



FINANCIAL REPORTS

October 31, 2022

New Haven Board of Education
Finance & Operations Committee Meeting

November 21, 2022

STRATEGIC PLAN : SY 2020-2024



NEW HAVEN PUBLIC SCHOOLS

Core Values

We believe...

- 1 Equitable opportunities** create the foundation necessary for every child to succeed
- 2 A culture of continuous improvement** will ensure that all staff are learners and reflective practitioners
- 3 High expectations** and standards are necessary to prepare students for college and career
- 4 Collaboration** and partnerships with families and the New Haven community will enhance learning and achievement



Mission

To provide all students in New Haven Public Schools with personalized, authentic, and engaging learning experiences through creativity, exploration, innovation, critical thinking, problem-solving, and high quality instruction. To foster a culture of continuous improvement through collaborative partnerships with staff, families, and the New Haven community. To support students' growth and development by utilizing the Whole Child Framework.

Vision

Our vision is to be a premier urban school district that ensures access to equitable opportunities and successful outcomes for all students as they prepare for college, career, and life.

Priority Areas for 2020-2024

- | | |
|----------------------------------------|--------------------------------|
| 1 Academic Learning | 2 Culture & Climate |
| 3 Youth & Family Engagement | 4 Talented Educators |
| 5 Operational Efficiencies | |

WWW.NHPS.NET

- Monthly Financial Expenditure Report General Funds as of October 31, 2022
- Monthly Financial Revenue Forecast Report Special Funds as of October 31, 2022

- General Fund expenditures incurred through 10/31/22 are \$351,122,263 million or 18% of the adopted budget.



Financial Report – General Fund October 31, 2022



Fiscal Year 2022-2023
Education Operating Fund (General Fund)
Monthly Financial & EOY Forecast Report (Unaudited) as of October 31, 2022

	FY2023 Adopted Budget (A)	MONTHLY YTD Actuals (B)	YTD %	MONTHLY Encumbrances (C)	Available (A-B+C)	Full-Year Expenditure Forecast (F)	Full Year Variance (A-F)
Salaries							
Teacher Full-Time	\$76,911,890	(\$17,360,756)	22.57%	\$0	\$59,551,134	74,752,936	2,110,109
Admin & Management Full-Time	16,557,163	(5,455,564)	32.95%	0	11,101,599	17,743,407	(1,431,179)
Paraprofessionals	3,049,145	(830,830)	27.25%	0	2,218,315	3,922,656	(729,742)
Support Staff Full-Time	10,517,818	(3,200,266)	30.43%	0	7,317,552	10,553,942	(36,124)
Part Time & Seasonal	3,491,774	(364,455)	10.44%	(232,000)	2,895,319	2,525,943	528,831
Substitutes	1,000,000	(387,184)	38.72%	0	612,816	1,900,259	(900,259)
Overtime, Benefits, Other	3,733,650	(1,139,812)	30.53%	(20,213)	2,573,626	5,531,619	(1,831,119)
Total Salaries and Benefits	\$115,261,440	(\$28,738,868)	24.93%	(\$252,213)	\$86,270,360	\$ 116,930,762	\$ (2,289,483)
Supplies and Services							
Instructional Supplies	\$3,396,380	(\$763,157)	22.47%	(\$1,541,725)	\$1,091,498	3,450,562	(8,182)
Tuition	21,049,657	(484,538)	2.30%	(25,407,212)	(4,842,093)	23,931,750	(2,382,093)
Utilities	11,527,000	(2,187,032)	18.97%	(8,387,116)	952,851	10,710,755	781,245
Transportation	26,535,202	(454,526)	1.71%	(32,178,124)	(6,097,448)	29,595,419	(2,977,206)
Maintenance, Property, Custodial	2,336,060	(467,139)	20.00%	(1,414,374)	454,546	1,856,286	495,522
Other Contractual Services	15,158,045	(2,017,002)	13.31%	(9,595,611)	3,545,432	13,257,403	1,911,044
Total Supplies and Services	\$80,002,344	(\$6,373,395)	7.97%	(\$78,524,163)	(\$4,895,214)	\$ 82,802,175	\$ (2,179,670)
General Fund Totals	\$195,263,784	(\$35,112,263)	17.98%	(\$78,776,375)	\$81,375,146	\$ 199,732,937	\$ (4,469,153)



**Fiscal Year 2022-2023
Education Operating Fund (General Fund)
Monthly Financial Report (Unaudited) - October 31, 2022**

YTD by Period	Account Description	Original Budget	YTD Actual	MTD Actual	Encumb.	Available Budget	% Used
Teachers Full-Time	Teachers	\$76,911,890	\$17,360,756	\$6,959,232	\$0	\$59,551,134	22.57
Admin & Management Full-Time	Salaries	1,121,118	358,626	92,031	0	762,492	31.99
	Directors Salaries	979,166	300,788	61,590	0	678,378	30.72
	Supervisor	2,428,690	795,820	177,640	0	1,632,870	32.77
	Department Heads/Principals/Aps	10,583,047	3,622,577	998,920	0	6,960,470	34.23
	Management	1,445,142	377,754	89,145	0	1,067,388	26.14
	Sub-Total	\$16,557,163	\$5,455,564	\$1,419,326	\$0	\$11,101,599	32.95
Paraprofessionals	ParaProfessionals	3,049,145	830,830	380,531	0	2,218,315	27.25
Support Staff Full-Time	Wages Temporary	479,059	132,745	52,438	-	346,314	27.71
	Custodians	4,360,565	1,545,545	367,909	0	2,815,020	35.44
	Building Repairs	767,430	229,288	56,537	0	538,142	29.88
	Clerical	2,569,935	712,869	198,206	0	1,857,066	27.74
	Security	2,245,816	547,456	183,516	0	1,698,360	24.38
	Truck Drivers	95,013	32,363	7,533	0	62,650	34.06
	Sub-Total	\$10,517,818	\$3,200,266	\$866,139	\$0	\$7,317,552	30.43
Part Time & Seasonal	Coaches	650,000	0	0	0	650,000	0.00
	Other Personnel	125,000	33,079	14,585	210,000	(118,079)	0.00
	Part-Time Payroll	2,118,331	309,952	80,266	22,000	1,786,379	15.67
	Seasonal	498,443	21,424	0	0	477,019	4.30
	Teachers Stipend	100,000	0	0	0	100,000	0.00
	Sub-Total	\$3,491,774	\$364,455	\$94,851	\$232,000	\$2,895,319	17.08
Substitutes	Substitutes	\$ 1,000,000	\$ 387,184	\$ 232,272	\$ -	\$ 612,816	\$ 39
Overtime, Benefits, Other	Overtime	605,000	453,594	94,082	0	151,406	74.97
	Longevity	275,000	728	0	0	274,272	0.26
	Custodial Overtime	625,500	392,342	72,394	0	233,158	62.72
	Retirement	1,700,000	292,561	0	20,063	1,387,376	18.39
	Employment Comp	495,000	585	249	0	494,415	0.12
	Professional Meetings*	33,150	0	0	150	33,000	0.45
	Sub-Total	\$3,733,650	\$1,139,812	\$166,725	\$20,213	\$2,573,626	31.07
	Salaries Sub-Total	\$115,261,440	\$28,738,868	\$10,119,077	\$252,213	\$86,270,360	25.15



**Fiscal Year 2022-2023
Education Operating Fund (General Fund)
Monthly Financial Report (Unaudited) - October 31, 2022**

YTD by Period	Account Description	Original Budget	YTD Actual	MTD Actual	Encumb.	Available Budget	% Used
Instructional Supplies	Equipment	250,542	1,649	(17,769)	113,773	135,120	46.07
	Computer Equipment	110,091	15,951	10,368	5,795	88,345	19.75
	Software	32,576	7,077	0	7,043	18,455	0.00
	Furniture	102,501	11,759	10,491	75,177	15,565	84.82
	Testing Materials	82,600	0	0	0	82,600	0.00
	Education Supplies Inventory	557,349	173,284	52,047	187,195	196,870	64.68
	General/Office Supplies	1,249,396	343,723	(33,329)	902,845	2,828	99.77
	Textbooks	354,807	74,011	16,827	61,587	219,209	38.22
	Library Books	132,515	0	0	21,139	111,376	15.95
	Periodicals	2,000	0	0	0	2,000	0.00
	Registrations, Dues & Subscrip.	143,985	71,675	5,748	6,909	65,401	54.58
	Student Activities	100,500	26,194	(6,188)	8,801	65,505	34.82
	Graduation	43,518	0	0	1,402	42,116	3.22
Emergency Medical	209,000	37,833	0	150,057	21,110	89.90	
Printing & Binding	25,000	0	0	0	25,000	0.00	
	Sub-Total	\$3,396,380	\$763,157	\$38,166	\$1,541,725	\$1,091,498	67.86
Tuition	Tuition	21,049,657	484,538	201	25,407,212	(4,842,093)	123.00
	Electricity	7,709,500	1,832,938	709,024	5,039,847	836,715	89.15
	Heating Fuels	10,000	0	0	0	10,000	0.00
	Water	265,000	29,196	0	370,804	(135,000)	150.94
	Telephone	646,000	95,151	4,145	322,070	228,779	64.59
	Telecommunications/Internet	90,000	18,223	4,537	24,027	47,750	46.94
	Sewer Usage	225,000	66,324	6,999	215,675	(56,999)	125.33
	Gas & Oil	35,000	13,394	0	0	21,606	38.27
		Sub-Total	\$11,527,000	\$2,187,032	\$724,704	\$8,387,116	\$952,851
Transportation	Milage	610,900	62,813	42,909	394,087	154,000	74.79
	Business Travel	4,000	(1,075)	4,364	8,088	(3,013)	175.33
	Transportation	15,028,973	145,473	75,872	15,514,527	(631,027)	104.20
	Special Education Transportation	4,998,895	149,983	79,131	6,487,917	(1,639,005)	132.79
	Transportation Technical Schools	452,480	0	0	600,000	(147,520)	132.60
	Transit Bus Passes	227,375	0	0	0	227,375	0.00
	Field Trips	162,462	0	0	35,333	127,130	21.75
	InterDistrict Transportation	1,289,000	0	0	4,520,000	(3,231,000)	350.66
	Outplacement Transportation	3,555,000	80,636	43,850	4,381,949	(907,585)	125.53
	Field Trips (Non-Public)	206,117	16,696	16,332	236,224	(46,803)	122.71
	Sub-Total	\$26,535,202	\$454,526	\$262,458	\$32,178,124	(\$6,097,448)	122.98



Fiscal Year 2022-2023
Education Operating Fund (General Fund)
Monthly Financial Report (Unaudited) - October 31, 2022

YTD by Period	Account Description	Original Budget	YTD Actual	MTD Actual	Encumb.	Available Budget	% Used
Maintenance, Property, Custodial	School Security	12,000	3,402	0	5,133	3,465	71.13
	Building & Grounds Maint. Supp.	100,000	42,992	10,425	26,630	30,378	69.62
	Custodial Supplies	488,000	199,901	32	246,099	42,000	91.39
	Light Bulbs	30,000	9,812	2,769	6,842	13,346	55.51
	Uniforms	19,252	0	0	43,078	(23,826)	223.76
	Moving Expenses	50,000	0	0	65,000	(15,000)	130.00
	Cleaning	26,000	6,000	6,000	10,000	10,000	61.54
	Repairs & Maintenance	102,808	20,000	30,000	3,353	79,455	22.72
	Building Maintenance	575,000	108,296	46,489	329,052	137,652	76.06
	Rental	120,000	(471)	0	0	120,471	(0.39)
	Rental of Equipment	8,000	0	0	12,000	(4,000)	150.00
	Maintenance Agreement Services	725,000	64,819	17,582	599,795	60,386	91.67
Vehicle Repairs	80,000	12,388	9,889	67,393	220	99.73	
	Sub-Total	\$2,336,060	\$467,139	\$123,185	\$1,414,374	\$454,546	80.54
Other Contractual Services	Other Contractual Services *	4,733,111	309,353	17,812	571,120	3,852,638	18.60
	* Special Education	1,042,340	49,023	2,100	620,464	372,853	64.23
	*Facilities	7,220,558	1,367,026	0	7,150,663	(1,297,130)	117.96
	*IT	1,000,000	202,498	15,353	748,392	49,110	95.09
	Legal Services	534,036	0	0	430,000	104,036	80.52
	Other Purchased Services	17,500	1,194	750	20,350	(4,044)	123.11
	Postage & Freight	160,500	87,908	994	54,622	17,970	88.80
	Claims	450,000	0	0	0	450,000	0.00
	Sub-Total	\$15,158,045	\$2,017,002	\$37,009	\$9,595,611	\$3,545,432	76.61
	Supplies & Services Sub-Total	\$80,002,344	\$6,373,395	\$1,185,721	\$78,524,163	(\$4,895,214)	106.12
	Combined Total	\$195,263,784	\$35,112,263	\$11,304,798	\$78,776,375	\$81,375,146	58.33

* Breakout of Other Contractual Services by Department

Reporting For Information Purposes Only - MTD Actuals for the Month referenced above.



Revenue Report – Grants

October 31, 2022

How to read the new grant revenue exhibit (letters refer to column letters on the prior page):

- A The total amount we were awarded for the grant in 2021-22
- B Because of Covid-19, we are permitted to carryover unexpended money in some grants in 2022-23. It ‘carries over’ to the next fiscal year.
- C This is new funding we were awarded in 2022-23
- D Funding we haven’t received yet, but expect to receive.
- E C+D. The total new money we’ll receive for the grant this year.
- F B+E. The sum of the carryover funds and the new money. This is what’s available to spend in 2022-23.
- G E-A. This measures the change in new money only, and excludes the effect of the carryover.
- H G/A. Calculates, on a percentage basis, the change in the new money year over year.



Fiscal Year 2022-2023 Special Funds Revenue

	A	B	C	D	E	F	G	H
	FY 2021-22	Carryover	Received	Pending	Total	Total	YOY \$ Change	YOY
Common Titles	Funding	Funding	FY2022-23	Approvals	Anticipated	Available	in New Funds	% Change
			Funding		New Funding	for 2022-23		
Law Education/School Security	\$787,061	\$787,061			\$0	\$787,061	(\$787,061)	0.0%
Impact Aid	\$10,303	\$0			\$0	\$0	(\$10,303)	-100.0%
Adult Education/Homeless*	\$3,242,672	\$60,000	\$2,836,213		\$2,836,213	\$2,896,213	(\$406,459)	-12.5%
IDEA*	\$7,332,434	\$620,604		\$6,559,652	\$6,559,652	\$7,180,256	(\$772,782)	-10.5%
Perkins*	\$652,073	\$0		\$505,020	\$505,020	\$505,020	(\$147,053)	-22.6%
Title II A/Student Support*	\$3,030,291	\$822,330		\$840,241	\$840,241	\$1,662,571	(\$2,190,050)	-72.3%
School Based Health/Parenting	\$1,399,459	\$0		\$1,399,459	\$1,399,459	\$1,399,459	\$0	0.0%
Federal Magnet Grant*	\$4,972,659	\$2,320,725			\$0	\$2,320,725	(\$4,972,659)	-100.0%
State Bilingual/Title III/Immigrant	\$1,060,618	\$211,304		\$917,658	\$917,658	\$1,128,962	(\$142,960)	-13.5%
School Readiness/Family Resource	\$9,724,866	\$140,963	\$8,117,948	\$771,844	\$8,889,792	\$9,030,755	(\$835,074)	-8.6%
Private Foundation	\$435,873	\$272,168			\$0	\$272,168	(\$435,873)	-100.0%
Title I/SIG*	\$16,717,400	\$4,398,588	\$1,388,574	\$11,957,470	\$13,346,044	\$17,744,632	(\$3,371,356)	-20.2%
Head Start - Federal*	\$7,686,198	\$1,373,995	\$6,235,156		\$6,235,156	\$7,609,151	(\$1,451,042)	-18.9%
Medicaid Reimbursement	\$219,642	\$0			\$0	\$0	(\$219,642)	-100.0%
School Improvements	\$0	\$0			\$0	\$0	\$0	0.0%
Alliance/Comm Network/Low Performing	\$20,876,678	\$0	\$21,238,171		\$21,238,171	\$21,238,171	\$361,493	1.7%
State Misc Education Grants	\$29,417	\$0			\$0	\$0	(\$29,417)	100.0%
Open Choice	\$483,941	\$0			\$0	\$0	(\$483,941)	-100.0%
Head Start - State	\$248,714	\$0	\$130,759		\$130,759	\$130,759	(\$117,955)	-47.4%
Priority/21st Century*	\$6,037,905	\$216,710	\$5,097,781		\$5,097,781	\$5,314,491	(\$940,124)	-15.6%
Jobs for CT Youth	\$29,307	\$0			\$0	\$0	(\$29,307)	-100.0%
Youth Services Prevention	\$0	\$0			\$0	\$0	\$0	0.0%
ESSER*	\$1,750,667	\$0			\$0	\$0	(\$1,750,667)	-100.0%
ESSER II	\$37,398,032	\$19,981,102	\$100,000		\$100,000	\$20,081,102	(\$37,298,032)	-99.7%
ARP ESSER	\$80,017,233	\$69,214,187			\$0	\$69,214,187	(\$80,017,233)	0.0%
ARP ESSER Special Education	\$1,951,134	\$1,551,134			\$0	\$1,551,134	(\$1,951,134)	0.0%
ARP ESSER Homeless Youth	\$472,682	\$472,682			\$0	\$472,682	(\$472,682)	0.0%
	\$206,567,259	\$102,443,553	\$45,144,602	\$22,951,344	\$68,095,946	\$170,539,499	(\$138,471,313)	-67.0%

*As a result of Covid 19 federal grants were awarded an extension to spend funds in fiscal year 2020-21, 2021-22 and recently received extension into FY23





NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name:

Doing Business As, if applicable:

Business Address:

Business Phone:

Business email:

Funding Source & Acct # including location code:

Principal or Supervisor:

Agreement Effective Dates: From mm/dd/yr. To mm/dd/yr.

Hourly rate or per session rate or per day rate.

Total amount:

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

Submitted by: _____ Phone: _____



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From:
Date:
Re:

Please **answer all questions and attach any required documentation as indicated below.** Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name:**
2. **Description of Service:**
3. **Amount** of Agreement and hourly or session cost:
4. **Funding Source** and account number:
5. Approximate number of staff served through this program or service:
6. Approximate number of students served through this program or service:
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much?
 - b. What would an alternative contractor cost?
 - c. If this is a continuation, when was the last time alternative quotes were requested?
 - d. For new or continuation: is this a service existing staff could provide. If no, why not?
8. **Type of Service:**
Answer all questions:
 - a. Professional Development?
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not?
 - b. After School or Extended Hours Program?
 - c. School Readiness or Head Start Programs?
 - d. Other: (Please describe)

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business?
- b. Is the Contractor Local?
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
- d. Is the Contractor a public corporation?
- e. Is this a renewal/continuation Agreement or a new service?
- f. If it is a renewal/continuation has cost increased? If yes, by how much?
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:

10. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company:
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
- d. Who were the members of the selection committee that scored bid applications?
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department.

11. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What **specific need** will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met?
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
- c. How is this service aligned to the District Continuous Improvement Plan?

12. Why do you believe this Agreement is fiscally sound?

13. What are the implications of not approving this Agreement?



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(Insert Contractor Name Here)

FOR DEPARTMENT/PROGRAM:

(Insert School or Department Name Here)

This Agreement entered into on the ____ day of _____, 20__, effective (*no sooner than the day after Board of Education Approval*), the ____ day of _____, 20__, by and between the New Haven Board of Education (herein referred to as the “Board” and, _____ located at, _____ (herein referred to as the “Contractor”).

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

The maximum amount the contractor shall be paid under this agreement: _____ (\$ _____). 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, **Account Number:** _____ - _____ - _____ **Location Code:** _____.

This agreement shall remain in effect from _____ to _____.

SCOPE OF SERVICE: *In the space below, please provide brief summary of service.*

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

Exhibit B: Student Data Privacy - attached

Exhibit C: Contractor's Declaration Attesting to Compliance with Executive Order No. 13G – form must be completed by the contractor. See attached form for contractors who are working with students or staff in school or in after school programs, regardless of location.

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



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.



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From:

Date:

Re:

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

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



NEW HAVEN PUBLIC SCHOOLS

Key Questions:

1. What specific service will the contractor provide:

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

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

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

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

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



NEW HAVEN PUBLIC SCHOOLS

Key Questions: - Continued

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

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

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

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



NEW HAVEN PUBLIC SCHOOLS

Agreement/Contract Processing Checklist

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

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

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



NEW HAVEN PUBLIC SCHOOLS

Finance & Operations Committee Action Item Submission Guide

Committee Overview:

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

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

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

Submit To:

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

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

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

Reminders:

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



NEW HAVEN PUBLIC SCHOOLS

Finance & Operations Committee Action Item Submission Guide

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

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

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

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

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

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



NEW HAVEN PUBLIC SCHOOLS
**Finance & Operations Committee
Action Item Submission Guide**

**Deadline Schedule
June 21, 2022 to June 30, 2023**

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

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

Notes: (*) Tuesday meeting due to legal holiday

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