

Name/Role

Kara Buontempo, Special Education Teacher

Name/Role

Gwendolyn Bright, High School Math Teacher

Name/Role

Add additional names here:

Describe the timeline for the TCC to meet. Include in the plan when the TCC will meet with central office personnel, principals and mentors.

Communication to central office will be made to the District Administrative Council by the District Facilitator and TEAM Facilitator/Trainer, as needed. Communication to building leadership will be made through emails as needed. Communication to mentors will be made through Mentor Meetings and emails several times a semester as needed.

**District Facilitator (DF)**

The District Facilitator must be a certified teacher or a certified administrator in the district who will lead the TEAM Coordinating Committee and function as liaison between the CSDE, the district, beginning teachers, and mentors regarding requirements of the TEAM program.

The superintendent is asked to appoint the individual (DF) who will be responsible for the facilitation of the TEAM Program in the district. A DF may continue to serve in the role for multiple years. However, when a new DF is appointed, the superintendent must notify the CSDE by sending an email to Gady Weiner at [gady.weiner@ct.gov](mailto:gady.weiner@ct.gov)

For a full description of the role and responsibilities, please see the TEAM Program Manual.

● The superintendent has appointed the following individual to the role of DF:

Michele Sherban, EdD.

## Goals, Activities and Budget

Local and regional school districts shall develop a three-year teacher education and mentoring plan that incorporates the Department of Education's goals and instructional priorities, as well as any local considerations based on community and student needs. The plan shall include a statement of three-year objectives related to the state's goal statement for the teacher education and mentoring program.

**The Mission of the TEAM Program: *To promote excellence, equity and higher achievement for Connecticut students by engaging teachers in purposeful exploration of practice through guided support and personal reflection.***

### The goals of the TEAM Program are to:

- Provide all beginning teachers with the support they need to develop as effective educators;
- Ease the beginning teacher's transition into the teaching profession in order to retain effective teachers;
- Develop teachers who are reflective practitioners, able to critically assess their practice against CT's teaching standards, and are committed to continuous professional learning;
- Cultivate an understanding of the professional responsibilities of an educator;
- Foster collaborative learning communities for all educators; and
- Provide excellent teachers the opportunity to develop as educational leaders.

List your district's three-year objectives related to the state's mission and goal statement for the Teacher Education And Mentoring Program.

*(Consider: alignment to district/school initiatives related to teaching and learning; teacher retention, professional development, etc.)*

Goal: To support our District Improvement Plan Priority Goals by providing systematic support for mentors and beginning teachers in order to retain high quality teachers who demonstrate superior ability and insure the success of all students. Beginning Teachers will: Be provided with a two to four day orientation for all new teachers entering the district to include: 1. TEAM Orientation 2. Classroom Management 3. TEVAL 4. Effective planning, preparation and instruction 5. NHPS Handbook/Resources Receive on-site professional development for new teachers in the data system and Schoolnet Receive content specific professional development provided by all curriculum departments Receive on-site building mentors and mentoring teams established by the TEAM facilitator and each principal within 10 days of hire Receive workshops to support the beginning teachers and mentors for Module 5 Mentors The TEAM facilitator/trainer will: Ensure that all existing mentors in need of update training participate in the online update training before their certification deadline Facilitate on-going recruitment of new mentors twice a year, in all areas with a focus on the content areas of

Special Ed., Science, Social Studies, Math, World Languages, Bilingual Education, Music and Visual Arts Hold in-district TEAM IST training in the fall and spring for up to 30 new mentors/cooperating teachers each session Provide support to mentors yearly through mentor meetings and informational emails

Local and regional boards of education shall:

1. ensure substitute teacher coverage for mentors and beginning teachers to participate in the activities and modules required in the three-year teacher education and mentoring plan;
2. communicate regularly with beginning teachers about training opportunities, state-wide workshops and support group work;
3. coordinate the teacher education and mentoring program and teacher evaluation and supervision program, provided they are kept separate;
4. take steps to make time available, as needed, to help teachers achieve the goals of their mentoring plans;
5. coordinate the activities and schedules of mentors and beginning teachers to ensure faithful implementation of the district plan; and
6. submit annual report on mentor-teacher activities to the superintendent or director for review and approval.

For each of the following requirements, check those that that your LEA is currently implementing, or, in the space provided, describe your plan for how the LEA plans to implement the requirement.

1. Ensure substitute teacher coverage for mentors and beginning teachers to participate in the activities and modules required in the three-year teacher education and mentoring plan.

2. Communicate regularly with beginning teachers about training opportunities, state-wide workshops and support group work.

3. Coordinate the teacher education and mentoring program (TEAM) and teacher evaluation and support , provided they are kept separate.

4. Ensure mentors and beginning teachers have time to meet by coordinating their activities and schedules to ensure faithful implementation of the TEAM Program.

5. Submit an annual report on mentor-teacher activities to the superintendent or director for review and approval.

Local and regional boards of education will develop an annual budget to support the activities detailed in the three-year teacher education and mentoring plan and submit such budget annually to the

Department of Education to receive state assistance for such activities. The CSDE will allocate funding directly to LEAs to offset the costs of TEAM implementation based on student population in the LEA.

Identify the areas that the LEA will use the allocated TEAM funding to support beginning teacher induction: *(select all that apply)*

Mentor Stipends

Data system

Mentor/cooperating teacher training

Professional development for beginning teachers and mentors

### Module Five - Professional Responsibility

Module Five Facilitated Conversations are meant to raise teachers' level of awareness about responsible, professional behavior. Districts have the opportunity to select the facilitator for the discussion of the scenarios. It is recommended that the facilitator be knowledgeable about district policies and procedures as well as the *Code of Professional Responsibility for Educators* within the *Common Core of Teaching*. Facilitators could be the District Facilitators, Human Resource Directors, Building Administrators; Central Office Administrators; or Teacher Leaders.

Who will facilitate Module Five?

- The District Facilitator
- Human Resource Director
- Central Office Administrator
- Building Administrator
- Teacher Leader

When will Module Five be conducted?

- At the beginning of the first year of teaching
- Mid-year of the first year of teaching
- Beginning of the second year of teaching

Mid-year of the second year of teaching

Other

How will Module Five be structured?

Beginning teachers only

Beginning teachers and their mentors

Beginning teachers, mentors and experienced staff

Other

How will teachers document the completion of Module Five?

The TEAM facilitator will present Module 5 workshops in October and February (for those hired/certified mid-year) of each school year. The beginning teachers will complete a brief survey comprised of the state's original online survey questions and those specified by the district.

### Mentors

Local and regional boards of education shall develop a three-year teacher education and mentoring plan that includes a description of the process used to select mentors and assign them to beginning teachers, based on subject areas, grade levels, and needs; and a description of the process to ensure mentors are trained and updated in best practices and essential knowledge.

*Those persons eligible to serve as mentors for such programs shall hold a provisional educator certificate or a professional educator certificate pursuant to section 10-145s, and have at least three years teaching experience in Connecticut, including at least one year of experience in the district in which they are presently employed. Retired certified teachers may also serve as mentors, provided they successfully complete a mentor training program.*

Describe the criteria and process used to recruit and select mentors who meet the statutory criteria (see above).

Informational emails are sent to "All" listing district requirements for mentors/cooperating teachers, with applications attached for those interested in applying. Recommendations for prospective mentors are also solicited from principals and content area supervisors. Prospective mentors complete an application and Professional Development Day forms with signatures from their principal/supervisor and two additional colleagues who recommend them for the position. Applications are also available to teachers under "Talent Office" on the district's website and on [www.nhps.schoolnet.com](http://www.nhps.schoolnet.com). The candidate's knowledge of the CCT, writing a personal growth action plan and use of data to reflect upon and improve professional practice is taken into consideration. The candidate's recent successful completion of the TEAM program, experience with committee participation and leadership roles in school is taken into consideration. All new and active mentors/cooperating teachers must maintain a

to be taken into consideration. All new and active mentors/cooperating teachers must maintain a teacher evaluation score of "effective" or better to be considered for mentee and/or student teacher assignment. Those who don't will be placed on an inactive list pending evaluative review by their administrator and recommendation for them to be able to resume these duties.

Assigning mentors to beginning teachers is a critical first step in providing support. Describe the criteria and process, including the timeline for assigning trained mentors to new teachers. How soon after a teacher is hired will the LEA assign a mentor?

*Consider: matching beginning teachers and mentors based on subject areas, grade levels, proximity, and needs where possible when making an assignment.*

Please Note: TEAM Guidelines state:

*A mentor must be assigned to all beginning teachers at the start of the school year or as soon as possible upon hire. It is strongly encouraged that mentors be matched and assigned to a beginning teacher within 30 days of the beginning teacher's hire date. The district is responsible for ensuring that all beginning teachers are assigned a mentor (p. 9).*

Beginning teachers are assigned a mentor within 30 days of hire.

- Yes
- No (Explain)

All beginning teachers are matched with a mentor according to the following criteria (select all that apply):

- Grade level
- Content Area
- Proximity
- Needs
- Other

Mentors are matched first with mentees in the same building and then by grade level/content area.

All mentors must be trained and updated by state approved training(s) in best practices and essential knowledge on a regular basis.

- Mentors are required to attend a state approved training and update training.
- Mentors are trained by in-district trainers (lead/master mentors) who have been trained and updated by the state.



Other: Please explain

Describe any additional professional development opportunities provided by the LEA to mentors to address further development of best practice and essential content knowledge. (Optional)

Mentors are invited to attend yearly mentor meetings, TEAM Orientations, Module 5 workshops and Year 2 BT workshops run by the TEAM facilitator/trainer. They also receive frequent emails updating them with TEAM process information and district requirements that they and their mentees need to meet.

### Mentoring Hours

Each mentor shall provide fifty contact hours to each beginning teacher during the program, with the expectation of approximately ten contact hours per module.

Describe how your LEA will monitor the number of mentoring hours provided to each beginning teacher to ensure support hours are meeting the mandated requirements and a process for addressing possible issues during the year.

The TEAM facilitator/trainer has made a district Google Doc. form for each mentor to use to document the hours they support each of their BT(s) for the district's January and May modules. This form reflects the information originally required on the TEAM website. The DF also has access to these. The TEAM facilitator monitors them on a monthly basis insuring that all meetings are being held and logged in a timely manner for each module.

### Beginning Teachers

Beginning teachers shall satisfactorily complete instructional modules (classroom environment, planning instruction, instructing, assessing and professional responsibility). Beginning teachers shall work with their mentors in developing a planned set of activities, based on the topics offered within each instructional module.

Beginning teachers shall complete two modules in their first year in the program and three modules in their second year in the program, except as otherwise provided by the Commissioner of Education.

Describe how the LEA will orient all beginning teachers to the TEAM program (generally within 45 days from their first day in the classroom).

*The TEAM Guidelines require all LEAs to provide an orientation to TEAM which includes, but is not limited to the following: an overview of the TEAM Program requirements, an introduction to TEAM, a review of the district's three-year TEAM support plan, timelines for TEAM completion, including any district specific requirements, and a schedule for district-based support.*

The TEAM facilitator/trainer provides for a 3.5 - 4 hour workshop during New Teacher Orientation in August before the start of the school year. She also provides for a 2 part 3.5 - 4 hour after school workshop for those unable to attend. These are held in September and again in January for mid-year hires/certifications. The TEAM process is discussed in full along with district guidelines, rules, TEAM timelines and deadlines. The entire Module 1 process is reviewed with beginning teachers participating in choosing CCT indicators, writing Initial Summaries, Goals, and PGAPs. BTs also discuss how to use our district resource handbook for research, and how to collect and document different types of data to provide specific details and evidence. They look for specific details/evidence in each of the three criteria during Reflection Paper review of Module 1 papers. The district's process for submitting papers to the TEAM facilitator, who sends them out for in-district review, is thoroughly explained. Most beginning teachers have already met their mentors and the mentor support process is again reviewed. BTs are informed about ongoing support from the TEAM facilitator through emails discussing the TEAM module process, district requirements and "helpful hints" for successful reflection paper completion.

Describe how the LEA will ensure BTs know the consequences of not completing all TEAM requirements by their deadline date.

*Teachers who do not successfully complete all five modules by the end of three years in TEAM for Category I teachers, and two modules within two years for Category II teachers, and who do not receive an approved extension of time, will not be eligible for an extension of their initial educator certificate and will not be eligible to advance to the provisional certificate. In such case, in order to earn eligibility for the reissuance of the initial educator certificate, the teacher would need to fulfill the requirements of intervening study and experience (Sec. 10-145f) as approved by the State Board of Education.*

The consequences for not completing the TEAM process by the state deadline dates are explained during TEAM Orientation and again during Year 2 BT workshops. The TEAM facilitator monitors completion deadlines and reminders are sent to BTs in danger of not meeting their completion deadlines. (These have always been teachers new to our district, who for whatever reason, did not keep up with the TEAM program in previous districts or those with severe health problems.) The TEAM facilitator assists BTs with applying for state extensions if appropriate.

Describe the process for monitoring beginning teachers are on track to complete TEAM by their deadline dates.

The TEAM facilitator monitors the number of modules completed by each beginning teacher and those remaining, at the beginning and middle of each school year, and when new teachers are hired. The TEAM facilitator checks the deadlines listed in EDS and contacts the state for correction or clarification if the dates listed differ from those we have on record. Documentation can then be verified and/or corrected if needed.

Describe supports for teachers who are not on track to complete TEAM by their deadline dates.

All beginning teachers who were initially hired by New Haven Public Schools are on track for successful TEAM completion in a timely manner. Those who have had specific medical reasons for needing an extension, have completed the appropriate state forms with documentation and have received an extension. The TEAM facilitator contacts the state for beginning teachers hired from another district, who will not be able to complete the TEAM process by their deadline and also meet the district's rules and regulations, to see if a compromise can be reached. If BTs did not receive adequate support in prior districts, they have been given extensions by the state. A couple have had to complete three modules with reflection papers in one school year, which is against district policy of only completing two such modules. The TEAM facilitator works with each beginning teacher on a case-by-case basis to ensure that they are able to comply with the state deadlines.

### Module Completion

Beginning teachers shall satisfactorily complete five instructional modules (based on their teaching endorsement, some teachers will complete two instructional modules);

Beginning teachers shall work with their mentors in developing a planned set of activities, based on the topics offered within each instructional module.

For each instructional module, beginning teachers shall submit a **reflection paper or project**, to be signed by the mentor, that summarizes, describes or analyzes what has been learned by the beginning teacher and their students throughout the module and how the learning contributed to the development of such beginning teacher.

How will teachers demonstrate completion of each instructional module?

- Teachers will submit a reflection paper to demonstrate completion of each module.
- Teachers will submit a project to demonstrate completion of each module.
- Other

For each instructional module, beginning teachers shall apply the knowledge gained through such activities and describe how the activity impacted student learning.

*PLEASE NOTE: Regardless of whether a district elects to review module completion in-district or participate in a regional review process, all reviewers must be trained prior to conducting reviews and participate in update training in subsequent years.*

### Review Criteria

For each instructional module, beginning teachers shall submit a reflection paper or project, to be signed by the mentor, that summarizes, describes or analyzes what has been learned by the beginning teacher and their students throughout the module and how the learning contributed to the development of such beginning teacher.

*PLEASE NOTE: Regardless of whether a submits a reflection paper or a project, the review criteria is the same.*

How are reviewers trained and updated?

- Reviewers are required to attend a state approved training.
- Reviewers are trained in-district using a state-approved training.
- Other: Explain

How will modules be reviewed for successful completion?

- Regional Review (RESC Collaborative)
- In-district Review
- Consortium (in a collaboration with other districts)

Describe the in-district or consortium review process including, but not limited to:

- Assigning reviews of module completion
- Criteria for successful completion
- Process for module resubmission for modules that did not meet the completion standard
- Process for communicating results to teachers
- Assuring confidentiality of the results

that all district deadlines and requirements are met. She will remove all identifying information from the reflection paper form she made, and replace it with an individual numerical code she's assigned to each BT. She will then send the paper out to a NHPS Reviewer who works in a different school building for review. This will ensure anonymity when the papers are reviewed. The TEAM facilitator has set up a Google Doc form for reviewers to use to document the results for each paper they read. These are only accessible to the TEAM facilitator and the DF. The TEAM facilitator sends out the feedback results to the BT and mentor. If successful, a module completion document is sent to the BT. If it's the BT's final module, the TEAM facilitator documents this through the state's EDS system. If the paper is unsuccessful, the TEAM facilitator, who has been trained as a Regional Chief Reviewer, will read the paper and adjudicate the results. If successful, the completion feedback and documentation are sent. If the paper is still unsuccessful, the BT receives feedback on the criteria that needs improvement and a two week timeline for re-submission is set. The BT will revise and resubmit the paper to the TEAM facilitator who will again review it for the criteria that were not previously met. NHPS allows for only two such re-submissions, so in the unlikely event that the BT is unsuccessful a second time, the TEAM facilitator will ask for a meeting with the BT and mentor to discuss the specific information/documentation that is still needed before the final re-submission is made. Once all 5 modules have been completed, the TEAM facilitator documents this in EDS. A letter is also sent to each BT upon completion of the program explaining the next steps needed for them to apply for their provisional certification.

Describe the process that the district will use to resolve internal disputes or appeals, including, but not limited to, disputes concerning the mentoring module process; mentor-beginning teacher relationships, - including a process to dissolve placements, if necessary; module outcomes (if reviewed in-district); and, requests for special accommodations based on disabilities.

A. Steps in the procedure for dissolving mentor placements: 1. Concerns about an individual mentor, beginning teacher and/or mentor and beginning teacher matches should be placed in writing to the TEAM facilitator of DF. 2. The TEAM facilitator or DF will contact the building administrator, mentor and mentee to verify and legitimize concerns. 3. The DF, TEAM facilitator and building administrator will work to find a satisfactory solution and notify the parties concerned of the decision to dissolve placement or not. 4. If placement is dissolved, the building administrator works with the TEAM facilitator to assign another mentor. The DF will determine if each mentor qualifies for partial/entire mentor stipend. B. Steps in procedure for removal for good cause of teacher from current mentor/cooperating teacher pool. The DF and TEAM facilitator will decide upon the matter of "good cause" based upon the mentor not meeting the following standards of performance of mentors: 1. Maintain a NHPS evaluation grade of "effective" or better. 2. Guide mentees through the successful completion of the module process and provide them with the minimum required 10 hours of support per module. 3. Attend all required training, district/building meetings and PD workshops. 4. Use the district Google Doc mentor meeting log to document the required contact hours with each mentee so as to reflect that the meetings have taken place during the course of the 8-10 week module process. The summaries of the meetings are focused mainly on the respective module. 5. Demonstrate professional behavior reflecting support of the district's goals. C. Requests for special accommodations or extensions due to health/family issues will be addressed by the DF and TEAM facilitator and decisions will be made within two weeks of receipt. "Special Circumstances" forms are available under "Talent" on the district's website [www.nhps.net](http://www.nhps.net) and on [www.nhps.schoolnet.com](http://www.nhps.schoolnet.com). D. All disputes between the beginning teacher and mentor will be addressed at the school or content area level first. If not resolved, then a written request for mediation will be submitted to the DF and TEAM facilitator explaining the problem. These will be addressed within two weeks and the BT and mentor will be notified of the outcome. Forms are available to teachers under "Talent" on the district's website [www.nhps.net](http://www.nhps.net) and on [www.nhps.schoolnet.com](http://www.nhps.schoolnet.com). E. Questions or concerns of beginning teachers about the mentoring module process or their PGAPs will be submitted to the TEAM facilitator by email or in writing and will be addressed within a day or two whenever possible. Forms are available to teachers under "Talent" on the district's website [www.nhps.net](http://www.nhps.net) and on [www.nhps.schoolnet.com](http://www.nhps.schoolnet.com). F. Concerns about reflection paper outcomes will be sent in writing to the TEAM facilitator or DF to be resolved. If needed they will be forwarded to the TCC to be addressed. G. Reflection papers will be allowed to be resubmitted two times for a total of three submissions per paper for 100% of the module to be successfully completed. If they aren't successful after the third submission, then the module must be started again for the next

semester. The TEAM facilitator will then work with the BT and mentor should this ever happen.

The TEAM Coordinating Committee (TCC) approved the 2019-2022 Three-year Support Plan for Beginning Teachers and Mentors.

Yes

No

**TEAM Coordinating Committee Approval**

*District Facilitator or TCC Chairperson Signature*

Michèle Sherban

*Superintendent's or Designee's Signature*

This plan has been shared with the superintendent.

Michèle Sherban

# 2019 NHPS TEAM Annual Report

## District changes to the TEAM process:

The state reinstated partial funding for implementing the mandatory Teacher Education And Mentoring (TEAM) induction program this year. We decided to use these funds to contribute to the mentor stipends which all districts are still required to provide. The state also still requires a fee of \$150 per beginning teacher (BT) for the continued use of the TEAM website for the completion of the module process. That would have been an additional charge of approximately \$24,000 for New Haven this year. Therefore, NHPS is still using the in-district TEAM process devised by Robin Barna, the TEAM facilitator who manages it completely in-district to avoid having to pay these fees. She is also continuing to provide for all district TEAM mentor/cooperating teacher training, which saves the district approximately \$175 per teacher taking the TEAM Initial Support Training. This saved an additional \$6,125 this school year.

- Letters of explanation were again sent out to all beginning teachers, mentors, reviewers and principals explaining in detail the new module submission process and the forms that were written to accomplish it in-district.
- A Professional Growth Action Plan (PGAP) form was provided to each beginning teacher (BT) to be submitted by them to their principal for approval and to the TEAM facilitator for monitoring completion.
- The TEAM facilitator provided an individual numerical code for each beginning teacher so that their reflection papers could be reviewed and documented anonymously.
- A reflection paper submission form was written for the BTs to use so that they could submit their reflection paper to the TEAM facilitator on or before the mandatory submission due dates in January and May. The facilitator then removed all identifying information and inserted the BT's individual code she'd assigned. It was then sent to a district reflection paper reviewer who was in a different NHPS school, so as to provide anonymity in the reviewing process.
- A new Google Docs form for reviewing each module was written by the TEAM facilitator and a link sent to each reviewer for their use. Once the paper was reviewed, the reviewer completed a form, which was shared only with Robin Barna, the TEAM facilitator and Michele Sherban, the District Facilitator. If the paper was successful on the first submission, the results were immediately shared with the BT and his/her mentor. If the paper was not successful, Robin Barna, who was trained by the state as a Regional Chief Reviewer, read the paper. If enough evidence was found to deem the paper successful, then the original review was overruled and the BT and mentor were notified it was successful. This happened 10 times in January and 4 times in May. The other 6 unsuccessfully reviewed reflection papers in January and 6 in May were validated as initially being unsuccessful and the BTs were notified that they had 2 weeks (per the TCC district plan) to revise and resubmit their papers to the TEAM facilitator for another review.
- New Google Doc forms were written by the TEAM facilitator for each mentor to use to document the hours they spent supporting each of their BTs. These were used to insure that the minimum 10 hours of support per module were being provided in order for the mentor to receive a stipend for each module. The TEAM facilitator documented these before sending the stipend list to the business office for payment.

## January 2019 TEAM Module Submission Rates:

100% of the 134 New Haven beginning teachers (BTs) who submitted or re-submitted their January 2018 reflection papers completed them successfully.

- 96% of New Haven teachers were successful on their first module submission in January compared to 93% last January. Six or 4% of the modules submitted this January did not pass the first time compared to 12 or 7% last January.
- Only one of the six Year 2 BTs who were unsuccessful on their first submission of their January module had attended the Year 2 BT workshop provided by the TEAM facilitator to specifically help them with modules 2 and 4. Five of the unsuccessful submissions were for Module 2, Planning.
- All of the 6 BTs who were unsuccessful on their first submission were Year 2 BTs.
- 5 of the 6 BTs resubmitted their modules this year and successfully completed them.
- 1 BT chose not to revise and resubmit his Module 2 reflection paper in January, but rather wanted to begin the module process all over again and submit his paper in May.

## May 2019 Submission Rates:

The results from the May 2019 module submission were just as favorable. One of New Haven's 133 BTs chose not to submit her module in May, because she had many absences and had received a non-renewal notice. The remaining 132 BTs successfully completed their modules.

- 96% of New Haven's beginning teachers were successful on their first May module submission, compared to 94% from last May.
- 6 modules were resubmitted including the one not resubmitted in January, and all passed on their second submission this year as did the 12 that were resubmitted last May.
- All of the 6 BTs, who were unsuccessful on their first submission, had previously submitted one or more modules successfully, as had all BTs last year.
- 1 additional BT did not submit a module in May because she resigned in January.

## TEAM Module 5:

- 100% of the 64 BTs required to participate in one of the three mandatory Module 5 district workshops offered by the TEAM facilitator this fall and spring, attended.
- All BTs who attended, took the mandatory survey for successful completion of Module 5. The TEAM facilitator rewrote the Module 5 survey so it could be used offline to document successful completion of this module, per state guidelines.

During the district workshops, four scenarios about professional responsibility and ethics were discussed. This year of the four chosen, 31% of all attendees felt that the scenario on *Emotional Bullying* was the most meaningful, followed by 30% feeling that *Use of Social Media* was. This year, we stayed with the original scenario discussed for *Emotional Bullying* because it appeared to be more meaningful to the BTs than the one used two years ago. 26% felt that the *Student Confidentiality* scenario was the most important and only 7% felt that the discussion of *Contact with Students* was the most meaningful. This year 6% felt that all of the scenarios were very meaningful compared to 5% last year. Last year the BTs also chose *Emotional Bullying* as the most meaningful scenario discussed (41%).



## **TEAM Module Results:**

We continue to note that the majority of the BTs who are unsuccessful on their first module submission in January and May had difficulty with Modules 2 and 4, which is why we stipulate that they are not completed until Year 2 of the program. This is also why the TEAM facilitator provides a separate workshop to Year 2 BTs each fall. Only 2 of the 8 BTs who were unsuccessful with those modules this year attended it. All of the other attendees were successful with both those modules.

BTs continue to have difficulty providing enough specific information or evidence for Criteria 3: *Impact on Students*. Almost all of the BTs did an excellent job on Criteria 1: *Development of New Learning* and Criteria 2: *Impact on Practice*, but left off specific details and evidence about how their students improved as a result of implementing the teacher's new learning strategies in each of the four modules that were first submitted unsuccessfully. The TEAM facilitator continued to focus on this during TEAM Orientation, Year 2 BT workshops and Mentor workshops this year and will do so again next year. Additional reflection papers for Modules 2 and 4 to critique – focusing on Criteria 3, will again be provided. We continue to urge BTs to read and review all of the example reflection papers provided for each module. These are now sent to them by the TEAM facilitator, since the state's TEAM website is no longer available for these resources.

The number of first submission reflection papers that were unsuccessful was cut in half from last year though, which is a credit to the hard work of mentors and beginning teachers alike.

## **TEAM Mentors:**

Only 24 of New Haven's 41 mentors who signed up to participate in this year's after-school TEAM Mentor Meeting attended. This was unfortunate, since there was considerable discussion about Criteria 3 – *Impact on Students* for Modules 2 and 4, which could have helped the first time submission success rate in January and May. Unsuccessful Module 2 and 4 reflection paper examples were provided to the mentors for their review as requested. Analyzing the areas that needed additional specific details and documentation helped them to clarify that need.

There are still 70 mentors who need to take the online Mentor Update training before September 2019 if they wish to continue as a mentor/cooperating teacher for next year. There have been quite a few technical problems with the website for this training. The state still provides us access to it even though we don't pay to participate in using the website for the TEAM process. Technical difficulties have caused many mentors to be unable to log in successfully. The TEAM facilitator is in frequent contact EASTCONN who runs the site for the state, to try and expedite solutions to these problems.

This school year's average 96% reflection paper first submission success rate continues to be impressive when compared to the 83% state average. The state is aware of our impressive success especially since we remain among the largest districts participating in the TEAM program. The final 100% success rate also speaks highly for our well trained and dedicated mentors, conscientious beginning teachers and the support provided by the Talent/TEAM Office. The many workshops that were held by the TEAM facilitator along with the support, various resources, and strategies and materials that she provided were key components to the success of implementing this challenging program. New Haven's TEAM Resource Handbook binder, uploaded to Google Docs, continues to be available to all mentors as well as beginning teachers and has been shared with the state and several other districts as a valuable resource.

## **New Haven Reflection Paper Reviewers:**

TEAM Reflection Paper Reviewers must participate in a yearly, half day update training in order to remain as active Reviewers. This year the state continued their online update training. New Haven had 14 Reflection Paper Reviewers continue to review papers this year. Robin Barna, the TEAM facilitator participated in training as a Regional Chief Reviewer, since the area RESCS were no longer providing that service and acted in the capacity as adjudicator of any paper that was reviewed unsuccessfully by another reviewer.

## **New TEAM Mentor/Cooperating Teacher Training:**

This year, 35 new mentors/cooperating teachers were trained in-district compared to 46 last year. We held the 3 day in-district Initial Support Teacher (IST) training in the late fall and again in the spring. The state revised the training this year, cutting it down to only 2 days because many of the smaller districts do not have reflection papers as their final required project. New Haven does though, so besides the materials mandated and provided by the state for the IST workshops, the TEAM facilitator provided materials, information and forms specific to New Haven's TEAM implementation and the new in-district module submission process. She added a new third training day, so as to be able to provide new mentors with all of the information they need to assist their beginning teachers with our district's TEAM process and writing reflection papers. This provided them with specific hands on experiences with each step of the process and allowed the attendees to work together in small groups to support each other. They were able to observe videos of a mentor coaching a beginning teacher, discuss and role play various solutions to challenging situations that might arise, problem solve ways to provide individualized feedback to novice teachers, and plan differentiated strategies to help beginning and student teachers meet their individual needs. All of this helps novices to improve student learning.

Very positive feedback was again received from all who attended. Many of our participants continue to be TEAM graduates, which speaks well for the positive effect this program has on beginning teachers in our district.

The area RESCS are now charging \$175 per teacher to attend the more generic 2 day TEAM IST training that they provide. Having our TEAM facilitator, who is a state certified trainer, provide these workshops in-district, saved NHPS an additional \$6,125.00. She has provided a total savings of over \$30,000.00 to NHPS this year.

## **New TEAM Coordinating Committee and Updated Three-Year District Plan:**

The state required each district to update their TEAM Coordinating Committee (TCC) District Three Year plan for 2019-2022. A new principal and high school teacher were added to the committee. The TCC members are:

Michele Sherban, EdD., TEAM District Facilitator, Supervisor of Student Assessment & Learning  
Robin Barna, TEAM Facilitator, TCC Chairperson, Master Mentor, Regional Chief Reviewer, TEAM Trainer  
Lisa Mack, Director of Human Resources  
David Cicarella, President of New Haven AFT  
Sequella Coleman, Principal, Davis St. Magnet School  
Heather O'Brien, Master Mentor, Literacy Coach  
Kara Buontempo, Special Education Teacher/Coach  
Gwendolyn Bright, High School Math Teacher

The TEAM facilitator updated the plan, outlining our district's new TEAM module process, requirements and all of the new forms she'd made. She updated the process for choosing and training new mentors/cooperating teachers and revised the process for any concerns or complications that might arise by either BTs or mentors. She also reiterated our TEAM Orientation, Year 2 BTs and Module 5 workshop process and updated how BTs were monitored and notified of each module's successful completion through Module Completion Certificates and completion letters to those finishing the TEAM process. These letters also explain the next steps they need to take to apply for their provisional certification and how the state is notified of their TEAM completion in the EDS system.

The draft of this plan was sent to each of the TCC members for review and it was shared with the superintendent. Revisions and edits were made per TCC members' suggestions and the final draft was submitted to the state and sent out to each TCC member and the superintendent.

### **Student Teacher Data:**

- 31 student teachers were placed in our district in the fall: 27 from SCSU, 2 from the University of Bridgeport, 1 from Walden University, 1 from Grand Canyon University, and one from the ARC program. Our Cooperating teachers scored 24 of them "Effective" or better on our evaluation rating scale.
- 37 student teachers were placed in our district in the spring: 30 from SCSU, 1 from CCSU, 5 from the University of Bridgeport, and 1 from ARC. Our Cooperating teachers scored 32 of them "Effective" or better on our evaluation rating scale.

The results from each semester were shared with HR personnel and content area supervisors. Any supervisor and principal who requested the resume of teachers they wanted to interview to fill specific content area/grade level openings, were sent the pertinent information.

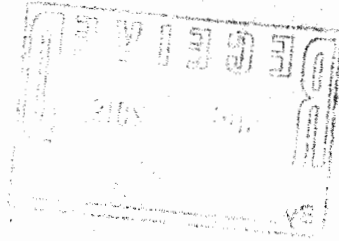
### **Counselor Interns/Practicums:**

This year for the first time, the TEAM facilitator also placed 8 counseling interns in our schools from SCSU, CCSU and Albertus Magnus. This process had previously been less structured, so the various universities and colleges were provided with the same format that was used to place student teachers and practicum/field placements. The following steps must be completed before a placement will be made to a New Haven Public School:

- All requests must be made formally in writing by the university/college directly to the TEAM facilitator. No one is allowed to "self-place" by contacting a specific school, principal or counselor on their own. This eliminates confusion, having principals and counselors bothered by schools and students, and insures that proper background checks have been completed.
- A resume, writing sample and counseling internship student application (providing contact and emergency contact information for each student) must be completed and sent to the TEAM facilitator by the university before a placement will be requested.
- Fingerprints and background check paperwork must be completed before a placement will be requested.

## Field Placement/Practicum Data:

- 190 field placement students were placed in 34 different NHPS for the fall 2018 semester. 188 were from SCSU, 1 was from Albertus Magnus, and 1 was from UNH
- 184 field placement students were placed in 37 different NHPS for the spring 2019 semester. 177 were from SCSU, 7 were from Albertus Magnus



R. Barna 6/4/19



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Mary Derwin  
**Date:** August 14, 2019  
**Re:** Early Childhood Consultant Contract  
**Proposed Meeting Date:** August 19, 2019

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### **Executive Summary/ Statement:**

To serve as a strategic consultant for the New Haven Public Schools Early Childhood program. Specifically, to provide strategic coaching support to the leadership of the varied funding sources; Magnet, School Readiness and Head Start, to support in the development of an infrastructure and strategic plan to advance high quality educational programming, improved access and increased family engagement. The consultant will also provide on-going development with the State of Connecticut, the Department of Children and Families Office of Head Start, and local partners.

**Amount of Agreement and the Daily, Hourly or per Session Cost:** \$1500.00 per day

**Funding Source & Account #: Alliance Grant Account Number:** 2547 -6105-56694 **Location Code:** 0000 (Pending funding)

### **Key Questions:**

1. Please describe how this **service is strategically aligned** with school or District goals:

This service is aligned with the district and city of New Haven's goals for early childhood that all New Haven children, birth through age eight, will be healthy, safe, thriving in nurturing families, and prepared to be successful, lifelong learners. The New Haven Public Schools Early Childhood Department's core beliefs that provide the foundation for this are:

- If we engage and empower families as the primary caregivers and educators of young children building upon their strengths, bolstering their knowledge, skills and resources needed to support their children's development through ongoing communication and an active partnership positive outcomes for children will result.
- If all children have access to quality care and high quality early education then their development will be promoted intentionally and systematically, preparing their readiness for success in school.

- If we ensure high quality teaching and learning by providing clear goals and trajectories of learning in all early care and education programs and facilitate children’s individual growth and development, then they will be socially and emotionally prepared for Early Childhood learning.

2. What **specific need** will this contractor address?

The consultant will support the development of an infrastructure to support the New Haven Public Schools Early Childhood System. The development of the infrastructure will include the following components: early childhood staff workforce development, curriculum and assessment, professional development, program regulations and supports, financing mechanisms, family and community engagement, transitions and governance.

3. **Contractor selection:** quotes, RFP, or Sole Source? Please describe:

The contractor was selected to provide seamless support to the Early Childhood Leadership Team and continuity with the goals set and initiatives begun during the 2018-2019 school year.

4. What **specific skill set** does this contractor bring to the project?

Dr. Killins Stewart is an independent consultant. Her consulting clients have included BUILD, W. Clement & Jessie V. Stone Foundation, New Haven Public School System W.K. Kellogg Foundation, Ascend at the Aspen Institute, the Campaign for Grade-Level Reading, and Pearson Publishing. In her work with BUILD, she works directly with state leaders to advance early childhood systems efforts in health, early learning, and family support. She leads work to define and create intentional practices regarding equity in early childhood systems, policy, and leadership within the work of the BUILD Initiative. Her equity work includes co-leading a network of early childhood leaders to advance racial equity. Dr. Killins Stewart has worked at multiple levels and in a variety of states and/or communities to create targeted action to benefit young children and their families, including Georgia, Arkansas, Mississippi, Michigan, South Carolina, Virginia, New Jersey, New Haven, Connecticut, and Baltimore, Maryland.

Dr. Killins Stewart was the former Commissioner of Early Education and Care for the Commonwealth of Massachusetts, Vice President of Human Development and Operations at the Annie E. Casey Foundation, and CEO of Empower New Haven.

5. Is this a **new or continuation service**?

This service will provide seamless continuity of support to the Early Childhood Leadership Team to proceed with the goals and initiatives begun during the 2018-2019 school year.

6. **Evidence of Effectiveness: How will the contractor’s performance be evaluated?**

The contractor will be evaluated by survey results and data and evidence documented in the 2019-2020 Early Childhood District Improvement Plan.

7. If the service is a professional development program, can the training be provided internally, by district staff? If not, why not?

All tasks will be done by supporting New Haven Public School Staff and leveraging existing resources in an effort to build capacity and sustainability within the district.

8. Why do you believe this agreement is **fiscally sound**?

The agreement is fiscally sound and will be funded through the Alliance Grant to support the goals of early childhood outlined in the grant proposal.



NEW HAVEN PUBLIC SCHOOLS

**AGREEMENT**  
**By And Between**  
**The New Haven Board of Education**  
**AND**  
**Sherri Killins Stewart, Ed.D.**

FOR DEPARTMENT/PROGRAM:  
**Early Childhood Department**

This Agreement entered into on the 14th day of August 2019, effective (*no sooner than the day after Board of Education Approval*), and the 27th day of September 2019, by and between the New Haven Board of Education (herein referred to as the “Board” and, Sherri Killins Stewart, Ed.D. located at 529 Yale Avenue, New Haven, CT (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$1500.00 per day, for a total of 26 days.

The maximum amount the contractor shall be paid under this agreement: (\$39,000.00). 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 the **Alliance Grant** of the New Haven Board of Education, **Account Number:** 2547 -6105-56694 **Location Code:** 0000 (Pending Receipt of Funds)

This agreement shall remain in effect from August 27, 2019 to June 30, 2020.

**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 is attached).*

To serve as a strategic consultant for the New Haven Public Schools Early Childhood program. Specifically, to provide strategic coaching support to the leadership of the varied funding sources; Magnet, School Readiness and Head Start, to support in the development of an infrastructure and strategic plan to advance high quality educational programming, improved access and increased family engagement. The consultant will also provide on-going development with the State of Connecticut, the Department of Children and Families Office of Head Start, and local partners.

**Exhibit A: Scope of Service** Attach contractor's detailed Scope of Service 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.

\_\_\_\_\_  
Contractor Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Printed Name & Title



Sherri Killins Stewart Ed.D  
529 Yale Ave  
New Haven, Connecticut 06515  
[srkil@sbcglobal.net](mailto:srkil@sbcglobal.net)  
203-645-4869

## **Engagement**

The consultant will work up to 2.5 days per month on average to support the development of an infrastructure to support the New Haven Public Schools Early Childhood System. The development of the infrastructure will include the following components: early childhood staff workforce development, curriculum and assessment, professional development, program regulations and supports, financing mechanisms, family and community engagement, transitions and governance. All task will be done by supporting New Haven Public School Staff and leveraging existing resources and strategies within the NHPS.

## **Areas of Work**

The consultant will work with the staff in the New Haven Public School Systems to address the following areas of work:

### Coaching

- Monthly meetings with the early childhood leadership and/or team to support advancement of the early childhood strategic plan.
- Consultant will be available to review and comment on documents in response to funding sources or design to advance alignment across the early childhood system.
- Site visits to classrooms to support understanding of classroom practice and teaching teams and site needs to advance high-quality practice and implementation of an administrative infrastructure to support practice
- Continue to support the implementation and the recommendations of the Early Childhood School Management team in partnership with early childhood leadership.

### Strategic Planning

- Support leadership to implement a pre-k – 3<sup>rd</sup> grade strategic plan and actions in partnership with the key early childhood program leaders within the New Haven Public Schools.
- Support the implementation of three to five strategic actions that will support alignment across the New Haven Public School three preschool models for cross program action e.g., centralized intake, cross program model teaching team coaching, cross model professional development, common recruitment, summer school planning
- The consultant will focus on alignment across the individual program models that serve children preschool, aged children 3-5, including Head Start, School Readiness and Magnet school programs.

Sherri Killins Stewart Ed.D  
529 Yale Ave  
New Haven, Connecticut 06515  
[srkil@sbcglobal.net](mailto:srkil@sbcglobal.net)  
203-645-4869

### Partnerships

- On behalf of the Superintendent establish ongoing communication with state leadership in the Office of Early Childhood on behalf of the New Haven Public School district.
- The consultant will work with the Yale Child Study Center to continue to implement the early childhood school planning and management team within the New Haven Public School System to advance systemic action, shared problem definition and resolution across NHPS early childhood programs.
- Establish and sustain a partnership with the leadership of the New Haven Early Childhood Council.
- Serve as a member of the NHChild Advisory Group and partner with the Director to explore shared interest and opportunities to benefit young children birth to 5 e.g. coaching methods and supports

### Access

- Continue to develop and explore opportunities for a city-wide marketing campaign for parents of preschool children including methods to collect basic information about children birth to five.
- Support leadership to monitor and create proactive strategies to support attendance in the early grades.

### Early Childhood Workforce

Provide strategic direction in development and design of individualized professional development plans for up to five members of the early childhood leadership team to support individual needs in the implementation of the New Haven Public School early childhood strategic plan e.g., School Readiness Director, Head Start Director, Early Childhood Director others may be named.

These areas of work may be refined or renegotiated over course of the engagement.



## 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



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Michele Bonanno  
**Date:** July 29, 2019  
**Re:** BRAMS and COOP ACES Agreement  
**Proposed Meeting Date:** August 19, 2019

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### Executive Summary/ Statement:

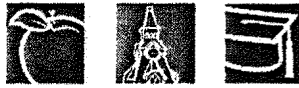
This contract is for support and management of the arts programs at Betsy Ross Arts Middle Magnet School and Cooperative Arts and Humanities High School.

**Amount of Agreement and the Daily, Hourly or per Session Cost:** Service A-\$477,995; Service B-\$375,038

**Funding Source & Account #:** State Interdistrict Magnet Betsy Ross School Program, Account # 270-43355-56697 (\$477,995.00) and State Interdistrict Magnet Cooperative Arts & Humanities School Program, Account # 270-43364-56697 (\$375,038.00)

### Key Questions:

1. Please describe how this **service is strategically aligned** with school or District goals:  
This service is strategically aligned with the school and district goals because it supports Betsy Ross and Coop in implementing a rigorous arts program aligned with the student Interests
2. What **specific need** will this contractor address?  
The contractor will provide professional artists, professional development and the instructional resources needed to support the arts program at both schools.
3. **Contractor selection:** quotes, RFP, or Sole Source? Please describe:  
Sole Source.
4. What **specific skill set** does this contractor bring to the project?  
This is a continuation services. The cost of this agreement has reduced since previous year.
5. **Evidence of Effectiveness: How will the contractor's performance be evaluated?**  
The evidence of effectiveness for this contractor is the long-standing partnership with New Haven Public schools that has supported us in implementing arts programs at the middle and high school levels for over ten years.
6. If the service is a professional development program, can the training be provided internally, by district staff? If not, why not?  
This agreement is not exclusive to professional development, however the arts professionals provide it on an as need basis in collaboration with New Haven Public Schools staff.
7. Why do you believe this agreement is **fiscally sound**?  
This agreement is fiscally sound because it is aligned with the goals of the Interdistrict funding and will support the school in increasing their instructional capacity.



NEW HAVEN PUBLIC SCHOOLS

**AGREEMENT**  
**By And Between**  
**The New Haven Board of Education**  
**AND**  
**Area Cooperative Educational Services (ACES)**

FOR DEPARTMENT/PROGRAM:  
**New Haven Magnet Program Services**

This Agreement entered into on the 24<sup>th</sup> day of July, 2019, effective (*no sooner than the day after Board of Education Approval*), the 27<sup>th</sup> day of August, 2019, by and between the New Haven Board of Education (herein referred to as the “Board”) and, Area Cooperative Educational Services located at, 350 State Street, North Haven, CT 06473 (herein referred to as the “Contractor”).

**Service A:** To provide professional artists in all arts areas; arts program management; instructional materials and supplies, equipment, performance and professional development to support the arts program at **Betsy Ross Arts Middle Magnet School**. This is a renewal agreement for services that have been provided in previous years.

**And**

**Service B:** To provide professional artists in all arts areas; arts program management; instructional materials and supplies, equipment, performance and professional development to support the arts program at **Cooperative Arts & Humanities High School**. This is a renewal agreement for services that have been provided in previous years.

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$477,995 (Service A).

The maximum amount the contractor shall be paid under this agreement: Four hundred seventy-seven thousand nine hundred ninety-five dollars (\$477,995). Compensation will be made upon submission of an itemized invoice, which includes a detailed description of work performed and date of service.

September, 2019	\$53,110.55	February, 2020	\$53,110.55
October, 2019	\$53,110.55	March, 2020	\$53,110.55
November, 2019	\$53,110.55	April, 2020	\$53,110.55
December, 2019	\$53,110.55	May, 2020	<u>\$53,110.60</u>
January, 2020	\$53,110.55	<b>Grand Total</b>	<b>\$477,995.00</b>

**Fiscal support** for this Agreement shall be by **State Interdistrict Magnet School Program** of the New Haven Board of Education, **Account Number:** 270-43355-56697 **Location Code:** 0055.

**And**

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$375,038 (Service B).

The maximum amount the contractor shall be paid under this agreement: Three hundred seventy-five thousand thirty-eight (\$375,038). Compensation will be made upon submission of an itemized invoice, which includes a detailed description of work performed and date of service.

September, 2019	\$41,670.88	February, 2020	\$41,670.88
October, 2019	\$41,670.88	March, 2020	\$41,670.88
November, 2019	\$41,670.88	April, 2020	\$41,670.88
December, 2019	\$41,670.88	May, 2020	<u>\$41,670.96</u>
January, 2020	\$41,670.88	<b>Grand Total</b>	<b>\$375,038.00</b>

**Fiscal support** for this Agreement shall be by **State Interdistrict Magnet School Program** of the New Haven Board of Education, **Account Number:** 270-43364-56697 **Location Code:** 0064.

This agreement shall remain in effect from August 27, 2019 to June 30, 2020.

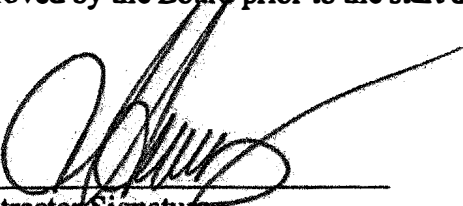
**Exhibit A: Scope of Service Attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable.**

**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.

  
\_\_\_\_\_  
Contractor Signature

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

7/26/19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Timothy Hawes, Asst Exec Dir  
\_\_\_\_\_  
Contractor Printed Name & Title

Revised: 10/2/18





**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



## NEW HAVEN PUBLIC SCHOOLS

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# Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Typhanie Jackson, Director of Student Services  
**Re:** ACES – ASPIRE Program  
**Meeting Date:** Monday, August 08, 2019

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**Executive Summary:** Approval is requested for an Agreement by and between the New Haven Board of Education and ACES - UYE that services for students with significant behavior challenges, ACES is responsible for programming, implementation of IEPs.

**Amount of Agreement and the Daily, Hourly or per Session Cost:** The contractor will be paid a flat rate of \$1,479,750 for services provided to students in the school year 2019-2020.

**Funding Source & Account #:**

Alliance Grant, Account Number: 2547-6108-56694

Operating Budget, Account Number: 190-410-00-56694

**Key Questions:**

1. Please describe how this service is **strategically aligned** with school or District goals:

The service strategically aligns to the district's goal of addressing the social emotional needs of students by providing programming that will work intensively to address those needs.

2. What **specific need** will this contractor address?

Addressing the social/emotional/behavioral needs of students as well as providing IEP services for students with special needs.

3. **Contractor selection:** quotes, RFP, or Sole Source? **Sole Source**  
Quotes from varying contractors.

4. What **specific skill set** does this contractor bring to the project?

N/A

5. Is this a **new or continuation service**?



## NEW HAVEN PUBLIC SCHOOLS

Continuation of services

6. **Evidence of Effectiveness: How will the contractor's performance be evaluated?**  
The effectiveness of this program will be determined by evaluations reports, feedback and ongoing communication with ACES.
  
7. If the service is a professional development program, can the training be provided internally, by district staff? If not, why not?  
N/A
  
8. Why do you believe this agreement is **fiscally sound**?  
This agreement is fiscally sound as the cost of educating students at ACES – ASPIRE program is lower than that of educating students in an out of placement facility.

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

**ACES – ASPIRE**

**FOR DEPARTMENT/PROGRAM:**

**Student Services/Special Education Department**

This agreement entered into on the 16<sup>th</sup>, day of July, 2019 effective the 29<sup>th</sup>, day of August, 2019 by and between the New Haven Board of Education (herein referred to as the “Board”) and, AREA Cooperative Education Services located at 350 State Street, North Haven, CT (ACES) (herein referred to as the “Contractor”).

**SCOPE OF SERVICE:**

- **The New Haven Public Schools currently offers an educational program known as the Urban Youth Program to “at risk” students. The Board and ACES have determined that this service/program can and should, at this time, be delivered at and through ACES.**
- **ACES will provide services to 40 students who are residents of New Haven.**
- **ACES will hire, train, supervise, make available, and discipline if applicable, all teachers, staff and related service providers as are necessary for the delivery of education to the UYE students.**
- **The staff will implement in all respects the 504 plans, and/or IEP’s of any disabled students having such plans. ACES staff will provide educational services to all the students in accordance with curriculum, materials and instructional levels which comply with the applicable standards issued by the Connecticut State Department of Education.**
- **Provide to the Board such records, reports, evaluations and documents of progress regarding each ASPIRE student and make such records available to parents and/or guardians of each student in accordance with provisions of Connecticut General Statutes Section 10-15b.**
- **Maintain the confidentiality of all student records in its possession in accordance with the provisions of the law.**
- **Permit Board representatives to observe any component of the ASPIRE program or the services being delivered to the ASPIRE students.**

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$1,479,075 per school year for up to a maximum of 182 day(s). The maximum amount the contractor shall be paid under this agreement: One Million Four Hundred Seventy Nine Thousand Nine Hundred and Seventy Five Dollars (\$1,479,075).

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 Program of the New Haven Board of Education, Operating Budget \$579,075 Account Number: 190-410-00-56694 (pending receipt of funds) Alliance Grant \$900,000 Account Number: 2547-6108-56694 (pending receipt of funds)

**Location Code:** \_ \_ \_ \_ .

This agreement shall remain in effect from August 29<sup>th</sup>, 2019 to June 30<sup>th</sup>, 2020.

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

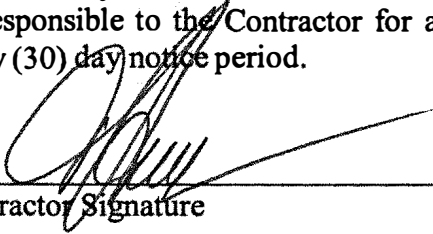
**Exhibit B: Student Data and Privacy Agreement:** Attached

**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.

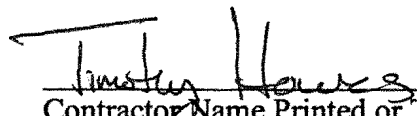
The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contract through the last day of thirty (30) day notice period.

  
\_\_\_\_\_  
Contractor Signature

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

7/16/19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Contractor Name Printed or Typed



**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





NEW HAVEN PUBLIC SCHOOLS

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# Memorandum

**To:** NHPS Finance and Operations Committee  
**From:** Typhanie Jackson, Director of Student Services  
**Re:** Booker T. Washington Academy Charter  
**Meeting Date:** Monday, August 05, 2019

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**Executive Summary:** Approval is requested for an Agreement by and between the New Haven Board of Education and Booker T. Washington Academy to provide special education services for New Haven students attending Booker T. Washington Academy and to comply with their IEPs.

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

The contract amount is \$56,275 per year for up to 182 days.

**Funding Source:**

IDEA Special Funds (Individual with Disabilities Act) Account # 2504-5034-56903

**Key Questions:**

1. Please describe how this service is **strategically aligned** with school or District goals:

This contract is strategically aligned to the department's goal to provide high quality services to students with special needs.

2. What **specific need** will this contractor address?

All special education services as indicated by their IEP.

3. **Contractor selection:** quotes, RFP, or Sole Source? **Sole Source**

4. What **specific skill set** does this contractor bring to the project?

N/A

5. Is this a **new or continuation service**?

Continuation, 3% increase

6. **Evidence of Effectiveness: How will the contractor's performance be evaluated?**

Through communication within PPTs, report writing, and observational data.



## NEW HAVEN PUBLIC SCHOOLS

7. If the service is a professional development program, can the training be provided internally, by district staff? If not, why not?

N/A

8. Why do you believe this agreement is **fiscally sound**?

This contract is fiscally sound as the district maintains oversight of reimbursement which does not exceed that of what is provided for students with special needs with the New Haven Public Schools.

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

**Booker T. Washington Academy Charter**

**FOR DEPARTMENT/PROGRAM:**

**Student Services/Special Education Department**

This agreement entered into on the 15<sup>th</sup> day of July, 2019 effective the 29<sup>th</sup> day of August, 2019 by and between the New Haven Board of Education (herein referred to as the "Board") and, Booker T. Washington Academy Charter located at 804 State Street, New Haven, CT 06511 (herein referred to as the "Contractor").

**SCOPE OF SERVICE:**

- **Special education services for New Haven students attending Booker T. Washington Academy Charter School and to comply with their IEP's.**

**Under this agreement, New Haven Public Schools will be responsible for:**

- **Providing all related service support in alignment with individual student IEP goals**
- **Calling and conducting all Planning and Placement Team meetings**
- **Finalizing all IEPs**
- **Informing parents and BTWA of and scheduling meetings for:**
  - **Annual Review**
  - **Re-evaluations**
  - **Notice of Planning and Placement Team meetings**
  - **Notice and consent to conduct initial evaluation**
  - **Determining placement of students**
- **Providing parents and BTWA with copy of evaluation results**
- **Providing parents and BTWA with copy of IEP**
- **Providing BTWA with copy of all notice documentation for placement in student file**
- **Following Child Find regulations, and collaborating with School Choice office to obtain list.**
- **Providing copy of IEPs or access to copies (IEP Direct) for all Choice enrolled students.**
- **Ensuring quarterly progress monitoring for related services and providing BTWA with a copy of progress monitoring documents for student files**
- **NHPS related service staff will inform Booker T. Washington Academy of their schedule and any noted changes**
- **All responsibilities will be completed in accordance with federal and state mandates**

**Under this agreement, the Booker T. Washington Academy will be responsible for:**

- **Delivering special education services for all BTWA students with a current IEP**
- **Referring students to Planning and Placement Team (Child Find) when student's behavior, academic performance or attendance is unsatisfactory**
- **Attending all Planning and Placement Team meetings**
- **Drafting goals for individual student IEPs and submitting recommended goals to NHPS special education office at least 5 days prior to Planning and Placement Team meeting**
- **Participating in all discussions related to amending IEPs and assisting in obtaining parent consent to amend IEP when necessary (in lieu of Planning and Placement Team meeting)**
- **Collaborating with NHPS to communicate with parents about the following:**
  - **Annual Review**
  - **Re-evaluations**
  - **Notice of Planning and Placement Team meetings**
  - **Notice and consent to conduct initial evaluation**
- **Performing quarterly progress monitoring**
- **Providing parents and NHPS with copies of progress monitoring report and placing copy in student records**
- **Sending NHPS list of choice enrolled students as soon as choice enrollment process is completed**
- **Completing all responsibilities in a timely manner**
  
- **The contacts as indicated for Booker T. Washington are as follows:**
  - New Haven Public Schools Charter/Nonpublic Team**
    - **Booker T. Washington Academy**
      - **Primary- Laura Main (Director of Academics)**
      - **Secondary- Kathleen Colter (Special Education Teacher)**

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required in the amount of \$56,275 per school year for up to a maximum of 182 day(s). The maximum amount the contractor shall be paid under this agreement: **Fifty Six Thousand Two Hundred Seventy Five Dollars (\$56,275)**.

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 **IDEA Special Funds Program** of the New Haven Board of Education, **Account Number: 2504-5034-56903**. *(pending receipt of funds)*  
**Location Code:**

This agreement shall remain in effect from August 29<sup>th</sup>, 2019 to June 30<sup>th</sup>, 2020.

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

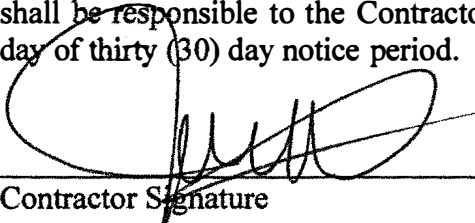
**Exhibit B: Student Data and Privacy Agreement:** Attached

**APPROVAL:** This Agreement must be approved by the New Haven Board of Education *prior to service start date*. 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's 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.

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 Contract through the last day of thirty (30) day notice period.

  
\_\_\_\_\_  
Contractor Signature

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

7/16/19  
Date

\_\_\_\_\_  
Date

John A. Taylor Sr.  
Contractor Name Printed or Typed



**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



## Memorandum

**To:** NHPS Finance and Operations Committee  
**From:** Typhanie Jackson, Director of Student Services  
**Re:** Frontline Technologies Group, LLC D/B/A Frontline Education  
**Meeting Date:** August 19, 2019

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**Executive Summary:** Approval is requested for an Agreement by and between the New Haven Board of Education and Frontline Technologies Group, LLC D/B/A Frontline Education.

**Amount of Agreement and the Daily, Hourly or per Session Cost:** The amount this contractor will be paid for services will be in the amount of \$48,509.

**Funding Source:** General Funds Contractual Services, Account # 190-494-00-56694

### Key Questions:

1. **Please describe how this service is strategically aligned with school or District goals.**

The agreement is strategically aligned to the department's goal of providing high quality services to students with special needs by developing educational plans that provide effective services and comply with federal and state mandates.

2. **What specific need will this contractor address?** This contractor will provide the online software platform that allows for the electronic creation of IEPs. This contract's specific need is for Frontline IEP Renewal Software License and support services. To include Initial Sync Set-up and Sync per student Maintenance.

3. **Contractor selection: quotes, RFP, or Sole Source?** Sole Source

4. **What specific skill set does this contractor bring to the project? (Attach a copy of the contractor's resume).** N/A

5. **Is this a new or continuation service? If a continuation service: a) has cost increased? If yes, by how much? b) What would an alternative contractor cost? Cost increased to include additional service.** Continuation – cost increased to include additional service.

6. **Evidence of Effectiveness: How will the contractor's performance be evaluated? If a continuation service, attach a copy of previous evaluations or archival data demonstrating effectiveness:** The Evidence of Effectiveness of this contract will be determined by staff feedback, quality reports, compliance /updates with federal and state mandate.

7. **If the service is a professional development program, can the training be provided internally, by district staff? If not, why not?** N/A

8. **Why do you believe this agreement is fiscally sound?**

This contract is fiscally sound as developing an Individual Education Plan that complies with state/federal mandate allowed for a reduced legal cost for any disputes that arise from the PPT.





NEW HAVEN PUBLIC SCHOOLS

**AGREEMENT**  
**By And Between**  
**The New Haven Board of Education**  
**AND**  
**Frontline Technologies Group, LLC**

Student Services/Special Education Department

This Agreement entered into on the 31<sup>st</sup> day of July 2019, effective and the 6<sup>th</sup> day of August, 2019, by and between the New Haven Board of Education (herein referred to as the “Board” and, Frontline Technologies Group, LLC located at, 1400 Atwater Drive, Malvern, PA 19355 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$48,509 per day, hour or session, for a total of days, hours or sessions.

The maximum amount the contractor shall be paid under this agreement: Forty Eight Five Hundred Nine Dollars (\$48,509). 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 General Funds Contractual Account Program of the New Haven Board of Education, **Account Number:** 190-494-00-56694, **Location Code:** 00.

This agreement shall remain in effect from August 29, 2019 to June 30, 2020.

**SCOPE OF SERVICE:**

- Frontline Technologies Group, LLC IEP Renewal Software License and support services through August 29, 2019 thru June 30, 2020. To include Initial Sync set up, Sync per student maintenance and Frontline Centris Sync implementation.
- It is understood that all terms of the Management Services Agreement shall prevail.

**Exhibit A: Scope of Service:** Please attach contractor's detailed Scope of Service 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.



Contractor Signature

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

8/7/19

Date

\_\_\_\_\_  
Date

Scott Crouch, Vice President

Contractor Printed Name & Title

Revised: 10/2/18



**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



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Typhanie Jackson, Director of Student Services/Special Education  
**Date:** Thursday, August 01, 2019  
**Re:** CompuClaim Contract  
**Proposed Meeting Date:** August 19, 2019

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**Executive Summary/ Statement:** Approval is requested for an agreement by and between the New Haven Board of Education and CompuClaim to provide billing services for several school programs.

**Amount of Agreement and the Daily, Hourly or per Session Cost:** The amount of the agreement is 6% of all reimbursement received from services billed via CompuClaim up to \$90,000

**Funding Source & Account #:** IDEA (Individuals with Disabilities Act) Account # 2504-5034-56903 (*pending receipt of funds*)

### Key Questions:

1. Please describe how this **service is strategically aligned** with school or District goals:  
This agreement is strategically aligned to the district's goal of supporting the social, emotional and behavioral health of students as these billing services allows for the district to increase revenue to the district for services to include counseling, speech and language, OT and PT support and a variety of other medical services.
2. What **specific need** will this contractor address?  
Providing billing services for children who by way of their IEP have identified billable services.
3. **Contractor selection:** quotes, RFP, or Sole Source  
N/A
4. What **specific skill set** does this contractor bring to the project?  
N/A
5. Is this a **new or continuation service**?  
Yes

6. **Evidence of Effectiveness: How will the contractor's performance be evaluated?**  
The evidence of effectiveness will be evaluated by staff feedback, ongoing consultation, customer service review, as well as evaluation of reports generated for the purpose of billing.
7. If the service is a professional development program, can the training be provided internally, by district staff? If not, why not?  
N/A
8. Why do you believe this agreement is **fiscally sound**?

This agreement is fiscally sound as it allows the district to eliminate the administrative burden of paper and pencil billing which yields more time to explore additional billing options. Additionally, the cost for this vendor is comparable to that of other vendors providing similar services.

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

**CompuClaim**

**FOR DEPARTMENT/PROGRAM:**

**Student Services/Special Education Department**

This agreement entered into on the 15<sup>th</sup> day of July, 2019 effective the 29<sup>th</sup> day of August, 2019 by and between the New Haven Board of Education (herein referred to as the “Board”) and, CompuClaim located at 221 3<sup>rd</sup> Street, Newport, RI 02840 (herein referred to as the “Contractor”).

**SCOPE OF SERVICE:**

The **NHPS** provides medical necessary services to Medicaid-eligible students and is desirous of maximizing its potential to receive Medicaid reimbursement to which it may be entitled for providing said health care services. **CompuClaim** possesses the expertise and resources to appropriately prepare the claims necessary for reimbursement and therefore maximize the **NHPS** potential Medicaid reimbursements. **NHPS** is desirous of retaining **CompuClaim’s** services, and **CompuClaim** is desirous of providing them.

**DIRECT CLAIMING SERVICES:**

**CompuClaim** will provide Direct Claiming Services (hereinafter “DCS”). This service consists of processing the **NHPS’S** claims for Medicaid reimbursement for direct medical services provided to Medicaid-eligible students, based upon data provided to **CompuClaim** by the **NHPS**. **CompuClaim** will perform the following services for the DCS package:

- DCS.1 **CompuClaim** will provide the **NHPS** with a claims information management and custom designed data collection system for the use of the **NHPS** in providing data necessary for **CompuClaim** to formulate the **NHPS’s claims**. **CompuClaim** will provide provider reports, and claims processing.
- DCS.2 **CompuClaim** will return to the **NHPS** any and all logs and/or claims that it deems to have supplied insufficient information to formulate a claim and/or are otherwise noncompliant with applicable law regarding appropriate Medicaid billing. **CompuClaim** will provide the **NHPS** with direction on how to bring such logs and/or claims into compliance.
- DCS.3 **CompuClaim** will provide timely electronic claims processing for the **NHPS’s** claims. All payments on said claims will be remitted directly to the **NHPS**.
- DCS.4 **CompuClaim** will provide monthly Management Reports to the **NHPS**, which outlines the gross amount of claims paid, along with **CompuClaim’s** invoice.
- DCS.5 **CompuClaim** will provide training for all **NHPS** providers of Medicaid-eligible services at least once a year regarding federal and state law regarding appropriate Medicaid billing. Training will be for no more than 50 people at once.

#### **ADMINISTRATIVE BILLING SERVICES:**

*CompuClaim* will provide the *NHPS* with Administrative Billing Services (hereinafter "ABS"). This service consists of assisting the *NHPS* with preparing claims for Medicaid reimbursement for the expenses incurred by the *NHPS* for administrative activities associated with the provision of direct medical services. *CompuClaim* will perform the following services for the ABS package:

ABS.1 *CompuClaim* will offer support and guidance to *NHPS* to ensure all time studies are completed on time.

ABS.2 *CompuClaim* will offer support and guidance to *NHPS* to gather the cost and financial data necessary for the quarterly claims.

*NHPS* agrees to pay *CompuClaim*, Inc. for the above Administrative Billing Services at a rate of 6.0 % of revenues collected by the *NHPS* for Administrative Billing. *CompuClaim* will invoice the *NHPS* once a quarter for the prior quarter's services.

#### **CONFIDENTIALITY AND RIGHTS OF REVIEW OF STUDENT RECORDS:**

*CompuClaim* will comply with state and federal laws governing the confidentiality and rights of review of educational and medical records to the extent applicable, including but not limited to the Connecticut Confidentiality of Health Care Data under section 19a-7b of the Connecticut General Statutes and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99.

#### **HIPAA COMPLIANCE:**

*CompuClaim* will comply with any and all applicable regulations regarding transaction and code data standards, including but not limited to 45 CFR Part 162 (HIPAA Administrative Simplification Regulations), as amended.

#### **ERRORS AND OMISSIONS:**

It is recognized by the *NHPS* those errors in processing Medicaid claims may occur, resulting in the disallowance of claims and/or demands that the *NHPS* return funds paid to it by Medicaid and/or the Department of Social Services. The disallowance of claims and/or demands for return of funds paid may be the result of human error, whether by the *NHPS* or *CompuClaim*, but may also be the product of existing ambiguities in the laws and regulations regarding the appropriate manner of processing claims and/or eligibility for reimbursement for various types of services.

Accordingly, while *CompuClaim* will use its best efforts to process the *NHPS*'s claims and to remedy any defects, the *NHPS* will indemnify, defend, and hold *CompuClaim* harmless for any and all disallowance of claims; and any and all demands, claims, suits, actions or judgments for return of Medicaid and/or Department of Social Services funds arising out of *CompuClaim*'s good faith performance of its duties under this contract. It is further agreed by and between the parties that in the event that the *NHPS* is required to return Medicaid and/or Department of Social Services funds due to inaccurate information provided by the district to *CompuClaim*, any portion of those amounts that were paid to *CompuClaim* as compensation for *CompuClaim*'s provision of services under this contract will be non-refundable.



In the event the *NHPS* is required to return funds to Medicaid and/or the Department of Social Services due to an error directly attributable to *CompuClaim*, the *NHPS* agrees that its remedy shall be limited to a return of fees paid to *CompuClaim* for the claim that contained such error. During the course of this contract *CompuClaim* will maintain an active Errors and Omissions Policy.

**INTELLECTUAL PROPERTY:**

If, in the performance of this contract, the *NHPS* its employees, agents and servants are given access to information that *CompuClaim* considers confidential, the rights and obligations of the parties with respect to such information shall be governed by the terms and conditions set forth below.

- A. For the purposes of this contract, “Confidential Information” is information of any kind, disclosed by *CompuClaim* to the *NHPS*, its employees, agents, and servants and is identified by appropriate marking as confidential at the time of disclosure. In the event that Confidential Information must be disclosed visually or orally, these obligations shall apply only to that information which is confirmed as being confidential in writing by *CompuClaim* within ten (10) working days of the disclosure.
  
- B. It is agreed by *CompuClaim* and the *NHPS* that the obligations of confidentiality shall not attach to information which:
  - 1. is publicly available prior to the date of the Agreement or becomes publicly available thereafter through no wrongful act of the *NHPS*;
  - 2. was known to the *NHPS* prior to the date of the Agreement or becomes known to the *NHPS* thereafter from a third party having an apparent bona fide right to disclose the information;
  - 3. is disclosed by the *NHPS* in accordance with the terms of *CompuClaim*'s prior written approval;
  - 4. is disclosed by *CompuClaim* without restriction on further disclosure;
  - 5. is independently developed by *NHPS*;
  
  - 6. The *NHPS* is obligated to produce pursuant to an order of a court of competent jurisdiction or a valid administrative or congressional subpoena, or state or federal law, provided that the *NHPS* promptly notifies *CompuClaim*.
  
- C. The *NHPS* shall use *CompuClaim*'s Confidential Information solely for the purpose of performing its obligations under this contract. The *NHPS* agrees to make Confidential Information available only to the *NHPS* employees, agents, or servants who require access to it in the performance of this contract, and to inform them of the confidential nature of such information. The *NHPS* shall exert reasonable efforts to maintain such information in confidence. The *NHPS* shall immediately, upon discovery of any disclosure not authorized hereunder, notify *CompuClaim* and take reasonable steps to prevent any further disclosure or unauthorized use. These obligations shall survive the termination of this contract. At the termination of this contract, the *NHPS* agrees to promptly return any and all materials marked as confidential in accordance with subsection as above.

**ENTIRE AGREEMENT:**

This contract embodies the entire agreement between the *NHPS* and *CompuClaim*. There are no promises, terms, conditions, or obligations made or entered into by either party other than contained herein. This contract may not be changed except by a writing signed by the party against whom enforcement thereof is sought.

**INVALIDITY**

If any paragraph or part of this contract is invalid, it shall not affect the remainder of said contract, but said remainder shall be binding and effective against both parties.

**COMPENSATION:**

*NHPS* agrees to pay *CompuClaim*, Inc. for Medicaid claiming services at a rate of 6% for all reimbursements received over the initial amount \$200,000 that *NHPS* receives for their Medicaid reimbursement revenue during the contract term. The rate of 6% for claiming services will begin with the first bill that is paid from the CompuClaim processing, not the first day of this contract.

During the contract term of one year, it is expected that if *NHPS* adheres to *CompuClaim's* program to capture all qualified and eligible services that the district is entitled to that *NHPS* may reach its potential annual Medicaid revenue of \$1,500,000, however, it is not expected that *NHPS* will make this in the first contract year.

This contractual agreement is based in the good faith between *NHPS* and *CompuClaim*, whereas *NHPS* will follow CompuClaim's billing program and protocols. CompuClaim will provide monthly update reports to the Superintendent of Schools to track progress during the contract term and ensure that all recommendations from *CompuClaim* are being followed.

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$ \_\_\_ per hours(s) for up to a maximum of \_\_\_ day(s). The maximum amount the contractor shall be paid under this agreement: Dollars (\$).

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 IDEA Handicapped Special Funds Account Program of the New Haven Board of Education, **Account Number:** 2504-5034-56903. (*pending receipt of funds*) **Location Code:** *00*

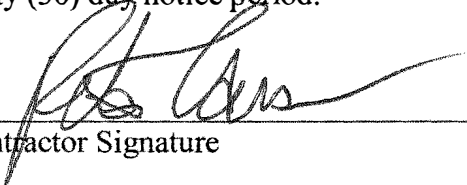
This agreement shall remain in effect from August 29<sup>th</sup>, 2019 to June 30<sup>th</sup>, 2020

**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.

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 Contract through the last day of thirty (30) day notice period.

  
\_\_\_\_\_  
Contractor Signature

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

7/30/19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Peter Carlson  
\_\_\_\_\_  
Contractor Name Printed or Typed



**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



## ***Contract Addendum***

### ***Consulting Support Services***

This contract addendum is added to the original and current agreement between **CompuClaim**, Inc. and the New Haven Public Schools, hereinafter called the **NHPS** dated July 1, 2019. This Addendum for Consulting Support Services is for the school year 2019-2020.

Consulting Support Services will provide New Haven Public Schools additional support and oversight to effectively maximize Medicaid reimbursement revenue opportunities to ensure the district has a support staff person working directly with the Director of Special Education to oversee all providers both in district and consulting staff.

New Haven Public Schools has the potential to generate one million dollars in reimbursement revenue. To reach this potential the district requires a well-developed plan to document all eligible services and optimize all opportunities with complete oversight and management of their program.

Based on limited Administrative district staff to effectively oversee the CT School-Based Child Health program, CompuClaim will assign a staff member to provide additional consulting support services as outlined below.

#### **Addendum A: Consulting Support Services**

CompuClaim will provide Consulting Support Services to the New Haven Public Schools during the 2019-2020 school year that includes the following additional support services:

- Oversight and management of the CT School-Based Child Health program shall include the following consulting support services to New Haven Public Schools.
- Identify and review all eligible services as outlined in the CT SPA are being provided and logged for all students.
- Provide detailed forecast of services not currently being captured to include:
  - 504 services
  - Personal Care services including ADL and IADL
  - Behavior Modification Services (Applied Behavior Analysis)
  - Behavior Assessment

School Based Medicaid Management Addendum Agreement  
Between New Haven Public Schools and CompuClaim

- Nursing Services
  - Transportation that will be captured in Cost report as Administrative services
    - Include costs associated with transportation
    - Salary and benefits of all special ed Aides, bus driver, nurses if applicable
    - Attendance logs must be tracked and signed and dated
  - Out of District placement facilities
  - Assistive technology
  - Evaluations and Assessments
  - Health Assessments, Health care plans
- Performance report review will be submitted on a monthly basis to the Director of Special Education by Account Manager. Details of providers and caseloads will be reviewed to ensure all staff are logging services in a timely fashion that meet all business rules to include:
    - Session notes
    - Monthly progress notes
  - Review Logs will be provided by CompuClaim to ensure all services are being logged by New Haven Public Schools staff and contracted providers to include the following:
    - Session notes
    - Monthly progress notes
  - Work with the Director to update all providers using the service portal and update users.
  - Provide assistance with entering parental consents and ensuring district receives monthly status reports on outstanding consent.
    - Review policy of parental consent to obtain signatures to meet audit requirements.
    - Parental consent is required for all IEP and 504 services.
  - Provide assistance with out of district claiming and notifying placement facilities of students receiving services and sending out notification and claiming forms. All out of district claiming will be entered into the service portal on behalf of New Haven Public Schools.
  - CompuClaim Representative will work with the Director to provide updates and coordinate all efforts with CT Account Manager.

### **Consulting Support Services Compensation**

CompuClaim will provide New Haven Public Schools with enhanced services during the 2019-2020 SY to meet district needs to provide more intensive oversight and management to their existing School Based Medicaid program.

School Based Medicaid Management Addendum Agreement  
Between New Haven Public Schools and CompuClaim

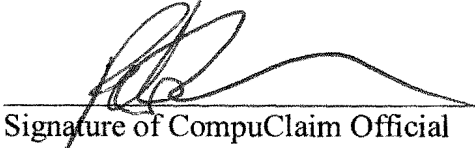
Page 2 of 3

The *NHPS* agrees to pay *CompuClaim*, Inc. for consulting support services as outlined in this **Addendum A**, a monthly fee of \$2,500 beginning July 1, 2019 thru June 30, 2020. This amount will be invoiced monthly upon signed agreement for consulting support services.

The Consulting Support Services will be renewable each new school year, unless either party provides written notice on or before July 1st and each successive July 1<sup>st</sup>, that the contract is not renewable. Then the Agreement is further extended for one (1) additional year with all other terms and conditions remaining in full force and effect.  
Consulting Support services will be invoiced on a monthly basis at the beginning of each new school year on July 1<sup>st</sup> upon renewal of additional services to existing contract terms.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their signatures below. Addendum A.

\_\_\_\_\_  
Signature of *School* Official                      Date

                      7/30/19  
\_\_\_\_\_  
Signature of CompuClaim Official                      Date

\_\_\_\_\_  
Printed Name and Title of *School* Official

*Peter Carson, President*  
\_\_\_\_\_  
Printed Name and Title of CompuClaim Official





NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** Finance and Operations Committee

**From:** Lisa Mack, Director of Human Resources and Labor Relations

**Re:** F&O Agenda Item Request/Approval  
Agreement with Teach for America

**Meeting Date:** August 19, 2019

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### **Executive Summary:**

Approval is requested for an Agreement by and between the New Haven Board of Education and Teach For America, Inc. (TFA), 370 James St., Suite 404, New Haven, CT for recruitment, selection, training and ongoing professional development support for School Year 2019-20.

**Amount of Agreement and Daily, Hourly, or Per Session Cost:** The BOE agrees to pay \$850.00 for each teacher hired by the District in the 2019-2020 school-year for a maximum of Twenty Five (25) teachers plus \$2,250 ea. for four (4) teachers on their 2<sup>nd</sup> year, in a total amount not to exceed \$30,250.

**Funding Source:** 2019-2020 Operating Budget  
Acct. #190-451000-56694

### **Key Questions:**

- 1. Please describe how this service is strategically aligned with school or District goals:**  
Teach For America has been viable in being able to attract, develop, recognize and retain talented educators of all kinds, including high quality teachers, school leaders, district leaders, and supporting school staff, by cultivating a culture and systems of professional excellence that support growth and collaboration.
- 2. Please describe the evidence of effectiveness for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation?**  
Teach for America is a key part of New Haven Public Schools Recruitment efforts. NHPS has been successful in hiring educators in the teacher shortage areas such as Math and Science. All teachers are evaluated through TVAL with a shared goal. All **Students** – Engage \*all\* students in purposeful, supportive, and meaningful learning experiences that coherently support and challenge students to academic, social-emotional and physical development, through instructional systems that tie together curriculum, instruction, interventions, and assessments
- 3. Why do you believe this agreement is fiscally sound? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost.**  
New Haven Public Schools believe the current agreement with Teach for America has been fiscally sound as the district has been successful in filling teacher vacancies with a swift turnaround time over the last several years.

**EDUCATIONAL PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN  
NEW HAVEN BOARD OF EDUCATION  
AND  
TEACH FOR AMERICA, INC.**

This Educational Professional Services Agreement (this "Agreement") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019 and effective the 27<sup>th</sup> day of August, 2019, by and between TEACH FOR AMERICA, INC. ("Teach For America"), an AmeriCorps program and Connecticut non-profit with offices at 370 James St. Suite 404, New Haven, CT 06513 and NEW HAVEN PUBLIC SCHOOLS, a political subdivision of the State of Connecticut ("School District"), with offices at 54 Meadow Street, New Haven, CT 06519

**WHEREAS**, Teach For America is a national leader in recruiting, selecting, training and providing ongoing professional development to individuals committed to closing the achievement gap by serving as effective classroom teachers specifically equipped to enhance student achievement in under-resourced school systems; and

**WHEREAS**, New Haven School District seeks to recruit new teachers who are trained to lead students to academic achievement and to equip such teachers with ongoing professional development and support to further develop and sustain their professional practice.

**NOW THEREFORE**, School District and Teach For America agree to be bound by the terms and conditions of this Agreement as follows:

**I. TEACHER CANDIDATE RECRUITMENT, SELECTION AND HIRING**

**School District Responsibilities:**

**A. Hiring Commitment.**

- i. Teach For America will use its reasonable efforts to provide the number of teacher candidates for employment with School District ("Teachers") set forth in **Appendix A** (the "Agreed Number"), attached and hereby incorporated hereto, but Teach For America cannot and does not guarantee its ability to provide the full Agreed Number of Teachers to School District and the failure of Teach For America to provide the full Agreed Number of Teachers for any academic year shall not constitute a breach of this Agreement for any purpose whatsoever.
- ii. Whether or not Teach For America is able to provide the full Agreed Number, School District shall consider for hire each Teacher provided by Teach For America who meets the district eligibility requirements.

- iii. Any Teach For America Teacher hired by the School District shall be hired as the classroom teacher of record and not for substitute, auxiliary, resource or teacher's aide positions.
- iv. Teach For America Teachers will be hired for vacancies across the full range of grades and subject matters and not restricted or limited to so-called "critical" or "shortage" subjects or grade level vacancies.
- v. School District and Teach For America shall collaborate in good faith to identify individual schools within School District appropriate for Teachers. In order to be considered an appropriate school (a "Partner School") for placement of a Teacher, the school's student population must be considered high poverty relative to the student population elsewhere in the district or that fifty percent (50%) or more of the school's population receives free or reduced lunch.

**B. Hiring Process.**

- i. School District and Teach For America will collaborate in good faith to facilitate the efficient hiring of individual Teachers, in accordance with the School District's established hiring process.
- ii. School District shall use its reasonable efforts to hire Teachers in a timely manner throughout the spring and summer of the applicable academic school year, provided that School District shall employ teachers no later than three (3) days before the first day of the academic school year. School District agrees that where possible, Teacher for America shall be informed of individual Teacher's grade and subject level assignments prior to the start of their Pre-service Training (as described below).
- iii. Subject to its obligations under pre-existing collective bargaining agreements, contracts, or applicable law, School District will offer alternative employment to any teacher who is not employed by the first day of the academic school year. "Alternative employment" includes, but is not limited to substitute teaching positions, "pool" teaching positions, classroom aides or other temporary category of employment available within School to individuals with teaching credentials. The purpose of an alternative employment placement is to enable the individual Teacher to obtain a salary until such time as School District can secure permanent employment as a full-time classroom teacher of record.

**Teach For America Responsibilities:**

- A. Candidate Recruitment and Selection. Teach For America will recruit, select for participation in the Teach For America program, and present to the School District for employment Teachers from a broad range of academic majors and career fields. Teach For America will use reasonable efforts to recruit Teachers from diverse backgrounds. In connection with the foregoing, Teach For America will not knowingly engage in any unlawful acts of discrimination in its recruiting or selection of candidates.

- B. Pre-Service Training. Prior to entering the classroom, all Teachers will undergo pre-service training at Teach For America Institutes, which are designed and delivered by the organization in order to prepare Teachers for this work.
- C. Highly Qualified Status. Teach for America will provide the described pre-service training to Teachers presented to School District for the purpose of ensuring that such Teachers meet the “highly qualified” teacher requirements set forth in the federal Every Student Succeeds Act and applicable state regulations (together, the “Requirements”). For purposes of this Section, only those Requirements in effect at the time that the Teacher is offered employment by School District will be applicable.

## II. TEACHER PLACEMENT AND PROFESSIONAL DEVELOPMENT COMMITMENTS

### School District Responsibilities

- A. Employment Status.
  - i. Every Teacher employed by School District as described in this Agreement shall be a full-time employee of School District with all of the rights, responsibilities and legal protections attendant to that status and not an employee of Teach For America. For the avoidance of doubt, in the event School District is an “at-will” employer nothing in this Agreement shall be construed to grant additional employment rights to individual Teachers.
  - ii. Nothing in this Agreement shall be construed to permit Teach For America to interfere in the employment relationship between School District and an employed Teacher.
  - iii. Nothing in this Agreement shall be construed to permit Teach For America to function as the representative of any Teacher absent the express agreement among the parties and the Teacher that Teach For America may operate in such capacity in a particular circumstance.
  - iv. Nothing in this Agreement shall be construed to imply that an employer-employee relationship exists between Teach For America and any individual Teacher.
  - v. Nothing in this Agreement shall be construed to make Teach For America a party to any employment agreement between the School District and the Teacher.
  - vi. Nothing in this Agreement shall be construed to imply that any Teacher employed by the School District as described in this Agreement is an agent of Teach For America or has any right or authority to create or assume any obligation of any kind, express or implied, on behalf of Teach For America or bind Teach For America in any respect whatsoever.

- vii. Subject to its obligations under either pre-existing labor agreements, applicable municipal and state laws and regulations, and/or its policies and procedures, School District acknowledges that there is an expectation that Teacher(s) shall be employed for two years, provided that the Teacher remains an employee in good standing.
  - viii. Notwithstanding the foregoing, School District may continue to employ individual Teacher(s) beyond the two year commitment by mutual agreement between School District and such Teacher(s).
- B. Compensation of Teachers. School District shall provide to every Teacher employed by School District pursuant to this Agreement the same salary and benefits (including, as applicable, health, dental, vision and retirement) as are provided to other teachers employed by School District who are similarly situated from the standpoint of certification status, seniority and any other factors routinely used by School District in making such decisions. Notwithstanding the above, Teach For America acknowledges it exercises no control of the salary and benefits offered to Teachers per this Agreement.
- C. Reductions in Force. Subject to its obligations under pre-existing labor agreements and applicable municipal and state laws and regulations, School District shall use reasonable efforts not to terminate any employed Teacher from his/her teaching position in the event of a reduction in force (RIF), layoffs, "leveling" or other elimination or consolidation of teaching positions within School District. School District shall treat any Teacher employed in connection with this Agreement whose teaching position is eliminated at least as favorably as other teachers with the same job classification, certification status, and/or seniority rights. For the avoidance of doubt, this obligation is limited and controlled by any obligations that the School District has under any pre-existing collective bargaining agreements and applicable municipal and state laws and regulations.

#### Teach For America Responsibilities

- A. Professional Development and On-Line Data Storage Services.
- i. During the course of the academic year, Teach For America shall provide on behalf of School District various professional development services and activities for participating Teachers as well as on-line data storage services to facilitate such professional development services (the "Professional Development and Data Storage Services"). These services may include periodic classroom observations by regional program staff, videotaping of instruction with review of instructional technique, co-investigative discussions to facilitate Teacher capacity for self-reflection and evaluation of instructional practice using student achievement data, and content area/grade-level workshops facilitated by veteran teachers. In addition, Teach For America shall facilitate Teacher access to an assortment of resources including sample lesson plans, assessments, grade tracking systems, and content area/grade level instructional materials. These professional development services will be available to all Teachers during their first two years in the classroom. To facilitate

provision of these professional services, Teach For America may provide on-line data storage services, including transfer and storage of identifiable student information on Teach For America's proprietary software and servers.

- ii. To facilitate provision of the Professional Development and Data Storage Services, School District may disclose to Teach For America student-related records and personally identifiable information contained in such records (collectively, "Student Records"). Pursuant to its obligations under the Family Education Rights and Privacy Act, 20 USC §1232g, and its implementing regulations, 34 CFR pt. 99, as each may be amended from time to time ("FERPA"), School District hereby acknowledges that in the course of providing the Professional Development and Data Storage Services, Teach For America is a school official with legitimate educational interests in the Student Records disclosed to Teach For America, pursuant to 34 CFR §99.31(a)(1).
- iii. Teach For America agrees to use, maintain, and redisclose Student Records only in accordance with the requirements of FERPA. Without limiting the foregoing, Teach For America agrees that it shall not maintain, use, disclose, or allow access to Student Records except as permitted by this Agreement or as otherwise authorized by the School District or by law, and will use Student Records disclosed by the School District only for the purposes for which such disclosure was made.
- iv. School District acknowledges that Teach For America may re-disclose Student Records to third parties pursuant to Teach For America's provision of the Professional Development and Data Storage Services, as provided in 34 CFR §99.31(b), provided that Teach For America shall, in advance, provide to School District the names of such parties and a brief description of such parties' legitimate educational interest in receiving such information.
- v. Pursuant to 34 CFR § 99.7(a)(3)(iii), School District shall include, in its annual notification of rights under FERPA, criteria that qualify Teach For America, in its capacity as a provider of professional development and data storage services, as a school official with a legitimate educational interest.

B. Credentialing Services.

- i. Teach For America shall facilitate the enrollment of individual Teachers in an alternative certification program that will enable the individual Teacher to obtain appropriate credentials to be a classroom teacher of record.
- ii. Individual Teachers are responsible for completing all credential requirements, including required coursework through the alternative certification program.

- iii. Teach For America shall not be responsible for, and shall not be in breach of any provision of this Agreement, in the event of any failure by an individual Teacher to fulfill his/her obligations to maintain his/her teaching credentials.

### III. GENERAL PROVISIONS

#### A. Fees-for-Service.

- i. School District shall pay Teach For America an annual fee for each Teacher employed under this Agreement to defray expenses Teach For America incurred in recruiting, selecting, providing pre-service training and continuing professional development services to the Teachers employed by School District under this agreement. School District agrees that all payments for fees shall be in the form of check delivered to Teach For America or wire transfer to an account designated by Teach For America in writing.
- ii. With respect to each Teacher whose employment by School District is to commence in the 2019-2020 academic year, School District shall pay Teach For America an annual amount of \$850 for each year in which such Teacher is employed by School District, up to two years [from the date such employment is to commence]. Funds for this agreement will be available from Acct. #190-45100-56694.
- iii. With respect to each Teacher whose employment by School District commenced in the 2018-2019 academic year and is returning as an employee for the 2019-2020 academic year, School District shall pay Teach For America an annual amount of \$2,250.00 for the 2019-2020 academic year. Funds for this agreement will be available from Acct. #190-45100-56694.

B. Non-refund. Teach For America shall have no obligation to refund to School District any amount paid by School District in respect of any Teacher for any reason whatsoever. For the avoidance of doubt, School District will be invoiced fees for each of the individual Teacher(s) initially employed by the School District.

C. Invoicing. Teach For America will invoice School District for all amounts due hereunder with respect to any academic year within thirty (30) days of the start of the academic school year, provided that Teach For America's failure to timely do so, will not constitute a waiver of any of Teach For America's rights hereunder or constitute a breach by Teach For America of this Agreement. For the avoidance of doubt, School District shall pay all invoices within thirty (30) days of the date of the invoice.

D. Term. The term of this Agreement will cover the 2018 Second-Year cohort of Teachers and the 2019 First-Year cohort of Teachers for the 2019-2020 academic year. This Agreement will expire on June 30, 2020 and may be renewed at the end of the term on the same or substantial similar terms by mutual agreement of the parties.

- E. Termination. This Agreement may be terminated as follows:
- i. at any time by mutual written agreement of the parties; or
  - ii. by either party upon thirty (30) days' prior written notice to the other party, provided that the terminating Party provides that notice no later than 120 days prior to the end of the current academic year; or
  - iii. by either Party upon written notice to the other Party in the event of a material breach of this Agreement that is incapable of being cured or, if capable of being cured, is not cured within thirty (30) days following receipt by the breaching party of written notice of such breach from the non-breaching party.
- F. Effect of Termination. Except as otherwise specifically provided, if this Agreement expires or is terminated by either party, it shall become void and of no effect without liability of any party (or any of its directors, officers, employees, agents, representatives or advisors) to the other parties; provided that no such expiration or termination shall relieve any party of any liability asserted by such party under this Agreement prior to or within 6 months of such termination. In the event that this Agreement expires or is terminated by either party, Sections regarding Compensation of Teachers, and Reductions in Force shall survive and will remain in effect until such time as there are no Teachers in their second year of employment in School District. Sections related to the Effect of Termination, No Warranty, Mutual Indemnification and Limitation of Liability shall survive the expiration or termination of this Agreement indefinitely. Additionally, Teach for America will be entitled to all outstanding amounts due up to the date of expiration or termination.
- G. No Warranty. School District hereby agrees and acknowledges that Teach For America does not make and has not made any representation and warranty (express or implied) as to the fitness of any Teacher presented or provided by Teach For America and School District shall indemnify and hold harmless the TFA Indemnities (as defined below in the Section related to Mutual Indemnification) from and against any Losses (also defined below in the same Section below) resulting from any claim related to the services provided by Teach For America, including, but not limited to, claims that any Teacher presented or provided by Teach For America was unfit for the position for which he or she was hired by School District.
- H. Mutual Indemnification.
- i. Teach For America shall indemnify and hold harmless the School District and its officers, directors, employees and agents (the "School District Indemnitees") from and against any and all Losses to which such School District Indemnitee may become subject arising out of a breach of this Agreement by Teach For America to School District of services hereunder, except to the extent such Losses result from the willful misconduct or gross negligence of such School District Indemnitee.



- ii. To the extent permitted by applicable state laws and regulations, School District shall indemnify and hold harmless Teach For America and its officers, directors, employees and agents (the "TFA Indemnitees") from and against any and all losses, liabilities, claims, damages, costs and expenses (including attorneys' fees) ("Losses") to which such TFA Indemnitee may become subject arising out of the provision by Teach For America to School District of services hereunder (including without limitation the designation of Teachers), except to the extent such Losses result from the willful misconduct or gross negligence of such TFA Indemnitee.
  - iii. To the extent permitted by applicable state laws and regulations, neither Party shall have any liability to the other Party with respect to Losses asserted after 6 months of the expiration of this Agreement.
- I. Limitation of Liability. Neither Teach For America nor any of its officers, directors, employees or agents shall be liable to School District or any individual Partner School of School District for any Loss incurred by School District or such individual Partner School (as defined in Hiring Commitment Section, above) in connection with the matters to which this Agreement relates, except for a loss resulting from willful misconduct or gross negligence on the part of Teach For America; provided that in no event shall Teach For America and its officers, directors, employees and agents have any liability to School District or any such individual Partner School in connection with the matters to which this Agreement relates in excess of the aggregate amount of payments made to Teach For America by School District pursuant to this Agreement or in connection with any Loss of which School District is primarily culpable.
- J. Surveys. School District acknowledges that Teach For America may survey individual constituents, teachers, etc. at the partner school sites regarding its programming and professional development of Teachers in the Classroom.
- K. Amendment/Modification. No amendment or modification of this Agreement, and no waiver hereunder, shall be valid or binding unless set forth in writing and signed by each party.
- L. Non-Assignment. Neither this Agreement nor any of the rights, interests or obligations under this Agreement shall be assigned, in whole or in part, by operation of law or otherwise by either party without the prior written consent of the other party, and any such assignment that is not consented to shall be null and void.
- M. Counterparts. This Agreement may be executed in any number of counterparts (including by electronic transmission), each of which when executed and delivered shall be deemed an original and all of which counterparts, taken together shall constitute but one and the same instrument. The execution of this Agreement by any Party shall not become effective until counterparts have been executed by all Parties.

- N. Construction. The headings of Sections contained in this Agreement are for convenience only, and they do not, expressly or by implication, limit, define, extend, or construe the terms or provisions of the Sections of this Agreement. Any reference in this Agreement to gender includes all genders. Further, except where expressly specified to the contrary, the words “include,” “including,” and “such as” in this Agreement should be read to mean “include without limitation.”
- O. Governing Law. This Agreement and all matters relating hereto shall be governed by, and construed and interpreted in accordance with the laws of the State of Connecticut, without regard to the conflict of laws provisions of such State. Any legal suit, action, or proceeding relating to this Agreement must be instituted in the federal or state courts located in Connecticut. Each Party irrevocably submits to the exclusive jurisdiction of such courts in any suit, action or proceeding.
- P. Severability. If any term or provision of this Agreement is determined to be illegal, unenforceable or invalid in whole or in part for any reason, such illegal, unenforceable or invalid provisions or part thereof shall be stricken from this Agreement, and such provision shall not affect the legality, enforceability or validity of the remainder of this Agreement. If any provision or part thereof of this Agreement is stricken in accordance with the provisions of this Section, then such stricken provision shall be replaced, to the extent possible, with a legal, enforceable and valid provision that is as similar in tenor to the stricken provision as is legally possible.
- Q. Notices. Any notices to either Party under this Agreement shall be in writing and delivered by hand or sent by nationally recognized messenger service, or by registered or certified mail, return receipt requested, to the addresses set forth below or to such other address as that Party may hereafter designate by notice. Notice shall be effective when received, which shall be no greater than one (1) business day after being sent by a nationally recognized messenger service or three days after being sent by mail.

If to Teach For America: Nate Snow  
 Executive Director  
 Teach for America, Inc.  
 370 James St., Suite 404  
 New Haven, CT 06513  
 nate.show@teachforamerica.org

With electronic copy to: TFA Legal Affairs  
 LegalAffairs@teachforamerica.org

If to School District: Dr. Carol D. Birks,  
 Superintendent of Schools  
 New Haven Board of Education  
 54 Meadow Street  
 New Haven, CT 06519  
 dr.carol.birks@new-haven.k12.ct.us

- R. Waiver. A waiver or a breach or default under this Agreement shall not be a waiver of any other subsequent breach or default. The failure or delay in enforcing compliance with any term or condition of this Agreement shall not constitute a waiver of such term or condition unless such term or condition is expressly waived in writing.
  
- S. Entire Agreement/Authority/Binding. This Agreement is the complete and exclusive statement of the agreement between the parties as to the subject matter hereof and supersedes all communications between the parties related to the subject matter of this Agreement.

[SIGNATURE PAGE FOLLOWS]

**IN WITNESS WHEREOF**, each of School District and Teach For America has caused its duly authorized representative to sign this Agreement in the space provided below.

**NEW HAVEN BOARD OF EDUCATION**

By: \_\_\_\_\_  
Darnell Goldson, Board President

Date: \_\_\_\_\_

**TEACH FOR AMERICA, INC.**

By: \_\_\_\_\_  
Nate Snow, Executive Director

Date: \_\_\_\_\_

**EXHIBIT A**

<b>Certification (subject) Area</b>	<b>Grade Level</b>	<b>Agreed Number of Teachers</b>	<b>Academic Years of Employment</b>
Elementary	1-6	3-5	2019-2020 and 2020-2021
Secondary Sciences (GenSci, Biology, Chemistry, Physics)	7-12	3-6	2019-2020 and 2020-2021
Secondary Math	7-12	1-3	2019-2020 and 2020-2021
Secondary ELA	7-12	1-3	2019-2020 and 2020-2021
Secondary World Language	7-12	1-3	2019-2020 and 2020-2021
Secondary Social Studies	7-12	1-2	2019-2020 and 2020-2021
Bilingual Elementary	1-6	1-3	2019-2020 and 2020-2021
<b>TOTAL number of new hires</b>		<b>25</b>	2019-2020 and 2020-2021

Fees shall be determined by the actual number of Teachers hired under this Agreement.

- i. Each cohort of Teachers employed pursuant to this clause is in addition to Teachers from prior cohorts employed by the School District and who are returning for their second year of employment. The total of teachers returning for their second year of employment are four (4) as follows.

<b>Name</b>	<b>Grade Level</b>	<b>School</b>	<b>Academic Years of Employment</b>
Jennifer Gonzalez	Lower Elementary	John S. Martinez	2019-2020
Madison Swallow	MS GenSci	L.W. Beecher	2019-2020
Seamus Herriman	Physics	Hillhouse	2019-2020
Joseph Kim	MS GenSci	King Robinson	2019-2020

- ii. If Teach For America provides School District with a number of Teachers that is lower than the Agreed Number, the number of Teacher candidates provided will constitute the Agreed Number for purposes of determining any fees that the School District owes Teach For America.
- iii. In the event that Teach For America supplies the School District with any Teachers above the Agreed Number, School District agrees to pay the agreed upon fees for the additional Teachers.

**AGREEMENT  
BY AND BETWEEN  
NEW HAVEN BOARD OF EDUCATION  
AND  
WESOURCE WORKFORCE SOLUTIONS, LLC  
FOR  
CHIEF FINANCIAL OFFICER**

This agreement entered into on the 26<sup>th</sup> day of August, 2019, effective the 27<sup>th</sup> day of August, 2019, by and between the New Haven Board of Education (herein referred to as the "Board") and WeSource Workforce Solutions, LLC with offices at 258 S. Brooksvale Road, Cheshire, CT 06410 (herein referred to as the "Contractor").

**SCOPE OF SERVICE:**

The Services to be performed by the Contractor shall consist of the recruitment of candidates for the position of Chief Financial Officer (CFO) as more fully described in the Recruitment Letter attached hereto as Exhibit A, which is incorporated herein and made part of this Agreement.

**COMPENSATION:**

The maximum amount the contractor shall be paid under this agreement shall be a placement fee of 15% of the starting salary of the selected candidate not to exceed \$30,000 due and payable within 30 days of the selected candidate first day of employment.

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 2019-2020 Operating Budget of the New Haven Board of Education, Account Number

This agreement shall remain in effect from August 26, 2019 to June 30, 2020.

**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.

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 Contract through the last day of thirty (30) day notice period.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the day and year first above written.

**WeSOURCE WORKFORCE  
SOLUTIONS LLC**

**NEW HAVEN BOARD OF EDUCATION**

\_\_\_\_\_  
Johnny Diaz II, CEO

\_\_\_\_\_  
Darnell Goldson, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit A



**WESOURCE WORKFORCE SOLUTIONS LLC RECRUITING AGREEMENT**

Thank you for the opportunity to partner with you and New Haven Public Schools with headquarters at 54 Meadow St #3, New Haven, CT 06519 (hereinafter referred to as "Client") to provide recruiting and staffing solutions.

1. **Direct Placement Terms.** WeSource Workforce Solutions LLC will recruit and refer qualified personnel as available and as needed for direct hire by the Client under the following terms and conditions:

1.1 As consideration for the service provided, WeSource Workforce Solutions LLC will be due a placement fee in the amount of 15 percent (15%) Client will be invoiced upon the employee's first day of employment. Invoices are due and payable to WeSource Workforce Solutions LLC within thirty (30) days of the employee's first day of employment.

1.2 In the event that the employee leaves the employ of the client within the first ninety (30) days from the date of hire, for any reason other than company lay-off, WeSource Workforce Solutions LLC will find a suitable replacement free of additional charge.

1.3 Invoiced that are more than 30 days delinquent will automatically charged 2% interest per month.





**2. Other Terms.**

- 2.1 A search may entail weeks or even months of work. Therefore, Client agrees that if a candidate submitted to Client by WeSource Workforce Solutions LLC is hired either directly or indirectly within three hundred sixty five (365) days from the last discussion concerning such candidate it would be a result of WeSource Workforce Solutions LLC's efforts on behalf of Client and Client agrees to pay to WeSource Workforce Solutions LLC the amount identified above in Section 1.1 of this Agreement.
  
- 2.2 Both WeSource Workforce Solutions LLC and Client agree not to pursue employees. Should either party terminate this agreement, both parties agree not to pursue those employees or clients for a term of 6 months following the date of the last invoice with client.
  
- 2.3. The parties affirm and agree that they are equal employment opportunity employers and are in full compliance with any and all applicable anti-discrimination laws, rules, and regulations. The parties agree not to harass, discriminate against, or retaliate against any employee of the other because of race, national origin, age, sex, religion, disability, marital status, or other category protected by law; nor shall any party cause or request the other party to engage in such discrimination, harassment, or retaliation. In the event of any complaint of unlawful discrimination, harassment, or retaliation, the parties agree to cooperate in the prompt investigation and resolution of such complaint, and shall indemnify each other with respect to any violation.
  
- 2.4. Neither this Agreement nor the services to be provided hereunder shall be construed to create any relationship of employment, agency, partnership or joint venture between the parties.

2.5 This Agreement may not be amended, except by writing or an additional Addendum executed between WeSource Workforce Solutions LLC and the Client.

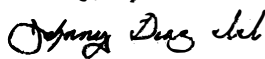
2.6 This Agreement, and accompanying Addendums, sets forth the entire agreement of the parties and supersedes all other oral or written agreements between the parties.

2.7 This Agreement and services rendered with regard to the Agreement shall be deemed to have been entered into and performed at WeSource Workforce Solutions LLC's company headquarters in the State of Connecticut, and all questions concerning the validity, interpretation, or performance of any of its terms or provisions, or any rights, or obligations of the parties hereto, shall be governed by and resolved in accordance with the laws of the State of Connecticut.

If this agreement is agreeable to you, please sign, date, and email back to my attention at hr@wesourcesolutions.com at your earliest convenience.

Thank you for your business.

Sincerely,

DocuSigned by:  
 7/30/2019 (sign here)  
D7CE890288EF481...  
Johnny Diaz II  
Chief Executive Officer

Name of Employer: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed and Accepted: \_\_\_\_\_

# WeSource Workforce Solutions

Staffing and HR Services

08.14.2019

We help.  
We find.  
WeSource  
Workforce Solutions



## Johnny Diaz II

WeSource Workforce Solutions

258 S Brooksvale Road

Cheshire, CT 06410

## Overview

WeSource Workforce Solutions is a Connecticut based recruiting firm that fills roles across all verticals. The owner, Johnny Diaz II, specifically specializes in placing executive roles. Johnny Diaz II spent the last 10 years recruiting and training sales teams. He also worked at Indeed.com for 18 months and was able to learn the technology behind recruiting. With his knowledge in recruiting and technology, Johnny has been able to grow WeSource to become a top provider of human resource services.

## Goals

1. Build a relationship with New Haven Public Schools that will allow us to help grow the organization and give back to the students and community
2. Obtain exclusive rights to fill all open roles for New Haven Public Schools
3. Save New Haven Public Schools thousands of dollars per year on hiring
4. Place temporary hires for New Haven Public Schools where they are needed

## Pricing

1. WeSource Workforce Solutions invoices 15% of a candidate's starting salary when hired.

2. For organizations that allow us to have exclusive rights to filling 10+ roles, we invoice 10% of the candidate's starting salary.
3. Pricing for temporary roles typically vary depending on the roles, hours, and qualifications needed.

## **Overall Objective**

WeSource Workforce Solutions is in business because we believe we can change the way recruiting works. Many companies spend thousands of hours and dollars trying to find the perfect candidate. We have spoken with hundreds of Human Resources departments and know that they people recruiting don't always have a peak understanding of how many of these jobs function. Without expertise in technology and recruiting, we are looking to provide you the best candidates in the shortest amount of time all while saving you money.

If you have any questions, don't hesitate to contact us directly.

Johnny Diaz  
Chief Executive Officer  
203.343.3863  
[jd@wesourcesolutions.com](mailto:jd@wesourcesolutions.com)



NEW HAVEN PUBLIC SCHOOLS

# Memorandum

**To:** NHPS Finance and Operations Committee  
**From:** Thomas Smith *TS*  
**Re:** Strong School 21<sup>st</sup> Century Communications Magnet & Lab School  
 Giordano Construction Company  
 Amendment #5 to CM Agreement  
**Meeting Date:** August 19, 2019

## Executive Summary:

Approval is requested for **Amendment #5** to the Construction Management (CM) Agreement for the new Strong 21<sup>st</sup> Century Communications Magnet & Lab School with the Giordano Construction Company of 1155 Main Street, Branford, CT 06405. This amendment is for Out of Scope Changes to the CM agreement. This amendment is in the amount of **(\$232,536.00)**.

## Amount of Agreement and Amendment History:

Item	Amount	Cumulative Contract Value
Agreement		\$203,000.00
Amendment #1	\$35,624,943.00	\$35,827,943.00
Amendment #2	(\$131,521.00)	\$35,696,422.00
Amendment #3	\$282,346.00	\$35,978,768.00
Amendment #4	\$200,756.00	\$36,179,524.00
<b>Amendment #5</b>	<b>\$232,536.00</b>	<b>\$36,412,060.00</b>

Funding Source: 3078-17GG-58001

The Amendment and complete scope of services is attached.

**FIFTH AMENDMENT TO AGREEMENT  
FOR CONSTRUCTION MANAGEMENT SERVICES  
BY AND BETWEEN THE CITY OF NEW HAVEN BOARD OF EDUCATION  
("OWNER") AND GIORDANO CONSTRUCTION DATED FEBRUARY 14, 2017  
("CONSTRUCTION MANAGER")  
A19-**

FIFTH AMENDMENT dated as of \_\_\_\_\_, 2019 by and between the City of New Haven Board of Education of 54 Meadow Street, New Haven, Connecticut 06519 ("Owner") and Giordano Construction, 1155 Main Street, Branford, CT 06405 ("Construction Manager").

WHEREAS, the Owner and the Construction Manager entered into that certain Standard Form of Agreement Between Owner Construction Manager dated February 14, 2017 ("Agreement" (A17-0113), Amendment #1 (A18-0531), Amendment #2 (A19-0058), Amendment #3 (A19-0478) and Amendment #4 (A#19-0903) for the provision of Construction Management services in connection with construction and renovations to the Strong 21<sup>st</sup> Century Communications Magnet & Lab School ("Project"); and

WHEREAS, the Owner has requested the Construction Manager to provide reduced services to the Project;

NOW THEREFORE, the parties hereto do hereby agree as follows:

1. Additional Compensation: The Owner agrees to pay the Construction Manager an additional amount Two Hundred Thirty Two Thousand, Five Hundred Thirty Six Dollars and No Cents (\$232,536.00).
2. Guaranteed Maximum Price: This Amendment will result in an increase in the Guaranteed Maximum Price from Thirty Six Million, One Hundred Seventy Nine Thousand, Five Hundred Twenty Four Dollars and No Cents (\$36,179,524.00) to a new Guaranteed Maximum Price amount of Thirty Six Million, Four Hundred Twelve Thousand, Sixty Dollars and No Cents (\$36,412,060.00).
3. Additional Services: The Construction Manager agrees to provide the additional services of construction management administration for the project, as indicated by Exhibits A, B1 and B2.
4. No Waiver: Except as specifically described in this Amendment, nothing in this Agreement shall be construed as a waiver by the Board of any of the provisions of this Agreement. The Construction Manager acknowledges, agrees and confirms that in accordance with the terms of the Agreement, the Construction Manager shall not be entitled to any compensation in excess of the Additional Compensation referenced herein.



5. Effectiveness: On and after the date hereof, each reference in the Agreement to “the Agreement,” “this Agreement”, “hereunder,” “hereof,” “herein,” or words of like import shall mean and be in reference to the Agreement as amended.
  
6. Survival: Except as otherwise amended herein, the Agreement shall remain in full force and effect. Subject to the amendment specifically described herein, the Consultant and the Board hereby ratify and confirm the remaining provisions of the Agreement.

**IN WITNESS WHEREOF**, the parties have executed three (3) counterparts of this Agreement as of the day and year first above written.

**WITNESS**

**NEW HAVEN BOARD OF EDUCATION**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Darnell Goldson**  
**President, Board of Education**

**WITNESS**

**GIORDANO CONSTRUCTION**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Duly Authorized**

**Approved as to Form and  
Correctness**

\_\_\_\_\_  
**Stacy Lynn Werner**  
**Senior Assistant Corporation**  
**Counsel**

**GIORDANO CONSTRUCTION**  
**Strong School**  
**Agreement History - Exhibit A**

Agreement		Cumulative Total
	<b>Pre-Construction Phase</b>	\$ 203,000.00
	<b>TOTAL AGREEMENT :</b>	<b>\$203,000.00</b>
<b>Amendment #1</b>	<b>Construction Phase</b>	
	Staffing	\$1,182,801.00
	Reimbursables	\$488,750.00
	General Requirements	\$592,473.00
	<b>Subtotal:</b>	<b>\$2,264,024.00</b>
BP #1A	Progress and Final Cleaning	Advantage Maintenance \$94,980.00
BP #1C	Final Cleaning	Cdees Cleaning \$15,370.00
BP #2A	Sitework	Manafort Brothers Inc \$3,294,000.00
BP #2F	Construction Fencing	J&S General Contractors \$30,025.00
BP #2L	Landscaping	Glen Terrace \$160,000.00
BP #3A	Concrete	Ralph Computaro & Sons \$1,472,190.00
BP #4A	Masonry	Acronam Masonry Inc. \$2,140,000.00
BP #5A	Structural Steel & Misc. Metals	The Berlin Steel Co. \$3,071,075.00
BP #6A	Wall Systems & Specialties	Conn Acoustics \$4,029,224.00
BP #6B	Millwork	Legere Group \$749,088.00
BP #6C	Acoustical Ceilings	Turnbridge Construction \$49,700.00
BP #6D	Drywall & Taping	Turnbridge Construction \$97,500.00
BP #6M	Millwork Installation	Turnbridge Construction \$54,200.00
BP #7A	Roofing	Young Developers \$555,000.00
BP #7B	Exterior Panels	Massey's Plate Glass & Alum. \$1,106,896.00
BP #8A	Windows & Curtainwall	Massey's Plate Glass & Alum. \$2,033,000.00
BP #9A	Flooring	R&B Ceramic Tile \$609,000.00
BP #9B	Painting	Professional Painting \$196,500.00
BP #9P	Painting	Professional Painting \$12,700.00
BP #10A	Toilet Partitions & Access.	The Coe & Brown Company \$53,600.00
BP #10B	Metal Shelving	The Coe & Brown Company \$30,800.00
BP #10C	Lockers	The Coe & Brown Company \$120,000.00
BP #15	Mechanical	MJ Daly \$7,877,000.00
BP #16	Electrical	Ducci Electrical Contractors \$3,578,000.00
	<b>Subtotal:</b>	<b>\$31,429,848.00</b>
	CM Fee (2.0%)	\$673,877.00
	Contingency (4.0%)	\$1,257,194.00
	<b>TOTAL AMENDMENT #1:</b>	<b>\$35,624,943.00</b>
<b>Amendment #2</b>	GNHWPCA 1/2 Connection Fee	\$28,666.00
	CNG Service Installation	\$41,989.00
	Out of Scope Changes	\$179,453.00
	VE Changes	(\$360,027.00)
	<b>Subtotal:</b>	<b>(\$109,919.00)</b>
	CM Fee (2.0%) Subcontract Cost VE Changes - Back to Owner (\$360,027)	(\$7,201.00)
	Contingency (4.0%) Subcontract Cost VE Changes - Back to Owner (\$360,027)	(\$14,401.00)
	<b>TOTAL AMENDMENT #2:</b>	<b>(\$131,521.00)</b>
<b>Amendment #3</b>	Out of Scope Changes	\$282,346.00
	<b>TOTAL AMENDMENT #3:</b>	<b>\$282,346.00</b>
<b>Amendment #4</b>	BP #02W	
	Concrete Walk and Stairs	White Owl Construction \$63,900.00
	CM Fee (2.0%)	\$1,276.00
	Contingency (4.0%)	\$2,556.00
	<b>Subtotal:</b>	<b>\$67,732.00</b>
	Out of Scope Changes	\$133,024.00
	<b>TOTAL AMENDMENT #4:</b>	<b>\$200,756.00</b>
<b>Amendment #5</b>	Out of Scope Changes	\$232,536.00
	<b>TOTAL AMENDMENT #5:</b>	<b>\$232,536.00</b>

GIORDANO CONSTRUCTION  
STRONG SCHOOL  
EXHIBIT B2  
AMENDMENT #5

ITEM	AMOUNT	TOTAL
<b>6.1 COST OF THE WORK</b>		
6.1.2 CM Costs		
<u>Construction Phase</u>		
6.1.2 Subtotal CM Costs		\$0.00
6.1.3 Subcontract Costs		
Out of Scope Change Orders	\$232,536.00	
<b>Subtotal 6.1.3:</b>		<b>\$232,536.00</b>
6.1.6 Miscellaneous Costs		
- Liability Insurance		
- CM Bond	.8%	
- Other Item		
<b>Subtotal 6.1.6:</b>		<b>\$ -</b>
<b>SUBTOTAL 6.1 (COST OF THE WORK):</b>		<b>\$232,536.00</b>
<b>5.1.1 CONSTRUCTION MANAGER'S FEE</b>		
CM Fee (2.0%)	\$0.00	
<b>SUBTOTAL 5.1.1 (CM FEE):</b>		<b>\$0.00</b>
<b>5.2.1 CONTINGENCY</b>		
Contingency Fee (4.0%)	\$0.00	\$0.00
<b>SUBTOTAL 5.2.1 (CONTINGENCY):</b>		
<b>TOTAL GMP: FOR AMENDMENT #5</b>		<b>\$232,536.00</b>
<b>TOTAL GMP: FOR AMENDMENT #4</b>		<b>\$200,756.00</b>
<b>TOTAL GMP: FOR AMENDMENT #3</b>		<b>\$282,346.00</b>
<b>TOTAL GMP: FOR AMENDMENT #2</b>		<b>(\$131,521.00)</b>
<b>TOTAL GMP: FOR AMENDMENT #1</b>		<b>\$35,624,943.00</b>
<b>Prior GMP: FOR BASE CONTRACT</b>		<b>\$203,000.00</b>
<b>Total GMP To Date:</b>		<b>\$36,412,060.00</b>

COP No.	Type	Description	Bid Package	Trade Contractor	Out of Scope Amount
<b>Phase - 1</b>					
CCA#046		ASI 27 Clarifications to CW, SF & Window Details	04A	Acranom	\$8,954.00
CCA#046		ASI 27 Clarifications to CW, SF & Window Details	05A	Berlin Steel	\$8,300.00
CCA#046		ASI 27 Clarifications to CW, SF & Window Details	06A	Conn Acoustics	\$4,646.00
CCA#046		ASI 27 Clarifications to CW, SF & Window Details	08A	Massey's Plate Glass	\$74,245.00
CCA#048		ASI 31 Delete Door 302D, Add Roof Ladder	04A	Acranom	\$709.00
CCA#048		ASI 31 Delete Door 302D, Add Roof Ladder	05A	Berlin Steel	\$7,825.00
CCA#048		ASI 31 Delete Door 302D, Add Roof Ladder	06A	Conn Acoustics	(\$569.00)
CCA#053		Revised UI Pole Location	02A	Manafort Brothers	\$5,687.00
CCA#053		Revised UI Pole Location	16A	Ducci Elect	\$5,208.00
CCA#064		ASI-21 AC-2 & MEP Revisions	15A	MJ Daly	\$60,784.00
CCA#077		Stair-1 Lintel Extension W. Elevation	05A	Berlin Steel	\$5,570.00
CCA#078		Pedestrian Bridge Railing Modifications	05A	Berlin Steel	\$5,405.00
CCA#081		Insulate Sanitary Lines in Gym Ceiling	15A	MJ Daly	\$1,911.00
CCA#082		SOD-SOG Expansion Joint	09A	R&B Tile	\$7,964.00
CCA#083		Bus Entry Egress Lighting	08A	Massey's Plate Glass	\$925.00
CCA#084		Exterior Rail Finish Coat	05A	Berlin Steel	\$7,475.00
CCA#085		Light Fixture Changes	16A	Ducci Elect	\$2,825.00
CCA#086		Discovery Room Wall Revisions	06A	Conn Acoustics	\$1,550.00
CCA#088		Temporary Weather Protection	06A	Conn Acoustics	\$20,628.00
CCA#089		Sill&Head Rev @ W20 in Corr 220	06A	Conn Acoustics	\$1,549.00
CCA#090		Added Soffit in Vestibule 127	06A	Conn Acoustics	\$945.00
<b>Subtotal This Amendment</b>					<b>\$232,536.00</b>





# NEW HAVEN SCHOOL CONSTRUCTION CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School** CCA#053  
 ADDRESS: **69 Farnham Avenue NH, CT** DATE: 5/9/19  
 ARCHITECT: **JCJ** CITY PROJECT#  
 OWNER: **New Haven Board of Education** S.D.E. **093-0368**

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:  In Scope:  Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK:** UI Pole Relocation

Trade Contractor	Description of Scope of Work	Amount	E/I
MBI	Excavate for UI pole relocation	\$5,687.00	
Ducci	L&M for addition service conduit	\$5,208.00	
Total:		\$10,895.00	

**Only Out of Scope costs, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment.**

**In Scope and Allowance costs may be billed upon execution of this CCA.**

The following information is being provided by:  
(Back-up is herein attached)

**Method of determining value of change in contract:**

Lump Sum:  Unit price:  Eligible:   
 Time and Material:  Other:  Ineligible:

Change in Contract Sum:  
Amount: \$10,895.00

Note: Any costs included in this CCA are subject to Accounting Review.

Change in Contract Time:

ARCHITECT:

JCJ Architects

DATE 5.14.19

PROGRAM MANAGER:

New Haven School  
Construction Program

DATE 5/14/2019

CONSTRUCTION  
MANAGER:

Giordano Construction Co.

DATE 5.14.19



## NEW HAVEN SCHOOL CONSTRUCTION CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School** CCA#064  
 ADDRESS: **69 Farnham Avenue NH, CT** DATE: 5/16/19  
 ARCHITECT: **JCJ** CITY PROJECT#  
 OWNER: **New Haven Board of Education** S.D.E. **093-0368**

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:  In Scope:  Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK:** ASI-21 AC-2 & MEP Revisions

Trade Contractor	Description of Scope of Work	Amount	E/I
MJ Dal	Labor & material for changes in rooms 134, 132, 102, 234 & 222 as per ASI-21 attached.	\$60,784.00	
Total:		\$60,784.00	E

Only Out of Scope costs, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment.

In Scope and Allowance costs may be billed upon execution of this CCA.

The following information is being provided by:  
(Back-up is herein attached)

**Method of determining value of change in contract:**

Lump Sum:  Unit price:  Eligible:   
 Time and Material:  Other:  Ineligible:


Change in Contract Sum:  
Amount: \$60,784.00

Note: Any costs included in this CCA are subject to Accounting Review.

Change in Contract Time:


ARCHITECT:

JCJ Architects

  
DATE 5.21.19


PROGRAM MANAGER:

New Haven School  
Construction Program

  
DATE 5/21/2019

CONSTRUCTION  
MANAGER:

Giordano Construction Co.

  
DATE 5.21.19

# NEW HAVEN SCHOOL CONSTRUCTIC CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School** CCA#077  
 ADDRESS: **69 Farnham Avenue NH, CT** DATE:5/9/19  
 ARCHITECT: **JCJ** CITY PROJECT#  
 OWNER: **New Haven Board of Education** S.D.E. **093-0368**

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:  In Scope:  Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK:** Stair-1 Lintel Extension W. Elevation

Trade Contractor	Description of Scope of Work	Amount	E/I
Berlin Steel	Remove angles and extend lintels @ Stair-1	\$5,570.00	
	Total:	\$5,570.00	<u>E</u>

Only Out of Scope costs, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment.

In Scope and Allowance costs may be billed upon execution of this CCA.

The following information is being provided by:  
(Back-up is herein attached)

**Method of determining value of change in contract:**

Lump Sum:  Unit price:  Eligible:   
 Time and Material:  Other:  Ineligible:

Change in Contract Sum:  
Amount: \$5,570.00


Note: Any costs included in this CCA are subject to Accounting Review.

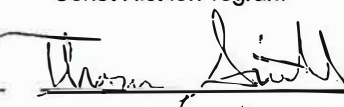
Change in Contract Time:


ARCHITECT:  
JCJ Architect s

PROGRAM MANAGER:  
New Haven School  
Construction Program

CONSTRUCTION  
MANAGER:  
Giordano Construction Co.

  
DATE 5.19.19

  
DATE 5/14/2019

  
DATE 5.14.19

# NEW HAVEN SCHOOL CONSTRUCTION CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School** CCA#078  
 ADDRESS: **69 Farnham Avenue NH, CT** DATE:5/10/19  
 ARCHITECT: **JCJ** CITY PROJECT#  
 OWNER: **New Haven Board of Education** S.D.E. **093-0368**

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:  In Scope:  Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK:** Pedestrian Bridge Railing Modifications

Trade Contractor	Description of Scope of Work	Amount	E/I
Berlin Steel	Increase height of rails on the precast bridge	\$5,405.00	
	Total:	\$5,405.00	<u>E</u>

Only Out of Scope costs, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment.

In Scope and Allowance costs may be billed upon execution of this CCA.

The following information is being provided by:  
(Back-up is herein attached)

**Method of determining value of change in contract:**

Lump Sum:  Unit price:  Eligible:   
 Time and Material:  Other:  Ineligible:

Change in Contract Sum:  
Amount: \$5,405.00

Note: Any costs included in this CCA are subject to Accounting Review.

Change in Contract Time:

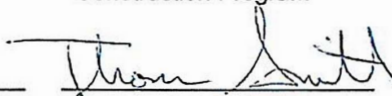
ARCHITECT:

JCJ Architects

  
 DATE 5.19.19


PROGRAM MANAGER:

New Haven School  
Construction Program

  
 DATE 5/14/2019

CONSTRUCTION  
MANAGER:

Giordano Construction Co.

  
 DATE 5.14.19

# NEW HAVEN SCHOOL CONSTRUCTION CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School** **CCA#081**  
 ADDRESS: **69 Farnham Avenue NH, CT** DATE: **6/4/19**  
 ARCHITECT: **JCJ** CITY PROJECT#: **S.D.E.**  
 OWNER: **New Haven Board of Education** S.D.E. **093-0368**

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:  In Scope:  Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK:** Insulate Sanitary Lines in Gym Ceiling

Trade Contractor	Description of Scope of Work	Amount	E/I
MJ Daly	Insulate the cast iron sanitary lines above the gym ceiling which are coming from floor drains in the north penthouse to prevent condensation.	\$1,911.00	E
<b>Total:</b>		<b>\$1,911.00</b>	<b>E</b>

Only Out of Scope costs, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment.

In Scope and Allowance costs may be billed upon execution of this CCA.

The following information is being provided by:  
(Back-up is herein attached)

**Method of determining value of change in contract:**

Lump Sum:  Unit price:  Eligible:   
 Time and Material:  Other:  Ineligible:

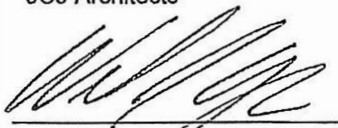
Change in Contract Sum:  
Amount: \$1,911.00

Note: Any costs included in this CCA are subject to Accounting Review.

Change in Contract Time:

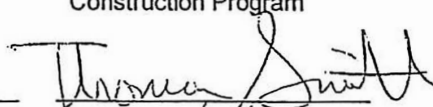
ARCHITECT:

JCJ Architects

  
DATE 6.4.19

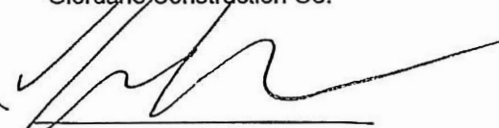
PROGRAM MANAGER:

New Haven School  
Construction Program

  
DATE 6/4/2019

CONSTRUCTION  
MANAGER:

Giordano Construction Co.

  
DATE 6/4/19

# NEW HAVEN SCHOOL CONSTRUCTION CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School** CCA#082  
 ADDRESS: **69 Farnham Avenue NH, CT** DATE:6/12/19  
 ARCHITECT: **JCJ** CITY PROJECT#  
 OWNER: **New Haven Board of Education** S.D.E. **093-0368**

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:  In Scope:  Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK: SOD-SOG Expansion Joint**

Trade Contractor	Description of Scope of Work	Amount	E/I
R&B Tile	Install 120lf of expansion joint per responds to RFI 158 attached.	\$7,964.00	E
	Total:	\$7,964.00	E

Only Out of Scope costs, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment.

In Scope and Allowance costs may be billed upon execution of this CCA.

The following information is being provided by:  
(Back-up is herein attached)

**Method of determining value of change in contract:**

Lump Sum:  Unit price:  Eligible:   
 Time and Material:  Other:  Ineligible:

Change in Contract Sum:  
Amount: \$7,964.00

Note: Any costs included in this CCA are subject to Accounting Review.

Change in Contract Time:

ARCHITECT: PROGRAM MANAGER: CONSTRUCTION  
 JCJ Architects New Haven School Construction Program MANAGER:  
 Glordano Construction Co.

*[Signatures]*  
 DATE 6.25.19 DATE 6/25/2019 DATE 6.25.19

# NEW HAVEN SCHOOL CONSTRUCTION PROGRAM CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School**      CCA#083  
 ADDRESS: 69 Farnham Avenue NH, CT      DATE: 6/12/19  
 ARCHITECT: JCJ      CITY PROJECT#  
 OWNER: New Haven Board of Education      S.D.E.      093-0368

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:       In Scope:       Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK:** Bus Entry Egress Lighting

Trade Contractor	Description of Scope of Work	Amount	E/I
Massey Plate Glass	Install metal panel to mount SW1 light fixture in-lieu of the specified recessed D6E fixture which cannot be installed in the canopy.	\$925.00	E
<b>Total:</b>		\$925.00	E

Only Out of Scope costs, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment. In Scope and Allowance costs may be billed upon execution of this CCA.

The following information is being provided by:  
(Back-up is herein attached)

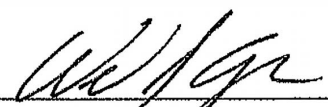
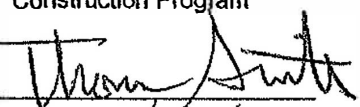
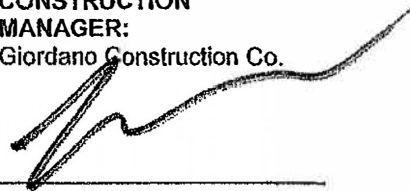
**Method of determining value of change in contract:**

Lump Sum:       Unit price:       Eligible:   
 Time and Material:       Other:       Ineligible:

Change in Contract Sum:  
Amount: \$925.00

Note: Any costs included in this CCA are subject to Accounting Review.

Change in Contract Time:

ARCHITECT: JCJ Architects   <hr/> DATE <u>6.25.19</u>	PROGRAM MANAGER: New Haven School Construction Program   <hr/> DATE <u>6/25/2019</u>	CONSTRUCTION MANAGER: Giordano Construction Co.   <hr/> DATE <u>6.25.19</u>
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# NEW HAVEN SCHOOL CONSTRUCTION CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School** CCA#086  
 ADDRESS: **69 Farnham Avenue NH, CT** DATE:  
 ARCHITECT: **JCJ** CITY PROJECT#  
 OWNER: **New Haven Board of Education** S.D.E. **093-0368**

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:  In Scope:  Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK:** Light Fixture Changes

Trade Contractor	Description of Scope of Work	Amount	E/I
16A-Ducci - 06	Custom Color change for SW1 Fixtures per owner's request.	\$1,075.00	E
16A-Ducci - 07	Replace (1) D6E fixture with SW1 per owner's request.	\$1,598.00	E
16ADucci - 08	Change elevator fixture to a "F" type per RFI 188.	\$152.00	E
<b>Total:</b>		<b>\$2,825.00</b>	

Only Out of Scope costs, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment. In Scope and Allowance costs may be billed upon execution of this CCA.

The following information is being provided by:  
(Back-up is herein attached)

**Method of determining value of change in contract:**

Lump Sum:  Unit price:  Eligible:   
 Time and Material:  Other:  Ineligible:


Change in Contract Sum:  
Amount: \$2,825.00

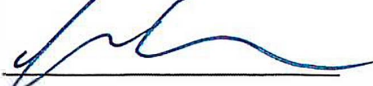
Note: Any costs included in this CCA are subject to Accounting Review.

Change in Contract Time:

ARCHITECT: PROGRAM MANAGER: CONSTRUCTION  
 JCJ Architects New Haven School Construction Program MANAGER:  
 Giordano Construction Co.

  
DATE 7.23.19

  
DATE 7/23/2019

  
DATE 7/23/19



# NEW HAVEN SCHOOL CONSTRUCTION CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School** CCA#087  
 ADDRESS: **69 Farnham Avenue NH, CT** DATE: 7/18/19  
 ARCHITECT: **JCJ** CITY PROJECT#  
 OWNER: **New Haven Board of Education** S.D.E. **093-0368**

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:  In Scope:  Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK: Discovery Room Wall Revisions**

Trade Contractor	Description of Scope of Work	Amount	E/I
06A - CAI	Cost to supply and install additional framing & custom shaped drywall corners at the north wall of the discovery room to create enough space for the electrical conduit and boxes.	\$1,550.00	E
		Total:	\$1,550.00

Only Out of Scope costs, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment. In Scope and Allowance costs may be billed upon execution of this CCA.

The following information is being provided by:  
(Back-up is herein attached)

**Method of determining value of change in contract:**

Lump Sum:  Unit price:  Eligible:   
 Time and Material:  Other:  Ineligible:

**Change in Contract  
Sum:**

**Amount: \$1,550.00**

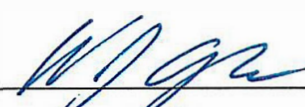
Note: Any costs included in this CCA are subject to Accounting Review.

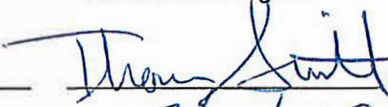
**Change in Contract Time:**

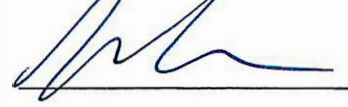
ARCHITECT:  
JCJ Architects

PROGRAM MANAGER:  
New Haven School  
Construction Program

CONSTRUCTION  
MANAGER:  
Giordano Construction Co.

  
DATE 7.23.19

  
DATE 7/23/2019

  
DATE 7/23/19

# NEW HAVEN SCHOOL CONSTRUCTIC CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School** CCA#088  
 ADDRESS: **69 Farnham Avenue NH, CT** DATE: 7/18/19  
 ARCHITECT: **JCJ** CITY PROJECT#: **093-0368**  
 OWNER: **New Haven Board of Education** S.D.E.

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:  In Scope:  Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK:** Temporary Weather Protection

Trade Contractor	Description of Scope of Work	Amount	E/I
06A – CAI – CO#20	Costs to install and remove temporary weather enclosures as directed by the CM.	\$12,508.00	E
06A – CAI – CO#22		\$2,490.00	E
06A – CAI – CO#31		\$5,630.00	E
<b>Total:</b>		<b>\$20,628.00</b>	<b>E</b>

**Only Out of Scope costs, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment.**

**In Scope and Allowance costs may be billed upon execution of this CCA.**

The following information is being provided by:  
 (Back-up is herein attached)

**Method of determining value of change in contract:**

Lump Sum:  Unit price:  Eligible:   
 Time and Material:  Other:  Ineligible:

Change in Contract Sum:  
 Amount: \$20,628.00

Note: Any costs included in this CCA are subject to Accounting Review.

Change in Contract Time:

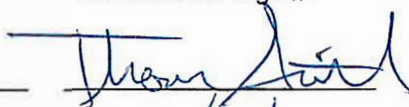
ARCHITECT:

JCJ Architects

  
 DATE 7.23.19

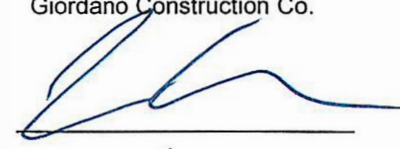
PROGRAM MANAGER:

New Haven School  
 Construction Program

  
 DATE 7/23/2019

CONSTRUCTION  
 MANAGER:

Giordano Construction Co.

  
 DATE 7/23/19

# NEW HAVEN SCHOOL CONSTRUCTION CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School**    **CCA#089**  
 ADDRESS: **69 Farnham Avenue NH, CT**    DATE: 7/18/19  
 ARCHITECT: **JCJ**    CITY PROJECT#  
 OWNER: **New Haven Board of Education**    S.D.E.    **093-0368**

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:                           In Scope:                           Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK:** Sill & Head Revisions @ W20 in Corr 220

Trade Contractor	Description of Scope of Work	Amount	E/I
06A – CAI – CO#33	Cost to build a 24" wall below the W20 window in corridor 220 and raise the framing at the head. Sill framing required to allow a proper roofing connection on the exterior side of this opening.	\$1,549.00	<i>E</i>
	Total:	\$1,549.00	<i>E</i>

**Only Out of Scope costs**, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment.

**In Scope and Allowance costs** may be billed upon execution of this CCA.

The following information is being provided by:  
 (Back-up is herein attached)

**Method of determining value of change in contract:**

Lump Sum:                           Unit price:                           Eligible:   
 Time and Material:                           Other:                           Ineligible:

Change in Contract Sum:  
 Amount:    **\$1,549.00**


Note: Any costs included in this CCA are subject to Accounting Review.

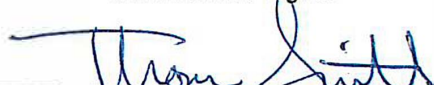
Change in Contract Time:

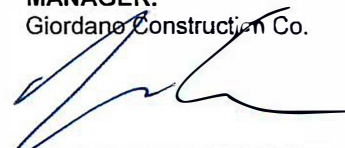
ARCHITECT:  
 JCJ Architects

PROGRAM MANAGER:  
 New Haven School  
 Construction Program

CONSTRUCTION  
 MANAGER:  
 Giordano Construction Co.

  
 DATE 7.23.19

  
 DATE 7/23/2019

  
 DATE 7/23/19

# NEW HAVEN SCHOOL CONSTRUCTION CONSTRUCTION CHANGE AUTHORIZATION FORM

PROJECT NAME: **Strong School** CCA#090  
 ADDRESS: **69 Farnham Avenue NH, CT** DATE: 7/18/19  
 ARCHITECT: **JCJ** CITY PROJECT#: **093-0368**  
 OWNER: **New Haven Board of Education** S.D.E.

In order to expedite the work and avoid or minimize delays in the Work, which will affect Contract Sum and / or Contract Time, the Contract Documents are hereby amended to include the additional Work described below:

Out of Scope:  In Scope:  Allowance:

Please proceed with the following work:

**DESCRIPTION OF THE WORK: Added Soffit in Vestibule 127**

Trade Contractor	Description of Scope of Work	Amount	E/I
06A – CAI – CO#27	Cost to supply and install additional soffit in Vestibule 127. Exterior door 127B was designed with a clear transom over the door and is 10' AFF to the head, ceiling in Vest 127 is 8'-8" AFF, so the soffit was needed at the door to transition the ceiling up to 10'.	\$945.00	E
<b>Total:</b>		\$945.00	E

Only Out of Scope costs, as incurred herein, are in addition to the current Contract Sum and will be included in a Contract Amendment. Final cost for Work involved and Change in Sum and Time (if any) must be submitted to the BOE and will be subject to approval of a Contract Amendment adjusting the Contract Sum and / or Contract Time. Execution of this CCA document does not constitute such approval nor can any such Out of Scope costs be billed until approval of such Amendment. In Scope and Allowance costs may be billed upon execution of this CCA.

The following information is being provided by:  
(Back-up is herein attached)

**Method of determining value of change in contract:**

Lump Sum:  Unit price:  Eligible:   
 Time and Material:  Other:  Ineligible:


Change in Contract Sum:  
Amount: \$945.00

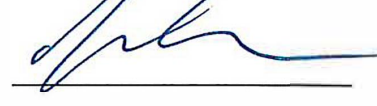
Note: Any costs included in this CCA are subject to Accounting Review.

Change in Contract Time:

ARCHITECT: JCJ Architects  
 PROGRAM MANAGER: New Haven School Construction Program  
 CONSTRUCTION MANAGER: Giordano Construction Co.

  
DATE 7.23.19

  
DATE 7/23/2019

  
DATE 7/23/19

# Memorandum

**To:** NHPS Finance and Operations Committee  
**From:** Tom Smith *TS*  
**Re:** Approval of Purchase Order  
School Specialty  
Strong/Barack H. Obama Magnet University School  
**Meeting Date:** August 19, 2019

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## Executive Summary:

Approval is requested for the following **Purchase Orders** for **School Specialty** of 100 Paragon Parkway Mansfield, OH 44903 for furniture for Strong/Barack H. Obama Magnet University School.

## Amount of Purchase Order and Daily, Hourly, or Per Session Cost:

\$38,604.68

## Funding Source:

3078 17GG 58001

## Key Questions:

1. Please describe how this service is **strategically aligned** with school or District goals:

School Construction Project

2. Please describe the **evidence of effectiveness** for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation?

N/A

3. Why do you believe this agreement is **fiscally sound**? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost.

**State Contract #17PSX0012**

CITY OF NEW HAVEN

Agency <b>New Haven Public Schools</b>	Date Prepared <b>8/1/2019</b>	Funding/Agency <b>1000/900 3078-17GG</b>	Program	Location	Object
Organization: <b>School Construction Program</b>	Reg. No.	<b>190</b>			
Important: Use separate commodity class. If items involving more than one classification of each for and canary copies to business office.	Requested By: <b>Tom Smith</b>	Approved by: <i>(Agcy Head of Auth. Agent)</i>			

DESCRIPTION (Type, size, color, weight, shape, quality, packaging, etc. Be specific. Give complete information to avoid mistakes.)	Unit of Meas.	Quantity	Est. Unit Cost	Total Cost	Date Needed	
<b>STATE CONTRACT # 17PSX0012</b>						
<b>THIS PURCHASE ORDER IS BEING ISSUED IN ACCORDANCE WITH SECTION 10-292 (A), (C) AND (D) OF THE CONNECTICUT GENERAL STATUTES PERTINENT TO THE USE OF STATE CONTRACTS BY SCHOOL DISTRICTS.</b>						
See Quote #7790627750 dated 7/16/19						
Cabinet Drug Keyed Locks	ea	1	159.65	\$159.65		
Couch recovery	ea	2	600.26	\$1,200.52		
Wheelchair	ea	1	376.99	\$376.99		
Recovery Couch econline	ea	2	1,307.66	\$2,615.32		
Flags	ea	25	6.59	\$164.75		
Mail Center Wall mount	ea	15	412.16	\$6,182.40		
Drying Rack	ea	2	809.96	\$1,619.92		
Carpet Colorful Places	ea	3	432.86	\$1,298.58		
Carpet AtoZ	ea	7	525.56	\$3,678.92		
Carpet Seating Circles	ea	7	491.36	\$3,439.52		
Carpet Read to Dream Border	ea	3	491.36	\$1,474.08		
Truck Tilt	ea	2	1,071.35	\$2,142.70		
Wastebasket 28 qt	ea	60	9.83	\$589.80		
Storage container round bin Brute 44 Gallon	ea	20	70.42	\$1,408.40		
Dolly Conversion	ea	20	119.96	\$2,399.20		
Executive Clenaing Cart	ea	6	346.43	\$2,078.58		
Bucket Wave Break Side Press Mop	ea	8	114.37	\$914.96		
Step Ladder 6 ft	ea	1	151.79	\$151.79		
Ladder Step 8 ft	ea	1	418.90	\$418.90		
Hand Truck	ea	1	251.99	\$251.99		
Steamroller Replacement Bands	ea	4	19.60	\$78.40		
Sensory balls - set of 9	ea	1	44.02	\$44.02		
Trampoline fold & Go	ea	1	99.19	\$99.19		
Swing Platform Swing	ea	1	419.75	\$419.75		
Swing Fabric Cuddle Swing	ea	1	190.87	\$190.87		
Mat Phys ed school smart landing mat	ea	1	590.83	\$590.83		
Accessory May Velstick Panels	ea	1	44.02	\$44.02		
Mat Phys ed school smart folding EPFM	ea	2	223.01	\$446.02		
High Back Beanbag Chair	ea	1	60.26	\$60.26		
Ball inflatable Ultimax pushball	ea	2	44.87	\$89.74		
Pegboard tall stacker set of 51	ea	1	24.61	\$24.61		
Install Charges	ea	1	3,950.00	\$3,950.00		
<b>Price includes delivery &amp; installation</b>						
NO DELIVERIES ARE TO BE MADE WITHOUT 72 HRS. NOTICE PRIOR TO DELIVERY						
Contact Emily Czarnecki of JCJ Architecture 72 hours prior to all deliveries at (860) 240-9342. All items are to be delivered and installed with the removal of all debris from site by the responsible vendor. NO DUMPSTERS will be provided.						
Prior to ordering, refer to the project manual and drawings for detailed specifications, finishes and locations.						
Barack H. Obama Magnet University School 69 Farnham Ave New Haven, CT						
SUGGESTED VENDOR (Name & Address)						
School Specialty 100 Paragon Parkway Mansfield, OH 44903 Contact: Michael Whitman Phone: (413) 351-6167 Fax: Email:michael.whitman@schoolspecialty.com						
				<b>TOTAL:</b>	<b>\$38,604.68</b>	

Edited By: \*\*\*All Space Below this line reserved for purcha Approved for purchase by:

**QUOTE**

**Quote Number** : 7790627750 (Ver. 1)  
**Effective Date** : 16-JUL-2019  
**Expiration Date** : 14-OCT-2019  
**Sales Rep** : WHITMAN, MICHAEL  
**Phone** : 413-351-6167  
**Email** : michael.whitman@schoolspecialty.com  
**Customer No.** : 240774  
**Ship To** : STRONG SCHOOL  
~~130 ORCHARD ST~~ **69 FRENCHMAN AVE.**  
NEW HAVEN CT ~~06518-5550~~  
**Ship To Attn** :  
**Bill To** : NEW HAVEN PUBLIC SCHOOL DISTRICT  
54 MEADOW ST, FL 2, DEPT OF ED  
NEW HAVEN CT 06519-1719

<b>Supplier Lead Time</b>	:	
<b>Invoice Terms</b>	:	30 NET
<b>Free Shipping</b>	:	Yes
<b>Delivery Method</b>	:	
<b>Location</b>	:	One Location
<b>Installation</b>	:	By SSI

Notes: State Contract Pricing #17PSX0012

Qty	Ordered Item Number	SSI Item Number	Description	Net Price	Ext. Price
1		1311819	CABINET DRUG KEYED LOCKS SAND MMF2019065D03	159.65	159.65
Notes: ITEM # M001					
2		1469003	COUCH RECOVERY WOODEN LEGS - SPECIFY COLOR	600.26	1200.52
Notes: ITEM # M002					
			OPTION CLASS - SCHOOL HEALTH WOOD LEG COLOR CHOICE NAVY BLUE		
1		1137683	WHEELCHAIR - JR WITH SWING AWAY- DETACHABLE ELEVATING LEG RESTS 16 INCH SEAT	376.99	376.99
Notes: ITEM # M003					
2		1393808	RECOVERY COUCH ECONOLINE STORAGE 24WX72LX22H W/ HEADREST PAPER DISPENSER AND CUTTER FOLKSTONE GRAY LAMINATE SPECIFY TOP COLOR	1307.66	2615.32
Notes: ITEM # M004					
			OPTION CLASS - HAUSMANN RECOBVERY LOUNGE VINYL COLORS INDIGO BLUE		
25		016788	FLAG W/ STAFF US 16X24	6.59	164.75
Notes: ITEM # N001					
15		272146	MAIL CENTER WALL MOUNT 30 SLOT KFK	412.16	6182.40
Notes: ITEM # N002					
2		222537	DRYING RACK PORTABLE DR-24-40A	809.96	1619.92
Notes: ITEM # N003					
3		679223	CARPET COLORFUL PLACES 7 FT 6 IN X 12 FT RECTANGULAR SEATING RUG	432.86	1298.58
Notes: ITEM # N004					
7		090640	CARPET A TO Z ANIMALS 8 FT 4 IN X 13 FT 4 IN RUG	525.56	3678.92
Notes: ITEM # N005					
7		1495442	CARPET SEATING CIRCLES RUG 8 FT X 12 FT RECTANGLE	491.36	3439.52
Notes: ITEM # N006					
3		1463484	CARPET READ TO DREAM BORDER RUG 8 FT X 12 FT	491.36	1474.08
Notes: ITEM # N007					

2	1499248	TRUCK TILT RCP9T17BLA	1071.35	2142.70
Notes: ITEM # N008				
60	1334536	WASTEBASKET 28 QT -BLACK RUBBERMAID	9.83	589.80
Notes: ITEM # N009				
20	1482907	STORAGE CONTAINER ROUND BIN BRUTE 44 GALLON	70.42	1408.40
Notes: ITEM # N010				
20	011179	DOLLY CONVERSION MODEL 26450	119.96	2399.20
Notes: ITEM # N011				
6	1474461	EXECUTIVE CLEANING CART STD	346.43	2078.58
Notes: ITEM # N012				
8	1568924	BUCKET WAVE BREAK SIDE PRESS MOP 35 QT YELLOW	114.37	914.96
Notes: ITEM # N013				
1	1401313	STEP LADDER 6100 SERIES 6 FT EACH	151.79	151.79
Notes: ITEM # N014				
1	1137156	LADDER - STEP 8 FOOT - FIBERGLASS - SLIP RESISTANT - 375 lbs Load Capacity - Type IAA	418.90	418.90
Notes: ITEM # N015				
1	1095468	TRUCK HAND CONVRTBL AM	251.99	251.99
Notes: ITEM # N016				
4	2013413	STEAMROLLER REPLACEMENT BANDS - SET OF 4	19.60	78.40
Notes: ITEM # S001				
1	1594285	SENSORY BALLS - SET OF 9	44.02	44.02
Notes: ITEM # S002				
1	1372484	TRAMPOLINE FOLD AND GO	99.19	99.19
Notes: ITEM # S003				
1	011081	SWING PLATFORM SWING	419.75	419.75
Notes: ITEM # S004				
1	015694	SWING FABRIC CUDDLE SWING	190.87	190.87
Notes: ITEM # S005				
1	629763	MAT PHYS ED SCHOOL SMART LANDING MAT 8 THICK 4'X8' BLUE	590.83	590.83
Notes: ITEM # S006				
1	013491	ACCESSORY MAT VELSTICK PANELS	44.02	44.02
Notes: ITEM # S007				
2	722656	MAT PHYS ED SCHOOL SMART FOLDING EPFM W/ HOOK AND LOOP 4 FT	223.01	446.02
Notes: ITEM # S008				
		OPTION CLASS - OSHKOSH TENT AND AWNING - CHOICE 1 MAT COLOR CHAMPION BLUE OPTION CLASS - OSHKOSH TENT AND AWNING - MAT 2ND COLOR OPTION GALAXY GREY		
1	1462894	HIGHBACK BEANBAG CHAIR CHILD SIZE - SELECT COLOR	60.26	60.26
Notes: ITEM # S010				
		OPTION CLASS - BROWN SALES BEANBAG COLOR CHOICES BLUE (BL) - BROWN SALES		



2	009704	BALL INFLATABLE ULTIMAX PUSHBALL 65CM GREEN	44.87	89.74
Notes: ITEM # S012				
1	516221	PEGBOARD TALL STACKER - SET OF 51	24.61	24.61
Notes: ITEM # S014				
1	INSTALL	INSTALLATION CHARGES	3950.00	3950.00

<b>Sub Total :</b>	<b>\$38604.68</b>
<b>Tax :</b>	<b>\$0.00</b>
<b>Shipping &amp; Handling :</b>	<b>\$0.00</b>
<b>Total :</b>	<b>\$38604.68</b>

# Memorandum

**To:** NHPS Finance and Operations Committee  
**From:** Tom Smith *TAS*  
**Re:** Approval of Purchase Order  
 Robert H. Lord Company, Inc.  
 Strong/Barack H. Obama Magnet University School  
**Meeting Date:** August 19, 2019

---

**Executive Summary:**

Approval is requested for the following **Purchase Orders** for **Robert H. Lord Company Inc.** of 220 Chapel Road, Manchester, CT 06042 for furniture for Strong/Barack H. Obama Magnet University School.

**Amount of Purchase Order and Daily, Hourly, or Per Session Cost:**

\$342,987.10

**Funding Source:**

3078 17GG 58001

**Key Questions:**

1. Please describe how this service is **strategically aligned** with school or District goals:

School Construction Project

2. Please describe the **evidence of effectiveness** for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation?

N/A

3. Why do you believe this agreement is **fiscally sound**? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost.

State Contract #15PSX0041	\$ 55,593.93
State Contract #14PSX0303	\$ 31,283.85
State Contract #16PSX0190	\$ 54,298.62
State Contract #16PSX0190	\$201,810.70
<b>TOTAL:</b>	<b>\$342,987.10</b>

Fiscal Year 2019-2020 Quarter \_\_\_\_\_

## PURCHASE REQUISITION

Agency Leave Blank

CITY OF NEW HAVEN		Agency <b>New Haven Public Schools</b>	Date Prepared <b>7/19/2019</b>	Funding/Agency 1000/900 <b>3078-17GG</b>	Program	Location	Object
Board of Education		Organization: School Construction Program	Reg. No.	<b>190</b>			
Important: Use separate each commodity class. If items involving more than one classification of each form and canary copies to business office.		Delivery Point: <b>Strong/Obama</b>	Requested By: <b>Tom Smith</b>		Approved by: <i>(Agcy Head of Auth. Agent)</i>		

DESCRIPTION (Type, size, color, weight, shape, quality, packaging, etc. Be specific. Give complete information to avoid mistakes.)	Unit of Meas.	Quantity	Est. Unit Cost	Total Cost	Date Needed	
<b>STATE CONTRACT # 15PSX0041</b>						
<b>THIS PURCHASE ORDER IS BEING ISSUED IN ACCORDANCE WITH SECTION 10-292 (A), ( C ) AND (D) OF THE CONNECTICUT GENERAL STATUTES PERTINENT TO THE USE OF STATE CONTRACTS BY SCHOOL DISTRICTS.</b>						
See Quote #33751-B and 33751-P dated 6/26/19						
Groupe Lacasse Mobile Condiment Cart	ea	1	1,146.75	\$1,146.75		
Haworth Task Chair	ea	32	579.41	\$18,541.12		
Haworth Side Chair/Arms slides	ea	12	276.08	\$3,312.96		
Haworth Side Chair/ Arms hard casters	ea	20	334.57	\$6,691.40		
Haworth Side Chair/Arms soft casters	ea	46	334.57	\$15,390.22		
Haworth Zody task chair	ea	14	750.82	\$10,511.48		
<b>Price includes delivery &amp; installation</b>						
NO DELIVERIES ARE TO BE MADE WITHOUT 72 HRS. NOTICE PRIOR TO DELIVERY						
Contact Emily Czarnecki of JCJ Architecture 72 hours prior to all deliveries at (860) 240-9342. All items are to be delivered and installed with the removal of all debris from site by the responsible vendor. NO DUMPSTERS will be provided.						
Prior to ordering, refer to the project manual and drawings for detailed specifications, finishes and locations.						
<b>Barack H. Obama Magnet University School 69 Farnham Ave New Haven, CT</b>						
SUGGESTED VENDOR (Name & Address)						
Robert H. Lord Company, Inc.  220 Chapel Road Manchester, CT 06042 Contact: Rob Romay Phone: (860) 645-8700 Fax: (860) 645-9100 Email: robromay@rhloco.com						
				<b>TOTAL:</b>	<b>\$55,593.93</b>	

Edited By: \_\_\_\_\_ \*\*\*All Space Below this line reserved for purchase Approved for purchase by: \_\_\_\_\_



CELEBRATING  
**50**  
YEARS

# Robert H. Lord Company Inc.

220 Chapel Road  
Manchester, CT 06042

Phone # (860) 645-8700  
Fax # (860) 645-9100  
www.rhlco.com

## QUOTE

Date	Quote ID
6/26/2019	33751- B

Name / Address	CN1451
New Haven Dept. of Education Attn: Busines Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
B001	Haworth #SCT-20-4146,3A-18,MS-FJ,TR-F,TR-F,TR-F - Very task chair, mesh back, uphol seat, casters & height adj arms, plastic base, lumbar, forwar/back tilt Mesh back: MS-FJ slate Seat uphol: Tellure 3A-18 black	32	579.41	18,541.12
B002	Haworth #SCS-22-0HE,AL-721,3A-54,TR-FJ,TR-7,TR-LE - Very side chair, upholstered seat/back, armless, glides Poly shell: TR-FJ Slate Frame: TR-LE Metallic silver Seat fabric: Momentum Beep Steel; Back fabric: Tellure 3A-54 Goose	12	276.08	3,312.96
B003	Haworth #SCS-22-31E,AL-721,3A-54,TR-FJ,TR-7,TR-LE - Very side chair, uphol seat/back, arms, hard casters Poly shell: TR-FJ Slate Frame: TR-LE Metallic silver Seat fabric: Momentum Beep Steel; Back fabric: Tellure 3A-54 Goose	20	334.57	6,691.40
B003	Haworth #SCS-22-32E,AL-721,3A-54,TR-FJ,TR-7,TR-LE - Very side chair, uphol seat/back, arms, soft casters Poly shell: TR-FJ Slate Frame: TR-LE Metallic silver Seat fabric: Momentum Beep Steel; Back fabric: Tellure 3A-54 Goose	46	334.57	15,390.22
B004	Haworth #SZT-30-414MA2,XJ-BL,MA-2,TR-E,TR-LE - Zody task chair, mesh back, uphol seat, adj arms, soft casters for hard floor, aluminum base, lumbar, forward/back tilt Mesh back: MA-2 Comfor; Seat: Wellington XJ-BL Black	14	750.82	10,511.48

CT Contract #15PSX0041 - Delivered and Installed

**Subtotal**

**Sales Tax (0.0%)**

**Total**

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CUSTOMER PO: \_\_\_\_\_



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# Robert H. Lord Company Inc.

220 Chapel Road  
Manchester, CT 06042

Phone # (860) 645-8700  
Fax # (860) 645-9100  
www.rhlco.com

## QUOTE

Date	Quote ID
6/26/2019	33751- B

Name / Address	CN1451
New Haven Dept. of Education Attn: Busines Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
	Pricing per CT State Contract #15PSX0041- Schedule C: Delivered and Installed			
CT Contract #15PSX0041 - Delivered and Installed				
<b>Subtotal</b>				\$54,447.18
<b>Sales Tax (0.0%)</b>				\$0.00
<b>Total</b>				\$54,447.18

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CUSTOMER PO: \_\_\_\_\_



CELEBRATING  
**50**  
YEARS

# Robert H. Lord Company Inc.

220 Chapel Road  
Manchester, CT 06042

Phone # (860) 645-8700  
Fax # (860) 645-9100  
www.rhlco.com

## QUOTE

Date	Quote ID
6/26/2019	33751- P

Name / Address	CN1451
New Haven Dept. of Education Attn: Busines Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
P001	Groupe Lacasse SE1N??-MB247230BS Mobile Condiment Cart. 24x72x30"h with 4"backsplash. 3 locking doors, 1 adj shelf behind each door Laminate base: GAN Anthracite gray Laminate top: Caramello CAR  Pricing per CT State Contract #15PSX0041- Schedule C: Delivered and Installed	1	1,146.75	1,146.75

CT Contract #15PSX0041 - Delivered and Installed		<b>Subtotal</b>	\$1,146.75
ACCEPTED BY: _____ DATE: _____		<b>Sales Tax (0.0%)</b>	\$0.00
CUSTOMER PO: _____		<b>Total</b>	\$1,146.75

Fiscal Year 2019-2020

Quarter \_\_\_\_\_

# PURCHASE REQUISITION

Agency Leave Blank

CITY OF NEW HAVEN

Board of Education	Agency <b>New Haven Public Schools</b>	Date Prepared <b>7/23/2019</b>	Funding/Agency 1000/900 <b>3078-17GG</b>	Program	Location	Object
Important: Use separate items involving more than one classification of each form and canary copies to business office.	Organization: School Construction Program	Reg. No.	<b>190</b>			
Delivery Point: <b>Strong/Obama</b>	Requested By: <b>Tom Smith</b>		Approved by: <i>(Agcy Head of Auth. Agent)</i>			

DESCRIPTION (Type, size, color, weight, shape, quality, packaging, etc.) Be specific. Give complete information to avoid mistakes.)	Unit of Meas.	Quantity	Est. Unit Cost	Total Cost	Date Needed
<b>STATE CONTRACT # 14PSX0303</b>					
<b>THIS PURCHASE ORDER IS BEING ISSUED IN ACCORDANCE WITH SECTION 10-292 (A), ( C ) AND (D) OF THE CONNECTICUT GENERAL STATUTES PERTINENT TO THE USE OF STATE CONTRACTS BY SCHOOL DISTRICTS.</b>					
See Quote #33751-D dated 6/26/19					
Hale Circulation Desk	ea	1	5,685.81	\$5,685.81	
Hale Mohawk shelving 60x12x36	ea	2	910.12	\$1,820.24	
Hale Mohawk shelving 60x12x35	ea	5	773.48	\$3,867.40	
Hale Mohawk mobile shelving	ea	15	1,327.36	\$19,910.40	
<b>Price includes delivery &amp; installation</b>					
NO DELIVERIES ARE TO BE MADE WITHOUT 72 HRS. NOTICE PRIOR TO DELIVERY					
Contact Emily Czarnecki of JCJ Architecture 72 hours prior to all deliveries at (860) 240-9342. All items are to be delivered and installed with the removal of all debris from site by the responsible vendor. NO DUMPSTERS will be provided.					
Prior to ordering, refer to the project manual and drawings for detailed specifications, finishes and locations.					
<b>Barack H. Obama Magnet University School 69 Farnham Ave New Haven, CT</b>					
SUGGESTED VENDOR (Name & Address)					
Robert H. Lord Company, Inc.  220 Chapel Road Manchester, CT 06042 Contact: Rob Romay Phone: (860) 645-8700 Fax: (860) 645-9100 Email: robromay@rhlco.com					
				<b>TOTAL:</b>	<b>\$31,283.85</b>

Edited By: \_\_\_\_\_ \*\*\*All Space Below this line reserved for purchase Approved for purchase by: \_\_\_\_\_



ROBERT H LORD CO.

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# Robert H. Lord Company Inc.

220 Chapel Road  
Manchester, CT 06042

Phone # (860) 645-8700  
Fax # (860) 645-9100  
www.rhlco.com

## QUOTE

Date	Quote ID
8/1/2019	33751- D

Name / Address	CN1451
New Haven Dept. of Education Attn: Busines Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
D001	Hale Circulation Desk Consisting of: (1) MCD3639LBR; (1) MCD3230BC; (1) MCD3648L,84"w x 28"d overall. Open shelving book return unit, depressible book cart, ADA full top desk w/ pencil drawer Finish: Clear on maple, accent paint: Sassy green 6416	1	5,685.81	5,685.81
D002	Hale #6012SCL/6036BK1 Mohawk single faced shelving starter 60"h x 12"d x 36"w, with 4 adjustable grey metal shelves. Finish: Clear maple; metal gray	2	910.12	1,820.24
D003	Hale #6012ACL/6036BK1 Mohawk single faced shelving adder 60"h x 12"d x 35"w, with 4 adjustable grey metal shelves. Finish: Clear maple; metal gray	5	773.48	3,867.40
D004	Hale #242-24 Mohawk double faced mobile shelving 42"h x 24"d x 36"w with 4 adjustable gray metal shelves(2 on each side). Finish: Clear maple, metal: gray  *Pricing per CT State Contract #14PSX0303- Schedule C: Delivered and Installed	15	1,327.36	19,910.40

**Subtotal** \$31,283.85

**Sales Tax (0.0%)** \$0.00

**Total** \$31,283.85

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CUSTOMER PO: \_\_\_\_\_



# PURCHASE REQUISITION

Agency Leave Blank

CITY OF NEW HAVEN

Board of Education	Agency <b>New Haven Public Schools</b>	Date Prepared <b>7/25/2019</b>	Funding/Agency 1000/900 <b>3078-17GG</b>	Program	Location	Object
Important: Use separate items involving more than one classification of each for and canary copies to business office.	Organization: School Construction Program	Reg. No.	<b>190</b>			
Delivery Point: <b>Strong/Obama</b>	Requested By: <b>Tom Smith</b>		Approved by: <i>(Agcy Head of Auth. Agent)</i>			

DESCRIPTION (Type, size, color, weight, shape, quality, packaging, etc. Be specific. Give complete information to avoid mistakes.)	Unit of Meas.	Quantity	Est. Unit Cost	Total Cost	Date Needed
<b>STATE CONTRACT # 16PSX0190</b>					
<b>THIS PURCHASE ORDER IS BEING ISSUED IN ACCORDANCE WITH SECTION 10-292 (A), ( C ) AND (D) OF THE CONNECTICUT GENERAL STATUTES PERTINENT TO THE USE OF STATE CONTRACTS BY SCHOOL DISTRICTS.</b>					
See Quotes #33751-C and 33751-E dated 6/26/19					
V/S #3825 Hokki Stool	ea	60	84.87	\$5,092.20	
V/S #01470 Puzzle Table	ea	3	565.80	\$1,697.40	
V/S #31320 Compass VF 4 leg chair natural	ea	56	155.80	\$8,724.80	
V/S #31320 Compass VF 4 leg chair Dark Blue	ea	28	166.46	\$4,660.88	
V/S #01445 Shift+ Fusion 4 leg table	ea	6	350.96	\$2,105.76	
V/S #21244 Network Table	ea	1	373.10	\$373.10	
Sico #TTQ61G Communicator Table	ea	12	2,260.32	\$27,123.84	
Sico #TTS61G Communicator Table ADA compliant	ea	2	2,260.32	\$4,520.64	
<b>Price includes delivery &amp; installation</b>					
NO DELIVERIES ARE TO BE MADE WITHOUT 72 HRS. NOTICE PRIOR TO DELIVERY					
<b>Contact Emily Czarniecki of JCJ Architecture 72 hours prior to all deliveries at (860) 240-9342. All items are to be delivered and installed with the removal of all debris from site by the responsible vendor. NO DUMPSTERS will be provided.</b>					
<b>Prior to ordering, refer to the project manual and drawings for detailed specifications, finishes and locations.</b>					
<b>Barack H. Obama Magnet University School 69 Farnham Ave New Haven, CT</b>					
SUGGESTED VENDOR (Name & Address)					
Robert H. Lord Company, Inc.					
220 Chapel Road Manchester, CT 06042 Contact: Rob Romay Phone: (860) 645-8700 Fax: (860) 645-9100 Email: robromay@rhlico.com					
				<b>TOTAL:</b>	<b>\$54,298.62</b>

Edited By:      \*\*\*All Space Below this line reserved for purchas Approved for purchase by:



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# Robert H. Lord Company Inc.

220 Chapel Road  
Manchester, CT 06042

Phone # (860) 645-8700  
Fax # (860) 645-9100  
www.rhlco.com

## QUOTE

Date	Quote ID
6/26/2019	33751- C

Name / Address	CN1451
New Haven Dept. of Education Attn: Busines Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
C001	V/S #03825 Hokki stool, 15"h Color: Dark Blue 029	60	84.87	5,092.20
C002	V/S #01470 Puzzle table, adjustable height, plastic glides Top: Natural Beech L027 Frame: Arctic M059	3	565.80	1,697.40
C003	V/S #31320 Compass VF 4-leg chair 18"h, plywood shell, plastic glides. Seat/Back: Natural H010 Frame Arctic M059	56	155.80	8,724.80
C004	V/S #31320 Compass VF 4-leg chair 18"h, plywood shell lastic glides. Seat/Back: Dark Blue H029 Frame Arctic M059	28	166.46	4,660.88
C005	V/S #01445 Shift+ Fusion 4-leg table with casters 55.5"x32"x28"h Top: Natural Beech L027 Frame: Arctic M059	6	350.96	2,105.76
C006	V/S #21244 Network Table 70 7/8"x35.5"x 25-33"h adj. Top: Natural Beech L027 Frame Arctic M059	1	373.10	373.10

\*Pricing Per CT State Contract #16PSX0190- Schedule C: Delivered and Installed

CT Contract #16PSX0190 - Delivered & Installed		<b>Subtotal</b>	\$22,654.14
ACCEPTED BY: _____ DATE: _____		<b>Sales Tax (0.0%)</b>	\$0.00
CUSTOMER PO: _____		<b>Total</b>	\$22,654.14



CELEBRATING  
**50**  
YEARS

# Robert H. Lord Company Inc.

220 Chapel Road  
Manchester, CT 06042

Phone # (860) 645-8700  
Fax # (860) 645-9100  
www.rhlco.com

## QUOTE

Date	Quote ID
6/26/2019	33751- E

Name / Address	CN1451
New Haven Dept. of Education Attn: Busines Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
E001	Sico #TTQ61G Communicator Table, Elliptical top with 12 attached comfort stools 120"x42"x30"h Laminate top: Wilsonart 7937-38 River Cherry Edge: Black; Seats: Berry Blue 124	12	2,260.32	27,123.84
E002	Sico #TTS61G ADA= Communicator Table, Elliptical top w/ 8 attached comfort stools & 4 ADA spaces 120"x42"x30"h Laminate top: Wilsonart 7937-38 River Cherry Edge: Black; Seats: Berry Blue 124  Pricing per CT State Contract #16PSX0190- Schedule C: Delivered and Installed	2	2,260.32	4,520.64
CT Contract #16PSX0190 - Delivered & Installed			<b>Subtotal</b>	\$31,644.48

**Sales Tax (0.0%)** \$0.00

**Total** \$31,644.48

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CUSTOMER PO: \_\_\_\_\_

# PURCHASE REQUISITION

Agency Leave Blank

CITY OF NEW HAVEN

<b>Board of Education</b>	Agency <b>New Haven Public Schools</b>	Date Prepared <b>7/25/2019</b>	Funding/Agency 1000/900 <b>3078-17GG</b>	Program	Location	Object
Important: Use separate each commodity class. items involving more than one classification of each for and canary copies to business office.	Organization: School Construction Program Delivery Point: <b>Strong/Obama</b> 69 Farnham Ave New Haven, CT	Reg. No.	<b>190</b>			
Requested By: <b>Tom Smith</b>			Approved by: <i>(Agcy Head of Auth. Agent)</i>			

DESCRIPTION (Type, size, color, weight, shape, quality, packaging, etc. Be specific. Give complete information to avoid mistakes.)	Unit of Meas.	Quantity	Est. Unit Cost	Total Cost	Date Needed
<p>Item Description:</p> <p><b>STATE CONTRACT # 16PSX0190</b>  <b>THIS PURCHASE ORDER IS BEING ISSUED IN ACCORDANCE WITH SECTION 10-292 (A), ( C) AND (D) OF THE CONNECTICUT GENERAL STATUTES PERTINENT TO THE USE OF STATE CONTRACTS BY SCHOOL DISTRICTS.</b></p> <p>See Quotes #33751-A dated 6/26/19</p> <p style="text-align: center;"><b>Price includes delivery &amp; installation</b></p> <p>NO DELIVERIES ARE TO BE MADE WITHOUT 72 HRS. NOTICE PRIOR TO DELIVERY</p> <p>Contact Emily Czarnecki of JCJ Architecture <u>72 hours</u> prior to all deliveries at (860) 240-9342. <u>All items are to be delivered and installed with the removal of all debris from site by the responsible vendor. NO DUMPSTERS will be provided.</u></p> <p><u>Prior to ordering, refer to the project manual and drawings for detailed specifications, finishes and locations.</u></p> <p><b>Barack H. Obama Magnet University School</b>  <b>69 Farnham Ave</b>  <b>New Haven, CT</b></p> <p>SUGGESTED  VENDOR (Name &amp; Address)  Robert H. Lord Company, Inc.  220 Chapel Road  Manchester, CT 06042  Contact: Rob Romay  Phone: (860) 645-8700  Fax: (860) 645-9100  Email: robromay@rhlco.com</p>	ea	1	201,810.70	\$201,810.70	
			<b>TOTAL:</b>	<b>\$201,810.70</b>	

Edited By: \_\_\_\_\_ \*\*\*All Space Below this line reserved for purchas Approved for purchase by: \_\_\_\_\_



ROBERT H LORD CO.



# Robert H. Lord Company Inc.

220 Chapel Road  
Manchester, CT 06042

Phone # (860) 645-8700  
Fax # (860) 645-9100  
www.rhlco.com

## QUOTE

Date	Quote ID
8/1/2019	33751- A

Name / Address	CN1451
New Haven Dept. of Education Attn: Busines Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
A001L	Smith System #26158 Cascade Mobile Teachers Desk, left Top: WA 7929K-38 Blond Echo Edge: Persian Frame: platinum	11	633.50	6,968.50
A001R	Smith System #26159 Cascade Mobile Teachers Desk, right Top: WA 7929K-38 Blond Echo Edge: Persian Frame: platinum	13	633.50	8,235.50
A002	Smith System #19173 Mobile B/B/F pedestal; Finish: Platinum	3	248.50	745.50
A003	Smith System #26548 UXL Sit Stand Desk w/ 76518 technology basket. 30w21d 26-41.5"h Top: WA 7929K-38 Blond Echo Edge: Persian Frame: platinum	33	635.60	20,974.80
A004	Smith System #910W9093P Cascade Mega Tower 43w19d61.4h Open with nine 3" totes; nine 6" totes & three 12" totes. Whiteboard back End panels: Persian blue Frame platinum	3	1,534.40	4,603.20
A005	Smith System #910W009393P Mega Tower, open with 6" totes and whiteboard back. 43w19d61.4h End panels: Persian blue Frame platinum	2	1,727.60	3,455.20

CT Contract #16PSX0190 - Delivered & Installed	<b>Subtotal</b>
ACCEPTED BY: _____ DATE: _____	<b>Sales Tax (0.0%)</b>
CUSTOMER PO: _____	<b>Total</b>



CELEBRATING  
**50**  
YEARS

# Robert H. Lord Company Inc.

220 Chapel Road  
Manchester, CT 06042

Phone # (860) 645-8700  
Fax # (860) 645-9100  
www.rhlco.com

## QUOTE

Date	Quote ID
8/1/2019	33751- A

Name / Address	CN1451
New Haven Dept. of Education Attn: Busines Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
A006	Smith System #912W0000P Mega Tower, doors w/ shelves and whiteboard back. 43w19d61.4h End panels: Persian blue Frame platinum	6	1,218.70	7,312.20
A007	Smith System #911W000000P Cascade Mega Tower, open with shelves, whiteboard back 43w19d61.4h End panels: Persian blue Frame platinum	27	1,005.20	27,140.40
A008	Smith System #F11W00000P Cascade Cubby Mega Tower 43w19d61.4h Open with 12 cubbies & whiteboard back End panels: Persian blue Frame platinum	6	1,365.00	8,190.00
A009	Smith System #E11W00000P Cascade Cubby Mega Cabinet 43w19d43.3h Open with 9 cubbies & whiteboard back End panels: Persian blue Frame platinum	3	1,134.00	3,402.00
A010	Smith System #D11W00000P Cascade Cubby Mega Case 43w19d30.4h Open with 6 cubbies End panels: Persian blue Frame platinum	6	766.50	4,599.00

CT Contract #16PSX0190 - Delivered & Installed

**Subtotal**

**Sales Tax (0.0%)**

**Total**

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CUSTOMER PO: \_\_\_\_\_



CELEBRATING  
**50**  
YEARS

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## QUOTE

Date	Quote ID
8/1/2019	33751- A

Name / Address	CN1451
New Haven Dept. of Education Attn: Business Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
A011	Smith System #B11W00000P Cascade Mega Cabinet, open with shelves, whiteboard back. 43w19d43.3h End panels: Persian blue Frame platinum	12	836.50	10,038.00
A012	Smith System #21101 Gorilla truck 36w18d44h, Finish: :Persian Blue	1	439.60	439.60
A013a	Smith System #01650 Sihoutte Desk 27w20d 19-31h w/17190 steel platinum bookbox Top: WA #7929K-38 Blond Echo Edge: Burgundy Frame: platinum	114	168.00	19,152.00
A013b	Smith System #01650 Sihoutte Desk 27w20d 19-31h w/17190 steel platinum bookbox Top: WA #7929K-38 Blond Echo Edge: orange Frame: platinum	117	168.00	19,656.00
A013c	Smith System #01650 Sihoutte Desk 27w20d 19-31h w/17190 steel platinum bookbox Top: WA #7929K-38 Blond Echo Edge: Apple Frame: platinum	103	168.00	17,304.00

CT Contract #16PSX0190 - Delivered & Installed	<b>Subtotal</b>
ACCEPTED BY: _____ DATE: _____	<b>Sales Tax (0.0%)</b>
CUSTOMER PO: _____	<b>Total</b>



CELEBRATING  
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## QUOTE

Date	Quote ID
8/1/2019	33751- A

Name / Address	CN1451
New Haven Dept. of Education Attn: Busines Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
A014	Smith System #01286 Planner ADA Desk 36w24d19-31"h w/17190 steel platinum bookbox Top: WA #7929K-38 Blond Echo Edge: Apple Frame: platinum	15	237.30	3,559.50
A015b	Smith System #EL5S60_EA Elemental 5-star table 60"dia 19-33"h Top: WA #7929K-38 Blond Echo Edge: orange Frame: orange	6	545.30	3,271.80
A015c	Smith System #EL5S60_EA Elemental 5-star table 60"dia 19-33"h Top: WA #7929K-38 Blond Echo Edge: Apple Frame: apple	3	545.30	1,635.90
A015d	Smith System #EL5S60_EA Elemental 5-star table 60"dia 19-33"h Top: WA #7929K-38 Blond Echo Edge: cerulean Frame: cerulean	3	545.30	1,635.90
A016b	Smith System #EL6S60_EA Elemental 6-star table 60"dia 19-33"h Top: WA #7929K-38 Blond Echo Edge: orange Frame: platinum	2	629.30	1,258.60

CT Contract #16PSX0190 - Delivered & Installed

**Subtotal**

**Sales Tax (0.0%)**

**Total**

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CUSTOMER PO: \_\_\_\_\_





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CELEBRATING  
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Ship To	33751
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Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
A016c	Smith System #EL6S60_EA Elemental 6-star table 60"dia 19-33"h Top: WA #7929K-38 Blond Echo Edge: Apple Frame: apple	3	629.30	1,887.90
A017c	Smith System #EL42ES_EA Elemental Engage Square 42x42x19-33h Top: WA #7929K-38 Blond Echo Edge: Apple Frame: apple	3	349.30	1,047.90
A018	Smith System #EL2448_EA Elemental Rectangle table 24x48x19-33h Top: WA #7929K-38 Blond Echo Edge: cerulean Frame: platinum	15	209.30	3,139.50
A019	Smith System #EL3060_EA Elemental Rectangle table 30x60x19-33h Top: WA #7929K-38 Blond Echo Edge: cerulean Frame: platinum	5	300.30	1,501.50
A020	Smith System #EL3048_EA Elemental Rectangle table 30x48x19-33h Top: WA #7929K-38 Blond Echo Edge: cerulean Frame: platinum	1	230.30	230.30
A021b	Smith System #25206f Planner Studio table 60x36x29h, casters Top/Edge: Mission Maple Frame: Orange	5	735.00	3,675.00

CT Contract #16PSX0190 - Delivered & Installed

**Subtotal**

**Sales Tax (0.0%)**

**Total**

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CUSTOMER PO: \_\_\_\_\_



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## QUOTE

Date	Quote ID
8/1/2019	33751- A

Name / Address	CN1451
New Haven Dept. of Education Attn: Busines Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romy		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
A021c	Smith System #25206f Planner Studio table 60x36x29h, casters Top/Edge: Mission Maple Frame: Apple	5	735.00	3,675.00
A021d	Smith System #25206f Planner Studio table 60x36x29h, casters Top/Edge: Mission Maple Frame:Cerulean	4	735.00	2,940.00
A022	Smith System #EL4872_EA Elemental Kidney table 72x48x19-33"h Top: WA #7929K-38 Blond Echo Edge: cerulean Frame: platinum	2	384.30	768.60
A023b	Smith System #EL42ES_EA Elemental Engage Square table 42x42x19-33h Top: WA #7929K-38 Blond Echo Edge: orange Frame: platinum	2	349.30	698.60
A023c	Smith System #EL42ES_EA Elemental Engage Square table 42x42x19-33h Top: WA #7929K-38 Blond Echo Edge: Apple Frame: platinum	4	349.30	1,397.20
A023d	Smith System #EL42ES_EA Elemental Engage Square table 42x42x19-33h Top: WA #7929K-38 Blond Echo Edge: cerulean Frame: platinum	3	349.30	1,047.90

CT Contract #16PSX0190 - Delivered & Installed

**Subtotal**

**Sales Tax (0.0%)**

**Total**

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CUSTOMER PO: \_\_\_\_\_



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Date	Quote ID
8/1/2019	33751- A

Name / Address	CN1451
New Haven Dept. of Education Attn: Busines Office -A/P 54 Meadow Street New Haven, CT 06519	

Ship To	33751
Strong 21st Century School 69 Farnham Ave New Haven, CT 06515	

Estimator	Cust P.O.	Terms	Job Code	Sales Rep	Project Manager
R Romay		Net 30 from Invoic...	2 - Quotes	JMN	E Dufresne

Ref	Description	Qty	Cost	Total
A024	Smith System #ELHAMO_EA Elemental Half Moon table 72x36x19-33h Top: WA #7929K-38 Blond Echo Edge: cerulean Frame: cerulean	3	328.30	984.90
A025	Smith System #ELHAMO_EA Elemental Half Moon table 72x36x19-33h Top: WA #7929K-38 Blond Echo Edge: cerulean Frame: platinum	14	328.30	4,596.20
A026	Smith System #ELHAMO_EA Elemental Half Moon table 72x36x19-33h Top: Fusion Maple Edge: platinum Frame: platinum	1	328.30	328.30
A027	Smith System #EL48CL_EA Elemental Clover Table 48dia 19-33"h Top: WA #7929K-38 Blond Echo Edge: orange Frame: orange  *Pricing per CT State Contract #16PSX0190 - Schedule C: Delivered and Installed	1	314.30	314.30

CT Contract #16PSX0190 - Delivered & Installed		<b>Subtotal</b>	\$201,810.70
ACCEPTED BY: _____ DATE: _____		<b>Sales Tax (0.0%)</b>	\$0.00
CUSTOMER PO: _____		<b>Total</b>	\$201,810.70

# Memorandum

**To:** NHPS Finance and Operations Committee  
**From:** Tom Smith *TJS*  
**Re:** Approval of Purchase Order  
 Insalco Corporation  
 Strong/Barack H. Obama Magnet University School  
**Meeting Date:** August 19, 2019

---

**Executive Summary:**

Approval is requested for the following **Purchase Orders** for **Insalco Corporation** of 7 Capitol Drive, Wallingford, CT 06492 for furniture for Strong/Barack H. Obama Magnet University School.

**Amount of Purchase Order and Daily, Hourly, or Per Session Cost:**

\$377,067.27

**Funding Source:**

3078 17GG 58001

**Key Questions:**

1. Please describe how this service is **strategically aligned** with school or District goals:

School Construction Project

2. Please describe the **evidence of effectiveness** for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation?

N/A

3. Why do you believe this agreement is **fiscally sound?** Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost.

State Contract #15PSX0041	\$160,037.89
State Contract #16PSX0190	\$217,029.38
<b>TOTAL:</b>	<b>\$377,067.27</b>

# PURCHASE REQUISITION

Agency Leave Blank

CITY OF NEW HAVEN

Board of Education	Agency <b>New Haven Public Schools</b>	Date Prepared 8/6/2019	Funding/Agency 1000/900    3078-17GG	Program	Location	Object
Organization:	School Construction Program	Reg. No.	190			
Important: Use separate items involving more than one classification of each for and canary copies to business office.	Delivery Point: <b>Strong/Obama</b>	Requested By: Tom Smith		Approved by: <i>(Agcy Head of Auth. Agent)</i>		

DESCRIPTION (Type, size, color, weight, shape, quality, packaging, etc. Be specific. Give complete information to avoid mistakes.)	Unit of Meas.	Quantity	Est. Unit Cost	Total Cost	Date Needed
<b>STATE CONTRACT # 16PSX0190</b>					
<b>THIS PURCHASE ORDER IS BEING ISSUED IN ACCORDANCE WITH SECTION 10-292 (A), ( C ) AND (D) OF THE CONNECTICUT GENERAL STATUTES PERTINENT TO THE USE OF STATE CONTRACTS BY SCHOOL DISTRICTS.</b>					
See Quote #2019-12435 dated 7/30/19					
<b>ERG</b>	ea	1	5,283.30	\$5,283.30	
See Quote #2019-12436 dated 7/30/19					
<b>Wenger</b>	ea	1	9,564.48	\$9,564.48	
See Quote #2019-12437 dated 7/30/19					
<b>KI</b>	ea	1	38,181.12	\$38,181.12	
See Quote #2019-12440 dated 7/30/19					
<b>Community Playthings</b>	ea	1	90,447.60	\$90,447.60	
See Quote #2019-12442 dated 7/30/19					
<b>Mien</b>	ea	1	73,552.88	\$73,552.88	
<b>Price includes delivery &amp; installation</b>					
<b>NO DELIVERIES ARE TO BE MADE WITHOUT 72 HRS. NOTICE PRIOR TO DELIVERY</b>					
<b>Contact Emily Czarnecki of JCJ Architecture 72 hours prior to all deliveries at (860) 240-9342. All items are to be delivered and installed with the removal of all debris from site by the responsible vendor. NO DUMPSTERS will be provided.</b>					
<b>Prior to ordering, refer to the project manual and drawings for detailed specifications, finishes and locations.</b>					
<b>Barack H. Obama Magnet University School 69 Farnham Ave New Haven, CT</b>					
SUGGESTED VENDOR (Name & Address)					
Insalco					
7 Capitol Drive Wallingford, CT 06492 Contact: Harry Gruss Phone: (203) 269-1238 Fax: (203) 265-9378 <a href="mailto:harry-insalco@snet.net">harry-insalco@snet.net</a>					
				<b>TOTAL:</b>	<b>\$217,029.38</b>

Edited By: \_\_\_\_\_ \*\*\*All Space Below this line reserved for purchase Approved for purchase by: \_\_\_\_\_



**Insalco Corporation**  
**7 Capital Drive**  
**Wallingford, CT 06492**  
**Phone: (203) 269-1238**  
**Fax: (203) 265-9378**  
**www.Insalco.com**

Customer: New Haven Public Schools  
 Sales Rep: Harry Gruss hary-insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
**2019-12435**  
 7/30/2019

**Propose To:**

New Haven Public Schools  
 Board of Education - Business Office  
 54 Meadow Street  
 New Haven , CT 06519

**Installation Location:**

Strong 21st Century Comm Magnet SCSU Lab School  
 69 Farnham Ave  
 New Haven, CT 06519

Attention: Emily Czarnecki  
 860-240-9342 (phone)  
 eczarnecki@jcj.com

**Strong ERG**

**Customer PO:**

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1	ERG - Furniture Sales	6	\$1,601.00	\$880.55	\$5,283.30
8400	Raven - Single Seat Lounge. Seat height-16"; Back height-27.5"  Tag1: J001  Item Finishes & Options: : Grade 6 (GR6) : Mayer Counterpoint Emerald CP-003 (Back) : Mayer Counterpoint Royal CP-004 (Seat) : Polished Chrome Finish (set of 4) (PC) : Ganging Brackets (Necessary when ganging 2 or more modules) (GD) : Two Fabric Option (Avg Grade Rounded up from the Selected Fabrics) (2FO)  List Discount: 45%				
Line: 2	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
Classroom/School Furniture	Priced @ State Of Connecticut Contract Discount. Contract #16PSX0190 Sch "C" Discount = Delivered & Installed. Contract Duration: 04/01/2017- 09/30/2022  List Discount: 100%				
Line: 3	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00



**Insalco Corporation**  
**7 Capital Drive**  
**Wallingford, CT 06492**  
**Phone: (203) 269-1238**  
**Fax: (203) 265-9378**  
**www.Insalco.com**

Customer: New Haven Public Schools  
 Sales Rep: Harry Gruss [harry-insalco@snet.net](mailto:harry-insalco@snet.net)  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
**2019-12435**  
 7/30/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
SBE	Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.  List Discount: 100%				

Misc Items.....\$5,283.30

**Item Grouping Summary:**

- Misc Items Totals: \$5,283.30

Subtotal.....\$5,283.30

Total Amount.....\$5,283.30

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



**Insalco Corporation**  
**7 Capital Drive**  
**Wallingford, CT 06492**  
**Phone: (203) 269-1238**  
**Fax: (203) 265-9378**  
**www.insalco.com**

Customer: New Haven Public Schools  
 Sales Rep: Harry Gruss hary-insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
**2019-12436**  
 7/30/2019

**Propose To:**

New Haven Public Schools  
 Board of Education - Business Office  
 54 Meadow Street  
 New Haven , CT 06519

**Installation Location:**

Strong 21st Century Comm Magnet SCSU Lab School  
 69 Farnham Ave  
 New Haven, CT 06519

Attention: Emily Czarnecki  
 860-240-9342 (phone)  
 eczarnecki@jcj.com

**Strong Wenger**

**Customer PO:**

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1 147G002.106	WENGER CORP - Furniture Sales Percussion Workstation without accessories Tag1: H001 List Discount: 100%	1	\$0.00	\$2,295.18	\$2,295.18
Line: 2 025D002	WENGER CORP - Furniture Sales flipFORMS Riser Platforms Tag1: H002 Item Finishes & Options: : Blue (Top Finish) : Gray (Base Finish) List Discount: 100%	6	\$0.00	\$1,089.78	\$6,538.68
Line: 3 180B001	WENGER CORP - Furniture Sales Footnotes Rug Tag1: H003 Item Finishes & Options: : 7' 8" X 10' 9" (SIZE)	1	\$0.00	\$730.62	\$730.62





**Insalco Corporation**  
**7 Capital Drive**  
**Wallingford, CT 06492**  
**Phone: (203) 269-1238**  
**Fax: (203) 265-9378**  
**www.Insalco.com**

Customer: New Haven Public Schools  
 Sales Rep: Harry Gruss hary-insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
**2019-12436**  
 7/30/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 100%				
Line: 4	WENGER CORP - Furniture Sales	1	\$0.00	\$0.00	\$0.00
Freight	Freight				
	List Discount: 100%				
Line: 5	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
Classroom/School Furniture	Priced @ State Of Connecticut Contract Discount. Contract #16PSX0190 Sch "C" Discount = Delivered & Installed. Contract Duration: 04/01/2017- 09/30/2022				
	List Discount: 100%				
Line: 6	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
SBE	Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.				
	List Discount: 100%				

Misc Items.....\$9,564.48

**Item Grouping Summary:**

- Misc Items Totals: \$9,564.48

Subtotal.....\$9,564.48

Total Amount.....\$9,564.48

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



**Insalco Corporation**  
**7 Capital Drive**  
**Wallingford, CT 06492**  
**Phone: (203) 269-1238**  
**Fax: (203) 265-9378**  
**www.Insalco.com**

Customer: New Haven Public Schools  
 Sales Rep: Harry Gruss hary-insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
**2019-12437**  
 7/30/2019

**Propose To:**

New Haven Public Schools  
 Board of Education - Business Office  
 54 Meadow Street  
 New Haven , CT 06519

**Installation Location:**

Strong 21st Century Comm Magnet SCSU Lab School  
 69 Farnham Ave  
 New Haven, CT 06519

Attention: Emily Czarnecki  
 860-240-9342 (phone)  
 eczarnecki@jcyj.com

**Strong School KI**

**Customer PO:**

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1 IWC15	KRUEGER INTERNATIONAL - Classroom Furniture (Delivered)  Intellect Wave Cantilever Chair,Medium  Tag1: G001  Item Finishes & Options: : Starlight Silver Metallic (/SX) : No Fire Retardant (/NFR) : Ultra Blue (/PUB) : Nylon glides (/NG) : Cartoned Model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export) (/CTN)  List Discount: 36%	82	\$115.00	\$73.60	\$6,035.20
Line: 2 IWC18	KRUEGER INTERNATIONAL - Classroom Furniture (Delivered)  Intellect Wave Cantilever Chair,Large  Tag1: G002  Item Finishes & Options: : Starlight Silver Metallic (/SX) : No Fire Retardant (/NFR) : Ultra Blue (/PUB) : Nylon glides (/NG)	364	\$116.00	\$74.24	\$27,023.36



**Insalco Corporation**  
**7 Capital Drive**  
**Wallingford, CT 06492**  
**Phone: (203) 269-1238**  
**Fax: (203) 265-9378**  
**www.Insalco.com**

Customer: New Haven Public Schools

Sales Rep: Harry Gruss [harry-insalco@snet.net](mailto:harry-insalco@snet.net)  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**

**2019-12437**

7/30/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: Racked (/RCK)  List Discount: 36%				
Line: 3 IW418C	KRUEGER INTERNATIONAL - Classroom Furniture (Delivered)  Intellect Wave 4-Leg Chair w/Casters, Large  Tag1: G003  Item Finishes & Options: : Hard floor casters (/S) : Cartoned Model IWC18 and IW418 ONLY (Req'd for orders less than 24 units or shipped air freight/UPS & ALL Export) (/CTN) : Starlight Silver Metallic (/SX) : No Fire Retardant (/NFR) : Ultra Blue (/PUB)  List Discount: 36%	46	\$174.00	\$111.36	\$5,122.56
Line: 4 Classroom/School Furniture	INSALCO CORPORATION - Contract Information  Priced @ State Of Connecticut Contract Discount. Contract #16PSX0190 Sch "C" Discount = Delivered & Installed. Contract Duration: 04/01/2017- 09/30/2022  List Discount: 100%	1	\$0.00	\$0.00	\$0.00
Line: 5 SBE	INSALCO CORPORATION - Contract Information  Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.  List Discount: 100%	1	\$0.00	\$0.00	\$0.00

Misc Items.....\$38,181.12

**Item Grouping Summary:**

- Misc Items Totals: \$38,181.12



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203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
**2019-12437**  
7/30/2019

Subtotal.....\$38,181.12  
Total Amount.....\$38,181.12

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



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 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**

**2019-12440**

7/31/2019

**Propose To:**

New Haven Public Schools  
 Board of Education - Business Office  
 54 Meadow Street  
 New Haven , CT 06519

**Installation Location:**

Strong 21st Century Comm Magnet SCSU Lab School  
 69 Farnham Ave  
 New Haven, CT 06519

Attention: Emily Czarnecki  
 860-240-9342 (phone)  
 eczarnecki@jcj.com

**Strong Community Playthings**

**Customer PO:**

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
Classroom/School Furniture	Priced @ State Of Connecticut Contract Discount. Contract #16PSX0190 Sch "C" Discount = Delivered & Installed. Contract Duration: 04/01/2017- 09/30/2022  List Discount: 100%				
Line: 2	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
SBE	Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.  List Discount: 100%				
Line: 3	COMMUNITY PLAYTHINGS - Furniture Sales	150	\$0.00	\$142.80	\$21,420.00
J714	14" Woodcrest chair  Tag1: L001  List Discount: 100%				
Line: 4	COMMUNITY PLAYTHINGS - Furniture Sales	3	\$0.00	\$1,128.00	\$3,384.00
A627	Large sand & water center  Tag1: L002  List Discount: 100%				



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**Proposal**

**2019-12440**

7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 5 A801	COMMUNITY PLAYTHINGS - Furniture Sales Adjustable work table Tag1: L003 List Discount: 100%	3	\$0.00	\$336.00	\$1,008.00
Line: 6 A811	COMMUNITY PLAYTHINGS - Furniture Sales Adjustable activity table Tag1: L004 List Discount: 100%	6	\$0.00	\$300.00	\$1,800.00
Line: 7 A815	COMMUNITY PLAYTHINGS - Furniture Sales Adjustable Nursery table Tag1: L005 List Discount: 100%	6	\$0.00	\$240.00	\$1,440.00
Line: 8 A851	COMMUNITY PLAYTHINGS - Furniture Sales Adjustable trapazoid table Tag1: L006 List Discount: 100%	6	\$0.00	\$324.00	\$1,944.00
Line: 9 C231	COMMUNITY PLAYTHINGS - Furniture Sales Round Woodcrest table Tag1: L007 List Discount: 100%	3	\$0.00	\$288.00	\$864.00
Line: 10 C360	COMMUNITY PLAYTHINGS - Furniture Sales Woodcrest Kitchen (set of 4) Tag1: L008 List Discount: 100%	3	\$0.00	\$1,464.00	\$4,392.00



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**Proposal**

**2019-12440**

7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 11 C705	COMMUNITY PLAYTHINGS - Furniture Sales Dress-up unit Tag1: L009 List Discount: 100%	3	\$0.00	\$648.00	\$1,944.00
Line: 12 F621	COMMUNITY PLAYTHINGS - Furniture Sales Adjustable shelf, 2' x 24" Tag1: L010 List Discount: 100%	3	\$0.00	\$354.00	\$1,062.00
Line: 13 F622	COMMUNITY PLAYTHINGS - Furniture Sales Adjustable shelf, 2' x 32" Tag1: L011 List Discount: 100%	3	\$0.00	\$432.00	\$1,296.00
Line: 14 F641	COMMUNITY PLAYTHINGS - Furniture Sales Adjustable shelf 4' x 24" Tag1: L012 List Discount: 100%	3	\$0.00	\$528.00	\$1,584.00
Line: 15 F643	COMMUNITY PLAYTHINGS - Furniture Sales Fixed shelf, 4' x 24" Tag1: L013 List Discount: 100%	6	\$0.00	\$546.00	\$3,276.00
Line: 16 F662	COMMUNITY PLAYTHINGS - Furniture Sales Open back shelf, 3' x 24" Tag1: L014 List Discount: 100%	3	\$0.00	\$384.00	\$1,152.00



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**Proposal**

**2019-12440**

7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 17 F673	COMMUNITY PLAYTHINGS - Furniture Sales 24" corner shelf Tag1: L015 List Discount: 100%	3	\$0.00	\$228.00	\$684.00
Line: 18 F684	COMMUNITY PLAYTHINGS - Furniture Sales Tote shelf, 4' x 24" w/Clear Shallow Totes Tag1: L016 List Discount: 100%	3	\$0.00	\$744.00	\$2,232.00
Line: 19 F711	COMMUNITY PLAYTHINGS - Furniture Sales Bulletin panel 24" x 24" Tag1: L017 List Discount: 100%	3	\$0.00	\$109.20	\$327.60
Line: 20 F722	COMMUNITY PLAYTHINGS - Furniture Sales Clear panel 36" x 24" Tag1: L018 List Discount: 100%	3	\$0.00	\$139.20	\$417.60
Line: 21 F753	COMMUNITY PLAYTHINGS - Furniture Sales Roomscapes post 24" Tag1: L019 List Discount: 100%	18	\$0.00	\$30.00	\$540.00
Line: 22 F775	COMMUNITY PLAYTHINGS - Furniture Sales Library Rack Tag1: L020 List Discount: 100%	6	\$0.00	\$330.00	\$1,980.00





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**Proposal**

**2019-12440**

7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 23 F791	COMMUNITY PLAYTHINGS - Furniture Sales Puppet Theater Tag1: L021 List Discount: 100%	3	\$0.00	\$744.00	\$2,232.00
Line: 24 F876	COMMUNITY PLAYTHINGS - Furniture Sales 4' display unit w/clear shallow totes Tag1: L022 List Discount: 100%	3	\$0.00	\$1,104.00	\$3,312.00
Line: 25 F904	COMMUNITY PLAYTHINGS - Furniture Sales Translucent Radius panel 24" Tag1: L023 List Discount: 100%	9	\$0.00	\$222.00	\$1,998.00
Line: 26 G461	COMMUNITY PLAYTHINGS - Furniture Sales Quarter school set of unit blocks Tag1: L024 List Discount: 100%	6	\$0.00	\$696.00	\$4,176.00
Line: 27 H500	COMMUNITY PLAYTHINGS - Furniture Sales Mini Art Island Tag1: L025 List Discount: 100%	6	\$0.00	\$750.00	\$4,500.00
Line: 28 H558	COMMUNITY PLAYTHINGS - Furniture Sales Help Yourself Trolley w/clear deep totes Tag1: L026 List Discount: 100%	3	\$0.00	\$774.00	\$2,322.00



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# Proposal

**2019-12440**  
 7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 29 H560	COMMUNITY PLAYTHINGS - Furniture Sales Drying rack Tag1: L027 List Discount: 100%	3	\$0.00	\$702.00	\$2,106.00
Line: 30 H575	COMMUNITY PLAYTHINGS - Furniture Sales Craft shelf/3 w/Clear Deep Totes Tag1: L028 List Discount: 100%	3	\$0.00	\$408.00	\$1,224.00
Line: 31 H820	COMMUNITY PLAYTHINGS - Furniture Sales Multi-purpose easel Tag1: L029 List Discount: 100%	3	\$0.00	\$498.00	\$1,494.00
Line: 32 H832	COMMUNITY PLAYTHINGS - Furniture Sales Bulletin board, 32" x 48" Tag1: L030 List Discount: 100%	3	\$0.00	\$264.00	\$792.00
Line: 33 H870	COMMUNITY PLAYTHINGS - Furniture Sales MyPLace Tag1: L031 List Discount: 100%	3	\$0.00	\$1,062.00	\$3,186.00
Line: 34 M162	COMMUNITY PLAYTHINGS - Furniture Sales Full size cot Tag1: L032 List Discount: 100%	66	\$0.00	\$92.40	\$6,098.40



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**Proposal**

**2019-12440**

7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 35 M170	COMMUNITY PLAYTHINGS - Furniture Sales Cot cart 10 Tag1: L033 List Discount: 100%	4	\$0.00	\$366.00	\$1,464.00
Line: 36 M175	COMMUNITY PLAYTHINGS - Furniture Sales Cot cart 15 Tag1: L034 List Discount: 100%	2	\$0.00	\$420.00	\$840.00
Line: 37 J651	COMMUNITY PLAYTHINGS - Furniture Sales Child's Sofa, Blue Tag1: L035 List Discount: 100%	3	\$0.00	\$522.00	\$1,566.00
Line: 38 F756	COMMUNITY PLAYTHINGS - Furniture Sales Roomscapes post 48" Tag1: L036 List Discount: 100%	3	\$0.00	\$48.00	\$144.00
Line: 39 F838	COMMUNITY PLAYTHINGS - Furniture Sales Mini Arch Panel Tag1: L037 List Discount: 100%	3	\$0.00	\$82.00	\$246.00

Misc Items.....\$90,447.60

**Item Grouping Summary:**

- Misc Items Totals: \$90,447.60



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**Proposal**

**2019-12440**

7/31/2019

Subtotal.....\$90,447.60

Total Amount.....\$90,447.60

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



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 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**

**2019-12442**

7/31/2019

Propose To:

New Haven Public Schools  
 Board of Education - Business Office  
 54 Meadow Street  
 New Haven , CT 06519

Installation Location:

Strong 21st Century Comm Magnet SCSU Lab School  
 69 Farnham Ave  
 New Haven, CT 06519

Attention: Emily Czarnecki  
 860-240-9342 (phone)  
 eczarnecki@jcyj.com

**Strong School Mien**

Customer PO:

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
Classroom/School Furniture	Priced @ State Of Connecticut Contract Discount. Contract #16PSX0190 Sch "C" Discount = Delivered & Installed. Contract Duration: 04/01/2017- 09/30/2022  List Discount: 100%				
Line: 2	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
SBE	Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.  List Discount: 100%				
Line: 3	MiEN COMPANY - Furniture Sales	14	\$695.00	\$451.75	\$6,324.50
FLEX-31811	Flex series 16" square stool w/ 1" wooden feet. 18" seat height  Tag1: F001a  Item Finishes & Options: : Grade 5 Mayer Counterpoint Sangria CP-008 (Fabric)  List Discount: 35%				
Line: 4	MiEN COMPANY - Furniture Sales	15	\$695.00	\$451.75	\$6,776.25



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**Proposal**

**2019-12442**  
 7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
FLEX-31811	Flex series 16" square stool w/ 1" wooden feet. 18" seat height  Tag1: F001b  Item Finishes & Options: : Grade 5 Mayer Counterpoint Tangerine CP-009 (Fabric)  List Discount: 35%				
Line: 5	MiEN COMPANY - Furniture Sales	14	\$695.00	\$451.75	\$6,324.50
FLEX-31811	Flex series 16" square stool w/ 1" wooden feet. 18" seat height  Tag1: F001c  Item Finishes & Options: : Grade 5 Mayer Counterpoint Emerald CP-003 (Fabric)  List Discount: 35%				
Line: 6	MiEN COMPANY - Furniture Sales	14	\$695.00	\$451.75	\$6,324.50
FLEX-31811	Flex series 16" square stool w/ 1" wooden feet. 18" seat height  Tag1: F001d  Item Finishes & Options: : Grade 5 Mayer Counterpoint Royal CP-004 (Fabric)  List Discount: 35%				
Line: 7	MiEN COMPANY - Furniture Sales	8	\$2,287.00	\$1,486.55	\$11,892.40
FLEX-44882	Flex series 60 degree curved bench w/ 4" wooden feet  Tag1: F002  Item Finishes & Options: : Grade 9 Momentum Photon Hydrogen (Fabric)				



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**Proposal**

**2019-12442**

7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 35%				
Line: 8 FLEX-32062	MiEN COMPANY - Furniture Sales  Flex series 2-step straight unit w/ 1" wooden feet  Tag1: F003e  Item Finishes & Options: : Grade 5 Mayer Counterpoint Royal CP-004 (Horizontal Fabric) : Grade 5 Mayer Counterpoint Nickel CP-016 (Vertical Fabric)  List Discount: 35%	1	\$3,228.00	\$2,098.20	\$2,098.20
Line: 9 FLEX-32134	MiEN COMPANY - Furniture Sales  Flex series 3-step straight unit w/ 1" wooden feet  Tag1: F004b  Item Finishes & Options: : Grade 5 Mayer Counterpoint Emerald CP-003 (Horizontal Fabric) : Grade 5 Mayer Counterpoint Nickel CP-016 (Vertical Fabric)  List Discount: 35%	4	\$3,553.56	\$2,309.81	\$9,239.24
Line: 10 FLEX-45140	MiEN COMPANY - Furniture Sales  Flex series 2-step inside corner unit w/ 1" wooden feet  Tag1: F005e  Item Finishes & Options: : Grade 9 Momentum Photon Hydrogen (Horizontal Fabric) : Grade 5 Mayer Counterpoint Nickel CP-016 (Vertical Fabric)  List Discount: 35%	1	\$4,676.38	\$3,039.65	\$3,039.65



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# Proposal

**2019-12442**  
 7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 11 FLEX-31990	MiEN COMPANY - Furniture Sales  Flex series 2-step outside corner unit w/ 1" wooden feet  Tag1: F006c  Item Finishes & Options: : Grade 5 Mayer Counterpoint Tangerine CP-009 (Horizontal Fabric) : Grade5 Mayer Counterpoint Nickel CP-016 (Vertical Fabric)  List Discount: 35%	3	\$4,200.00	\$2,730.00	\$8,190.00
Line: 12 FLEX-31810	MiEN COMPANY - Furniture Sales  Flex series 16" square stool w/ 1" wooden feet. 16" seat height  Tag1: F007a  Item Finishes & Options: : Grade 5 Mayer Counterpoint Sanfria CP-008 (Fabric)  List Discount: 35%	6	\$657.00	\$427.05	\$2,562.30
Line: 13 FLEX-31810	MiEN COMPANY - Furniture Sales  Flex series 16" square stool w/ 1" wooden feet. 16" seat height  Tag1: F007b  Item Finishes & Options: : Grade 5 Mayer Counterpoint Tangerine CP-009 (Fabric)  List Discount: 35%	7	\$657.00	\$427.05	\$2,989.35
Line: 14 FLEX-31810	MiEN COMPANY - Furniture Sales  Flex series 16" square stool w/ 1" wooden feet. 16" seat height	8	\$657.00	\$427.05	\$3,416.40





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**Proposal**

**2019-12442**

7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag1: F007c  Item Finishes & Options: : Grade 5 Mayer Counterpoint Emerald CP-003 (Fabric)  List Discount: 35%				
Line: 15 FLEX-31810	MiEN COMPANY - Furniture Sales  Flex series 16" square stool w/ 1" wooden feet. 16" seat height  Tag1: F007d  Item Finishes & Options: : Grade 5 Mayer Counterpoint Royal CP-004 (Fabric)  List Discount: 35%	6	\$657.00	\$427.05	\$2,562.30
Line: 16 FLEX-31810	MiEN COMPANY - Furniture Sales  Flex series 16" square stool w/ 1" wooden feet. 16" seat height  Tag1: F007e  Item Finishes & Options: : Grade 9 Momentum Photon Hydrogen (Fabric)  List Discount: 35%	3	\$914.50	\$594.43	\$1,783.29
Line: 17 FREIGHT	MiEN COMPANY - Furniture Sales  Contract freight to CT  List Discount: 100%	1	\$0.00	\$0.00	\$0.00

Misc Items.....\$73,522.88

**Item Grouping Summary:**

- Misc Items Totals: \$73,522.88



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203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**

**2019-12442**

7/31/2019

Subtotal.....\$73,522.88

Total Amount.....\$73,522.88

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

# PURCHASE REQUISITION

Agency Leave Blank

CITY OF NEW HAVEN

Board of Education	Agency <b>New Haven Public Schools</b>	Date Prepared <b>8/6/2019</b>	Funding/Agency 1000/900 <b>3078-17GG</b>	Program	Location	Object
Important: Use separate items involving more than one classification of each for and canary copies to business office.	Organization: School Construction Program University Point	Reg. No.	<b>190</b>			
	<b>Strong/Obama</b> 69 Farnham Ave New Haven, CT	Requested By: <b>Tom Smith</b>		Approved by: <i>(Agency Head of Agency)</i>		

DESCRIPTION (Type, size, color, weight, shape, quality, packaging, etc. Be specific. Give complete information to avoid mistakes.)	Unit of Meas.	Quantity	Est. Unit Cost	Total Cost	Date Needed
<b>STATE CONTRACT # 15PSX0041</b>					
<b>THIS PURCHASE ORDER IS BEING ISSUED IN ACCORDANCE WITH SECTION 10-292 (A), (C) AND (D) OF THE CONNECTICUT GENERAL STATUTES PERTINENT TO THE USE OF STATE CONTRACTS BY SCHOOL DISTRICTS.</b>					
See Quote #2019-12433 dated 7/30/19					
Egan Visual	ea	1	4,344.20	\$4,344.20	
See Quote #2019-12438 dated 7/30/19					
KI Office	ea	1	6,901.44	\$6,901.44	
See Quote #2019-12441 dated 7/30/19					
Dauphin	ea	1	8,770.84	\$8,770.84	
See Quote #2019-12453 dated 7/30/19					
National	ea	1	85,671.45	\$85,671.45	
See Quote #2019-12434 dated 7/30/19					
Global	ea	1	54,349.96	\$54,349.96	
<b>Price includes delivery &amp; installation</b>					
NO DELIVERIES ARE TO BE MADE WITHOUT 72 HRS. NOTICE PRIOR TO DELIVERY					
Contact Emily Czarnecki of JCJ Architecture <b>72 hours</b> prior to all deliveries at (860) 240-9342. <b>All items are to be delivered and installed with the removal of all debris from site by the responsible vendor. NO DUMPSTERS will be provided.</b>					
Prior to ordering, refer to the project manual and drawings for detailed specifications, finishes and locations.					
<b>Barack H. Obama Magnet University School</b> <b>69 Farnham Ave</b> <b>New Haven, CT</b>					
SUGGESTED VENDOR (Name & Address)					
Insalco  7 Capitol Drive Wallingford, CT 06492 Contact: Harry Gruss Phone: (203) 269-1238 Fax: (203) 265-9378 <a href="mailto:harry-insalco@snet.net">harry-insalco@snet.net</a>					
				<b>TOTAL:</b>	<b>\$160,037.89</b>

Edited By: \_\_\_\_\_ \*\*\*All Space Below this line reserved for purchase Approved for purchase by: \_\_\_\_\_



**Insalco Corporation**  
**7 Capital Drive**  
**Wallingford, CT 06492**  
**Phone: (203) 269-1238**  
**Fax: (203) 265-9378**  
**www.Insalco.com**

Customer: New Haven Public Schools  
 Sales Rep: Harry Gruss hary-insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
**2019-12433**  
 7/30/2019

**Propose To:**

New Haven Public Schools  
 Board of Education - Business Office  
 54 Meadow Street  
 New Haven , CT 06519

**Installation Location:**

Strong 21st Century Comm Magnet SCSU Lab School  
 69 Farnham Ave  
 New Haven, CT 06519

Attention: Emily Czarnecki  
 860-240-9342 (phone)  
 eczarnecki@jcyj.com

**Strong School Egan Visual**

**Customer PO:**

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1 LCLH	EGAN VISUAL - Egan Visual USA  Lecterns, Wood Veneer Lecterns, ADA Lectern, 37-3/4"w x 44"h x 24"d  Tag1: I014  Item Finishes & Options: : Wood veneer with satin finish - Natural Maple (MP) : With optional light (B)  List Discount: 42%	1	\$7,490.00	\$4,344.20	\$4,344.20
Line: 2	INSALCO CORPORATION - Contract Information  Freestanding Office, Lounge, Dormitory and Residential Furniture Priced @ State Of Connecticut Contract Discount. Contract #15PSX0041 Sch "C" Discount = Delivered & Installed. Contract Duration: 6/01/2015 - 06/30/2020  List Discount: 100%	1	\$0.00	\$0.00	\$0.00
Line: 3 SBE	INSALCO CORPORATION - Contract Information  Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.  List Discount: 100%	1	\$0.00	\$0.00	\$0.00

Misc Items.....\$4,344.20



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203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
**2019-12433**  
7/30/2019

Item Grouping Summary:

- Misc Items Totals: \$4,344.20

Subtotal.....\$4,344.20

Total Amount.....\$4,344.20

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



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Customer: New Haven Public Schools  
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**Proposal**  
**2019-12438**  
 7/30/2019

**Propose To:**

New Haven Public Schools  
 Board of Education - Business Office  
 54 Meadow Street  
 New Haven , CT 06519

**Installation Location:**

Strong 21st Century Comm Magnet SCSU Lab School  
 69 Farnham Ave  
 New Haven, CT 06519

Attention: Emily Czarnecki  
 860-240-9342 (phone)  
 eczarnecki@jcj.com

**Strong School KI Office 15PSX0041**

**Customer PO:**

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1 3143/FC	KRUEGER INTERNATIONAL - Furniture Sales  Affina Low Back Closed Arm Sofa,Contrast  Tag1: G004  Item Finishes & Options: : Fabric Grade I (I) : Compliance to TB 117-2013 (/NFR) : Fabric Grade H (H) : MARBLES (MARBLES) : TWINKLE TWINKLE (/27.213.162.P) : Compliance to TB 117-2013 (NFR) : Fabric Grade I (I) : UNSPUN (UNSPUN) : MANGO (/29.071.039.P) : Wood armcaps (pair) (/WAC) : Wood finish-Core (Core) : Natural on Beech (/BNA) : Nylon glides (/NG) : No wallsaver feet (/NWF) : No Moisture Barrier (/NMB)  List Discount: 44%	1	\$4,479.00	\$2,508.24	\$2,508.24
Line: 2 3123/FC	KRUEGER INTERNATIONAL - Furniture Sales  Affina Low Back Closed Arm Lounge Chair,Contrast  Tag1: G005	2	\$2,674.00	\$1,497.44	\$2,994.88



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 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**  
**2019-12438**  
 7/30/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Item Finishes & Options: : Fabric Grade I (I) : Compliance to TB 117-2013 (/NFR) : Fabric Grade H (H) : MARBLES (MARBLES) : TWINKLE TWINKLE (/27.213.162.P) : Compliance to TB 117-2013 (NFR) : Fabric Grade I (I) : UNSPUN (UNSPUN) : MANGO (/29.071.039.P) : Wood armcaps (pair) (/WAC) : Wood finish-Core (Core) : Natural on Beech (/BNA) : Nylon glides (/NG) : No wallsaver feet (/NWF) : No Moisture Barrier (/NMB)  List Discount: 44%				
Line: 3 RKW364836DR-SLCKR	KRUEGER INTERNATIONAL - Furniture Sales  Ruckus,Worktable w/2 Doors,Key Lock,Hinge Right,56"Wx48"Dx36"H  Tag1: G006  Item Finishes & Options: : Beveled pull Satin Chrome (/S5) : 4 black casters (/4CW) : KI Laminates (Standard) : FROSTY WHITE 1573-60 (/LFW) : Frosty White edge (/EFW) : Blue Grey (/GR) : Nemo (/FNE) : Key standard (/KS)  List Discount: 44%	1	\$2,497.00	\$1,398.32	\$1,398.32
Line: 4	INSALCO CORPORATION - Contract Information  Priced @ State Of Connecticut Contract Discount. Contract #15PSX0041 Sch "C" Discount = Delivered & Installed. Contract Duration: 6/01/2015 - 06/30/2020	1	\$0.00	\$0.00	\$0.00
Freestanding Office, Lounge, Dormitory and Residential Furniture					



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 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**

**2019-12438**

7/30/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 100%				
Line: 5 SBE	INSALCO CORPORATION - Contract Information  Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.  List Discount: 100%	1	\$0.00	\$0.00	\$0.00

Misc Items.....\$6,901.44

**Item Grouping Summary:**

- Misc Items Totals: \$6,901.44

Subtotal.....\$6,901.44

Total Amount.....\$6,901.44

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_





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Customer: New Haven Public Schools

Sales Rep: Harry Gruss hary-insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**

**2019-12441**

7/31/2019

Propose To:

New Haven Public Schools  
 Board of Education - Business Office  
 54 Meadow Street  
 New Haven , CT 06519

Installation Location:

Strong 21st Century Comm Magnet SCSU Lab School  
 69 Farnham Ave  
 New Haven, CT 06519

Attention: Emily Czarnecki  
 860-240-9342 (phone)  
 eczarnecki@jcj.com

**Strong School Dauphin**

Customer PO:

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1 BO3360	DAUPHIN - Furniture Sales  Bobo Three Seat Bench  Tag1: K001a  Item Finishes & Options: : Grade D - Mayer Counterpoint Sangria CP-008 (D) : No Selection (~) : No Selection (~)  List Discount: 48%	1	\$2,129.00	\$1,107.08	\$1,107.08
Line: 2 BO3360	DAUPHIN - Furniture Sales  Bobo Three Seat Bench  Tag1: K001d  Item Finishes & Options: : Grade D - Mayer Counterpoint Royal CP-004 (D) : No Selection (~) : No Selection (~)  List Discount: 48%	2	\$2,129.00	\$1,107.08	\$2,214.16
Line: 3 BO3369	DAUPHIN - Furniture Sales  Baby Bobo Three Seat Bench with Duck Feet	2	\$1,144.00	\$594.88	\$1,189.76



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 203-269-1238 (phone) 203-265-9378 (fax)

# Proposal

**2019-12441**  
 7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag1: K002b  Item Finishes & Options: : Grade D - Mayer Counterpoint Tangerine CP-009 (D) : Natural Maple Wood Arm Cap (Natural Maple) : No Selection (~)  List Discount: 48%				
Line: 4 BO3160	DAUPHIN - Furniture Sales  Bobo Ottoman  Tag1: K003d  Item Finishes & Options: : Grade D - Mayer Counterpoint Royal CP-004 (D)  List Discount: 48%	2	\$1,228.00	\$638.56	\$1,277.12
Line: 5 BO3149	DAUPHIN - Furniture Sales  Baby Bobo Single Seat Chair, Wood Back and Duck Feet  Tag1: K004b  Item Finishes & Options: : Grade D - Mayer Counterpoint Tangerine CP-009 (D) : Natural Maple Wood Arm Cap (Natural Maple) : Natural Maple Wood Arm Cap (Natural Maple) : No Selection (~)  List Discount: 48%	2	\$956.00	\$497.12	\$994.24
Line: 6 BO3149	DAUPHIN - Furniture Sales  Baby Bobo Single Seat Chair, Wood Back and Duck Feet  Tag1: K004c	4	\$956.00	\$497.12	\$1,988.48



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**Proposal**  
**2019-12441**  
 7/31/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Item Finishes & Options: : Grade D - Mayer Counterpoint Emerald CP-003 (D) : Natural Maple Wood Arm Cap (Natural Maple) : Natural Maple Wood Arm Cap (Natural Maple) : No Selection (~)  List Discount: 48%				
Line: 7	INSALCO CORPORATION - Contract Information  Priced @ State Of Connecticut Contract Discount. <b>Contract #15PSX0041</b> Sch "C" Discount = Delivered & Installed. Contract Duration: 6/01/2015 - 06/30/2020  List Discount: 100%	1	\$0.00	\$0.00	\$0.00
Line: 8	INSALCO CORPORATION - Contract Information  Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.  List Discount: 100%	1	\$0.00	\$0.00	\$0.00

Misc Items.....\$8,770.84

**Item Grouping Summary:**

- Misc Items Totals: \$8,770.84

Subtotal.....\$8,770.84

Total Amount.....\$8,770.84

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



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Customer: New Haven Public Schools

Sales Rep: Harry Gruss harry-insalco@snet.net  
 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**

**2019-12453**

8/02/2019

**Propose To:**

New Haven Public Schools  
 Board of Education - Business Office  
 54 Meadow Street  
 New Haven, CT 06519

**Installation Location:**

Strong 21st Century Comm Magnet SCSU Lab School  
 69 Farnham Ave  
 New Haven, CT 06519

Attention: Emily Czarnecki  
 860-240-9342 (phone)  
 eczarnecki@jcyj.com

**Strong School National**

**Customer PO:**

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1	INSALCO CORPORATION - Contract Information  Freestanding Office, Lounge, Dormitory and Residential Furniture	1	\$0.00	\$0.00	\$0.00
	Priced @ State Of Connecticut Contract Discount. Contract #15PSX0041 Sch "C" Discount = Delivered & Installed. Contract Duration: 6/01/2015 - 06/30/2020  List Discount: 100%				
Line: 2	INSALCO CORPORATION - Contract Information	1	\$0.00	\$0.00	\$0.00
SBE	Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.  List Discount: 100%				
Line: 3	National Office Furniture - National Casegoods	2	\$16.00	\$7.76	\$15.52
NCCB004S	CASEGOODS, LOCK CORE & KEY, Silver, NO 004  Tag1: 101A Tag2: I026  List Discount: 51.5%				
Line: 4	National Office Furniture - National Casegoods	1	\$417.00	\$202.25	\$202.25
WW2472WSSDL	WAVEWORKS, 24DX72W, SURFACE, RECTANGULAR, HPL  Tag1: 101A				



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Customer: New Haven Public Schools

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 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag2: I026  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : NO GROMMET (X) : NO WIRE MANAGER (X) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%				
Line: 5  WW2436LFM3L	National Office Furniture - National Casegoods  WAVEWORKS,24DX36W,LATERAL FILE,THREE DRAWER,LAMINATE  Tag1: 101A Tag2: I026  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	2	\$1,828.00	\$886.58	\$1,773.16
Line: 6  NCCB005S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO  Tag1: 101B Tag2: I020  List Discount: 51.5%	2	\$16.00	\$7.76	\$15.52
Line: 7  WW2336PUHL	National Office Furniture - National Casegoods  WAVEWORKS,23DX36W,DOUBLE DOOR,UNDERSURFACE,LAMINATE  Tag1: 101B	2	\$755.00	\$366.18	\$732.36



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 203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag2: I020  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 Silver CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%				
Line: 8  WW3627MPL	National Office Furniture - National Casegoods  WAVEWORKS,36WX27H,PEDESTAL MODESTY PANEL,FULL,LAMINATE  Tag1: 101B Tag2: I020  Item Finishes & Options: : MAIN (M) : NO MODESTY GROMMET (X) : NO MODIFIED WIDTH (STANDARD) (X) : NATURAL (NM)  List Discount: 51.5%	2	\$171.00	\$82.94	\$165.88
Line: 9  WW2472WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,24DX72W,SURFACE,RECTANGULA R,HPL  Tag1: 101B Tag2: I020  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : NO GROMMET (X) : NO WIRE MANAGER (X) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)	1	\$417.00	\$202.25	\$202.25



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 51.5%				
Line: 10 NCCB002S	National Office Furniture - National Casegoods CASEGOODS,LOCK CORE & KEY,Silver,NO 002 Tag1: 101D List Discount: 51.5%	8	\$16.00	\$7.76	\$62.08
Line: 11 83N42RDL	National Office Furniture - National Casegoods FOOTINGS,42DIA,ROUND TOP,HPL Tag1: 101D Tag2: I003 Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : STANDARD LAMINATE (STD) : NATURAL (NM) List Discount: 51.5%	1	\$717.00	\$347.75	\$347.75
Line: 12 CBV3228XBP	National Office Furniture - National Casegoods FOOTINGS,32WX28H,X BASE,STATIC Tag1: 101D Tag2: I003 Item Finishes & Options: : NO CUTOUT (X) : PLATINUM METALLIC (501) : PLATINUM METALLIC (501) List Discount: 51.5%	1	\$542.00	\$262.87	\$262.87
Line: 13 NAC7619TBRA	National Office Furniture - National Casegoods ACCESSORIES,76 1/8WX19 1/2H,TACKBOARD,RAILROAD Tag1: 101D	1	\$477.00	\$231.35	\$231.35



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag2: I008  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%				
Line: 14 WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 101D Tag2: I008  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	1	\$112.00	\$54.32	\$54.32
Line: 15 WW2315PUFFL	National Office Furniture - National Casegoods  WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UN DERSURFACE,LAMINATE  Tag1: 101D Tag2: I008  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 Silver CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$725.00	\$351.63	\$351.63
Line: 16 WW2436PF11L	National Office Furniture - National Casegoods  WAVEWORKS,24DX36W,PEDESTAL,LEFT,MULTIF ILE BB/F/LF,HPL  Tag1: 101D	1	\$1,980.00	\$960.30	\$960.30





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**Proposal**  
**2019-12453**  
 8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag2: I012  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : SPECIFY 2 Silver CORE SEPARATE (KS2S) : STANDARD LAMINATE (STD) : NATURAL (NM) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%				
Line: 17 WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 101D Tag2: I008  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	2	\$112.00	\$54.32	\$108.64
Line: 18 WW2448WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,24DX48W,SURFACE,RECTANGULA R,HPL  Tag1: 101D Tag2: I008  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)	1	\$359.00	\$174.12	\$174.12



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 51.5%				
Line: 19 WW3018SOHML	National Office Furniture - National Casegoods  WAVEWORKS,30WX18H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE  Tag1: 101D Tag2: I008  Item Finishes & Options: : SPECIFY 1 Silver CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$609.00	\$295.37	\$295.37
Line: 20 WW4818SOHML	National Office Furniture - National Casegoods  WAVEWORKS,48WX18H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE  Tag1: 101D Tag2: I008  Item Finishes & Options: : SPECIFY 2 SILVER CORE SEPARATE (KS2S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$758.00	\$367.63	\$367.63
Line: 21 NAC25TLB	National Office Furniture - National Casegoods  ACCESSORIES,25W,TASK LIGHT,BLACK,14 WATTS  Tag1: 101D Tag2: I008  List Discount: 51.5%	2	\$240.00	\$116.40	\$232.80
Line: 22 WW3066DLFL1	National Office Furniture - National Casegoods  WAVEWORKS,30DX66W,DESK,LEFT	1	\$1,891.00	\$917.14	\$917.14



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	PEDESTAL,BBF,HPL  Tag1: 101D Tag2: I008  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : GROMMET,RIGHT (G1R) : SPECIFY 1 Silver CORE SEPARATE (KS1S) : STANDARD LAMINATE (STD) : NATURAL (NM) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 23 WW3638BCHL	National Office Furniture - National Casegoods  WAVEWORKS,36WX38H,BOOKCASE,DOUBLE DOORS,SET ON,LAMINATE  Tag1: 101D Tag2: I012  Item Finishes & Options: : SPECIFY 1 Silver CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$547.00	\$265.30	\$265.30
Line: 24 WW3668BCOFL	National Office Furniture - National Casegoods  WAVEWORKS,36WX68H,BOOKCASE,OPEN,FREE STANDING,LAMINATE  Tag1: 101D Tag2: I018  Item Finishes & Options: : NATURAL (NM)  List Discount: 51.5%	1	\$842.00	\$408.37	\$408.37



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 25 NCCB001S	National Office Furniture - National Casegoods CASEGOODS,LOCK CORE & KEY,SILVER,NO 001 Tag1: 101E List Discount: 51.5%	7	\$16.00	\$7.76	\$54.32
Line: 26 83N42RDL	National Office Furniture - National Casegoods FOOTINGS,42DIA,ROUND TOP,HPL Tag1: 101E Tag2: I003 Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : STANDARD LAMINATE (STD) : NATURAL (NM) List Discount: 51.5%	1	\$717.00	\$347.75	\$347.75
Line: 27 CBV3228XBP	National Office Furniture - National Casegoods FOOTINGS,32WX28H,X BASE,STATIC Tag1: 101E Tag2: I003 Item Finishes & Options: : NO CUTOUT (X) : PLATINUM METALLIC (501) : PLATINUM METALLIC (501) List Discount: 51.5%	1	\$542.00	\$262.87	\$262.87
Line: 28 NAC25TLB	National Office Furniture - National Casegoods ACCESSORIES,25W,TASK LIGHT,BLACK,14 WATTS Tag1: 101E Tag2: I007 List Discount: 51.5%	3	\$240.00	\$116.40	\$349.20



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 29 NAC8819TBRA	National Office Furniture - National Casegoods  ACCESSORIES,88 1/16WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 101E Tag2: I007  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%	1	\$538.00	\$260.93	\$260.93
Line: 30 WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 101E Tag2: I007  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	1	\$112.00	\$54.32	\$54.32
Line: 31 WW2315PUFFL	National Office Furniture - National Casegoods  WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UN DERSURFACE,LAMINATE  Tag1: 101E Tag2: I007  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$725.00	\$351.63	\$351.63



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 32 WW2336LFM2L	National Office Furniture - National Casegoods  WAVEWORKS,23DX36W,LATERAL FILE,UNDERSURFACE,2 DRAWER,LAM  Tag1: 101E Tag2: I019  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : Shadow (425 Shadow) : Shadow (425 Shadow)  List Discount: 51.5%	1	\$869.00	\$421.47	\$421.47
Line: 33 WW2336PUHL	National Office Furniture - National Casegoods  WAVEWORKS,23DX36W,DOUBLE DOOR,UNDERSURFACE,LAMINATE  Tag1: 101E Tag2: I019  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$755.00	\$366.18	\$366.18
Line: 34 WW2460WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,24DX60W,SURFACE,RECTANGULA R,HPL  Tag1: 101E Tag2: I007  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM)	1	\$366.00	\$177.51	\$177.51



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: NO GROMMET (X) : NO WIRE MANAGER (X) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%				
Line: 35  WW2472WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,24DX72W,SURFACE,RECTANGULAR,HPL  Tag1: 101E Tag2: I019  Item Finishes & Options: : EXTENSION (E) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$482.00	\$233.77	\$233.77
Line: 36  WW3030SOHML	National Office Furniture - National Casegoods  WAVEWORKS,30WX30H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE  Tag1: 101E Tag2: I007  Item Finishes & Options: : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	3	\$883.00	\$428.26	\$1,284.78



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 37 WW3066DLFL1	National Office Furniture - National Casegoods  WAVEWORKS,30DX66W,DESK,LEFT PEDESTAL,BBF,HPL  Tag1: 101E Tag2: I007  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : GROMMET,RIGHT (G1R) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD LAMINATE (STD) : NATURAL (NM) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$1,891.00	\$917.14	\$917.14
Line: 38 WW3668BCOFL	National Office Furniture - National Casegoods  WAVEWORKS,36WX68H,BOOKCASE,OPEN,FREE STANDING,LAMINATE  Tag1: 101E Tag2: I018  Item Finishes & Options: : NATURAL (NM)  List Discount: 51.5%	1	\$842.00	\$408.37	\$408.37
Line: 39 WW7227MPL	National Office Furniture - National Casegoods  WAVEWORKS,72WX27H,MODESTY PANEL,FULL,LAMINATE  Tag1: 101E Tag2: I019  Item Finishes & Options: : MAIN (M) : NO MODESTY GROMMET (X) : NO MODIFIED WIDTH (STANDARD) (X)	1	\$279.00	\$135.32	\$135.32





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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: SHADOW (425)  List Discount: 51.5%				
Line: 40 83N4896SRTL	National Office Furniture - National Casegoods  FOOTINGS,48DX96W,SOFT RECTANGULAR TOP,HPL  Tag1: 101F Tag2: I005  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : CUTOUT-G23,CENTER (CUT-G23C) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$1,607.00	\$779.40	\$779.40
Line: 41 CBV286428YBKP	National Office Furniture - National Casegoods  FOOTINGS,28DX64WX28H,Y BASE KIT  Tag1: 101F Tag2: I005  Item Finishes & Options: : PLATINUM METALLIC (501) : PLATINUM METALLIC (501)  List Discount: 51.5%	1	\$830.00	\$402.55	\$402.55
Line: 42 NACG23ELS	National Office Furniture - National Casegoods  ACCESSORIES,POWER GROMMET,SILVER  Tag1: 101F Tag2: I005  List Discount: 51.5%	2	\$462.00	\$224.07	\$448.14
Line: 43	National Office Furniture - National Casegoods	4	\$16.00	\$7.76	\$31.04



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
NCCB006S	CASEGOODS,LOCK CORE & KEY,SILVER,NO  Tag1: 101G Tag2: I010  List Discount: 51.5%				
Line: 44 NAC49TLB	National Office Furniture - National Casegoods  ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS  Tag1: 101G Tag2: I010  List Discount: 51.5%	1	\$274.00	\$132.89	\$132.89
Line: 45 NAC6419TBRA	National Office Furniture - National Casegoods  ACCESSORIES,64 1/8WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 101G Tag2: I010  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%	1	\$434.00	\$210.49	\$210.49
Line: 46 WW1228SSL	National Office Furniture - National Casegoods  WAVEWORKS,12DX28H,SUPPORT PANEL,LAMINATE  Tag1: 101G Tag2: I010  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	1	\$112.00	\$54.32	\$54.32
Line: 47	National Office Furniture - National Casegoods	1	\$112.00	\$54.32	\$54.32



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
WW1527MPL	WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 101G Tag2: I010  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%				
Line: 48	National Office Furniture - National Casegoods	1	\$725.00	\$351.63	\$351.63
WW2315PUFFL	WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UN DERSURFACE,LAMINATE  Tag1: 101G Tag2: I010  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 49	National Office Furniture - National Casegoods	1	\$452.00	\$219.22	\$219.22
WW2466WSSDL	WAVEWORKS,24DX66W,SURFACE,RECTANGULA R,HPL  Tag1: 101G Tag2: I010  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD)				



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: NATURAL (NM)  List Discount: 51.5%				
Line: 50 WW2915PUBBFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FIL E,UNDERSURFACE,LAM  Tag1: 101G Tag2: I010  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$775.00	\$375.88	\$375.88
Line: 51 WW2928EPL	National Office Furniture - National Casegoods  WAVEWORKS,29DX28H,END PANEL,LAMINATE  Tag1: 101G Tag2: I010  Item Finishes & Options: : NO GROMMET (X) : NO MODIFIED DEPTH (STANDARD) (X) : SHADOW (425)  List Discount: 51.5%	1	\$262.00	\$127.07	\$127.07
Line: 52 WW3066WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,30DX66W,SURFACE,RECTANGULA R,HPL  Tag1: 101G Tag2: I010  Item Finishes & Options:	1	\$483.00	\$234.26	\$234.26



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,RIGHT (G1R) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%				
Line: 53  WW6638HBH2L	National Office Furniture - National Casegoods  WAVEWORKS,66WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE  Tag1: 101G Tag2: I010  Item Finishes & Options: : SPECIFY 2 Silver CORE SEPARATE (KS2S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,089.00	\$528.17	\$528.17
Line: 54  29N3060DTRM1L	National Office Furniture - National Casegoods  MANEUVER,30DX60W,DESK,RIGHT,MOBILE,BOX/BOX/FILE,HPL  Tag1: 102 Tag2: I016  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : BEAM,PLATINUM METALLIC (87PL) : NO SURFACE GROMMET (X) : NO GROMMET (X) : RANDOM CORE,INSTALLED,SILVER (KRS) : STANDARD LAMINATE (STD) : NATURAL (NM) : Shadow (425 ) : Shadow (425) : PLATINUM METALLIC (501)	1	\$2,095.00	\$1,016.08	\$1,016.08



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 51.5%				
Line: 55 NACG10	National Office Furniture - Furniture Sales  ACCESSORIES,GROMMET,ROUND Tag2: I016  List Discount: 51.5%	1	\$84.00	\$40.74	\$40.74
Line: 56 NAC3612MPA	National Office Furniture - National Casegoods  ACCESSORIES,36WX12H,MODESTY PANEL,RESIN  Tag1: 102 Tag2: I016  Item Finishes & Options: : GRADE 1 (1) : FROSTED (1677)  List Discount: 51.5%	1	\$376.00	\$182.36	\$182.36
Line: 57 NCCB003S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 003  Tag1: 103  List Discount: 51.5%	5	\$16.00	\$7.76	\$38.80
Line: 58 WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 103 Tag2: I009  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	1	\$112.00	\$54.32	\$54.32



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 59 WW2315PUBBFL	National Office Furniture - National Casegoods  WAVEWORKS,23DX15W,PEDESTAL,BOX/BOX/FIL E,UNDERSURFACE,LAM  Tag1: 103 Tag2: I009  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 Silver CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$725.00	\$351.63	\$351.63
Line: 60 WW2315PUFFL	National Office Furniture - National Casegoods  WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UN DERSURFACE,LAMINATE  Tag1: 103 Tag2: I009  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$725.00	\$351.63	\$351.63
Line: 61 WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 103 Tag2: I009  Item Finishes & Options: : SHADOW (425)	2	\$112.00	\$54.32	\$108.64



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 51.5%				
Line: 62 WW2328EPL	National Office Furniture - National Casegoods WAVEWORKS,23DX28H,END PANEL,LAMINATE  Tag1: 103 Tag2: I009  Item Finishes & Options: : NO GROMMET (X) : NO MODIFIED DEPTH (STANDARD) (X) : SHADOW (425)  List Discount: 51.5%	1	\$239.00	\$115.92	\$115.92
Line: 63 WW2436LFF4L	National Office Furniture - National Casegoods WAVEWORKS,24DX36W,LATERAL FILE,FOUR DRAWER,HPL  Tag1: 103 Tag2: I024  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD LAMINATE (STD) : NATURAL (NM) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$2,176.00	\$1,055.36	\$1,055.36
Line: 64 NCG125089010	National Office Furniture - National Casegoods WAVEWORKS,24DX30W,LATERAL FILE,FOUR DRAWER,HPL  Tag1: 103 Tag2: I025  Item Finishes & Options:	2	\$2,500.00	\$1,212.50	\$2,425.00





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	: SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD LAMINATE (STD) : NATURAL (NM) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%				
Line: 65 WW2442WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,24DX42W,SURFACE,RECTANGULAR,HPL  Tag1: 103 Tag2: I009  Item Finishes & Options: : EXTENSION (E) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$306.00	\$148.41	\$148.41
Line: 66 WW3072WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,30DX72W,SURFACE,RECTANGULAR,HPL  Tag1: 103 Tag2: I009  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,LEFT (G1L) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X)	1	\$564.00	\$273.54	\$273.54



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%				
Line: 67 WW7227MPL	National Office Furniture - National Casegoods  WAVEWORKS,72WX27H,MODESTY PANEL,FULL,LAMINATE  Tag1: 103 Tag2: I009  Item Finishes & Options: : MAIN (M) : NO MODESTY GROMMET (X) : NO MODIFIED WIDTH (STANDARD) (X) : SHADOW (425)  List Discount: 51.5%	1	\$279.00	\$135.32	\$135.32
Line: 68 WW3668VSWHL	National Office Furniture - National Casegoods  WAVEWORKS,36WX68H,WARDROBE/STORAGE, DBL DOOR,LAMINATE  Tag1: 105 Tag2: I013  Item Finishes & Options: : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$2,674.00	\$1,296.89	\$1,296.89
Line: 69 NCCB010S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 010  Tag1: 107B  List Discount: 51.5%	6	\$16.00	\$7.76	\$46.56



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 70 NAC49TLB	National Office Furniture - National Casegoods  ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS  Tag1: 107B Tag2: I006  List Discount: 51.5%	1	\$274.00	\$132.89	\$132.89
Line: 71 NAC6419TBRA	National Office Furniture - National Casegoods  ACCESSORIES,64 1/8WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 107B Tag2: I006  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%	1	\$434.00	\$210.49	\$210.49
Line: 72 WW2436LFF3L	National Office Furniture - National Casegoods  WAVEWORKS,24DX36W,LATERAL FILE,THREE DRAWER,HPL  Tag1: 107B Tag2: I023  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD LAMINATE (STD) : NATURAL (NM) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,895.00	\$919.08	\$919.08
Line: 73	National Office Furniture - National Casegoods	1	\$775.00	\$375.88	\$375.88



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
WW2915PUBBFL	WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FIL E,UNDERSURFACE,LAM  Tag1: 107B Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 74	National Office Furniture - National Casegoods	1	\$775.00	\$375.88	\$375.88
WW2915PUFFL	WAVEWORKS,29DX15W,PEDESTAL,FILE/FILE,UN DERSURFACE,LAMINATE  Tag1: 107B Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 75	National Office Furniture - National Casegoods	2	\$112.00	\$54.32	\$108.64
WW1527MPL	WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 107B Tag2: I006  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%				



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 76 WW3066WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,30DX66W,SURFACE,RECTANGULAR,HPL  Tag1: 107B Tag2: I006  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$523.00	\$253.66	\$253.66
Line: 77 WW6608MPL	National Office Furniture - National Casegoods  WAVEWORKS,66WX8H,MODESTY PANEL,1/3 HEIGHT,LAMINATE  Tag1: 107B Tag2: I006  Item Finishes & Options: : MAIN (M) : NO MODIFIED WIDTH (STANDARD) (X) : SHADOW (425)  List Discount: 51.5%	1	\$200.00	\$97.00	\$97.00
Line: 78 WW6638HBH2L	National Office Furniture - National Casegoods  WAVEWORKS,66WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE  Tag1: 107B Tag2: I006  Item Finishes & Options: : SPECIFY 2 SILVER CORE SEPARATE (KS2S)	1	\$1,089.00	\$528.17	\$528.17



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%				
Line: 79 NCG122120010	National Office Furniture - National Casegoods  WAVEWORKS,30WX68H,SHELF STORAGE,DBL DOOR,LAMINATE  Tag1: 107B Tag2: I011  Item Finishes & Options: : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$2,537.00	\$1,230.45	\$1,230.45
Line: 80 NCCB011S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 011  Tag1: 107C  List Discount: 51.5%	6	\$16.00	\$7.76	\$46.56
Line: 81 NAC49TLB	National Office Furniture - National Casegoods  ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS  Tag1: 107C Tag2: I006  List Discount: 51.5%	1	\$274.00	\$132.89	\$132.89
Line: 82 NAC6419TBRA	National Office Furniture - National Casegoods  ACCESSORIES,64 1/8WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 107C Tag2: I006	1	\$434.00	\$210.49	\$210.49



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%				
Line: 83 WW2436LFF3L	National Office Furniture - National Casegoods  WAVEWORKS,24DX36W,LATERAL FILE,THREE DRAWER,HPL  Tag1: 107C Tag2: I023  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD LAMINATE (STD) : NATURAL (NM) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,895.00	\$919.08	\$919.08
Line: 84 WW2915PUBBFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FIL E,UNDERSURFACE,LAM  Tag1: 107C Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$775.00	\$375.88	\$375.88
Line: 85	National Office Furniture - National Casegoods	1	\$775.00	\$375.88	\$375.88



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
WW2915PUFFL	WAVEWORKS,29DX15W,PEDESTAL,FILE/FILE,UNDERSURFACE,LAMINATE  Tag1: 107C Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 86	National Office Furniture - National Casegoods	2	\$112.00	\$54.32	\$108.64
WW1527MPL	WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 107C Tag2: I006  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%				
Line: 87	National Office Furniture - National Casegoods	1	\$523.00	\$253.66	\$253.66
WW3066WSSDL	WAVEWORKS,30DX66W,SURFACE,RECTANGULAR,HPL  Tag1: 107C Tag2: I006  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD)				





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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: NATURAL (NM)  List Discount: 51.5%				
Line: 88 WW6638HBH2L	National Office Furniture - National Casegoods  WAVEWORKS,66WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE  Tag1: 107C Tag2: I006  Item Finishes & Options: : SPECIFY 2 SILVER CORE SEPARATE (KS2S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,089.00	\$528.17	\$528.17
Line: 89 WW3668BCOFL	National Office Furniture - National Casegoods  WAVEWORKS,36WX68H,BOOKCASE,OPEN,FREE STANDING,LAMINATE  Tag1: 107C Tag2: I018  Item Finishes & Options: : NATURAL (NM)  List Discount: 51.5%	1	\$842.00	\$408.37	\$408.37
Line: 90 NCCB012S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 012  Tag1: 107D  List Discount: 51.5%	6	\$16.00	\$7.76	\$46.56
Line: 91 NAC49TLB	National Office Furniture - National Casegoods  ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS	1	\$274.00	\$132.89	\$132.89



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag1: 107D Tag2: I006  List Discount: 51.5%				
Line: 92  NAC6419TBRA	National Office Furniture - National Casegoods  ACCESSORIES,64 1/8WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 107D Tag2: I006  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%	1	\$434.00	\$210.49	\$210.49
Line: 93  WW2436LFF3L	National Office Furniture - National Casegoods  WAVEWORKS,24DX36W,LATERAL FILE,THREE DRAWER,HPL  Tag1: 107D Tag2: I006  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD LAMINATE (STD) : NATURAL (NM) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,895.00	\$919.08	\$919.08
Line: 94  WW2915PUBBFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FIL E,UNDERSURFACE,LAM  Tag1: 107D	1	\$775.00	\$375.88	\$375.88



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 95 WW2915PUFFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,FILE/FILE,UN DERSURFACE,LAMINATE  Tag1: 107D Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$775.00	\$375.88	\$375.88
Line: 96 WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 107D Tag2: I006  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	2	\$112.00	\$54.32	\$108.64
Line: 97 WW3066WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,30DX66W,SURFACE,RECTANGULA	1	\$523.00	\$253.66	\$253.66



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	R,HPL  Tag1: 107D Tag2: I006  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%				
Line: 98  WW6638HBH2L	National Office Furniture - National Casegoods  WAVEWORKS,66WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE  Tag1: 107D Tag2: I006  Item Finishes & Options: : SPECIFY 2 SILVER CORE SEPARATE (KS2S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,089.00	\$528.17	\$528.17
Line: 99  WW3668BCOFL	National Office Furniture - National Casegoods  WAVEWORKS,36WX68H,BOOKCASE,OPEN,FREE STANDING,LAMINATE  Tag1: 107D Tag2: I018  Item Finishes & Options: : NATURAL (NM)  List Discount: 51.5%	1	\$842.00	\$408.37	\$408.37



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 100 83N2448SRTL	National Office Furniture - National Casegoods  FOOTINGS,24DX48W,SOFT RECTANGULAR TOP,HPL  Tag1: 109 Tag2: I022  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : NO GROMMET (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$707.00	\$342.90	\$342.90
Line: 101 NAC0228SFSQB	National Office Furniture - National Casegoods  SUPPORT BASE,2WX28H,SQUARE  Tag1: 109 Tag2: I022  Item Finishes & Options: : NO CUTOUT (X) : PLATINUM METALLIC (501)  List Discount: 51.5%	4	\$125.00	\$60.63	\$242.52
Line: 102 83N3672SRTL	National Office Furniture - National Casegoods  FOOTINGS,36DX72W,SOFT RECTANGULAR TOP,HPL  Tag1: 109 Tag2: I004  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : NO GROMMET (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$1,041.00	\$504.89	\$504.89



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 103 CBV245028YBKP	National Office Furniture - National Casegoods  FOOTINGS,24DX50WX28H,Y BASE KIT  Tag1: 109 Tag2: I004  Item Finishes & Options: : PLATINUM METALLIC (501) : PLATINUM METALLIC (501)  List Discount: 51.5%	1	\$750.00	\$363.75	\$363.75
Line: 104 NCG122120010	National Office Furniture - National Casegoods  WAVEWORKS,30WX68H,SHELF STORAGE,DBL DOOR,LAMINATE  Tag1: 109 Tag2: I011  Item Finishes & Options: : RANDOM CORE, INSTALLED SILVER (KRS) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$2,537.00	\$1,230.45	\$1,230.45
Line: 105 NCCB013S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 013  Tag1: 114A Tag2: I017  List Discount: 51.5%	2	\$16.00	\$7.76	\$15.52
Line: 106 WW3015PUBBFM	National Office Furniture - National Casegoods  WAVEWORKS,30DX15W,PEDESTAL,UNDERSURFACE,BOX/BOX/FILE,METAL  Tag1: 114A Tag2: I017	1	\$463.00	\$224.56	\$224.56



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Item Finishes & Options: : BEAM,PLATINUM METALLIC (87PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD,NON-METALLIC PAINT (STD) : SHADOW (425)  List Discount: 51.5%				
Line: 107 WW3015PUFFM	National Office Furniture - National Casegoods  WAVEWORKS,30DX15W,PEDESTAL,UNDERSURF ACE,FILE/FILE,METAL  Tag1: 114A Tag2: I017  Item Finishes & Options: : BEAM,PLATINUM METALLIC (87PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD,NON-METALLIC PAINT (STD) : SHADOW (425)  List Discount: 51.5%	1	\$421.00	\$204.19	\$204.19
Line: 108 WW3066WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,30DX66W,SURFACE,RECTANGULA R,HPL  Tag1: 114A Tag2: I017  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$523.00	\$253.66	\$253.66



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 109 NCCB014S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 014  Tag1: 128A Tag2: I017  List Discount: 51.5%	2	\$16.00	\$7.76	\$15.52
Line: 110 WW3015PUBBFM	National Office Furniture - National Casegoods  WAVEWORKS,30DX15W,PEDESTAL,UNDERSURFACE,BOX/BOX/FILE,METAL  Tag1: 128A Tag2: I017  Item Finishes & Options: : BEAM,PLATINUM METALLIC (87PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD,NON-METALLIC PAINT (STD) : SHADOW (425)  List Discount: 51.5%	1	\$463.00	\$224.56	\$224.56
Line: 111 WW3015PUFFM	National Office Furniture - National Casegoods  WAVEWORKS,30DX15W,PEDESTAL,UNDERSURFACE,FILE/FILE,METAL  Tag1: 128A Tag2: I017  Item Finishes & Options: : BEAM,PLATINUM METALLIC (87PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD,NON-METALLIC PAINT (STD) : SHADOW (425)  List Discount: 51.5%	1	\$421.00	\$204.19	\$204.19
Line: 112 WW3066WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,30DX66W,SURFACE,RECTANGULAR,HPL	1	\$523.00	\$253.66	\$253.66





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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag1: 128A Tag2: I017  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%				
Line: 113 NCCB015S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 015  Tag1: 134C  List Discount: 51.5%	4	\$16.00	\$7.76	\$31.04
Line: 114 NAC49TLB	National Office Furniture - National Casegoods  ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS  Tag1: 134C Tag2: I006  List Discount: 51.5%	1	\$274.00	\$132.89	\$132.89
Line: 115 NAC6419TBRA	National Office Furniture - National Casegoods  ACCESSORIES,64 1/8WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 134C Tag2: I006  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)	1	\$434.00	\$210.49	\$210.49



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 51.5%				
Line: 116 WW2915PUBBFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FIL E,UNDERSURFACE,LAM  Tag1: 134C Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)	1	\$775.00	\$375.88	\$375.88
	List Discount: 51.5%				
Line: 117 WW2915PUFFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,FILE/FILE,UN DERSURFACE,LAMINATE  Tag1: 134C Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)	1	\$775.00	\$375.88	\$375.88
	List Discount: 51.5%				
Line: 118 WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 134C Tag2: I006	2	\$112.00	\$54.32	\$108.64



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%				
Line: 119 WW3066WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,30DX66W,SURFACE,RECTANGULAR,HPL  Tag1: 134C Tag2: I006  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$523.00	\$253.66	\$253.66
Line: 120 WW6638HBH2L	National Office Furniture - National Casegoods  WAVEWORKS,66WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE  Tag1: 134C Tag2: I006  Item Finishes & Options: : SPECIFY 2 SILVER CORE SEPARATE (KS2S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,089.00	\$528.17	\$528.17
Line: 121 NCG122120010	National Office Furniture - National Casegoods  WAVEWORKS,30WX68H,SHELF STORAGE,DBL DOOR,LAMINATE	1	\$2,537.00	\$1,230.45	\$1,230.45



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**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag1: 134C Tag2: I011  Item Finishes & Options: : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%				
Line: 122 83N4242SSQL	National Office Furniture - National Casegoods  FOOTINGS,42DX42W,SOFT SQUARE TOP,HPL  Tag1: 202 Tag2: I001  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	3	\$932.00	\$452.02	\$1,356.06
Line: 123 CBV3235XBP	National Office Furniture - National Casegoods  FOOTINGS,32WX35H,X BASE,STATIC  Tag1: 202 Tag2: I001  Item Finishes & Options: : NO CUTOOT (X) : PLATINUM METALLIC (501) : PLATINUM METALLIC (501)  List Discount: 51.5%	3	\$755.00	\$366.18	\$1,098.54
Line: 124 NCCB105S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 105  Tag1: 205	2	\$16.00	\$7.76	\$15.52



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**2019-12453**  
 8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 51.5%				
Line: 125 NAC49TLB	National Office Furniture - National Casegoods ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS  Tag1: 205 Tag2: I006  List Discount: 51.5%	1	\$274.00	\$132.89	\$132.89
Line: 126 NAC6419TBRA	National Office Furniture - National Casegoods ACCESSORIES,64 1/8WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 205 Tag2: I006  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%	1	\$434.00	\$210.49	\$210.49
Line: 127 WW2915PUBBFL	National Office Furniture - National Casegoods WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FIL E,UNDERSURFACE,LAM  Tag1: 205 Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$775.00	\$375.88	\$375.88
Line: 128	National Office Furniture - National Casegoods	1	\$775.00	\$375.88	\$375.88



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**Proposal**  
**2019-12453**  
 8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
WW2915PUFFL	WAVEWORKS,29DX15W,PEDESTAL,FILE/FILE,UNDERSURFACE,LAMINATE  Tag1: 205 Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 129	National Office Furniture - National Casegoods	2	\$112.00	\$54.32	\$108.64
WW1527MPL	WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 205 Tag2: I006  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%				
Line: 130	National Office Furniture - National Casegoods	1	\$523.00	\$253.66	\$253.66
WW3066WSSDL	WAVEWORKS,30DX66W,SURFACE,RECTANGULAR,HPL  Tag1: 205 Tag2: I006  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD)				



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: NATURAL (NM)  List Discount: 51.5%				
Line: 131 WW6638HBH2L	National Office Furniture - National Casegoods  WAVEWORKS,66WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE  Tag1: 205 Tag2: I006  Item Finishes & Options: : SPECIFY 2 SILVER CORE SEPARATE (KS2S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,089.00	\$528.17	\$528.17
Line: 132 WW3072RTFML	National Office Furniture - National Casegoods  WAVEWORKS,30DX72W,TRAINING TABLE,FLIP/NEST,HPL  Tag1: 205 Tag2: I021  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : NO GROMMET (X) : STANDARD LAMINATE (STD) : NATURAL (NM) : PLATINUM METALLIC (501)  List Discount: 51.5%	5	\$1,709.00	\$828.87	\$4,144.35
Line: 133 NCCB016S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 016  Tag1: 232A  List Discount: 51.5%	5	\$16.00	\$7.76	\$38.80



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**2019-12453**

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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 134 NAC49TLB	National Office Furniture - National Casegoods  ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS  Tag1: 232A Tag2: I006  List Discount: 51.5%	1	\$274.00	\$132.89	\$132.89
Line: 135 NAC6419TBRA	National Office Furniture - National Casegoods  ACCESSORIES,64 1/8WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 232A Tag2: I006  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%	1	\$434.00	\$210.49	\$210.49
Line: 136 WW2915PUBBFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FILE,UNDERSURFACE,LAM  Tag1: 232A Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$775.00	\$375.88	\$375.88
Line: 137 WW2915PUFFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,FILE/FILE,UNDERSURFACE,LAMINATE	1	\$775.00	\$375.88	\$375.88





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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag1: 232A Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 138 WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 232A Tag2: I006  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	2	\$112.00	\$54.32	\$108.64
Line: 139 WW3066WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,30DX66W,SURFACE,RECTANGULA R,HPL  Tag1: 232A Tag2: I006  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)	1	\$523.00	\$253.66	\$253.66



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**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 51.5%				
Line: 140 WW6638HBH2L	National Office Furniture - National Casegoods  WAVEWORKS,66WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE  Tag1: 232A Tag2: I006  Item Finishes & Options: : SPECIFY 2 SILVER CORE SEPARATE (KS2S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,089.00	\$528.17	\$528.17
Line: 141 WW1868VSWHRL	National Office Furniture - National Casegoods  WAVEWORKS,18WX68H,WARDROBE/STORAGE, RIGHT,LAMINATE  Tag1: 232A Tag2: I015  Item Finishes & Options: : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,330.00	\$645.05	\$645.05
Line: 142 NCCB017S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 017  Tag1: 232B  List Discount: 51.5%	4	\$16.00	\$7.76	\$31.04
Line: 143 NAC49TLB	National Office Furniture - National Casegoods  ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS	1	\$274.00	\$132.89	\$132.89



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag1: 232B Tag2: I006  List Discount: 51.5%				
Line: 144 NAC6419TBRA	National Office Furniture - National Casegoods  ACCESSORIES,64 1/8WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 232B Tag2: I006  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%	1	\$434.00	\$210.49	\$210.49
Line: 145 WW2915PUBBFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FIL E,UNDERSURFACE,LAM  Tag1: 232B Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$775.00	\$375.88	\$375.88
Line: 146 WW2915PUFFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,FILE/FILE,UN DERSURFACE,LAMINATE  Tag1: 232B Tag2: I006  Item Finishes & Options:	1	\$775.00	\$375.88	\$375.88



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: ELONGATED, PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 147  WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS, 15WX27H, PEDESTAL BACK PANEL, LAMINATE  Tag1: 232B Tag2: I006  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	2	\$112.00	\$54.32	\$108.64
Line: 148  WW3066WSSDL	National Office Furniture - National Casegoods  WAVEWORKS, 30DX66W, SURFACE, RECTANGULA R, HPL  Tag1: 232B Tag2: I006  Item Finishes & Options: : MAIN (M) : SOFTENED PVC, NATURAL (VNM) : GROMMET, CENTER (G1C) : WIRE MGR, BACK, SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$523.00	\$253.66	\$253.66
Line: 149  WW6638HBH2L	National Office Furniture - National Casegoods  WAVEWORKS, 66WX38H, HIGHBACK ORGR, FULL	1	\$1,089.00	\$528.17	\$528.17



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**Proposal**

**2019-12453**

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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	BACK,DOORS,LAMINATE  Tag1: 232B Tag2: I006  Item Finishes & Options: : SPECIFY 2 SILVER CORE SEPARATE (KS2S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%				
Line: 150 NCG122120010	National Office Furniture - National Casegoods  WAVEWORKS,30WX68H,SHELF STORAGE,DBL DOOR,LAMINATE  Tag1: 232B Tag2: I011  Item Finishes & Options: : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	3	\$2,537.00	\$1,230.45	\$3,691.35
Line: 151 WW3668BCOFL	National Office Furniture - National Casegoods  WAVEWORKS,36WX68H,BOOKCASE,OPEN,FREE STANDING,LAMINATE  Tag1: 232B Tag2: I018  Item Finishes & Options: : NATURAL (NM)  List Discount: 51.5%	1	\$842.00	\$408.37	\$408.37
Line: 152 NCCB018S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 018	3	\$16.00	\$7.76	\$23.28



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# Proposal

**2019-12453**  
 8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag1: 232C List Discount: 51.5%				
Line: 153 NAC49TLB	National Office Furniture - National Casegoods ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS Tag1: 232C Tag2: I006 List Discount: 51.5%	1	\$274.00	\$132.89	\$132.89
Line: 154 NAC6419TBRA	National Office Furniture - National Casegoods ACCESSORIES,64 1/8WX19 1/2H,TACKBOARD,RAILROAD Tag1: 232C Tag2: I006 Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744) List Discount: 51.5%	1	\$434.00	\$210.49	\$210.49
Line: 155 WW2915PUBBFL	National Office Furniture - National Casegoods WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FIL E,UNDERSURFACE,LAM Tag1: 232C Tag2: I006 Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425) List Discount: 51.5%	1	\$775.00	\$375.88	\$375.88



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 156 WW2915PUFFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,FILE/FILE,UNDERSURFACE,LAMINATE  Tag1: 232C Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$775.00	\$375.88	\$375.88
Line: 157 WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 232C Tag2: I006  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	2	\$112.00	\$54.32	\$108.64
Line: 158 WW3066WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,30DX66W,SURFACE,RECTANGULAR,HPL  Tag1: 232C Tag2: I006  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X)	1	\$523.00	\$253.66	\$253.66



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Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%				
Line: 159 WW6638HBH2L	National Office Furniture - National Casegoods  WAVEWORKS,66WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE  Tag1: 232C Tag2: I006  Item Finishes & Options: : SPECIFY 2 SILVER CORE SEPARATE (KS2S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,089.00	\$528.17	\$528.17
Line: 160 WW1868VSWHLL	National Office Furniture - National Casegoods  WAVEWORKS,18WX68H,WARDROBE/STORAGE,L EFT,LAMINATE  Tag1: 232C Tag2: I015  Item Finishes & Options: : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,330.00	\$645.05	\$645.05
Line: 161 83N48120BTL	National Office Furniture - National Casegoods  FOOTINGS,48DX120W,BOAT TOP,HPL  Tag1: 232D Tag2: I002  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM)	1	\$2,158.00	\$1,046.63	\$1,046.63





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Customer: New Haven Public Schools

Sales Rep: Harry Gruss hary-insalco@snet.net  
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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: GROMMET,ROUND,CENTER (G10C) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%				
Line: 162 NACG23ELS	National Office Furniture - National Casegoods  ACCESSORIES,POWER GROMMET,SILVER  Tag1: 232D Tag2: I002  List Discount: 51.5%	1	\$462.00	\$224.07	\$224.07
Line: 163 CBV2810028YBKP	National Office Furniture - National Casegoods  FOOTINGS,28DX100WX28H,Y BASE KIT  Tag1: 232D Tag2: I002  Item Finishes & Options: : PLATINUM METALLIC (501) : PLATINUM METALLIC (501)  List Discount: 51.5%	1	\$857.00	\$415.65	\$415.65
Line: 164 NACG23ELS	National Office Furniture - National Casegoods  ACCESSORIES,POWER GROMMET,SILVER  Tag1: 232D Tag2: I002  List Discount: 51.5%	2	\$462.00	\$224.07	\$448.14
Line: 165 NCCB020S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 020  Tag1: 232D  List Discount: 51.5%	4	\$16.00	\$7.76	\$31.04
Line: 166	National Office Furniture - National Casegoods	2	\$2,176.00	\$1,055.36	\$2,110.72



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
WW2436LFF4L	WAVEWORKS,24DX36W,LATERAL FILE,FOUR DRAWER,HPL  Tag1: 232D Tag2: I024  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD LAMINATE (STD) : NATURAL (NM) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%				
Line: 167	National Office Furniture - National Casegoods	2	\$2,500.00	\$1,212.50	\$2,425.00
NCG125089010	WAVEWORKS,24DX30W,LATERAL FILE,FOUR DRAWER,HPL  Tag1: 232D Tag2: I025  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD LAMINATE (STD) : NATURAL (NM) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%				
Line: 168	National Office Furniture - National Casegoods	4	\$16.00	\$7.76	\$31.04
NCCB021S	CASEGOODS,LOCK CORE & KEY,SILVER,NO 021  Tag1: 305  List Discount: 51.5%				



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 169 NAC49TLB	National Office Furniture - National Casegoods  ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS  Tag1: 305 Tag2: I006  List Discount: 51.5%	1	\$274.00	\$132.89	\$132.89
Line: 170 NAC6419TBRA	National Office Furniture - National Casegoods  ACCESSORIES,64 1/8WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 305 Tag2: I006  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%	1	\$434.00	\$210.49	\$210.49
Line: 171 WW2915PUBBFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FILE,UNDERSURFACE,LAM  Tag1: 305 Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$775.00	\$375.88	\$375.88
Line: 172 WW2915PUFFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,FILE/FILE,UNDERSURFACE,LAMINATE	1	\$775.00	\$375.88	\$375.88



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag1: 305 Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 173 WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 305 Tag2: I006  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	2	\$112.00	\$54.32	\$108.64
Line: 174 WW3066WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,30DX66W,SURFACE,RECTANGULA R,HPL  Tag1: 305 Tag2: I006  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)	1	\$523.00	\$253.66	\$253.66



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 51.5%				
Line: 175 WW6638HBH2L	National Office Furniture - National Casegoods  WAVEWORKS,66WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE  Tag1: 305 Tag2: I006  Item Finishes & Options: : SPECIFY 2 SILVER CORE SEPARATE (KS2S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,089.00	\$528.17	\$528.17
Line: 176 WW3668BCOFL	National Office Furniture - National Casegoods  WAVEWORKS,36WX68H,BOOKCASE,OPEN,FREE STANDING,LAMINATE  Tag1: 305 Tag2: I018  Item Finishes & Options: : NATURAL (NM)  List Discount: 51.5%	5	\$842.00	\$408.37	\$2,041.85
Line: 177 NCCB022S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 022  Tag1: 305A  List Discount: 51.5%	6	\$16.00	\$7.76	\$46.56
Line: 178 NAC49TLB	National Office Furniture - National Casegoods  ACCESSORIES,49W,TASK LIGHT,BLACK,28 WATTS  Tag1: 305A Tag2: I006	1	\$274.00	\$132.89	\$132.89



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**Proposal**  
**2019-12453**  
 8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 51.5%				
Line: 179 NAC6419TBRA	National Office Furniture - National Casegoods  ACCESSORIES,64 1/8WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 305A Tag2: I006  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%	1	\$434.00	\$210.49	\$210.49
Line: 180 WW2915PUBBFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,BOX/BOX/FIL E,UNDERSURFACE,LAM  Tag1: 305A Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$775.00	\$375.88	\$375.88
Line: 181 WW2915PUFFL	National Office Furniture - National Casegoods  WAVEWORKS,29DX15W,PEDESTAL,FILE/FILE,UN DERSURFACE,LAMINATE  Tag1: 305A Tag2: I006  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X)	1	\$775.00	\$375.88	\$375.88



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 182 WW1527MPL	National Office Furniture - National Caseloads  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 305A Tag2: I006  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	2	\$112.00	\$54.32	\$108.64
Line: 183 WW3066WSSDL	National Office Furniture - National Caseloads  WAVEWORKS,30DX66W,SURFACE,RECTANGULA R,HPL  Tag1: 305A Tag2: I006  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$523.00	\$253.66	\$253.66
Line: 184 WW6638HBH2L	National Office Furniture - National Caseloads  WAVEWORKS,66WX38H,HIGHBACK ORGR,FULL BACK,DOORS,LAMINATE	1	\$1,089.00	\$528.17	\$528.17



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	Tag1: 305A Tag2: I006  Item Finishes & Options: : SPECIFY 2 SILVER CORE SEPARATE (KS2S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%				
Line: 185 WW3668BCOFL	National Office Furniture - National Casegoods  WAVEWORKS,36WX68H,BOOKCASE,OPEN,FREE STANDING,LAMINATE  Tag1: 305A Tag2: I018  Item Finishes & Options: : NATURAL (NM)  List Discount: 51.5%	2	\$842.00	\$408.37	\$816.74
Line: 186 NCG122120010	National Office Furniture - National Casegoods  WAVEWORKS,30WX68H,SHELF STORAGE,DBL DOOR,LAMINATE  Tag1: 305A Tag2: I011  Item Finishes & Options: : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	2	\$2,537.00	\$1,230.45	\$2,460.90
Line: 187 NCCB023S	National Office Furniture - National Casegoods  CASEGOODS,LOCK CORE & KEY,SILVER,NO 023  Tag1: 305B	10	\$16.00	\$7.76	\$77.60





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# Proposal

**2019-12453**  
 8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	List Discount: 51.5%				
Line: 188 83N42RDL	National Office Furniture - National Casegoods FOOTINGS,42DIA,ROUND TOP,HPL  Tag1: 305B Tag2: I003  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$717.00	\$347.75	\$347.75
Line: 189 CBV3228XBP	National Office Furniture - National Casegoods FOOTINGS,32WX28H,X BASE,STATIC  Tag1: 305B Tag2: I003  Item Finishes & Options: : NO CUTOUT (X) : PLATINUM METALLIC (501) : PLATINUM METALLIC (501)  List Discount: 51.5%	1	\$542.00	\$262.87	\$262.87
Line: 190 NAC8819TBRA	National Office Furniture - National Casegoods ACCESSORIES,88 1/16WX19 1/2H,TACKBOARD,RAILROAD  Tag1: 305B Tag2: I008  Item Finishes & Options: : GRADE A (A) : REPETITION TAWNY (3744)  List Discount: 51.5%	1	\$538.00	\$260.93	\$260.93



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 191 WW1527MPL	National Office Furniture - National Casegoods  WAVEWORKS,15WX27H,PEDESTAL BACK PANEL,LAMINATE  Tag1: 305B Tag2: I008  Item Finishes & Options: : SHADOW (425)  List Discount: 51.5%	1	\$112.00	\$54.32	\$54.32
Line: 192 WW2315PUFFL	National Office Furniture - National Casegoods  WAVEWORKS,23DX15W,PEDESTAL,FILE/FILE,UN DERSURFACE,LAMINATE  Tag1: 305B Tag2: I008  Item Finishes & Options: : ELONGATED,PLATINUM METALLIC (84PL) : NO GROMMET (X) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%	1	\$725.00	\$351.63	\$351.63
Line: 193 WW2436LFF3L	National Office Furniture - National Casegoods  WAVEWORKS,24DX36W,LATERAL FILE,THREE DRAWER,HPL  Tag1: 305B Tag2: I023  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD LAMINATE (STD) : NATURAL (NM) : NATURAL (NM)	1	\$1,895.00	\$919.08	\$919.08



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**Proposal**

**2019-12453**

8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: NATURAL (NM)  List Discount: 51.5%				
Line: 194  WW2436PF11L	National Office Furniture - National Casegoods  WAVEWORKS,24DX36W,PEDESTAL,LEFT,MULTIF ILE BB/F/LF,HPL  Tag1: 305B Tag2: I012  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : SPECIFY 2 SILVER CORE SEPARATE (KS2S) : STANDARD LAMINATE (STD) : NATURAL (NM) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%	1	\$1,980.00	\$960.30	\$960.30
Line: 195  WW2460WSSDL	National Office Furniture - National Casegoods  WAVEWORKS,24DX60W,SURFACE,RECTANGULA R,HPL  Tag1: 305B Tag2: I008  Item Finishes & Options: : MAIN (M) : SOFTENED PVC,NATURAL (VNM) : GROMMET,CENTER (G1C) : WIRE MGR,BACK,SHADOW (D1B425) : NO MODIFIED DEPTH (STANDARD) (X) : NO MODIFIED WIDTH (STANDARD) (X) : STANDARD LAMINATE (STD) : NATURAL (NM)  List Discount: 51.5%	1	\$431.00	\$209.04	\$209.04
Line: 196	National Office Furniture - National Casegoods	3	\$609.00	\$295.37	\$886.11



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# Proposal

**2019-12453**  
 8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
WW3018SOHML	WAVEWORKS,30WX18H,OVERHEAD,DOORS,WALL MOUNT,LAMINATE  Tag1: 305B Tag2: I008  Item Finishes & Options: : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : NATURAL (NM) : NATURAL (NM)  List Discount: 51.5%				
Line: 197	National Office Furniture - National Casegoods	1	\$1,891.00	\$917.14	\$917.14
WW3066DLFL1	WAVEWORKS,30DX66W,DESK,LEFT PEDESTAL,BBF,HPL  Tag1: 305B Tag2: I008  Item Finishes & Options: : SOFTENED PVC,NATURAL (VNM) : ELONGATED,PLATINUM METALLIC (84PL) : GROMMET,RIGHT (G1R) : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : STANDARD LAMINATE (STD) : NATURAL (NM) : SHADOW (425) : SHADOW (425)  List Discount: 51.5%				
Line: 198	National Office Furniture - National Casegoods	1	\$547.00	\$265.30	\$265.30
WW3638BCHL	WAVEWORKS,36WX38H,BOOKCASE,DOUBLE DOORS,SET ON,LAMINATE  Tag1: 305B Tag2: I012  Item Finishes & Options: : SPECIFY 1 SILVER CORE SEPARATE (KS1S) : NATURAL (NM)				



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**Proposal**

**2019-12453**  
 8/02/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
	: NATURAL (NM)  List Discount: 51.5%				
Line: 199  WW3668BCOFL	National Office Furniture - National Casegoods  WAVEWORKS,36WX68H,BOOKCASE,OPEN,FREE STANDING,LAMINATE  Tag1: 305B Tag2: I018  Item Finishes & Options: : NATURAL (NM)  List Discount: 51.5%	1	\$842.00	\$408.37	\$408.37

Misc Items.....\$85,671.45

**Item Grouping Summary:**

- Misc Items Totals: \$85,671.45

Subtotal.....\$85,671.45

Total Amount.....\$85,671.45

Thank you for your business! Please accept this proposal by signing below.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



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**Proposal**  
**2019-12434**  
 8/05/2019

**Propose To:**

New Haven Public Schools  
 Board of Education - Business Office  
 54 Meadow Street  
 New Haven , CT 06519

**Installation Location:**

Strong 21st Century Comm Magnet SCSU Lab School  
 69 Farnham Ave  
 New Haven, CT 06519

Attention: Emily Czarnecki  
 860-240-9342 (phone)  
[eczarnecki@jcj.com](mailto:eczarnecki@jcj.com)

**Strong Global**

**Customer PO:**

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
Line: 1 6621G	Global Furniture Group - USA Global Industries  DUET, Armless, Ganging, Wall Saver, Plastic Seat & Back, Std Sled Base, Chrome Frame, Std Non-Marking Glides, Stacks 12 High on Floor, 40 High on Dolly, GLOBAL SEATING USA  Tag1: R001  Item Finishes & Options: : Polypropylene Back / Seat Selections (~DPLS) : : F-Chrome Frame [CH] (CH) : (STD) Clear Glides (~)  List Discount: 45%	411	\$222.92	\$122.61	\$50,392.71
Line: 2 6624	Global Furniture Group - USA Global Industries  DUET, Dolly, GLOBAL SEATING USA  Tag1: R002  Item Finishes & Options: : (STD) RTA Code in Pricebook per Model (~)  List Discount: 45%	11	\$541.00	\$297.55	\$3,273.05
Line: 3	Global Furniture Group - Furniture Sales	2	\$622.00	\$342.10	\$684.20

Printed On: 8/05/2019 2:30 pm



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**Proposal**  
**2019-12434**  
 8/05/2019

Item No.	Item Description	Qty	Item List	Item Sell	Ext Sell
93CG-S72L	18"d x 36"w x 72"h, w/Doors, 1 Fixed, 6 Adj Shelves, 9300 SERIES, UNIVERSAL FILING  Tag1: R003  Item Finishes & Options: : Metal File Case & Storage Front Paint Finishes (Global Standard Paint Finishes) (~STD) : Global Standard Colors (~GLO) : 1-Oyster (F35) : 5H Counterweight Not Required (~) : C-Keyed For Lock #W414 (W414)  List Discount: 45%				
Line: 4	INSALCO CORPORATION - Contract Information  Freestanding Office, Lounge, Dormitory and Residential Furniture  Priced @ State Of Connecticut Contract Discount. Contract #15PSX0041 Sch "C" Discount = Delivered & Installed. Contract Duration: 6/01/2015 - 06/30/2020  List Discount: 100%	1	\$0.00	\$0.00	\$0.00
Line: 5	INSALCO CORPORATION - Contract Information  SBE  Insalco Corporation is a Certified Small Business Set-Aside Vendor to the State of Connecticut.  List Discount: 100%	1	\$0.00	\$0.00	\$0.00

Misc Items.....\$54,349.96

**Item Grouping Summary:**

- Misc Items Totals: \$54,349.96

Subtotal.....\$54,349.96

Total Amount.....\$54,349.96

Thank you for your business! Please accept this proposal by signing below.



**Insalco Corporation**  
**7 Capital Drive**  
**Wallingford, CT 06492**  
**Phone: (203) 269-1238**  
**Fax: (203) 265-9378**  
**www.insalco.com**

Customer: New Haven Public Schools

Sales Rep: Harry Gruss [harry-insalco@snet.net](mailto:harry-insalco@snet.net)  
203-269-1238 (phone) 203-265-9378 (fax)

**Proposal**

**2019-12434**

8/05/2019

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_