



NEW HAVEN PUBLIC SCHOOLS
New Haven, Connecticut

NEW HAVEN BOARD OF EDUCATION FINANCE AND OPERATIONS COMMITTEE MEETING

SPECIAL MEETING

Tuesday, January 7, 2020

4:30 p.m.

Gateway Center – 2nd Floor Board Room

Chair: Ms. Yesenia Rivera

Action Items

A. INFORMATION ONLY

1. The Superintendent approved an Agreement by and between the New Haven Board of Education and FatHappy Media, to provide a tutorial video to assist parents in applying for New Haven Schools Choice & Enrollment Magnet Lottery process, from January 14, 2020 to April 30, 2020, in an amount not to exceed \$6,394.00.

**Funding Source: Magnet 17-22 Program
Acct. # 2517-6251-56694-0000**

(Pages # 5-18)

B. ABSTRACTS

1. To approve the Abstract, State Bilingual Education Grant, in the amount of \$220,399.00 for 2019 to 2020.

Presenter: Mr. Pedro Mendia

(Pages 19-23)

2. To approve the Abstract, Carl D. Perkins Grant, in the amount of \$489,882.00 for 2019 to 2020.

Presenter: Dr. Paul Whyte

(Pages # 24-29)

3. To approve the Abstract, 21st Century Community Learning Center – Barnard, Brennan, Celentano grant, in the amount of \$200,000.00 for 2019 to 2020.

Presenter: Ms. Gemma Joseph Lumpkin

(Pages #30-35)

4. To approve the Abstract, State-After School, Martinez, Columbus, Hill Central, Fair Haven, grant, in the amount of \$169,660.00 for 2019-2020.

Presenter: Ms. Gemma Joseph Lumpkin

(Pages #36-41)

AGREEMENTS

1. To approve an Agreement by and between the New Haven Board of Education and PowerSchool, LLC, to provide customized on-site training for up to 15 participants and 20 hours of Keys to Ownership remote on-demand support, from January 14, 2020 to June 30, 2020, in an amount not to exceed \$20,200.00.
Funding Source: 2019-2020 Operating Budget
Acct. #190-41-56694
Presenter: Dr. Michele Sherban
(Pages #42-59)
2. To approve an Agreement by and between the New Haven Board of Education and Elm Village, to provide training for students and staff at Wexler-Grant, from October 7, 2019 to June 30, 2020, in an amount not to exceed \$8,760.00.
Funding Source: Commissioner's Network – Wexler Grant Program
Acct. # 2547-6293-56694-0032
Presenter: Mr. David Diah
(Pages #60-69)
3. To approve an Agreement by and between the New Haven Board of Education and Outfront Media, Inc., to provide highway and City billboard advertising for the Choice & Enrollment application process, from January 14, 2020 to April 30, 2020, in an amount not to exceed \$22,450.00.
Funding Source: Magnet 16-19 Carryover Program
Acct. # 2517-6232-56694-0000
Presenter: Mr. Marquelle Middleton
(Pages #70-98)
4. To approve an Agreement by and between the New Haven Board of Education and NBC Universal, LLC, to provide informational commercials about New Haven Public School education to support the Choice & Enrollment application process, from January 14, 2020 to April 30, 2020, in an amount not to exceed \$33,235.29.
Funding Source: Magnet 17-22 Program
Acct. # 2517-6251-56694-0000
Presenter: Mr. Marquelle Middleton
(Pages #99-108)
5. To approve an Agreement by and between the New Haven Board of Education and Focus Schools, to provide a monthly professional development program to staff at Hillhouse to build systems and structures to improve instruction and learning, from January 14, 2020 to June 30, 2020, in an amount not to exceed \$33,172.00.
Funding Source: School Improvement Grant (SIG) Hillhouse Program
Acct. # 2546-6265-56694-0062
Presenter: Mr. Glen Worthy
(Pages #109-120)

6. To approve an Agreement by and between the New Haven Board of Education and Area Cooperative Educational Services, (ACES), to provide 33 full days of professional development sessions to staff at Hillhouse, from January 14, 2020 to June 30, 2020, in an amount not to exceed \$33,172.00.
Funding Source: **School Improvement Grant (SIG) Hillhouse Program**
Acct. # 2546-6265-56694-0062
Presenter: Mr. Glen Worthy
(Pages #121-128)
7. To approve an Agreement by and between the New Haven Board of Education and Christian Community Action Agency, to provide homeless youth support and services for enrollment in New Haven Public Schools, from January 14, 2019 to June 30, 2020, in an amount not to exceed \$9,996.21.
Funding Source: **McKinney Vento Program**
Acct. # 2503-5027-56697-0000
Presenter: Ms. Gemma Joseph Lumpkin
(Pages #129-137)
8. The Superintendent approved an Agreement by and between the New Haven Board of Education and Junta for Progressive Action, to provide support and services for homeless children and youth who desire enrollment in or are currently enrolled in New Haven Public Schools, from January 14, 2020 to June 30, 2020 in an amount not to exceed \$9,996.21.
Funding Source: **McKinney Vento Program**
Acct. # 2503-5027-56697
Presenter: Ms. Gemma Joseph Lumpkin
(Pages #138-146)



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Marquelle Middleton
Date: December 9, 2019
Re: FatHappy Agreement (tutorial video)

Executive Summary/ Statement: (Please provide 1-2 sentences describing the Service – do not leave blank): FatHappy Media will create a tutorial video to assist parents in applying for New Haven Public schools Choice Magnet Lottery process. The video will show parents a step-by-step on how to fill in the application with an explanation and help answer questions that parents may have at the time they are filling out the application.

Amount of Agreement and the Daily, Hourly or per Session Cost: \$6,394
(1) 5 min. animated video & (1) video w/full Spanish translation.

Funding Source & Account #: Magnet 17-22 Central Office, Account # 2517-6251-56694-0000

Key Questions: (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. Please describe how this service is strategically aligned to the District Continuous Improvement Plan? The service is created as a tutorial piece where families can have a clear understanding of how the Magnet Choice Lottery works in detail.
2. What specific need will this contractor address? To educate the community on the Magnet process
3. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection: Vendor was selected through a sole source to create a specific tutorial to explain our process.
4. If this is a continuation service, when was the last time the alternatives were sought? First time this vendor was utilized with our district.
5. What specific skill set does this contractor bring to the project? A complete knowledge to capture all families from all ethnic backgrounds.

6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume): The contractor lines up with our Marketing Campaign for SY 2020.
7. Is this a new or continuation service? YES
8. If this is a continuation service has cost increased? NO
 - a) If yes, by how much?
 - b) What would an alternative contractor cost? Over allotted budget cost.
 - c) Is this a service existing staff could provide? Why or why not? No, the district is not in the business of visual advertising.
9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated? The C&E Recruitment Coordinator will review with the contractor daily until marketing Campaign is completed.
10. If a continuation service, attach a copy of the previous evaluations or archival data demonstrating effectiveness. (If archival data includes lengthy reports, syllabi, training materials, etc., please have a copy available for review) First year service will evaluate service after Marketing Campaign
11. If the service is a professional development program, can the training be provided internally, by district staff? NO
 - a) If not, why not? District funding will not allow additional education to staff to learn this type of services.
 - b) How will the output of this Agreement contribute to building internal capabilities? Internal based strategies that the C&E are based on will inline its self with the departments Marketing Campaign. This also will provide the strategy platform that underlies our Choice & Enrollment long-term goals.
12. Why do you believe this Agreement is fiscally sound? Falls in line with budget and services is needed to educate the community on process in the simplest way possible.
13. What are the implications of not approving this Agreement? Students and families will struggle with the clear understanding on how the process work as they have in past years.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

FatHappy Media

FOR DEPARTMENT/PROGRAM:

New Haven Magnet Schools Program

This Agreement entered into on the 9th day of December 2019, effective (*start date no sooner than the day after Board of Education Approval*), on the 14th day of January 2020, by and between the New Haven Board of Education (herein referred to as the “Board” and, FatHappy Media located at, 402 Felicity Street, New Orleans, LA 70130 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$6,394/1 tutorial video.

The maximum amount the contractor shall be paid under this agreement: Six thousand three hundred ninety-four dollars (**\$6,394**). 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 **Magnet 17-22 Central Office Program** of the New Haven Board of Education, **Account Number:** 2517-6251-56694 **Location Code:** 0000.

This agreement shall remain in effect from January 14, 2020 to April 30, 2020.

SCOPE OF SERVICE: *Please 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 as Exhibit A).* **Please do not leave this section blank**

FatHappy Media will create a tutorial video to assist parents in applying for New Haven Public schools Choice Magnet Lottery process. The video will show parents a step-by-step on how to fill in the application with an explanation and help answer questions that parents may have at the time. A meeting with FatHappy Media producer to download and discuss details of the project; develop a script with collaboration from client; storyboarding of entire script with (2) rounds of revisions from client; one to two voiceover artists chosen via options provided to FatHappy (1) English and (1)

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' 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

12/10/19

Date

Date

FATHAPPY MEDIA
Contractor Printed Name & Title

Revised: 12/3/19



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



**A PROPOSAL FOR
NEW HAVEN PUBLIC
SCHOOL**

ANIMATED EXPLAINER VIDEOS

What story do you want to tell?

ANIMATED EXPLAINER VIDEO

\$6,394

1 animated video ~ 5 minutes in length

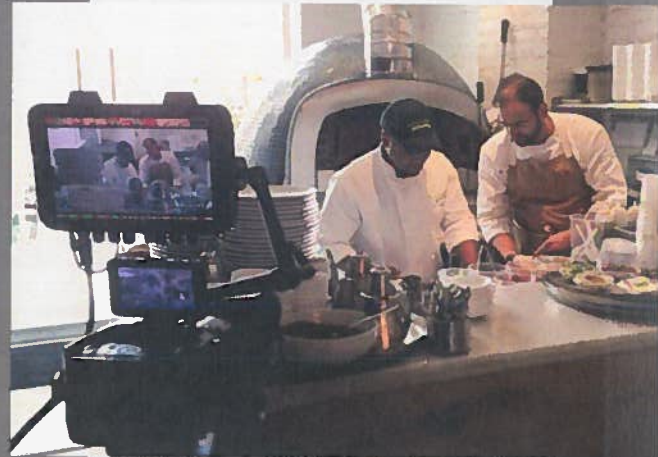
1 video with full Spanish translation

Production Services

- A meeting with FatHappy producer to download and discuss details of project
 - Development of a script with collaboration from client
 - Storyboarding of entire script with 2 rounds of revisions from client
 - 1-2 voiceover artists chosen via options provided by FatHappy (1 English and 1 Spanish or 1 that can do both)
 - Basic music license for use in perpetuity
 - 1 animated video of up to 5 minutes in length, with 2 rounds of revisions.
 - 1 language translation of video: Voiceover + on-screen graphics.
 - Up to 1 year of cloud storage for future edits/updates
-

“ Our mission is to use what we’ve got - our storytelling techniques, our cameras, our lights, our eyes, our ears, and our instincts - to help the client tell their own story. We use our skills to amplify their voice.

- Andrew Larimer,
Founder



ABOUT FATHAPPY MEDIA

Established in 2009 by Andrew Larimer, FatHappy Media has created video content for a wide variety of local, national, and international clients across a variety of industries, from global stevedoring operations to local nonprofits.

Award-Winning

We have been honored to receive awards from the American Advertising Awards, including Gold, and Best in Show Addy Awards.

Empowering Clients

We use our storytelling skills, technical knowledge, and veritable arsenal of filmmaking tools to amplify our clients' voices and help them further their goals.

National Clientele

While we are based in New Orleans, we work with clients across the country, from California to New York, and even overseas.

Upgrading Continuously

We are committed to continuously upgrading our equipment and scheduling training for our employees to always stay on the cutting edge of low-budget filmmaking capability.

Some facts about our studio



6
Full-time staff

10+
Cameras.
The right one for every occasion!



70%
Of our workload is for satisfied returning clients.

1200+
Videos created!



OUR TYPICAL PROCESS

Every project is unique in some way, but our typical process flows as follows over the course of four to six weeks.

1. Discovery

Hey look, we've already begun! We've started to learn about your organization, your industry, your audience, and what styles speak to them.

2. Preproduction

We use what we've learned to craft scripts or interview questions, create shotlists, rent specialized equipment, cast talent or coordinate schedules with selected staff - whatever the project requires to be prepared for production. This part of the process typically takes about two weeks.

3. Production

All that preproduction pays off with shoots that operate smoothly! Production itself typically takes place over just a few days of shooting, or a week and a half of animation (whew). Voiceovers, if part of your project, are also recorded in this stage.

4. Postproduction

Postproduction begins by archiving the shot footage and transcoding any 4K footage to proxy formats for editorial. Then it moves into making selections from the footage shot, creating additional assets like icons or motion graphics, selecting music to underscore the piece, and assembling it into a first cut for review. This phase also takes about two weeks from the end of production to arrive at a first cut, though tighter deadlines are possible.

5. Review & Revision Round 1

Your team compiles feedback on the first round we've sent over. That can take as long as necessary for you to assemble your complete notes. After we've received those, we deliver a revised cut within about three business days.

6. Review & Revision Round 2

Your team reviews once again, and requests any final adjustments, nuancing of changes made in the last round, and the catching of any remaining typos that had slipped by until this phase. Again we try to turn around those adjustments within three business days.

7. Final Product! Go out and share!

You've now got a completed video! In nearly all cases, we've arrived at a satisfied client by this point. If additional revisions are needed, we are happy to expand the scope to accommodate those at \$300 per round of revisions. (If you know you'll need additional rounds of revision due to your organization's approval processes, just let us know in advance, and we can build those into the proposal in advance.) As your video makes its way in the world, we are always happy to provide any additional strategy we can for distributing your video and getting it seen!

CONTRACT TERMS

This contract agreement (hereinafter "Agreement") is made and entered into between:

WILDER CREATIVE LLC, dba FATHAPPY MEDIA, a Louisiana limited liability company ("Company") represented herein by Matthew Wilder, duly authorized, whose mailing address is 402 Felicity St, New Orleans, Louisiana 70130, hereinafter designated as "FatHappy," and

NEW HAVEN PUBLIC SCHOOLS, hereinafter designated as "Client."

The parties agree as follows:

- 01 SCOPE OF WORK.**
FatHappy is retained to perform the scope of work indicated herein.
- 02 PAYMENTS**
One-half of the payment due shall be payable upon execution of this contract. The remaining balance shall be paid within 30 days of delivery of the Work Product.
- 03 INTELLECTUAL PROPERTY OWNERSHIP**
Except as otherwise limited in this Agreement, FatHappy assigns to Client its right, title and interest in the work product developed under this Agreement, including copyrights and other proprietary rights (hereinafter "Work Product"). This assignment is conditioned upon full payment of the compensation due to FatHappy under this Agreement.
- 04 GRANT-BACK LICENSE**
Client hereby grants back to FatHappy the non-exclusive right to use the Work Product for non-commercial portfolio and related publicity purposes.
- 05 REPRESENTATIONS AND WARRANTIES**
Client and FatHappy represent and warrant that: (a) each has the right, authority and power to enter into this Agreement; and (b) no third party consents, assignments or licenses are necessary to perform under this Agreement.
- 06 REMEDIES**
The Parties agree that, in the event of a breach of this Agreement, any party have the right to have the other party's obligations enforced in court by injunctive relief in addition to any other damage or equitable remedies available. Further, in the event of any breach, the prevailing party shall be entitled to be reimbursed for the reasonable expenses incurred in enforcing the terms of this Agreement, including, without limitation, attorney's fees, experts fees and costs of court.
- 07 NOTICE**
Any required notices shall be addressed to the parties at the addresses specified in this Agreement, via hand delivery, a recognized overnight express courier, or certified mail, return receipt requested. Additionally, notice by email shall be considered effective if the other party responds to confirm that such message has been actually received. The notice address can be changed by providing notice to the other party at any time.
- 08 SEVERABILITY**
If any term or provision of this Agreement is held to be invalid, illegal or unenforceable, such term or provision shall be validly reformed to as nearly approximate the intent of the parties as possible, and if unreformable, shall be deemed severed from this Agreement, and the remainder of this Agreement shall be given effect as if the parties had not included the severed term.
- 09 WAIVER**
The failure to strictly abide by, or to enforce any covenant, term, or condition of this Agreement shall not waive either party's right to enforce any provision or obligation of this Agreement.
- 10 CHOICE OF LAW AND VENUE**
The terms of this Agreement must be interpreted under the laws of the State of Louisiana. Any proceeding that seeks to enforce any term, provision, or condition of this Agreement must be filed in a court located in Orleans Parish (e.g., First City Court, Civil District Court, etc.).
- 11 NO PRESUMPTION AGAINST DRAFTER**
This Agreement has been fully negotiated by both parties. In the event of any controversy, dispute, or contest over the meaning, interpretation, validity or enforceability of this Agreement, or any of its terms or provisions, there shall be no inference, presumption, or conclusion against FatHappy.
- 12 ENTIRE AGREEMENT**
This instrument contains the entire agreement of the parties. There are no oral agreements that modify the terms and provisions of this written instrument in anyway. Any modification of this Agreement, or amendment thereto, must be in writing and signed by the parties to be effective.



402 Felicity St
New Orleans, LA 70130
504.233.2354

team@fathappymedia.com
www.fathappymedia.com

ACCEPTANCE OF QUOTE

ANIMATED EXPLAINER VIDEOS for New Haven Public Schools

Please indicate accepted options.

<input type="checkbox"/>	Animated Explainer Videos w Full Spanish Translation	\$6,394
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Client Contract Signatory Printed Name

Client Company Name & Address

Sign here to approve

Current date



Thank You
For Your Consideration.

"The one thing that you have --that nobody else has -- is you.
Your voice, your mind, your story, your vision. So write and draw
and build and play and dance and live as only you can."

- Neil Gaiman, Author

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Wilder Creative LLC

2 Business name/disregarded entity name, if different from above

FatHappy Media

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor or single-member LLC
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **S**
- Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
- Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

1507 Governor Nicholls St.

6 City, state, and ZIP code

New Orleans, LA 70116

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					

OR

Employer identification number									
8	3	-	0	6	6	0	0	7	1

Part II Certification

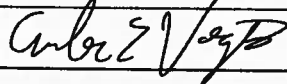
Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶



Date ▶ 11.27.18

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

ABSTRACT

SPECIAL FUND PROPOSAL

Section I. BASIC INFORMATION

Proposed Project Title: State Bilingual Education Grant

Grant Source and Agency: CSDE

Total Amount Requested: \$220,399

Due Date of Application:
11/01/2019

System Contact:
Pedro Mendia-Landa

Telephone #: 475-220-1130

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

To educate children identified as Limited English Proficient in schools where 20 or more are of the same language.

GRANT PERIOD:	
From: (mm/dd/year): 07/01/2019	
To: (mm/dd/year): 06/30/2020	
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuation
Previous Bd. of Ed. Approval:	
<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Operational
Bd. of Ed. Information	
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Information
<input type="checkbox"/> Support	<input type="checkbox"/> Competitive
<input checked="" type="checkbox"/> Entitlement	<input checked="" type="checkbox"/> Grant

PROPOSAL DEVELOPERS:

Pedro Mendia-Landa

TARGET: Schools/Unit: All State Mandated Bilingual Schools
No. of Students: 2,934 **Grade Level(s):** K-12
Eligibility Criteria: All eligible Non English Proficient Students

CENTRAL OFFICE USE ONLY – MUST REMAIN ON PAGE 1	
ABSTRACT TIMETABLE	REVIEW
<p>Return to: _____</p> <p>Received: _____</p> <p>Board of Education FINANCE & OPERATIONS Meeting Date: <u>1/16/20</u></p> <p>Board of Education Meeting Date: <u>1/13/20</u></p> <p>Due Date to Grantor: _____</p>	<p>Grants Manager: <u>Pat Dyer</u></p> <p>Finance Manager: <u>[Signature]</u></p> <p>Human Resource Manager: <u>[Signature]</u></p>

Proposed Project Title: State Bilingual Education

Total Amount Requested: \$220,399

Proposed Grant Receiving Agency: New Haven Public Schools

SECTION II: FISCAL INFORMATION

PERSONNEL

# FT	#PT		COST
		Administrators	\$
		Teachers	\$
		Management	\$
		Paraprofessionals	\$
2.5		Clerks	\$107713
	1	Others	\$21216
		Stipend	
		Longevity	\$4463
		SUBTOTAL	\$133392

NON PERSONNEL

	COST
Supplies & Materials	\$14,106
Student Transportation	\$0
Professional Development	\$5,000
Staff Travel	\$5,000
Other Purchased Services	\$5,000
Parent Activities	\$3,000
Equipment	\$0
Other	\$0
Indirect Costs, if allowed	\$0
TOTAL	\$32106
NON- PERSONEL	

FIXED COSTS:

Health Benefits	\$44163
Pension (Paras & Mgmt.)	\$-0-
FICA/Medicare	\$9863
Workmen's Compensation	\$875
SUBTOTAL	\$54901
TOTAL PERSONNEL & FIXED COSTS	\$188293

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.

Salaries: 2.5 FT Clerks 2.5 – 2 @ 43,085 1(.5) @ 21,543= \$107,713 plus benefits (FICA \$8,240 W/C \$731 Health \$44,163 plus 4,463 Longevity (\$165,310 paid by grant) – (1) .5 FT Bilingual Clerk/Examiner @21,543 plus .5 benefits (FICA -\$1,684 WC \$146 Health \$8,833) (\$32,170 paid by General Funds)

1 PT Instructional Coach 34 Weeks \$32 X 19.5= \$21,216 plus FICA \$1,623 W/C \$144

Other: and All Non- Personnel items. If additional space is needed continue to next page.

Supplies: (\$14,106) Bilingual Supplemental Material as needed based on increased Bilingual enrollment

Professional Development (\$5,000): Bilingual Teacher workshops and training as specified in Grant Application

Parent Activities: (\$3,000) Parent outreach workshop materials and refreshments

Other Purchased Services: (\$5,000) Conference Fees, Subscriptions, and Membership fees

Staff Travel: (\$5,000) Travel expenses for conferences paid thru this grant

Proposed Project Title: State Bilingual Education Grant

Total Amount Requested: \$ 220,399

Proposed Grant Receiving Agency: New Haven Public Schools

SECTION III: SYSTEM OBLIGATIONS

Project support from other programs: None Yes Explain:

Linkage with other programs: None Yes Explain: Regular Education

Local Fiscal costs, (include renovation): None Yes Explain: .5 Bilingual Clerk/Examiner

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 type="checkbox"/> In-Service Training | <input 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

N/A

SUBMITTING ADMINISTRATOR:  11/1/19
Signature Date

Proposed Project Title: State Bilingual Education Grant

Total Amount Requested: \$220,399

Proposed Grant Receiving Agency: New Haven Public Schools

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		Clerk	Clerical Support	12 Months	Betty Mase	Yes	6970
1		Clerk	Clerical Support	12 Months	Maria Rodriguez	Yes	6659
.5		Clerk	Clerk/Bilingual Examiner	12 Months	Susanna Negrón	Yes	6512
	1	PT Instructional Coach	Coaching Dual Language Teachers	10 Months 19.5 hours per week	Maria Nunez	Yes	4238

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
N/A	N/A	N/A	N/A

VI. ADDITIONAL INFORMATION:

Please Answer All Questions -- Use Additional Pages if Necessary

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

This proposal describes the supports and strategies needed to acquire the appropriate literacy and math standards for our students when adapted; we will close the achievement gap for the EL students. The activities of this project will ensure the alignment of best practices for pre-readiness strategies as a base for the EL with the district's curriculum, instruction and assessment. Our instructional coaches will provide guidance, modeling and coaching to bilingual and mainstream teachers in differentiated instruction.

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

2. How does this grant address School Reform goals?

The Bilingual Education Program mirrors the school district's curriculum. Reading, math, science, social studies, and other subject matter are first taught in the students' native language and gradually transitioned into English. The subjects, skills, and learning strategies which are developed in the native language (Spanish) in grades K and First grade, form the building blocks for language acquisition and academic achievement in English. As student's progress through the curriculum, and gradually acquire increased levels of proficiency in English, the ratio of English are measured to aid in learning and help ease the transitioning of bilingual education students into the general Ed classroom. Students exiting the program are exposed to the same textbooks and computer assisted technology used in the regular education program.

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 goal of the Bilingual Education Program is to ensure that EL students learn academic English and develop high academic skills. Therefore, the staff will ensure that all the district's curriculum is comprehensible to the EL by fostering pre-readiness skills. Native language instruction and/or ESL instruction will support all other curriculum areas. Likewise, best instructional practices will be uniformly used in bilingual and ESL settings and these strategies will be shared with mainstream teachers.

REQUIRED:

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

ABSTRACT

SPECIAL FUND PROPOSAL

Section I. BASIC INFORMATION

Proposed Project Title: Carl D. Perkins Continuous Improvement Plan

Grant Source and Agency: Connecticut State Department of Education

Total Amount Requested: \$489,882.00 **Due Date of Application:** 7/1/19

System Contact: Dr. Paul Whyte

Telephone #:
475-220-1016

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

Continued support for CTE Programs -Technology Education Family & Consumer Sciences, Business/Finance, Medical Careers, Marketing Education, Agriculture/Aquaculture Sciences.

GRANT PERIOD:	
From: (mm/dd/year):07/01/2019	
To: (mm/dd/year):06/30/20	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation	
Previous Bd. of Ed. Approval:	
<input type="checkbox"/> Planning <input checked="" type="checkbox"/> Operational	
Bd. of Ed. Information	
<input checked="" type="checkbox"/>	Action
<input type="checkbox"/>	Information
<input type="checkbox"/>	Support
<input checked="" type="checkbox"/>	Competitive
<input type="checkbox"/>	Entitlement
<input type="checkbox"/>	Grant

PROPOSAL DEVELOPERS:
Dr. Paul Whyte

TARGET: Schools/Unit: Cross, MBA, Sound, Career, ESUMS, and Hillhouse
No. of Students: _____ **Grade Level(s):** 9-12
Eligibility Criteria: Must be enrolled in CTE courses

CENTRAL OFFICE USE ONLY – MUST REMAIN ON PAGE 1	
ABSTRACT TIMETABLE	REVIEW
Return to: _____	Grants Manager <u>Pat Whyte</u> Finance Manager <u>[Signature]</u> Human Resource Manager _____
Received: _____	
Board of Education FINANCE & OPERATIONS Meeting Date <u>1/17/20</u>	
Board of Education Meeting Date: <u>1/13/20</u>	
Due Date to Grantor: _____	

Proposed Project Title: Carl D. Perkins Continuous Improvement Plan

Total Amount Requested: \$489,882

Proposed Grant Receiving Agency: New Haven Public Schools

SECTION II: FISCAL INFORMATION

PERSONNEL

# FT	#PT		COST
		Administrators	\$
		Teachers	\$
		Management	\$
		Paraprofessionals	\$
		Clerks	\$
		Others	\$
	1	Stipend	\$17,500
		Longevity	
		SUBTOTAL	\$17,500

NON PERSONNEL

	COST
Supplies & Materials	\$159660
Student Transportation	\$15000
Staff Travel	\$20,066
Internal Evaluation	\$
External Evaluation	\$
Independent Contractors	\$96,800
Equipment	154,741.
Other	\$25743
Indirect Costs, if allowed	\$
TOTAL NON- PERSONEL	\$472,010

FIXED COSTS:

Health Benefits	\$
Pension (Paras & Mgmt.)	\$
FICA/Medicare	\$253
Workmen's Compensation	\$119
SUBTOTAL	\$372
TOTAL PERSONNEL & FIXED COSTS	\$17,872

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.

NON-PERSONNEL:

- Supplies & Materials- Supplies, licenses, and instructional materials will be purchased for CTE courses.
- Student Transportation - Students will have opportunities to attend conferences and field trips.
- Staff Travel - Faculty will have the opportunity to attend industry relevant professional development.
- Independent Contractor - Contractor to provide ongoing professional

development at schools and in department meetings on developing performance based assessments.

- Equipment - Computers, printers, and specific equipment will be purchased to support CTE courses.
- Employee Training & Development - Faculty will receive much needed industry relevant professional learning.

PERSONNEL:

- Personnel - The grant provides for the hiring of a part-time Grant administration assistants
- Stipends - The grant provides for teacher stipends to oversee CTE clubs and organizations in the schools.

PLTW Manager

BPA Advisor

FBLA Advisor

DECA Advisor

HOSA Advisor

ECD Instuctor

Proposed Project Title: Carl D. Perkins Continuous Improvement Plan

Total Amount Requested: \$489,882

Proposed Grant Receiving Agency: New Haven Public Schools

SECTION III: SYSTEM OBLIGATIONS

Project support from other programs: None Yes **Explain:** Supported program are linked to afterschool programs, state and local competitions, as well as collaboration with other subject areas.

Linkage with other programs: None Yes **Explain:**

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

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

PROJECT OR GRANT REQUIREMENTS

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Local Maintenance | <input checked="" 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: RAW [Signature] 12-17-19
Signature Date

Proposed Project Title: Carl D. Perkins Continuous Improvement Plan

Total Amount Requested: \$489,882

Proposed Grant Receiving Agency: New Haven Public Schools

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
	X	Teacher/grant Assistant	CTE Lead and Grant Assist	1/20-6/20	Melissa Manzione	YES	
	X	Teacher/grant Assistant	CTE Lead and Grant Assist	1/20-6/20	Chris Hekeler	YES	
	X	Teacher/Advisor	PLTW Manager TSA	1/20-6/20	Robert Pisker	YES	
	X	Teacher/Advisor	BPA Advisor	1/20-6/20	Demetria McMillian	YES	
	X	Teacher/Advisor	FBLA Advisor	1/20-6/20	Laury Gracy	YES	
	X	Teacher/Advisor	DECA Advisor	1/20-6/20	Kimala Bisasor-Williams	YES	
	X	Teacher/Advisor	HOSA Advisor	1/20-6/20	Zajac	YES	
	X	Teacher/Advisor	ECD Instuctor	1/20-6/20	Mae Gibson Brown	No	

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
Great Schools Partnership	Professional Development for CTE Teachers		\$96800

VI. ADDITIONAL INFORMATION:

Please Answer All Questions -- Use Additional Pages if Necessary

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

The goals of this grant is to enhance CTE education across 6 high schools.

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

1. Align all program pathways to post-secondary or industry standards
 2. Engage all faculty in industry relevant professional learning
 3. Provide internship opportunities for students
 - Hire an internship coordinator
 4. Ensure students are earning industry relevant certifications
2. **How does this grant address School Reform goals?**
Carl D. Perkins funding supports specific program areas through curriculum enhancement, new program development, professional development for teachers, and experiential learning opportunities for students. Overall impact is a grant that focuses on professional learning, rigorous coursework, program alignment, assessment development, and "real world" experiences for students.
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)**

All Perkins Grant requirements focus on improving student performance, increasing student retention, curriculum relevance and rigorous coursework. Technical skill attainment and standards-based curriculum, integrated into experiential learning opportunities, offer students community-based involvement, as well as career readiness activities.

REQUIRED:

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

ABSTRACT

SPECIAL FUND PROPOSAL

Section I. BASIC INFORMATION

Proposed Project Title: The 21st Century Community Learning Centers Grant

Grant Source and Agency: CSDE

Total Amount Requested: \$200,000.00

Due Date of Application:
10/21/2019

System Contact:

Gemma Joseph Lumpkin

Telephone #: 475-220-1060

Description of Project: The 21st Century Community Learning Centers Grant provides NHPS students with academic and enrichment activities that take place outside of regular school hours at Barnard, Brennan, and Celentano Schools.. Year 1 of 5

GRANT PERIOD:

From: (7/1/2019):

To: (6/30/2020):

New

Continuation

~~Previous Bd. of Ed.~~

Approval:

Planning

Operational

Bd. of Ed. Information

Action

Information

Support

Competitive

Entitlement

Grant

TARGET: Schools/Unit: Barnard, Brennan, and Celentano Schools.

No. of Students: 150

Grade Level(s): K-8

PROPOSAL DEVELOPERS:

Gemma Joseph Lumpkin

Eligibility Criteria: Attending Barnard, Brennan, and Celentano Schools.

CENTRAL OFFICE USE ONLY – MUST REMAIN ON PAGE 1

ABSTRACT TIMETABLE

Return to: _____

Received: _____

Board of Education FINANCE

& OPERATIONS Meeting Date 1/6/20

Board of Education

Meeting Date: 1/13/20

Due Date to Grantor: _____

REVIEW

Grants Manager 

Finance Manager 

Human Resource Manager _____

Proposed Project Title: The 21st Century Community Learning Centers Grant

Total Amount Requested: \$200,000.00

Proposed Grant Receiving Agency: New Haven Public Schools

SECTION II: FISCAL INFORMATION

PERSONNEL

# FT	#PT		COST
		Administrators	\$
	9	Teachers/Building Leaders	\$87,840
	1	Non Cert BA+	\$6,863
	10	Paraprofessionals	\$44,225
	3	Admin. Assistant	\$11,072
		Stipends	\$
		Others	
		Longevity	
		SUBTOTAL	\$150,000.00

NON PERSONNEL

	COST
Supplies & Materials	\$5,625.00
Student Transportation	\$
Staff Travel	\$
Internal Evaluation	\$
External Evaluation	\$5,000.00
Independent Contractors	\$24,125.00
Equipment	\$
Other	\$10,000.00
Indirect Costs, if allowed	\$
TOTAL NON- PERSONEL	\$44,750.00

FIXED COSTS:

Health Benefits	\$
Pension (Paras & Mgmt.)	\$
FICA/Medicare	\$4,210.00
Workmen's Compensation	\$1040.00
TOTAL PERSONNEL	\$155,250.00

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

Please describe stipends, contracted services, equipment and other items. If the grant pays a percent of salary and benefits, please describe below, explaining percentages and amounts to be paid by grant and by NHPS. If additional space is needed, continue to next page:

Personnel: Personnel includes:

9 part time Teachers/Building Leaders who oversees and supervises the four State After School sites consisting of grades K-8. Oversee enrollment process, homework assistance and makes recommendations for improvement in overall State After School sites budgets and programming. Assumes responsibility for grant oversight; budget management; and coordination with schools and various city-wide private and governmental entities/officials. Reviews, monitors and aligns implementation of system-wide enactment of federal, state, and local early childhood mandates and requirements. PT Teachers will work in conjunction with other NHPS offices to support student achievement.

1 part time Non Cert. BA+ Staff to supervise activities and provide academic support.

10 part time Paras who will monitor activities, assist with homework and transitions.

3 part time Administrative Assistant employees who will collect and input data in the Cayen system.

Contracted Services: TBD

Non-Personnel:

Supplies & Materials – (\$5,625.00) Provides funding for instructional supplies and materials for the 21st Century Community Learning Centers (21C) after school sites and Central Office

External Evaluation – (\$5,000.00) Funds will support an external evaluation of the 21C sites progress and effectiveness.

Independent Contractors – (\$24,125.00) Provides funding for academic and enrichment programming provided by community partner programs.

Other/Miscellaneous – (\$10,000.00) Funds will support the state wide data collection platform (Cayen) for the SAG sites. This amount is the required 5% of the overall budget for the evaluations of the 21st Century Community Learning Centers

21st Century Community Learning Centers Grant

Proposed Project Title: The 21st Century Community Learning Centers Grant

Total Amount Requested: \$200,000.00

Proposed Grant Receiving Agency: New Haven Public Schools

SECTION III: SYSTEM OBLIGATIONS

Project support from other programs: None Yes **Explain:**

Linkage with other programs: None Yes **Explain:** After School snack program

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

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

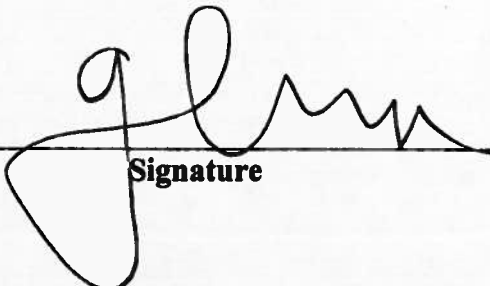
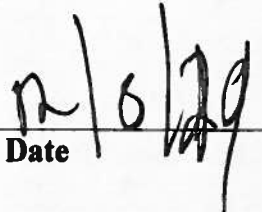
PROJECT OR GRANT REQUIREMENTS

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

ADDITIONAL RESTRICTIONS OR CONCERNS

All programming must occur outside of regular school hours

SUBMITTING ADMINISTRATOR:

Signature

Date

Proposed Project Title: The 21st Century Community Learning Centers Grant

Total Amount Requested: \$200,000.00

Proposed Grant Receiving Agency: New Haven Public Schools

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
	9	PT/ Teachers/Building Leaders	After School Instruction	1/1/2020 -6/30/2020	TBD	TBD	
	1	PT/BA+	Support Worker	1/1/2020 -6/30/2020	TBD	TBD	
	10	Part time Paras	After school support	1/1/2020 -6/30/2020	TBD	TBD	
	3	PT/Admin. Assistants	Data Entry	1/1/2020 -6/30/2020	TBD	TBD	

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
Program proposals will be solicited from NHPS sites.	Provide enrichment programs which provide experiences that will enhance student's educational experience and provide positive experiences which support and enhance their classroom learning.	TBD	\$24,125.00

VI. ADDITIONAL INFORMATION:

Please Answer All Questions -- Use Additional Pages if Necessary

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

The goal of the 21st Century Community Learning Centers Grant is to provide a variety of academic and enrichment opportunities for NHPS students.

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

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

This grant addresses school reform goals by providing students with increased access to enriching activities and academic support.

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)**

This grant aims to improve student performance by providing activities that reinforce and build upon the regular day curriculum, by providing enriching activities that are not included in the regular day curriculum but that can be considered an enhancement, and by using the diverse program offerings as incentives for students to attend school regularly.

ABSTRACT

SPECIAL FUND PROPOSAL

Section I. BASIC INFORMATION

Proposed Project Title: State After School Grant

Grant Source and Agency: CSDE

Total Amount Requested: \$169,660.00

Due Date of Application:
8/22/2019

System Contact:
Gemma Joseph Lumpkin

Telephone #: 475-220-1060

Description of Project: The State After School grant provides NHPS students with academic and enrichment activities that take place outside of regular school hours at J. Martinez, Columbus, Hill Central and Fair Haven Schools. Year 1 of 2

TARGET: Schools/Unit: J. Martinez, Columbus, Hill Central and Fair Haven Schools.

No. of Students: 200

Grade Level(s): K-8

Eligibility Criteria: Attending J. Martinez, Columbus, Hill Central and Fair Haven Schools.

GRANT PERIOD:

From: (7/1/2019):

To: (6/30/2020):

New

Continuation

Previous Bd. of Ed. Approval:

Planning

Operational

Bd. of Ed. Information

Action

Information

Support

Competitive

Entitlement

Grant

PROPOSAL DEVELOPERS:
Gemma Joseph Lumpkin

CENTRAL OFFICE USE ONLY – MUST REMAIN ON PAGE 1

ABSTRACT TIMETABLE

Return to: _____

Received: _____

Board of Education FINANCE
& OPERATIONS Meeting Date 1/6/20

Board of Education
Meeting Date: 1/13/20

Due Date to Grantor: _____

REVIEW

Grants Manager _____

Finance Manager _____

Human Resource Manager _____

Proposed Project Title: State After School Grant

Total Amount Requested: \$169,660.00

Proposed Grant Receiving Agency: New Haven Public Schools

SECTION II: FISCAL INFORMATION

PERSONNEL

# FT	#PT		COST
		Administrators	\$
	4	Teachers/Building Leaders	\$32,000
	4	Non Cert BA+	\$22,050
	13	Paraprofessionals	\$41,025
	4	Admin. Assistant	\$10,175
		Stipends	\$
		Others	
		Longevity	
		SUBTOTAL	\$105,250.00

NON PERSONNEL

	COST
Supplies & Materials	\$5,285.00
Student Transportation	\$
Staff Travel	\$
Internal Evaluation	\$
External Evaluation	\$5,000.00
Independent Contractors	\$34,250.00
Equipment	\$
Other	\$16,191.00
Indirect Costs, if allowed	\$
TOTAL NON- PERSONEL	\$60,726.00

FIXED COSTS:

Health Benefits	\$
Pension (Paras & Mgmt.)	\$
FICA/Medicare	\$2,934.00
Workmen's Compensation	\$750.00
TOTAL PERSONNEL	\$108,934.00

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

Please describe **stipends, contracted services, equipment** and **other** items. If the grant pays a percent of salary and benefits, please describe below, explaining percentages and amounts to be paid by grant and by NHPS. If additional space is needed, continue to next page:

Personnel: Personnel includes 4 part time Teachers/Building Leaders who oversees and supervises the four State After School sites consisting of grades K -8. Oversee enrollment process, homework assistance and makes recommendations for improvement in overall State After School sites budgets and programming. Assumes responsibility for grant oversight; budget management; and coordination with schools and various city-wide private and governmental entities/officials. Reviews, monitors and aligns implementation of system-wide enactment of federal, state, and local early childhood mandates and requirements. Works in conjunction with other NHPS offices to support student achievement.

4 part time Non Cert. Staff to supervise activities and facilitate enrichment activities with support from 13 part time Paras who will monitor activities, assist with homework and transitions.

4 part time Administrative Assistant employees responsible for the input of data in the Cayen system.

Non-Personnel:

Supplies & Materials – (\$5,285.00) Provides funding for instructional supplies and materials for the State After School Grant (SAG) sites and Central Office

External Evaluation – (\$5,000.00) Funds will support an external evaluation of the SAG sites progress and effectiveness.

Independent Contractors – (\$34,250.00) Provides funding for Academic and enrichment programming provided by partner programs.

Other/Miscellaneous – (\$16,191.00) Funds will support the data collection platform (Cayen) for the SAG sites.

Expense	Central Office	Martinez	Columbus	Hill Central	Fair Haven	Total
Purchased Prof/Tech Svcs	5,000	0	0	0	0	5,000
Supplies	785	1,000	1,500	1,000	1,000	5,285
Other Purchased Services	250	11,125	7,125	8,000	7,750	34,250
Miscellaneous	16,191	0	0	0	0	16,191

Contracted Services: TBD

State After School Grant

Proposed Project Title: State After School Grant

Total Amount Requested: \$169,660.00

Proposed Grant Receiving Agency: New Haven Public Schools

SECTION III: SYSTEM OBLIGATIONS

Project support from other programs: None Yes **Explain:**

Linkage with other programs: None Yes **Explain:** After School snack program

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

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

ADDITIONAL RESTRICTIONS OR CONCERNS

All programming must occur outside of regular school hours

SUBMITTING ADMINISTRATOR: _____

Signature

Date

Proposed Project Title: State After School Grant

Total Amount Requested: \$169,660.00

Proposed Grant Receiving Agency: New Haven Public Schools

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
	4	PT/ Teachers/Building Leaders	After School Instruction	1/7/2020 -6/12/2020	TBD	TBD	
	4	PT/BA+	Support Worker	1/7/2020 -6/12/2020	TBD	TBD	
	13	Part time Paras	After school support	1/7/2020 -6/12/2020	TBD	TBD	
	4	PT/Admin. Assistants	Data Entry	1/7/2020 -6/12/2020	TBD	TBD	

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
Program proposals will be solicited from NHPS sites.	Provide enrichment programs which provide experiences that will enhance student's educational experience and provide positive experiences which support and enhance their classroom learning.	TBD	\$34,250.00

VI. ADDITIONAL INFORMATION:

Please Answer All Questions -- Use Additional Pages if Necessary

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

The goal of the State After School grant is to provide a variety of academic and enrichment opportunities for NHPS students.

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

2. How does this grant address School Reform goals?

This grant addresses school reform goals by providing students with increased access to enriching activities and academic support.

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)

This grant aims to improve student performance by providing activities that reinforce and build upon the regular day curriculum, by providing enriching activities that are not included in the regular day curriculum but that can be considered an enhancement, and by using the diverse program offerings as incentives for students to attend school regularly.



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations
Committee
From: Michele Sherban
Date: December 9, 2019
Re: PowerSchool SIS Training

Executive Summary/ Statement: PowerSchool will provide 8 days of onsite customized training for up to 15 participants and 20 hours of PowerSchool SIS Keys to Ownership on-demand remote support/consulting.

Amount of Agreement and the Daily, Hourly or per Session Cost:
PowerSchool Training Onsite – 8 days @\$2000/day \$16,000.00

PowerSchool SIS Keys to Ownership – 20 hours @ \$210/hr \$4200.00

Total contract \$20,200.00

Funding Source & Account #: 190-41900-56694

Key Questions: (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. Please describe how this service is strategically aligned to the District Continuous Improvement Plan?

The District Continuous Improvement Plan relies on accurate student information. PowerSchool is the district Student Information System (SIS). Building the capacity of the IT staff to maintain the SIS is vital to ensure that schools and departments have access to accurate student information. This system also is the source of student information for other systems across the district: transportation, SchoolNet, Naviance.

2. What specific need will this contractor address?

The turnover in staff in the IT department has revealed the need to build capacity in the department and across departments to support the use of the PowerSchool SIS in

schools and central office. The contractor will provide training to newly hired staff and to current staff to expand their understanding of the PowerSchool SIS thereby building their capacity to provide support across the district.

3. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:

NHPS uses PowerSchool as its student information system. As the company providing the student information system PowerSchool is the best equipped to provide customized training on their system.

4. If this is a continuation service, when was the last time the alternatives were sought?

This is not a continuation service. The last time substantive training was provided on PowerSchool was part of the initial implementation in 2011-12.

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

The contractor will provide expert trainers who are not only knowledgeable about all aspects of PowerSchool implementation but have experience working with adult learners.

6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume): The will provide training to build staff capacity. Sample training agenda attached.

7. Is this a new or continuation service?

This is not a continuation service it is a service that has not been provided since PowerSchool was initially implemented in the district.

8. If this is a continuation service has cost increased? Not applicable.

a) If yes, by how much?

b) What would an alternative contractor cost?

c) Is this a service existing staff could provide? Why or why not?

9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?

After each multi-day training participants will complete a survey to determine the extent to which the training met their expectations and needs. Follow-up surveys a few weeks after each training will be used to determine if questions still remain and

will help plan for subsequent training.

10. If a continuation service, attach a copy of the previous evaluations or archival data demonstrating effectiveness. (If archival data includes lengthy reports, syllabi, training materials, etc., please have a copy available for review)

This is not a continuation service.

11. If the service is a professional development program, can the training be provided internally, by district staff?

At this time the service could not be provided internally by district staff.

a) If not, why not?

No one currently on IT staff has the expertise to provide this full training. The Director of Research, Assessment and Evaluation has expertise to provide some but not all of the training and has limited amount of time to dedicate given her other responsibilities.

b) How will the output of this Agreement contribute to building internal capabilities?

One of the primary purposes of this agreement is to build capacity within the IT and other central office departments to be able to not only maintain the functioning of the student information system but to also have the capacity to train new staff members.

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

The Agreement is fiscally sound because it provides training that will build the capacity of the staff to provide training in the future.

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

If this Agreement is not approved the number of staff with the deep knowledge and expertise to maintain the Student Information System will remain at a very small number and should one or both of those staff leave the district, the district would be in a bad situation.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

PowerSchool LLC

FOR DEPARTMENT/PROGRAM:

Student Information Systems/IT Department

This Agreement entered into on the 9th day of December 2019, effective on the 14th day of January, 2020, by and between the New Haven Board of Education (herein referred to as the "Board") and, PowerSchool LLC located at, 150 Parkshore Dr., Folsom, CA (herein referred to as the "Contractor"). The Agreement includes the Student Data Privacy Agreement, attached hereto as Exhibit A, and Quote# 250245-1, which is attached hereto as Exhibit B.

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$2000.00 per day for onsite training for a total of 8 days and \$210.00 per hour for remote support for a total of 20 hours.

The maximum amount the contractor shall be paid under this agreement: Twenty-thousand two-hundred dollars (\$20,200.00). 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 General Funds **Program** of the New Haven Board of Education, **Account Number:** 190-41900-56694.

This agreement shall remain in effect from January 14, 2020 to June 30, 2020.

SCOPE OF SERVICE: *Please 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 as Exhibit A).*

Please do not leave this section blank

8 days of customized on-site training for up to 15 participants and 20 hours of Keys to Ownership remote on-demand support available in one hour increments.

Exhibit A: Student Data and Privacy Agreement: Attached

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

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'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.

TERMINATION: The Board may cancel this Agreement for breach upon thirty (30) days' written notice sent to the Contractor, if Contractor does not remedy such breach within thirty (30) days.

PowerSchool Group LLC

DocuSigned by:
Philip Radmilovic
Contractor Signature

President
New Haven Board of Education

12/9/2019
Date

Date

Philip Radmilovic VP Controller
Contractor Printed Name & Title

Revised: 12/3/19



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

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

For the purposes of this Exhibit A "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



PowerSchool Group LLC
 150 Parkshore Dr., Folsom, CA 95630
 Quote #: Q-292418 - 1

Quote Expiration Date: 2/7/2020

Prepared By: Aster Laleman
 Customer Name: New Haven Public School District

Customer Contact: Michele Sherban
 Title: Supervisor-Research, Assessment & Analytics
 Address: 54 Meadow Street
 City: New Haven
 State/Province: Connecticut
 Zip Code: 06519
 Phone #: (475) 220-1160

Enrollment: 20,500
 # of Schools: 1.00
 Contract Term: 12 Months
 Start Date: 1/14/2020
 End Date: 1/13/2021

Product Description	Quantity	Unit	Unit Price	Extended Price
Professional Services and Setup Fees				
PowerSchool SIS Consulting Onsite	8.00	Day	USD 2,000.00	USD 16,000.00
PowerSchool SIS Keys to Ownership	20.00	Hours	USD 210.00	USD 4,200.00

Professional Services and Setup Fee Totals: **USD 20,200.00**

Quote Total	
Year One Total	USD 20,200.00

On-Going PowerSchool Subscription/Maintenance & Support Fees are invoiced at then current rates & enrollment per terms of the Licensed Product and Services Agreement, which may be subject to an annual increase after the first year for non-multi-year contracts and/or enrollment increases.

Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order.

In the event that this quote includes promotional pricing, such promotional pricing may not be valid for the entire period stated on this quote.

All invoices shall be paid within thirty (30) days of the date of invoice.

All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and shall not impact the terms or conditions reflected in this quote and the applicable PowerSchool Licensed Product and Services Agreement.

This quote is subject to and incorporates the terms and conditions of the PowerSchool Licensed Product and Services Agreement found at <https://www.powerschool.com/customer-contract-terms-and-conditions-us-6-2-17/>

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

New Haven Public School District

Signature:  170B9E005E88422...

Signature: _____

Printed Name: Philip Radmilovic

Printed Name: _____

Title: VP Controller

Title: _____

Date: 12/9/2019

Date: _____

PowerSchool SIS: Basic Training Agenda (for Tiered Services BASIC Implementation)

The PowerSchool SIS: Basic Training focuses on how end users apply PowerSchool Student Information System (SIS) functions and processes to their day-to-day school responsibilities. This course is for staff members from schools and districts that have been fully implemented. During this course, participants will learn the basics, from searching for students and groups of students to taking attendance and managing grades. Day 2 of this course also focuses on some district and school administrative tasks.

Course Duration: 2 days

Day 1 AM

This course is designed to be an introduction to PowerSchool SIS for administrative users. The course covers the basic navigation of the PowerSchool SIS Start Page, functions of the main menu, how to search for students, staff, and contacts, and how to use student pages.

Course Duration: Approximately 3 hours

Audience: PowerSchool SIS administrators, all PowerSchool SIS "/admin" users

Welcome and Introductions

- Introductions
- Overview of agenda
- Training preparation
- Setting expectations

Overview

- Getting Started
- The PowerSchool SIS Start Page

Searching for Students

- Start Page Basic Searches
- Searching by Last Name or Student Number
- Using Smart Search
- Creating Search Commands
 - Inactive Students or Staff
 - Select By Hand
- Using Compound Searches
 - Using Search Codes
- Understanding Student Pages

PowerSchool SIS: Basic Training Agenda (for Tiered Services BASIC Implementation)

- More About the Quick Lookup Page
- General Demographics
- Transfer Information
- All Enrollments
- Using Group Functions
 - Attendance
 - Enrollment
 - Export
 - Functions
 - Graduation
 - Printing
 - Scheduling
 - Search
 - Validation
- Perform Advanced Searches for Students and Staff
 - Creating Stored Searches
 - Creating Stored Selections
 - Search Using the Enrollment Summary
 - Search Using the Master Schedule or Teacher Schedules
 - Special Function Searches
 - Search Using the Staff Directory
 - Search Contacts Associated with Students
 - Running the Class Roster Report

PowerSchool SIS: Basic Training Agenda (for Tiered Services BASIC Implementation)

Day 1 PM

Enrolling and Scheduling Students

Learn how to enroll new and pre-registered students, enter student information, and work with student contacts. Also learn how to transfer students out of a school, re-enroll students, link to family demographic information, and avoid duplicating student data. Finally, learn how to manage student schedules.

Course Duration: Approximately 3 hours

Audience: PowerSchool SIS administrators, registrars, school secretaries

Student School Enrollments

- Enrolling Students
 - Enrolling New Students
 - Re-enrolling a Student
- Entering Student Information
- Student Contacts
 - Contacts Search
 - Contact Details
 - Web Account Access
 - New Contact Entry
 - Contacts Student Page
 - Consolidate Contacts
- Transferring Students Out of School
 - Transferring a Student to Another School in Your District
- Family Reps

Student Class Enrollments

- Adding Courses
 - Searching Available Classes
 - Entering Course Numbers
- Dropping Courses
 - Dropping All Courses
 - Dropping One Course
- Use Automated Scheduling
 - Manually Schedule Students

PowerSchool SIS: Basic Training Agenda (for Tiered Services BASIC Implementation)

- Mass Enroll Students in a Class
- Mass Drop Students from a Class

PowerSchool SIS: Basic Training Agenda (for Tiered Services BASIC Implementation)

Day 2 AM

Managing Attendance, Student Behavior, and the SIS Cycle

Learn how to view, record, and modify student attendance. Next learn the options PowerSchool SIS includes for managing student behavior and their differences. Then learn how to manage PowerSchool SIS tasks based on the school year cycle. By understanding the SIS management cycle, system administrators can complete essential PowerSchool SIS tasks and ensure that support tasks are assigned to the appropriate staff members. Each aspect of the SIS management cycle is discussed during this training, but advanced training on some of these topics is recommended.

Course Duration: Approximately 3 hours

Audience: PowerSchool SIS administrators, attendance clerks

Student Attendance

- View Student Attendance Pages
- Update Attendance for Students
 - Update Attendance from the Attendance Dashboard
 - Update Attendance for the Current Week
 - Update Attendance for Future Dates
 - Update Attendance for Multiple Days
 - Update Attendance for a Group of Students
 - Update Attendance for Students in One Class

Student Behavior and Discipline

- Using Log Entries
 - Searching Log Entries
 - Reporting Log Entry Discipline
- Using Incident Management
 - Reporting Incident Management Entries

SIS Management Cycle

- Regulatory Compliance Preparation
- End of Term Process
- Scheduling Preparation
- Student Pre-registration
- Summer School and Remote Enrollments

PowerSchool SIS: Basic Training Agenda (for Tiered Services BASIC Implementation)

- End of Year Process
- Start of Year Process
- Overview of PowerSource, PowerSchool Exchange, and the Community

Day 2 PM

Managing Grades, Academic Data, and the Student and Parent Portals

Learn how to enter, manage, and report students' academic data. Learn how to enter and track transcript and historical grade information. Also, learn how to view at-risk students and student activity eligibility. Administrators will then learn how to manage the PowerSchool SIS Student and Parent Portals.

Course Duration: Approximately 3 hours

Audience: PowerSchool SIS administrators, school administrators, office staff

Understand Grade Functionality

- Current and Historical Grades
- Storing Grades
- Grade Point Averages (GPAs)
- Honor Roll
- Class Ranking
- Cumulative Info Page

Enter and Update Historical Grades

- Single Historical Grade Entries
- Multiple Historical Grade Entries
- Change a Historical Grade

Search for Students Who Are at Risk of Failing

- Using the At Risk Students Dashboard

Manage Student Activity Eligibility

- Searching by Current or Historical GPAs
- Using the Student Schedule Listing Report

PowerSchool SIS Student and Parent Portals

- PowerSchool SIS Portal Setup

PowerSchool SIS: Basic Training Agenda (for Tiered Services BASIC Implementation)

- District Miscellaneous Settings
- School Settings
- Web Account Access for Parent Accounts
- Student and Parent Account Access
- Parental Access Statistics

Additional Training Opportunities

For more information on additional PowerSchool SIS Initial Product Training topics, take the following Professional Development Plus (PD+) self-paced training courses:

Attendance

- PowerSchool SIS: Managing Daily Attendance
- PowerSchool SIS: Managing Meeting Attendance
- PowerSchool SIS: Attendance Reports
- PowerSchool SIS: Attendance Tracking and Notifications
- PowerSchool SIS: PowerTeacher

System Reports

- PowerSchool SIS: Basics for Admin Users Part 1
- PowerSchool SIS: Basics for Admin Users Part 2
- PowerSchool SIS: Basics for Admin Users Part 3
- PowerSchool SIS: Managing Students

Custom Reports

- PowerSchool SIS: Communication Tools Part 1
- PowerSchool SIS: Communication Tools Part 2

Security

- PowerSchool SIS: Security Part 1
- PowerSchool SIS: Security Part 2
- PowerSchool SIS: Managing Staff

Direct Database Export and Access

- PowerSchool SIS: Administration and Management

Keys to Ownership Services

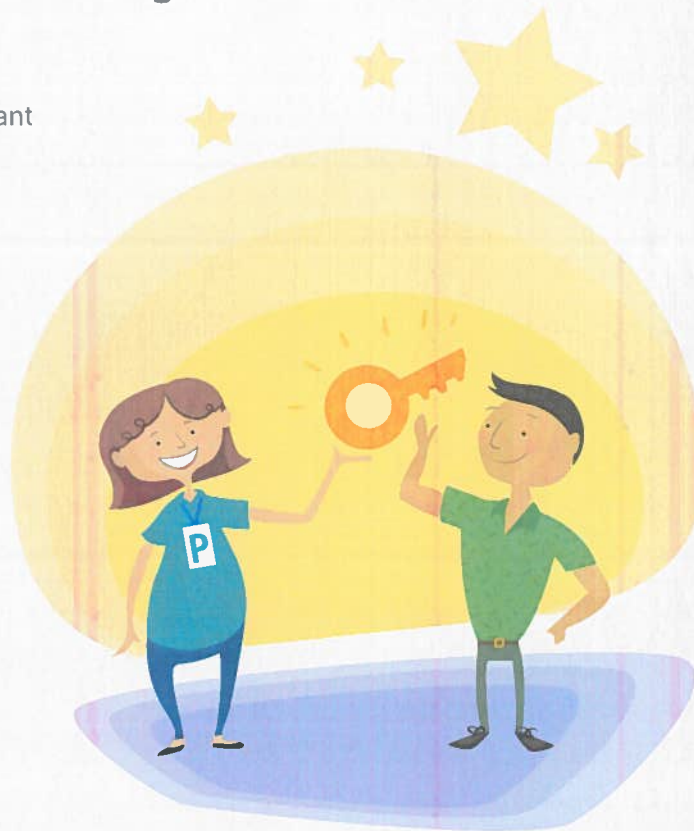
Drive Your Success using PowerSchool

Keys to Ownership Services

Adopting a new SIS and keeping functionality relevant for users ongoing can be challenging for both large and small districts. To help, we offer Keys to Ownership (KTO) services, a highly variable and flexible consulting solution designed for your unique PowerSchool needs.

KTOs are sold as customized, 10 remote hour packages, focused on the topics that are most important and needed by PowerSchool administrators.

Designed for customers at any stage in their life-cycle of PowerSchool adoption, you will be assigned an expert PowerSchool consultant who will assist you during your first year of deployment or provide a helping hand if you have been using PowerSchool for years. You drive what hours are used for, at your own pace. KTOs assist you in two primary areas: PowerSchool **functionality** and **completing tasks**.



PowerSchool Functionality

Our consultants will help you take full advantage of PowerSchool functionality, helping you plan and find the optimal approaches to resolving your user needs through hands on, direct engagement centered on your district or school goals and needs. An expert from our PowerSchool service team will help you configure and use important PowerSchool features and functions that go beyond standard implementation. Our services save you time and reduce stress, while helping you maximize PowerSchool old and brand new features. We can help you speed up the planning and provide productive execution to go live with your solutions faster, with confidence.

Examples of focused topics:

- Parent Portal setup and roll out
- Standards setup and importing
- Test score setup and importing
- PowerLunch setup and deployment
- Incident Management setup
- Honor roll setup
- Graduation Planner
- Attendance tracking and notification
- Health Management setup and immunization data
- New school setup and data
- Setting up summer school
- Document attachments and categories
- Repeated course grade suppression
- Localization administration (Language Toolkit)
- Database extensions
- Security, roles, and field-level security

Completing Tasks

PowerSchool KTO services can help you complete important PowerSchool administration work, when it becomes difficult to fit in or spin up on quickly. With the help of a PowerSchool expert, complete critical tasks more easily or choose to supplement your labor constraints by having our team take on the bulk of the work involved. KTO services save time, ensure accuracy, and help you learn best practices, so you can manage tasks better on your own going forward.

Regularly Occurring Tasks:

- End-of-term readiness and completion
- End-of-year readiness and completion
- Next-year setup
- Report card readiness review

Additional Tasks:

- Data audits and validation reports
- Using Data Import/Export Manager
- Troubleshooting GPA issues
- Adding/removing calendar days
- Using DDA/DDE to extract and fix data; to make bulk changes
- State compliance submission planning and readiness
- Attendance audits and adjustments for start of new year
- Importing customizations and reports from other sources
- Reviewing system reports for accuracy
- Using photo management
- Search strategies and methods when using data

Customers are choosing to purchase 2-4 KTO bundles yearly, so they have that planned helping hand when they need it or to take the weight off for planned deployments and new feature releases.

Design your own KTO services bundle based on the needs of your school or district. Work with your PowerSchool sales representative to determine how many KTO packages you need, or discuss how to target certain topics within PowerSchool.



To get started, contact your PowerSchool account executive at (877) 873-1550, or visit our website at www.PowerSchool.com



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Wexler-Grant Community School
Date: October 7, 2019
Re: Elm Village

Executive Summary/ Statement: (Please provide 1-2 sentences describing the Service – do not leave blank):

Elm Village will bring in one key facilitator to train students and staff in trauma-informed practices. They will offer students an ongoing course, individualized strategies of dealing with Trauma, Crisis Interventions, and one-on-one mentorship. They will also work with staff to help them identify and deal with the trauma responses of students. We will also offer our facilitator 10 hours of on-going Staff Development to ensure that their understanding of trauma-informed trainings is up to date.

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

*For this proposal, we will functionally be having a single employee be an on-campus mentor to at Wexler-Grant, for a total of 1350 hours for the school year (plus paid staff development days). While the significant majority of their work over the course of the year will be mentorship with the students, we will also have them run a course, offer crisis intervention, and provide trauma-informed institutional development.

<u>Line Item</u>	<u>Amount</u>
Real Talk—One Facilitator Leading Two Classes per week. 80 Hours at \$27.50/Hour	\$2,200.00
Crisis Intervention 120 Hours at \$27.50/Hour	\$3,300.00
Institutional Development 160 Hours at \$27.50/Hour	\$4,400.00
Mentorship 990 Hours at \$27.50/Hour	\$27,225.00
Staff Development 20 Hours at \$27.50/Hour	\$550.00
Elm Village Administration Costs	\$1,085.00
Subtotal	\$38,760.00
Trauma Coalition Payment	-\$30,000.00
Total	\$8,760.00

Programs

Institutional Development

Institutional Development is a flexible time for facilitators to work one on one with students, staff, and teachers. Facilitators can work with students, offering mentorship, and navigating some of the more sensitive, trauma-related issues that arise during course time. Teachers often do not have the time to deal with the trauma sensitive issues that arise during class time. We can work with teachers to offer consultation on how to deal with students who they have trouble connecting with. We can also use this time to offer staff training or support as requested.

Real Talk

The purpose of this course is to develop healthy communication skills. We encourage students to bring topics of conversation, such as “having a loved one incarcerated” or “letting people down.” Each class begins and ends with exercises designed to help students cope with trauma. These exercises extend into our conversations. The perspective and honesty of our facilitators, who are reflective of the student population at Wexler-Grant, are meant to engage the students, and offers a model of relatable people engaging in meditation.

Crisis Intervention

This intervention centers on those who have experienced critical incidents, teaching coping techniques to help them process the event and reduce long-term impact. Through these practices, those involved are able to take ownership of their own experience and are better able to cope. In turn, they are also capable of increased empathy towards others who have experienced or are experiencing crisis.

Mentorship

Mentorship focuses on working with students to create crucial, one-on-one, positive adult relationships. Based on these relationships we are able to create stress reduction tools, personal goals, and academic goals that are tailor made to the particular needs and aptitudes of students. At Wexler-Grant, this will be the majority of the work that we do: creating and maintaining these individual relationships, specialized coping strategies, and academic plans.

Staff Development

Staff trainings for Elm Village facilitators are geared to support, educate, and empower Elm Village’s staff to be proficient at preventing negative trauma responsive though training for the students and school staff we cater to. The trainings are focused around these key topics: Coping Practices/Exercises, Professional Development, Personal Development, and Anti-Racist/ Anti- Bias workshops.

Administrative Fees

Administrative duties here at Elm Village include compiling weekly reports from staff and monthly reports from school administration. Meeting with potential funders and schools is one of our top priorities. Ordering and delivering supplies to better assist staff with their courses. As you see our administrative fees are competitive with any non-profit.

Funding Source & Account #: Commissioner's Network Grant & 2547-6293-56694-0032

Key Questions: (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. Please describe how this service is strategically aligned to the District Continuous Improvement Plan?
This service is strategically aligned to our school-wide goals to improve academic instructions and behavior support. Elm Village will partner with your school to provide mindfulness training to youth struggling with trauma, using the modalities of creative arts, movement, self-development, and meditation. By teaching mindfulness, Elm Village hopes to promote mental health and well-being while improving academic performance, attendance, and community engagement.
2. What specific need will this contractor address?
During the 2019-2020 School year, the heart of Elm Village work is an understanding that students often act out due to unprocessed trauma. Elm Village will use a variety of mindful modalities to give students tools to alleviate this trauma. They also recognize that there are cultural factors such as race, sexual orientation, and class that are contributing factors to this trauma. Further, they recognize that, though schools have the best of intentions, without appropriate awareness and training, they can not only have difficulty working with this trauma, but can, in fact, worsen trauma. Thus, they not only offer tools to students to work with trauma, they also help equip teachers, administration, and staff tools to help alleviate their students' trauma *and* to make sure that they are not contributing to that trauma.
3. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection: Quo'e
4. If this is a continuation service, when was the last time the alternatives were sought? New Service.
5. What specific skill set does this contractor bring to the project? See attached resume
6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume): Elm Village will be using verified pre/post surveys which are attached.

7. Is this a new or continuation service? New Service.
8. If this is a continuation service has cost increased?
 - a) If yes, by how much? New Service
 - b) What would an alternative contractor cost? N/A
 - c) Is this a service existing staff could provide? Why or why not? No.
9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated? Elm Village will be using verified pre/post surveys which are attached.
10. If a continuation service, attach a copy of the previous evaluations or archival data demonstrating effectiveness. (If archival data includes lengthy reports, syllabi, training materials, etc., please have a copy available for review)
11. If the service is a professional development program, can the training be provided internally, by district staff?
 - a) If not, why not? N/A – human resource is scarce.
 - b) How will the output of this Agreement contribute to building internal capabilities? Increase and build staff sustainability and capacity.
12. Why do you believe this Agreement is fiscally sound?

This service is strategically aligned to our school-wide goals to improve academic instructions and behavior support. Elm Village will partner with your school to provide mindfulness training to youth struggling with trauma, using the modalities of creative arts, movement, self-development, and meditation. By teaching mindfulness, Elm Village hopes to promote mental health and well-being while improving academic performance, attendance, and community engagement.

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

Many students in the varied grade levels would not have the support with ongoing course, individualized strategies of dealing with Trauma, Crisis Interventions, and one-on-one mentorship. The facilitator would not be able to work with staff to help them identify and deal with the trauma responses of students.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(Elm Village)

FOR DEPARTMENT/PROGRAM:

[Wexler-Grant Community School]

This Agreement entered into on the 7th day of October, 2019 effective (no sooner than the day after Board of Education Approval), the 7th day of October, 2019, by and between the New Haven Board of Education (herein referred to as the “Board”) and, Elm Village located at Elm Village Inc. 50 Winnett St. Hamden, CT 06517 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of for a total of 1350 hours for the school year (plus paid staff development days). While the significant majority of their work over the course of the year will be mentorship with the students, we will also have them run a course, offer crisis intervention, and provide trauma-informed institutional development for the **period of October 7, 2019 through June 22, 2020.**

The maximum amount the contractor shall be paid under this agreement: eight thousand seven hundred sixty dollars (\$8,760). 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 **Commissioner’s Network Program** of the New Haven Board of Education, **Account Number:** 2547-6293-56694 **Location Code:** 0032

This agreement shall remain in effect from October 7th, 2019 to June 22nd, 2020.

SCOPE OF SERVICE: *Please 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 as Exhibit A).*

Wexler-Grant 2019-2020

Trauma-Informed Mentorship Program

Proposal Summary

In this proposal, we will bring in one key facilitator to train students and staff in trauma-informed practices. They will offer students an ongoing course, individualized strategies of dealing with Trauma, Crisis Interventions, and one-on-one mentorship. They will also work with staff to help them identify and deal with the trauma responses of students. We will also offer our facilitator 10 hours of on-going Staff Development to ensure that their understanding of trauma-informed trainings is up to date.

*For this proposal, we will functionally be having a single employee be an on-campus mentor to at Wexler-Grant, for a total of 1350 hours for the school year (plus paid staff development days). While the significant majority of their work over the course of the year will be mentorship with the students, we will also have them run a course, offer crisis intervention, and provide trauma-informed institutional development.

<u>Line Item</u>	<u>Amount</u>
Real Talk—One Facilitator Leading Two Classes per week. 80 Hours at \$27.50/Hour	\$2,200.00
Crisis Intervention 120 Hours at \$27.50/Hour	\$3,300.00
Institutional Development 160 Hours at \$27.50/Hour	\$4,400.00
Mentorship 990 Hours at \$27.50/Hour	\$27,225.00
Staff Development 20 Hours at \$27.50/Hour	\$550.00
Elm Village Administration Costs	\$1,085.00
	Subtotal \$38,760.00
	Trauma Coalition Payment -\$30,000.00
	Total \$8,760.00

Programs

Institutional Development

Institutional Development is a flexible time for facilitators to work one on one with students, staff, and teachers. Facilitators can work with students, offering mentorship, and navigating some of the more sensitive, trauma-related issues that arise during course time. Teachers often do not have the time to deal with the trauma sensitive issues that arise during class time. We can work with teachers to offer consultation on how to deal with students who they have trouble connecting with. We can also use this time to offer staff training or support as requested.

Real Talk

The purpose of this course is to develop healthy communication skills. We encourage students to bring topics of conversation, such as “having a loved one incarcerated” or “letting people down.” Each class begins and ends with exercises designed to help students cope with trauma. These exercises extend into our conversations. The perspective and honesty of our facilitators, who are reflective of the student population at Wexler-Grant, are meant to engage the students, and offers a model of relatable people engaging in meditation.

Crisis Intervention

This intervention centers on those who have experienced critical incidents, teaching coping techniques to help them process the event and reduce long-term impact. Through these practices, those involved are able to take ownership of their own experience and are better able to cope. In turn, they are also capable of increased empathy towards others who have experienced or are experiencing crisis.

Mentorship

Mentorship focuses on working with students to create crucial, one-on-one, positive adult relationships. Based on these relationships we are able to create stress reduction tools, personal goals, and academic goals that are tailor made to the particular needs and aptitudes of students. At Wexler-Grant, this will be the majority of the work that we do: creating and maintaining these individual relationships, specialized coping strategies, and academic plans.

Staff Development

Staff trainings for Elm Village facilitators are geared to support, educate, and empower Elm Village’s staff to be proficient at preventing negative trauma responsive though training for the students and school staff we cater to. The trainings are focused around these key topics: Coping Practices/Exercises, Professional Development, Personal Development, and Anti-Racist/ Anti- Bias workshops.

Administrative Fees

Administrative duties here at Elm Village include compiling weekly reports from staff and monthly reports from school administration. Meeting with potential funders and schools is one of our top priorities. Ordering and delivering supplies to better assist staff with their courses. As you see our administrative fees are competitive with any non-profit.

Please do not leave this section blank


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

12/5/19
Date

Date

Cormac Levenson, Executive Director
Contractor Printed Name & Title

Revised: 11/18



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: Marquelle Middleton
Date: December 9, 2019
Re: OutFront Media Agreement

Executive Summary/ Statement: (Please provide 1-2 sentences describing the Service – do not leave blank): Highway and City billboard advertising will consist of highlighting the Choice & Enrollment application process.

Amount of Agreement and the Daily, Hourly or per Session Cost: \$22,450

6 digital billboard flip/spots

1 digital poster flip/spot

50 space available bonus posters

Funding Source & Account #: Magnet 16-19 Central Office C/O, 2517-6232-56694-0000

Key Questions: (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. Please describe how this service is strategically aligned to the District Continuous Improvement Plan?**
To create a more diverse educational environment. Reaching students throughout the district including the suburban areas.
- 2. What specific need will this contractor address?**
Advertising the Choice & Enrollment Lottery and Process.
- 3. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:**
Contractor was selected because Quote was within budget requirements, other vendors could not meet budget requirements.
- 4. If this is a continuation service, when was the last time the alternatives were sought?**
This is a continuous contractor. End of service contractor will provided an accountability of vehicles traveling throughout the posted areas. Other alternatives where sought out this year.
- 5. What specific skill set does this contractor bring to the project?**
Advertising the Choice & Enrollment Lottery and process. Ensuring that all students throughout the district is well informed of the educational opportunities in New Haven. Families will view lottery ads throughout the 22 district towns, 95N/S, 91N/S and RT1.
- 6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):**

7. **Is this a new or continuation service?**
Yes
8. **If this is a continuation service has cost increased?**
No
a) **If yes, by how much?**
9. **b) What would an alternative contractor cost?**
c) **Is this a service existing staff could provide? Why or why not?**
10. **Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?**
Contractor will be evaluated by an in-office survey. Contractor will communicate with office administrator of any changes or updates posted on Billboards. Recruitment Coordinator will view advertisements weekly.
11. **If a continuation service, attach a copy of the previous evaluations or archival data demonstrating effectiveness. (If archival data includes lengthy reports, syllabi, training materials, etc., please have a copy available for review)**
12. **If the service is a professional development program, can the training be provided internally, by district staff? N/A**
a) **If not, why not?** Provider is not compatible to C&E duties.
b) **How will the output of this Agreement contribute to building internal capabilities?**
13. **Why do you believe this Agreement is fiscally sound?**
Because it is economical, budget affordable and will advertise the C&E message. Message will also reach families without internet and television access.
14. **What are the implications of not approving this Agreement?**
Our marketing campaign will not be distributed to our families and communities as needed.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

OUTFRONT Media, Inc.

FOR DEPARTMENT/PROGRAM:

New Haven Magnet Schools Program

This Agreement entered into on the 8th day of November 2019, effective (start date no sooner than the day after Board of Education Approval), on the 14th day of January 2020, by and between the New Haven Board of Education (herein referred to as the “Board” and, OUTFRONT Media, Inc. located at, PO Box 33074, Newark, NJ 07188 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$22,450 for 6 digital billboard flips/spots, 1 digital poster flip/spot and 50 space available bonus posters.

The maximum amount the contractor shall be paid under this agreement: Twenty-two thousand four hundred fifty dollars (**\$22,450**). 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 **Magnet 16-19 Central Office C/O Program** of the New Haven Board of Education, **Account Number: 2517-6232-56694 Location Code: 0000.**

This agreement shall remain in effect from January 14, 2020 to April 30, 2020.

SCOPE OF SERVICE: *Please 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 as Exhibit A).* **Please do not leave this section blank**

Highway and City billboard advertising will consist of highlighting the Choice & Enrollment application process throughout the district entertaining 57 locations throughout Connecticut. Focus will be on the following town locations throughout the town’s area. Billboards will be seen in New Haven, East Haven, North Haven, Hamden, West Haven, Orange, Milford, Derby, Ansonia, Seymour, Wallingford, Branford, North Branford, Guilford and Madison.

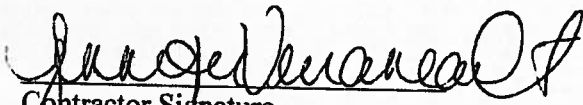
Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable.

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.

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

11/22/19
Date

Date

Jennifer Verraneau Lt
Contractor Printed Name & Title
Account Executive

Revised: 12/3/19

OUTFRONT/

Outfront Media Billboard Proposal 2020

Advertiser:

New Haven Public Schools
54 Meadow Street
New Haven, CT 06519
William Wynn

Billboard Space:

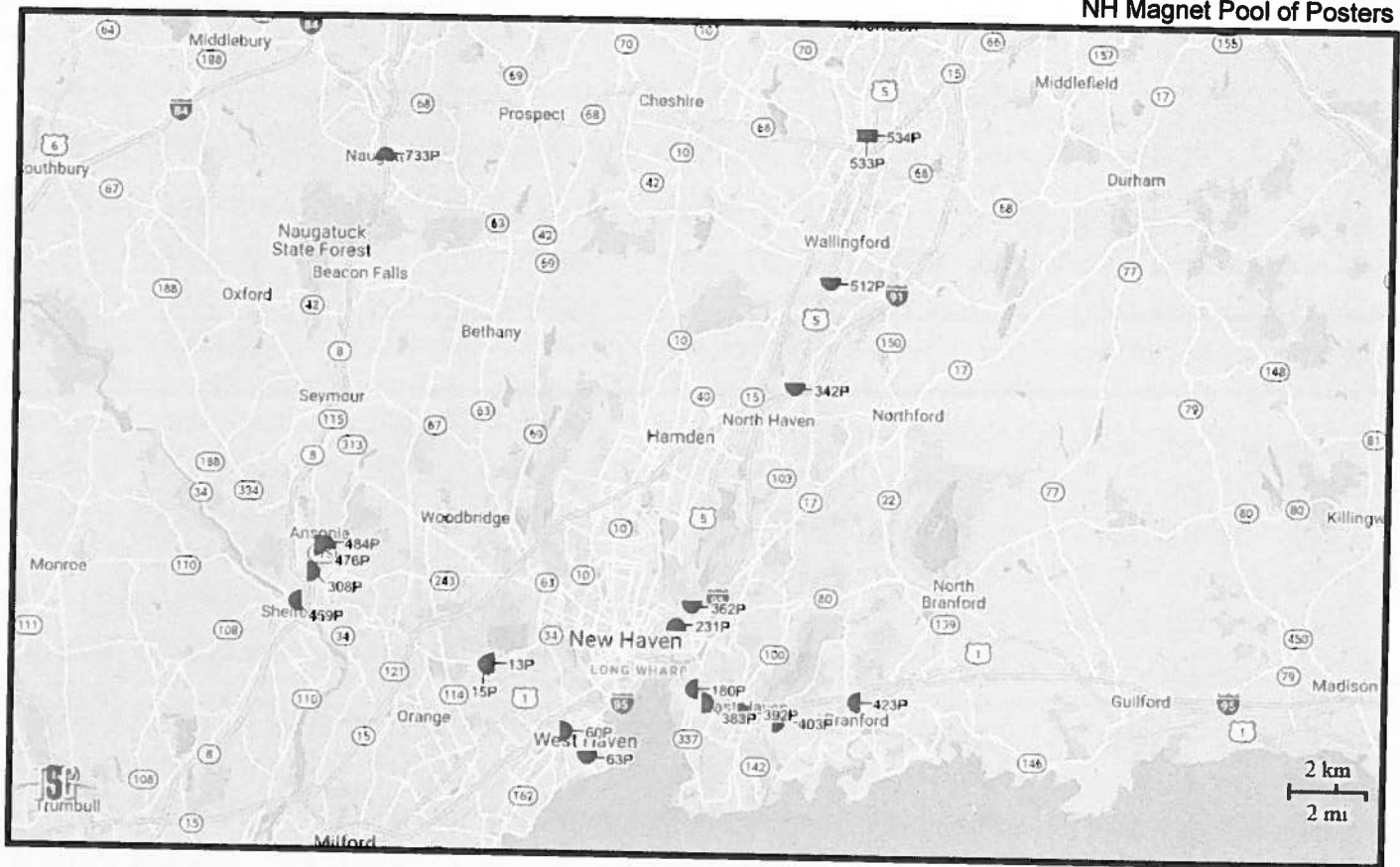
- 6 Digital Billboard Flips/Spots will run on New Haven Digital Bulletins
 - Digital Bulletin Units: 889, 1310, 1207, 1208, 1378, 1379
- 1 Digital Poster Flip/Spot will run on New Haven Digital Poster
 - Digital Poster Unit: 1408
- 50 Space Available Bonus Posters to be displayed in the following towns:
 - New Haven, East Haven, North Haven, West Haven, Orange, Derby, Ansonia, Seymour, Hamden, Wallingford, Branford, Guilford, Madison and/or Milford

Non-Space:

- Production includes printing, shipping & installation: 50 Posters

Discounted Total: \$22,450.00

Location Map NH Magnet Pool of Posters



Icon	#	Unit	Location Description	Media	Market
☐	1	13P	Derby Ave 100 ft W/O Dogburn Rd S/S	Posters	Hartford/New Haven
☐	2	15P	Derby Ave 150 ft E/O Alling Rd S/S	Posters	Hartford/New Haven
◐	3	231P	James St 100 ft N/O Lombard St W/S	Posters	Hartford/New Haven
◑	4	60P	Elm St 200 ft E/O Orchard St N/S	Posters	Hartford/New Haven
◒	5	63P	Campbell Ave 50 ft S/O Leete St E/S	Posters	Hartford/New Haven
◓	6	733P	Route 8 700 ft N/O S. Main St E/S	Posters	Hartford/New Haven
◔	7	534P	Rt 150 100 ft S/O Rt 71 E/S	Posters	Hartford/New Haven
◕	8	533P	Rt 150 100 ft S/O Rt 71 E/S	Posters	Hartford/New Haven
◖	9	512P	S.Colony Rd 50 ft N/O Willard St E/S	Posters	Hartford/New Haven
◗	10	484P	E.Main St 100 ft N/O Bridge St E/S	Posters	Hartford/New Haven
◘	11	476P	Bridge St 25 ft E/O W. Main St N/S	Posters	Hartford/New Haven



These locations are not on hold, this list is for proposal purposes only. For availabilities contact your sales representative.

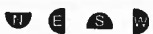
OUTFRONT/

12	459P	Rt 34 350 ft W/O Bridge St N/S	Posters
13	423P	Post Rd 500 ft E/O Cedar St N/S	Posters
14	308P	Division St 325 ft E/O Pershing Dr E/S	Posters
15	342P	Washington Ave 1000 ft N/O I-91 E/S	Posters
16	362P	State St 150 ft N/O Rock St E/S	Posters
17	383P	Main St 75 ft S/O Terrace St W/S	Posters
18	392P	Boston Post Rd (Rt 1) 150 ft W/O Sanford St N/S	Posters
19	403P	Post Rd 50 ft W/O Jackson Dr N/S	Posters
20	180P	Forbes Ave 100 ft E/O Brown St W/S	Posters

Location Map

NH Magnet Pool of Posters

Hartford/New
Haven
Hartford/New
Haven
Hartford/New
Haven
Hartford/New
Haven
Hartford/New
Haven
Hartford/New
Haven
Hartford/New
Haven
Hartford/New
Haven



These locations are not on hold, this list is for proposal purposes only. For availabilities contact your sales representative.

13P

Derby Ave 100 ft W/O Dogburn Rd S/S F/E

Hartford/New Haven

18+ Weekly Imp: 68,895

Size: 10'5" x 22'8"

Area: Orange

Zip Code: 06477

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

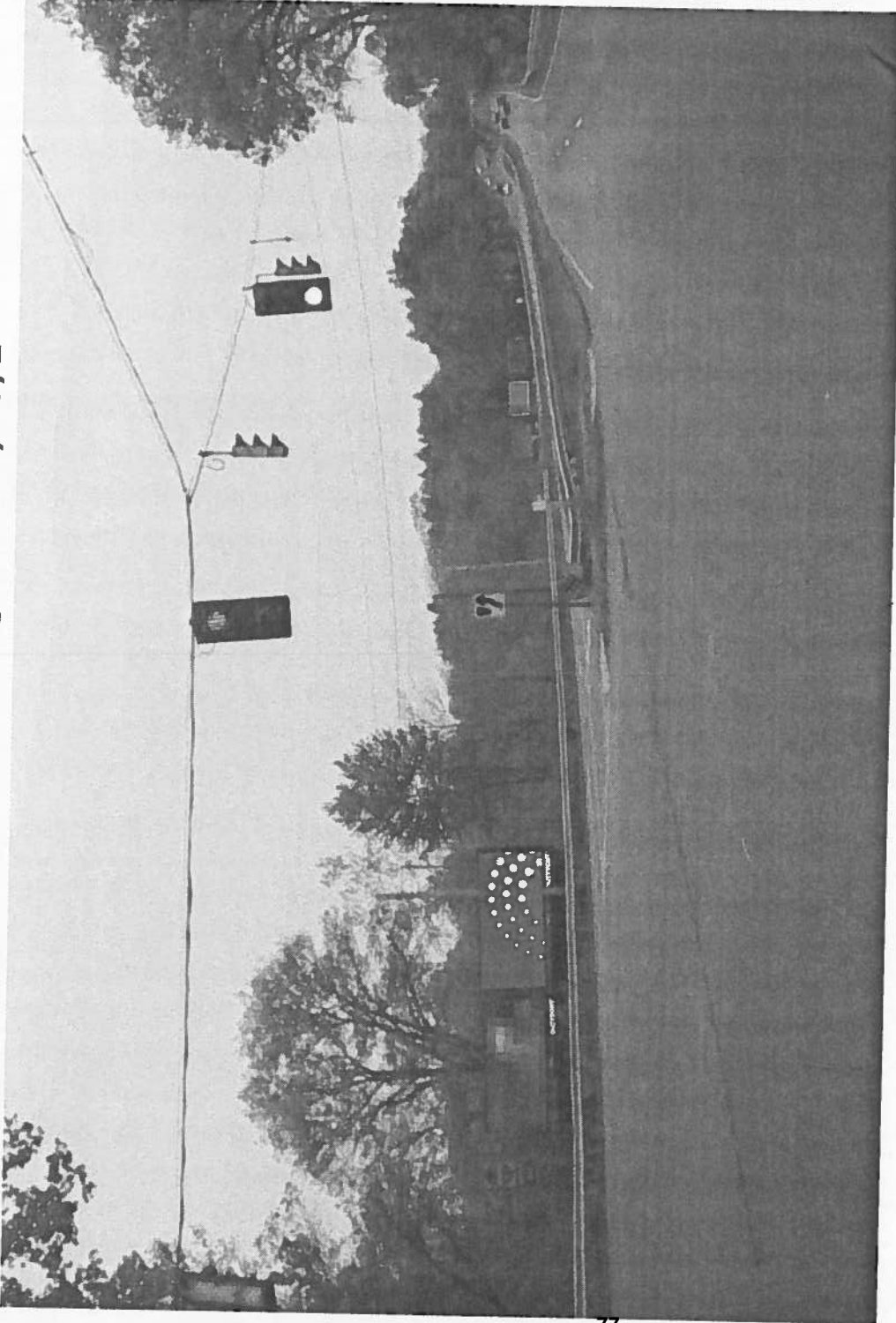
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Longitude: -72,996488

Spec Sheet: P1



geopath



15P

Derby Ave 150 ft E/O Ailing Rd S/S F/E

Hartford/New Haven

18+ Weekly Imp: 68,260

Size: 10'5"X22'8"

Area: Orange

Zip Code: 06477

Material: Eco-Poster

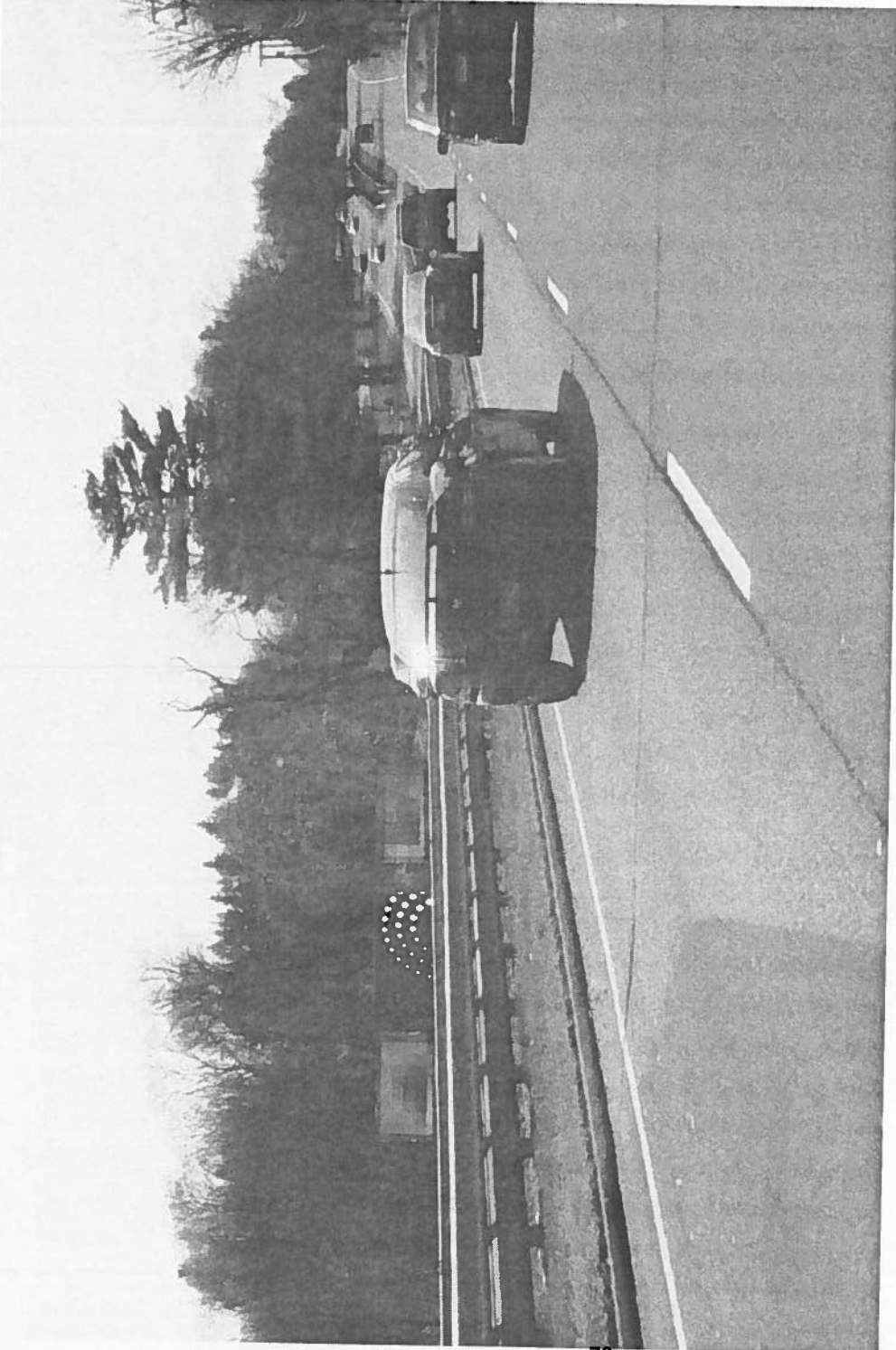
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Illuminated: Yes

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Longitude: -72,998637

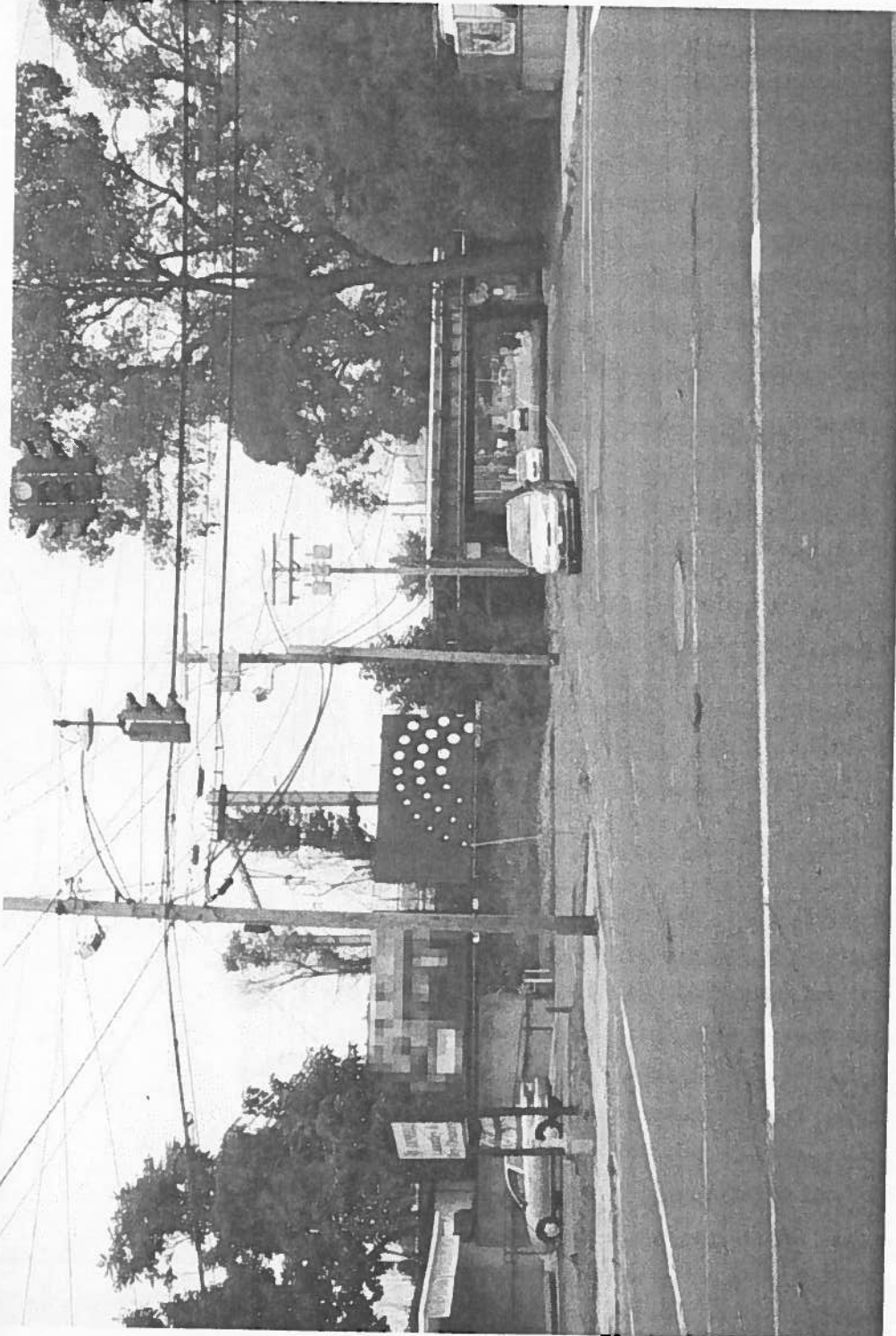
Spec Sheet: P1



geopath

231P

James St 100 ft N/O Lombard St W/S F/S



Hartford/New Haven

18+ Weekly Imp: 16,175

Size: 10'5"X22'8"

Area: New Haven

Zip Code: 06513

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: NO

Latitude: 41.314487

Longitude: -72.904208

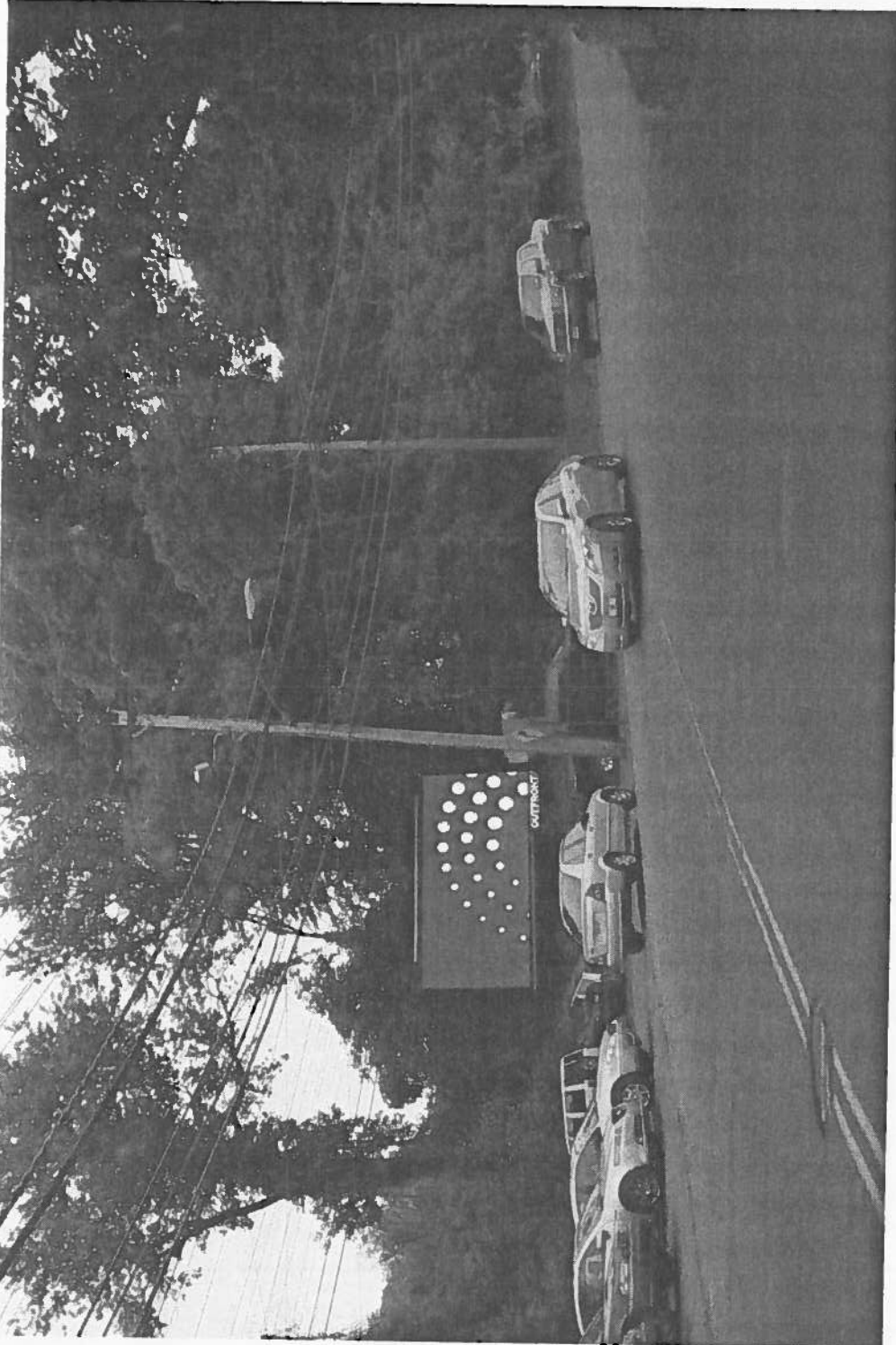
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geopath

60P

Elm St 200 ft E/O Orchard St N/S F/W



Hartford/New Haven

18+ Weekly Imp: 36,075

Size: 10'5" x 22'8"

Area: West Haven

Zip Code: 06516

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

Latitude: 41.274169

Longitude: -72.956845

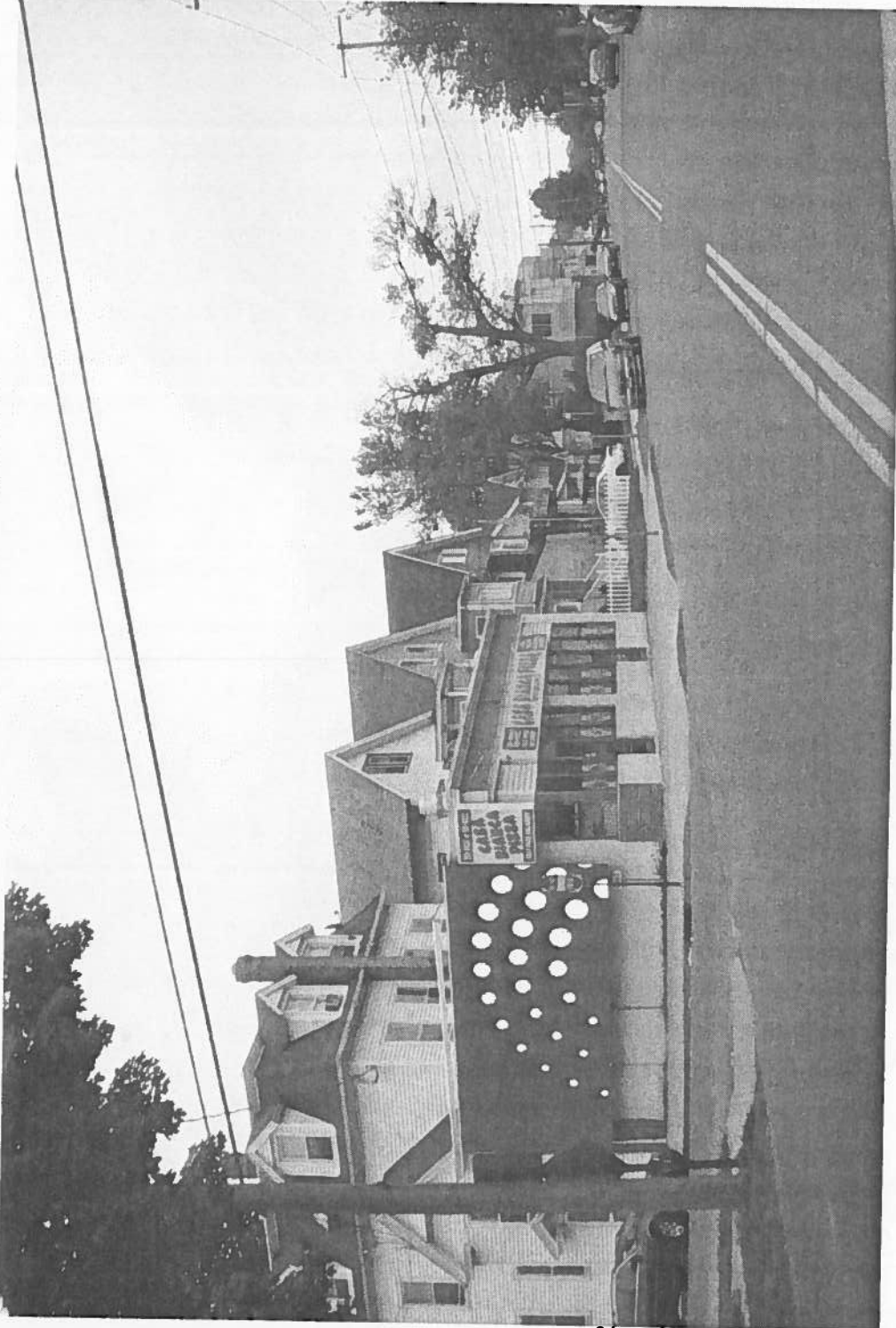
Spec Sheet: P1



geopath

63P

Campbell Ave 50 ft S/O Leete St E/S F/N



Hartford/New Haven

18+ Weekly Imp: 26,399

Size: 10'5" x 22'8"

Area: West Haven

Zip Code: 06516

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

Latitude: 41.264466

Longitude: -72.946989

Spec Sheet: P1

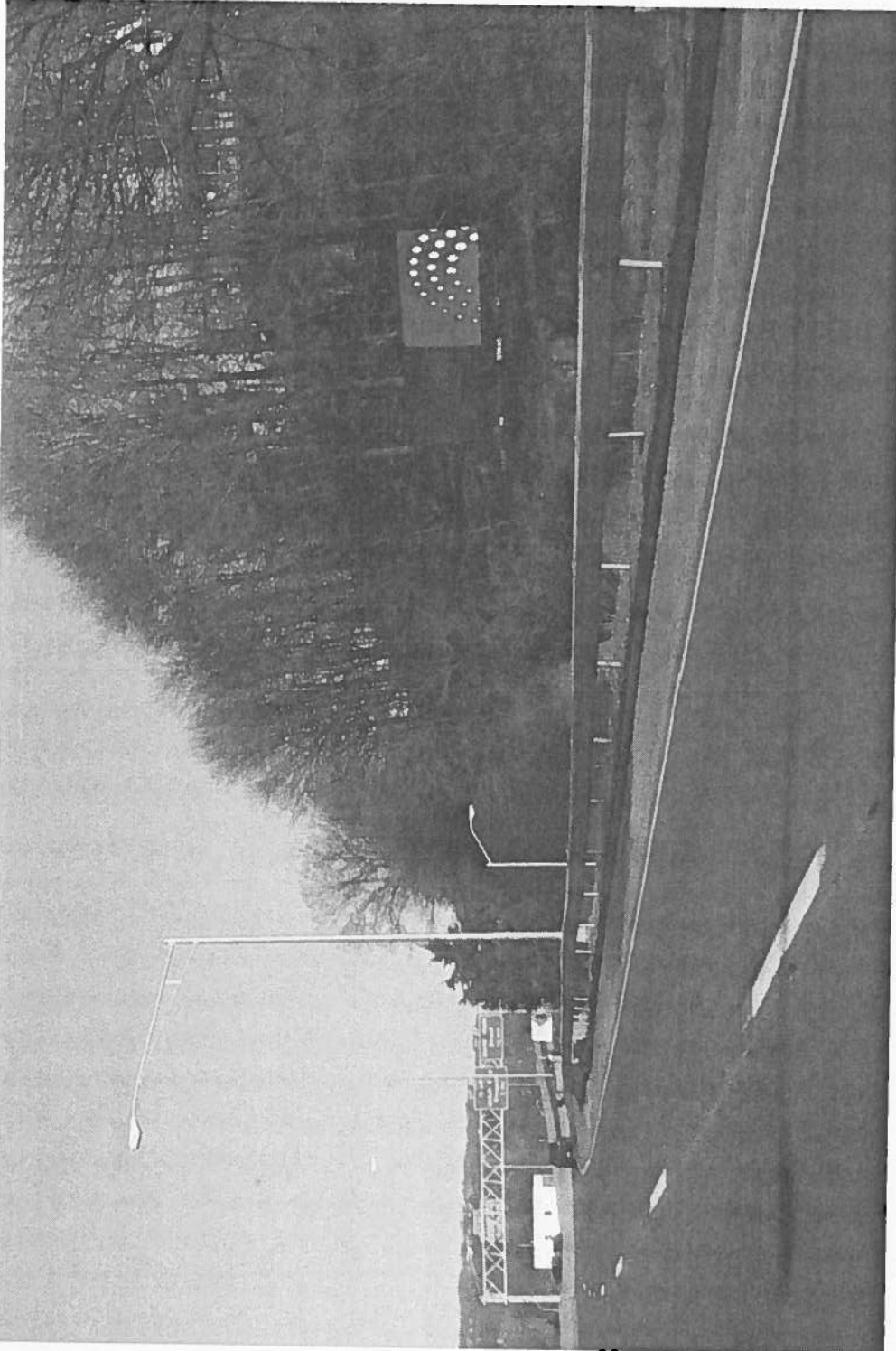


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733P

Route 8 700 ft N/O S. Main St E/S F/S



Hartford/New Haven

18+ Weekly Imp: 163,246

Size: 10'5"X22'8"

Area: Naugatuck

Zip Code: 06770

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

Latitude: 41.487032

Longitude: -73.051109

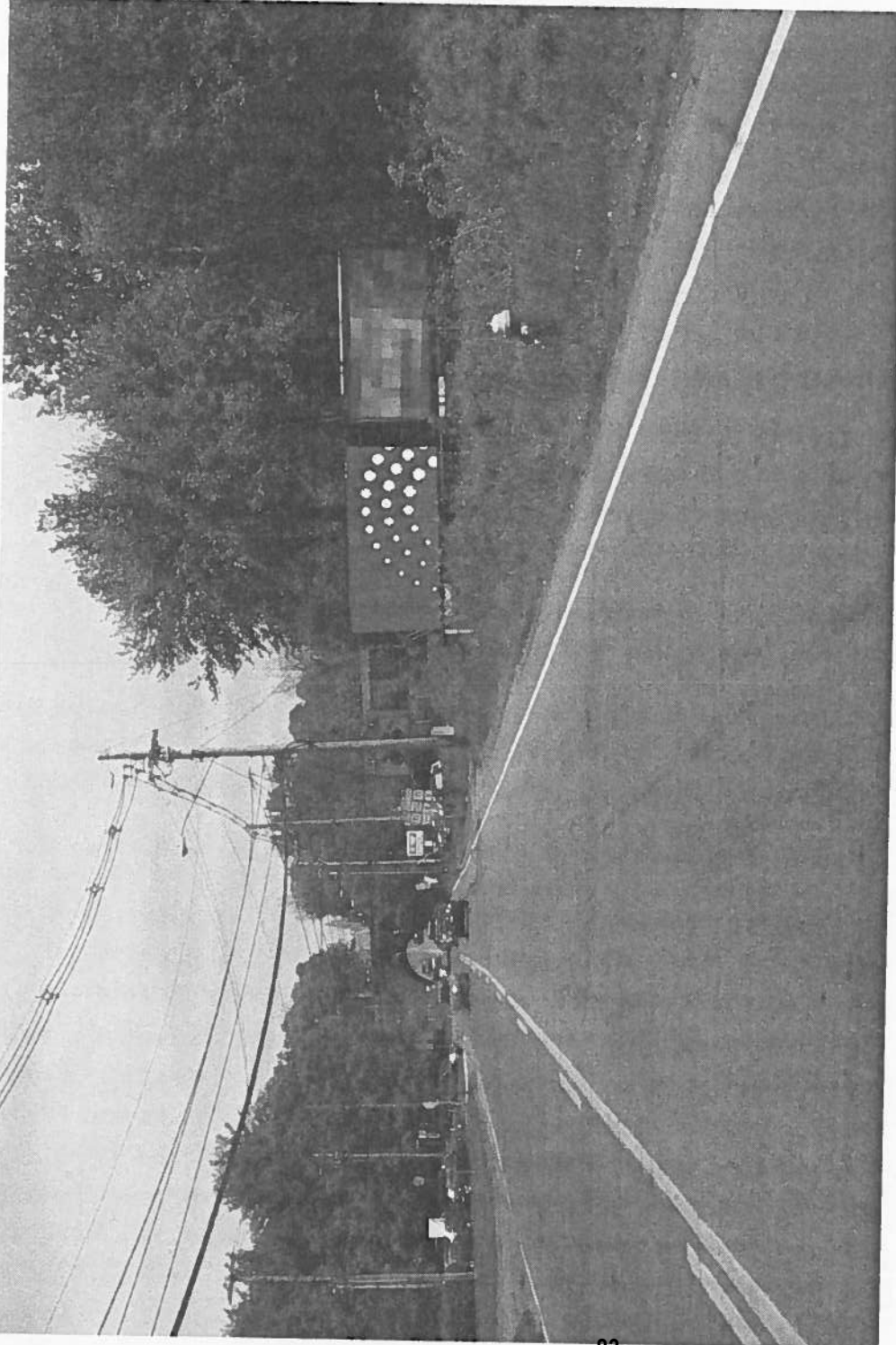
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534P

Rt 150 100 ft S/O Rt 71 E/S F/S



Hartford/New Haven

18+ Weekly Imp: 54,617

Size: 10'5" x 22'8"

Area: Wallingford

Zip Code: 06492

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

Latitude: 41.496578

Longitude: -72.814867

Spec Sheet: P1



geopath

533P

Rt 150 100 ft S/O Rt 71 E/S F/N

Hartford/New Haven

18+ Weekly Imp: 42,850

Size: 10'5"x22'8"

Area: Wallingford

Zip Code: 06492

Material: Eco-Poster

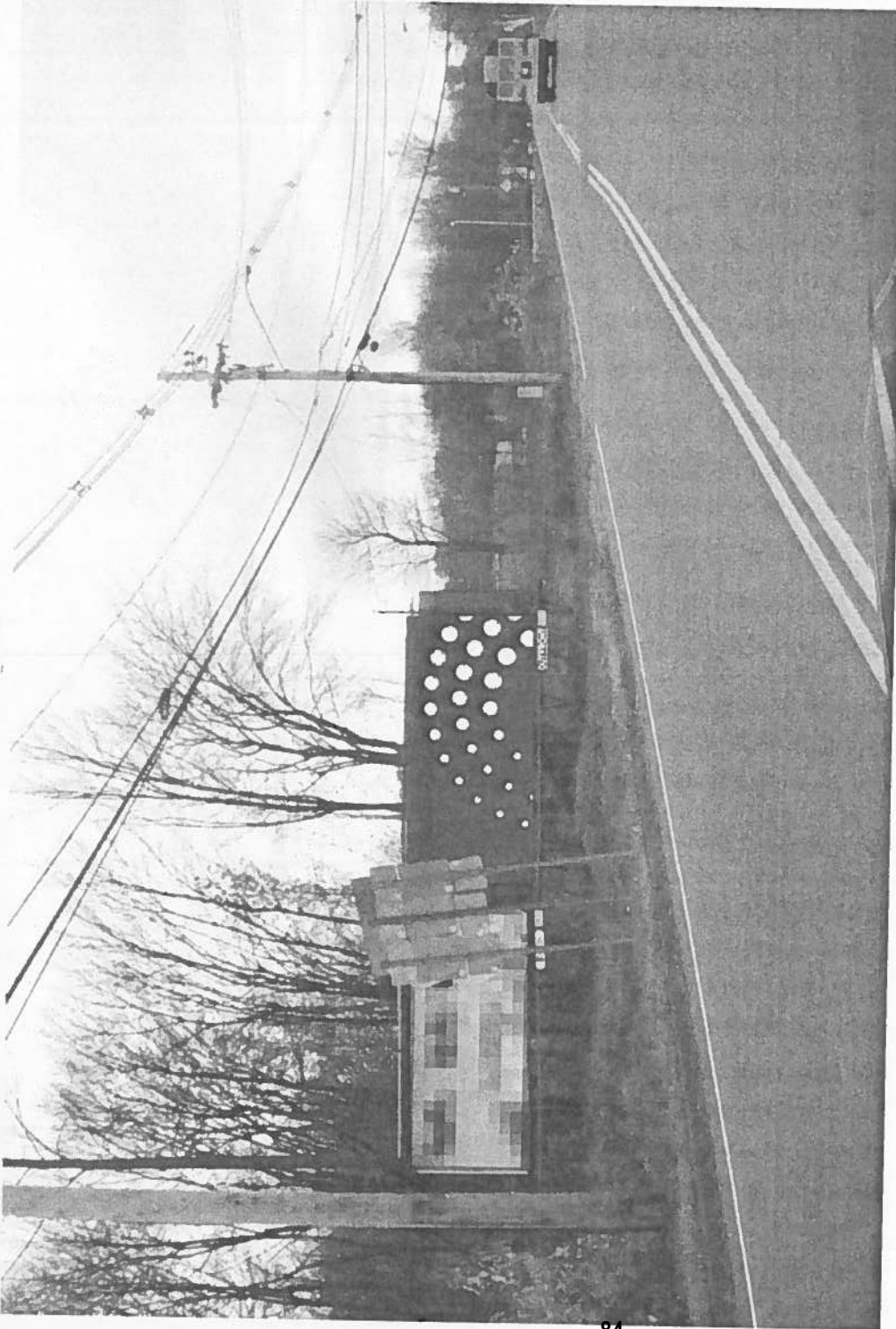
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Illuminated: Yes

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Longitude: -72.814833

Spec Sheet: P1



geopath

512P

S.Colony Rd 50 ft N/O Willard St E/S F/N

Hartford/New Haven

18+ Weekly Imp: 47,220

Size: 10'5"x22'8"

Area: Wallingford

Zip Code: 06492

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

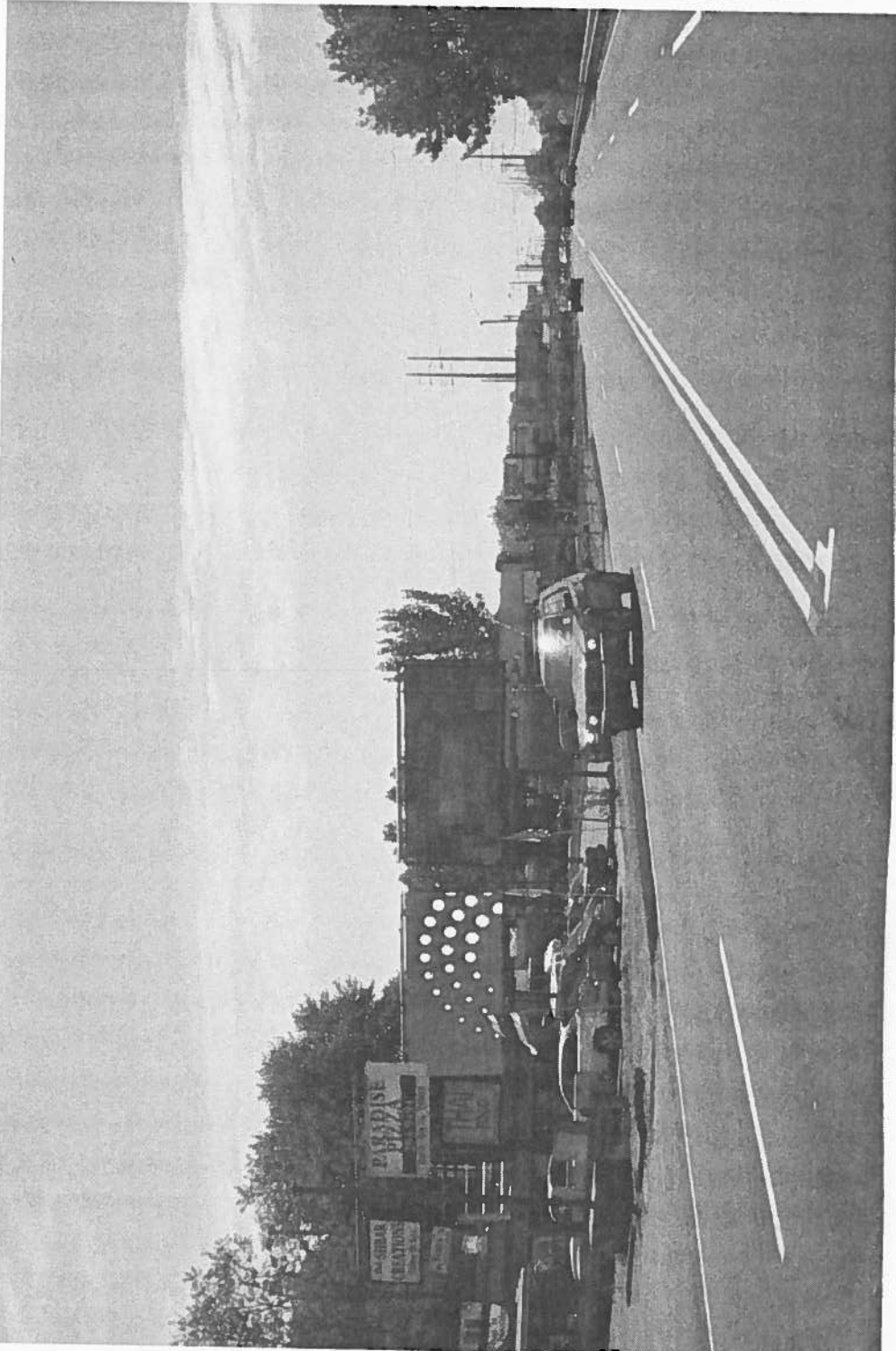
Latitude: 41.441581

Longitude: -72.831218

Spec Sheet: P1

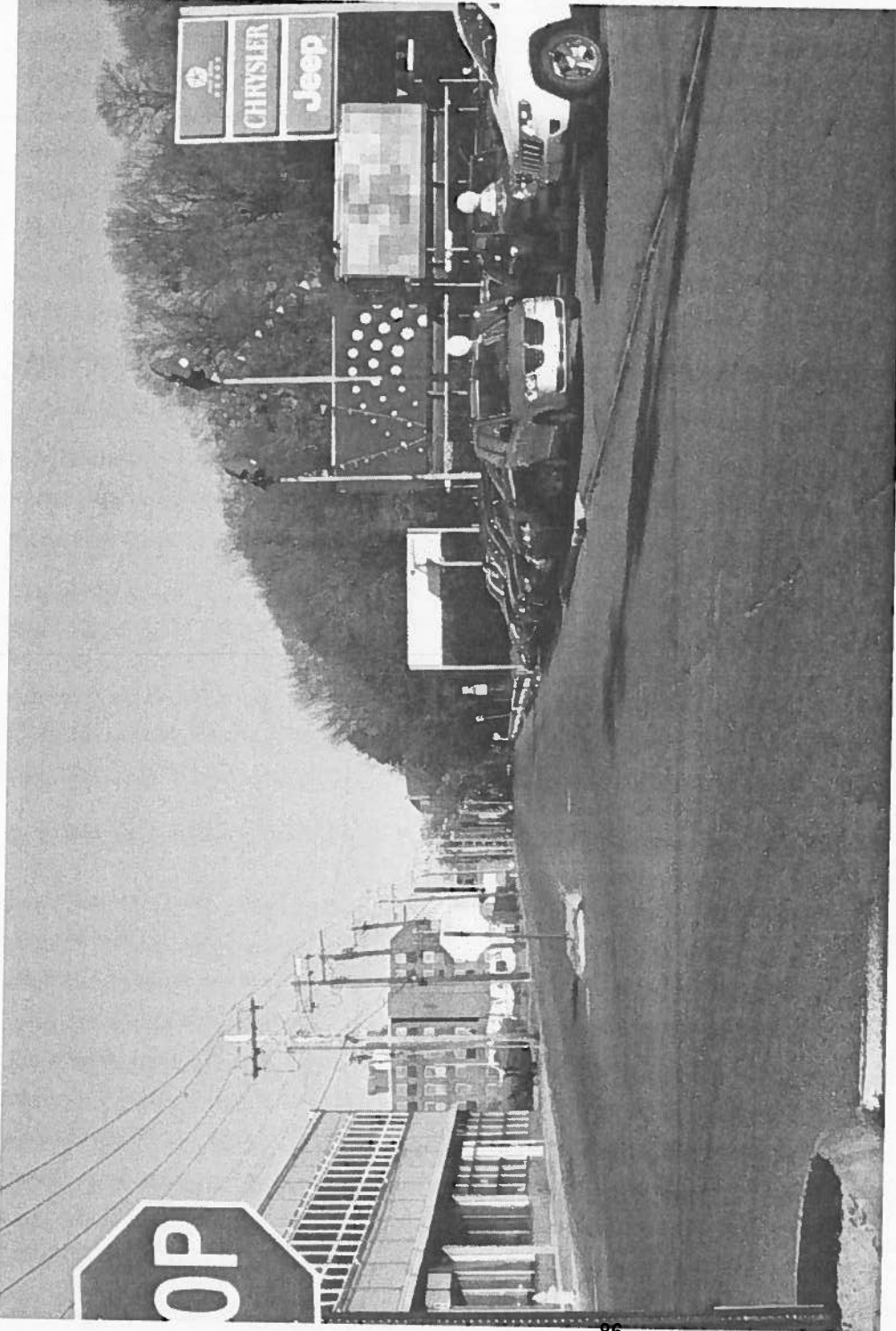


geopath



484P

E.Main St 100 ft N/O Bridge St E/S F/S



Restrictions: Auto Parts/Repair Stores|Auto Dealerships|

Hartford/New Haven

18+ Weekly Imp: 65,676

Size: 10'5" x 22'8"

Area: Ansonia

Zip Code: 06401

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

Latitude: 41.342786

Longitude: -73.077321

Spec Sheet: P1



geopath

476P

Bridge St 25 ft E/O W. Main St N/S F/W

Hartford/New Haven

18+ Weekly Imp: 20,573

Size: 10'5" x 22'8"

Area: Ansonia

Zip Code: 06401

Material: Eco-Poster

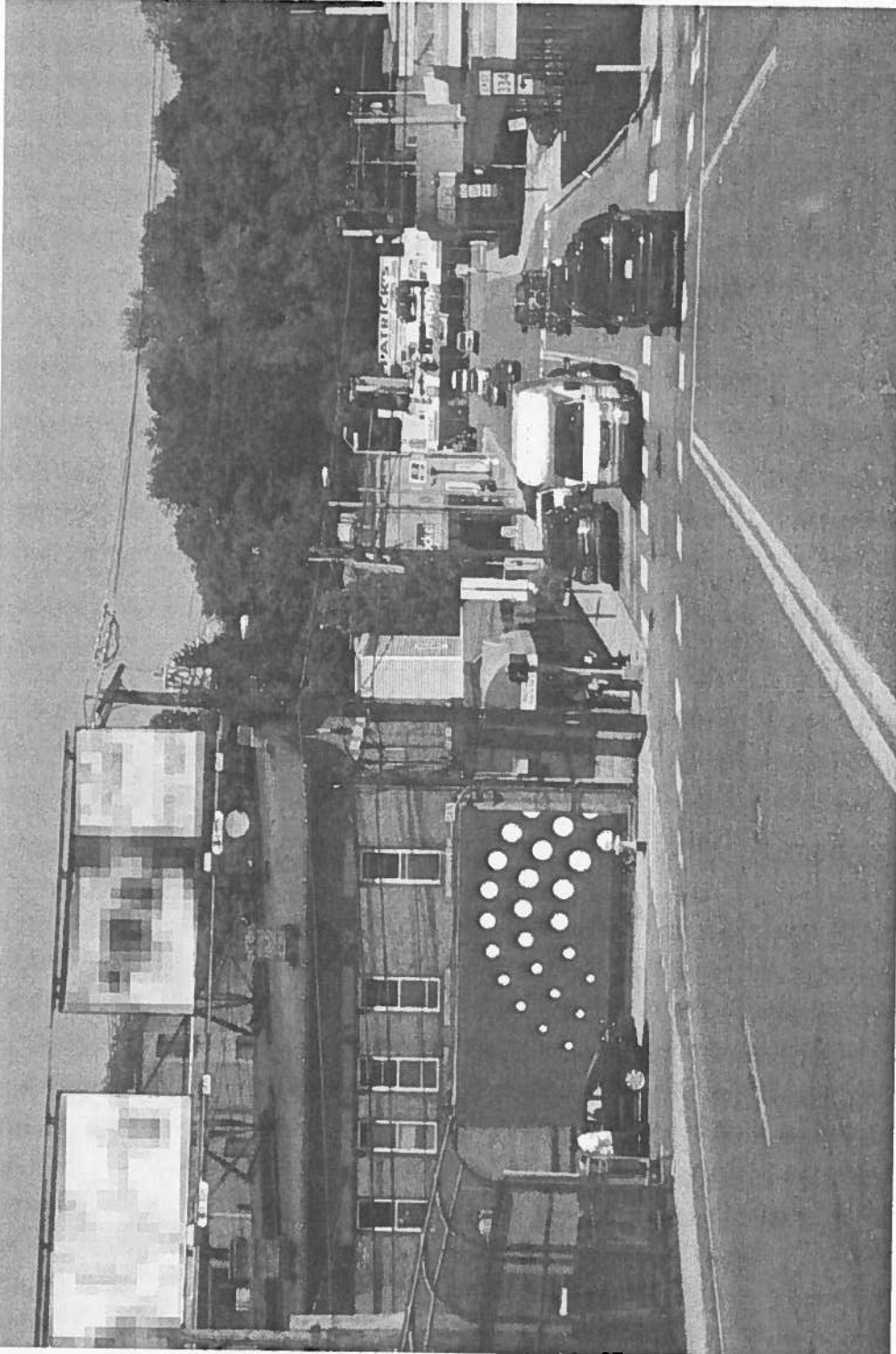
Extensions: Not Allowed

Illuminated: No

Latitude: 41.341889

Longitude: -73.079148

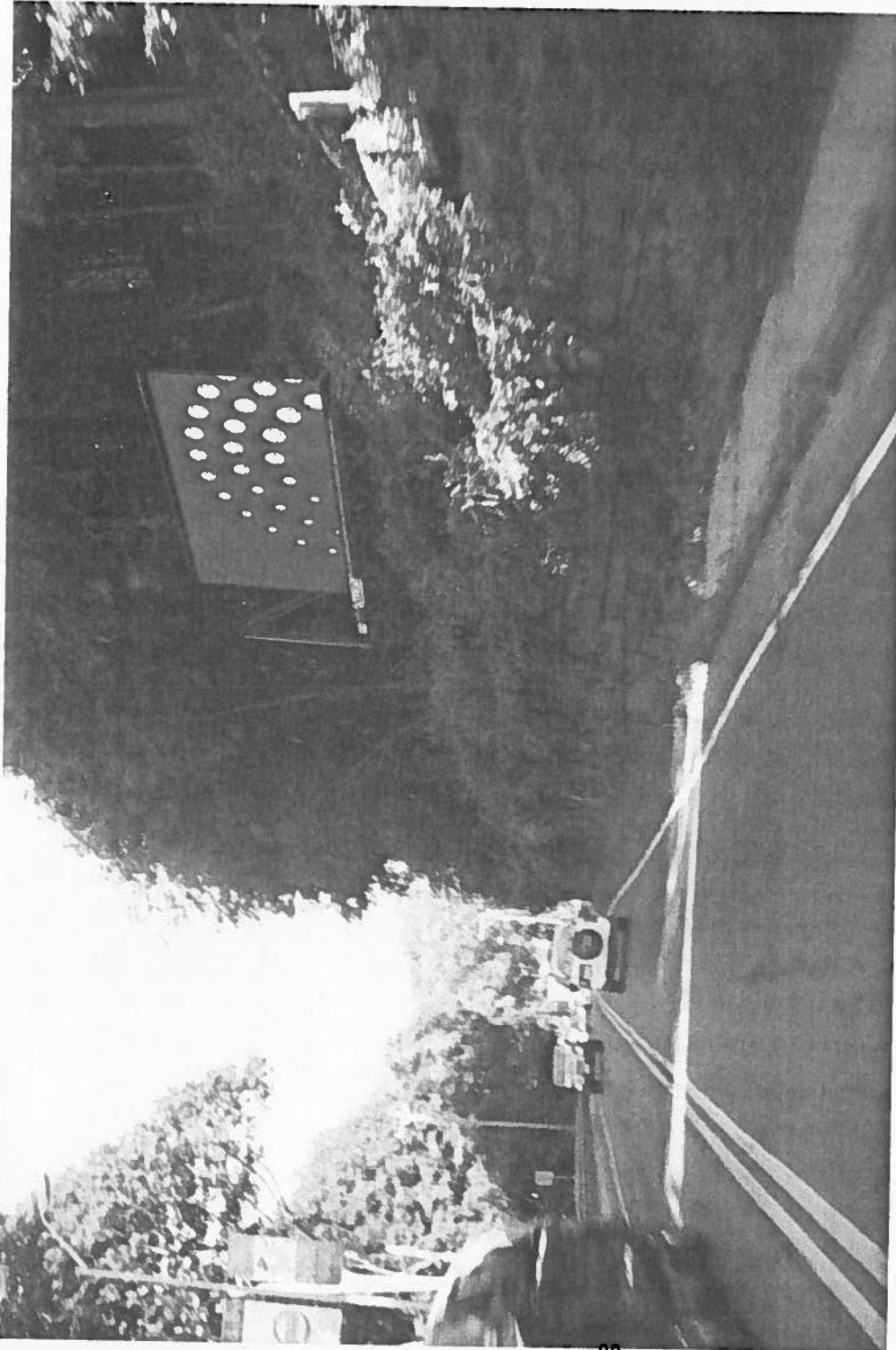
Spec Sheet: P1



geopath

459P

Rt 34 350 ft W/O Bridge St N/S F/E



Hartford/New Haven

18+ Weekly Imp: 35,344

Size: 10'5" x 22'8"

Area: Derby

Zip Code: 06418

Material: Eco-Poster

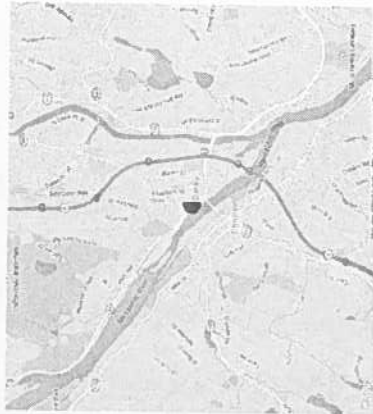
Extensions: Not Allowed

Illuminated: No

Latitude: 41.321009

Longitude: -73.091831

Spec Sheet: P1



geopath

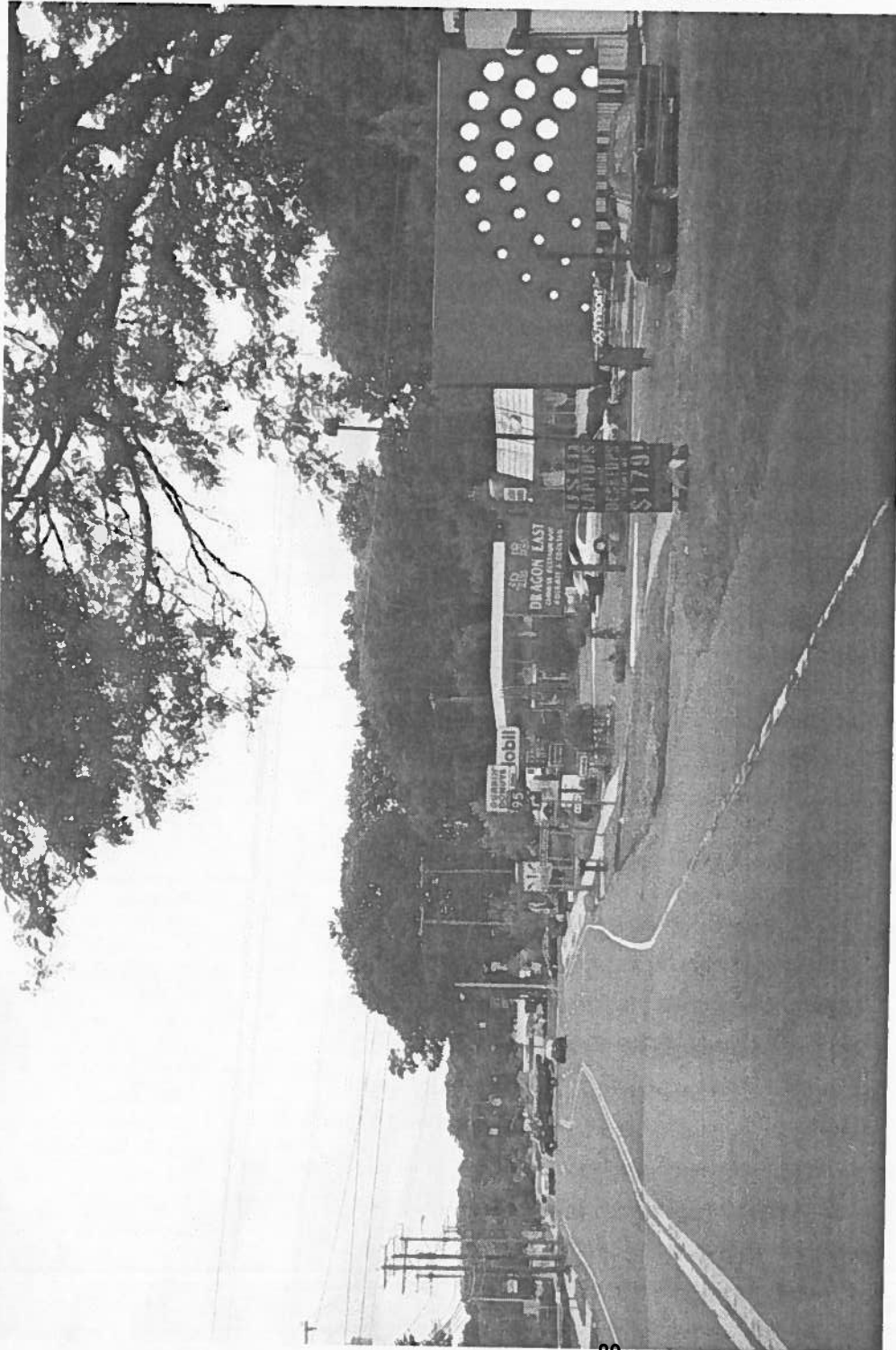
423P

Post Rd 500 ft E/O Cedar St N/S F/E

Hartford/New Haven

18+ Weekly Imp: 56,413
 Size: 10'5"X22'8"
 Area: Branford
 Zip Code: 06405
 Material: Eco-Poster
 Extensions: Not Allowed
 Illuminated: Yes
 Latitude: 41.286716
 Longitude: -72.816595

Spec Sheet: P1



geopath

308P

Division St 325 ft E/O Pershing Dr E/S F/W

Hartford/New Haven

18+ Weekly Imp: 69,600

Size: 10'5" X 22'8"

Area: Derby

Zip Code: 06418

Material: Eco-Poster

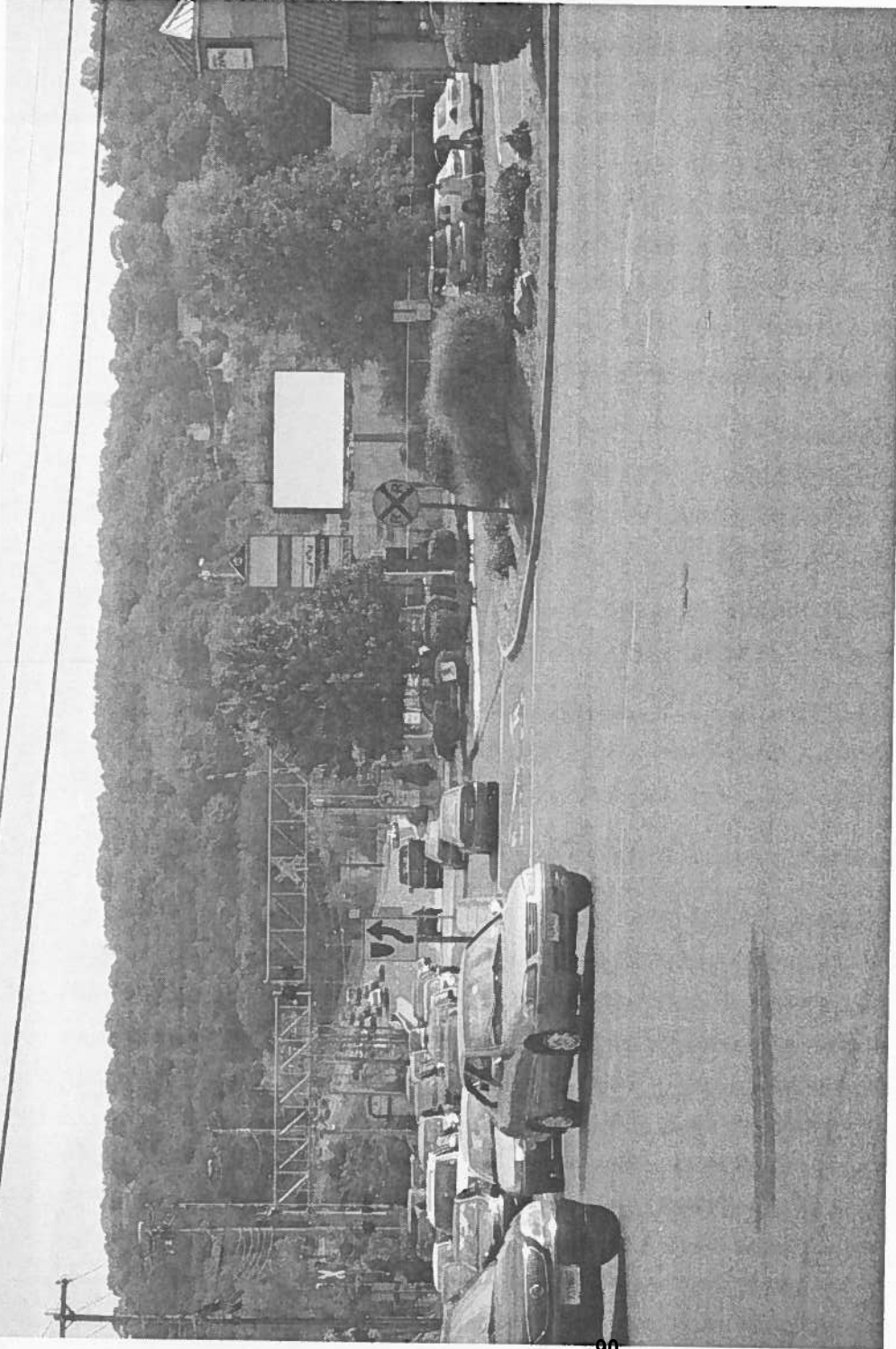
Extensions: Not Allowed

Illuminated: Yes

Latitude: 41.332061

Longitude: -73.082986

Spec Sheet: P1



geopath



342P

Washington Ave 1000 ft N/O I-91 E/S F/N

Hartford/New Haven

18+ Weekly Imp: 59,034

Size: 10'5" x 22'8"

Area: North Haven

Zip Code: 06473

Material: Eco-Poster

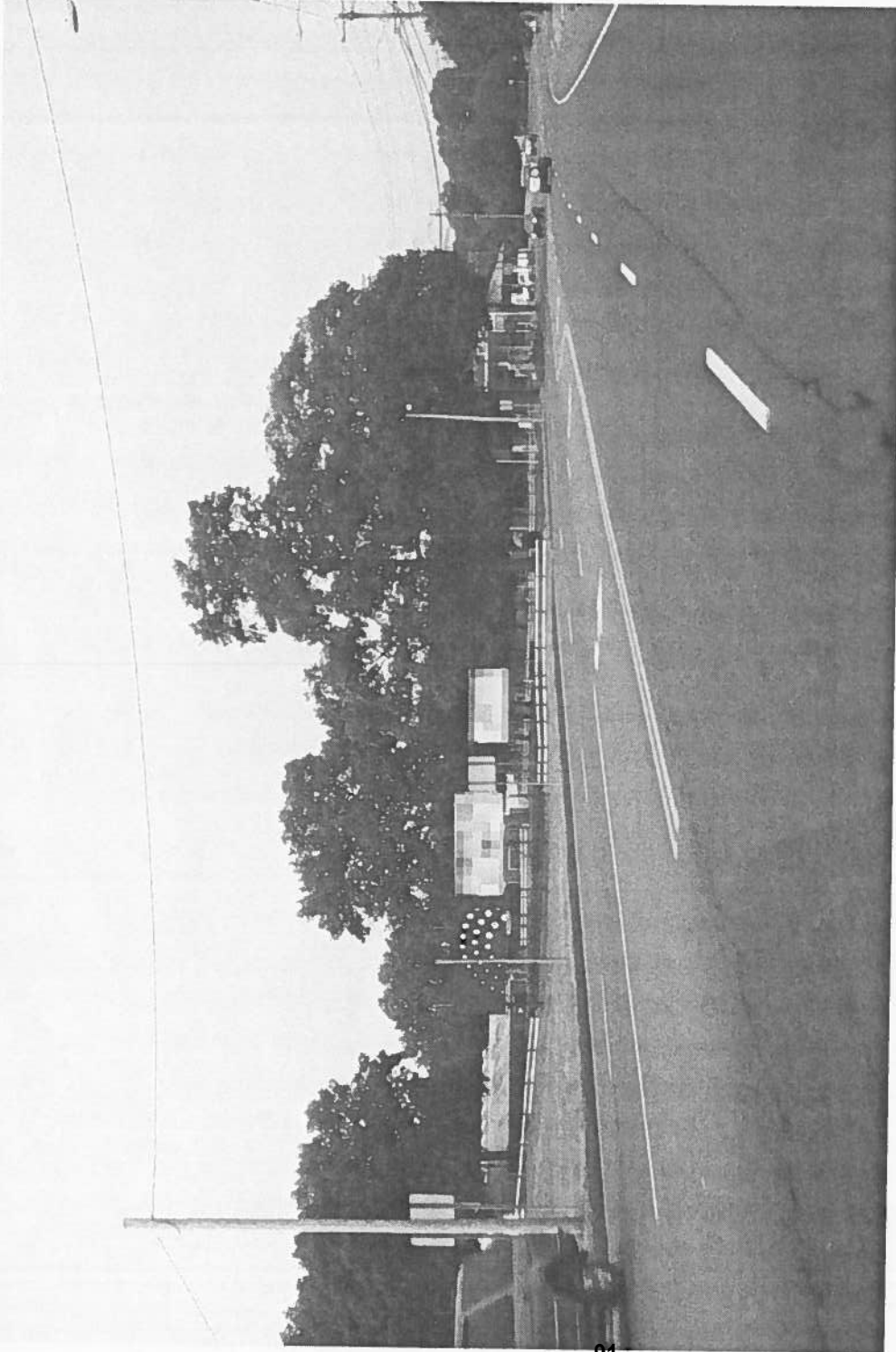
Extensions: Not Allowed

Illuminated: Yes

Latitude: 41,402485

Longitude: -72,84779

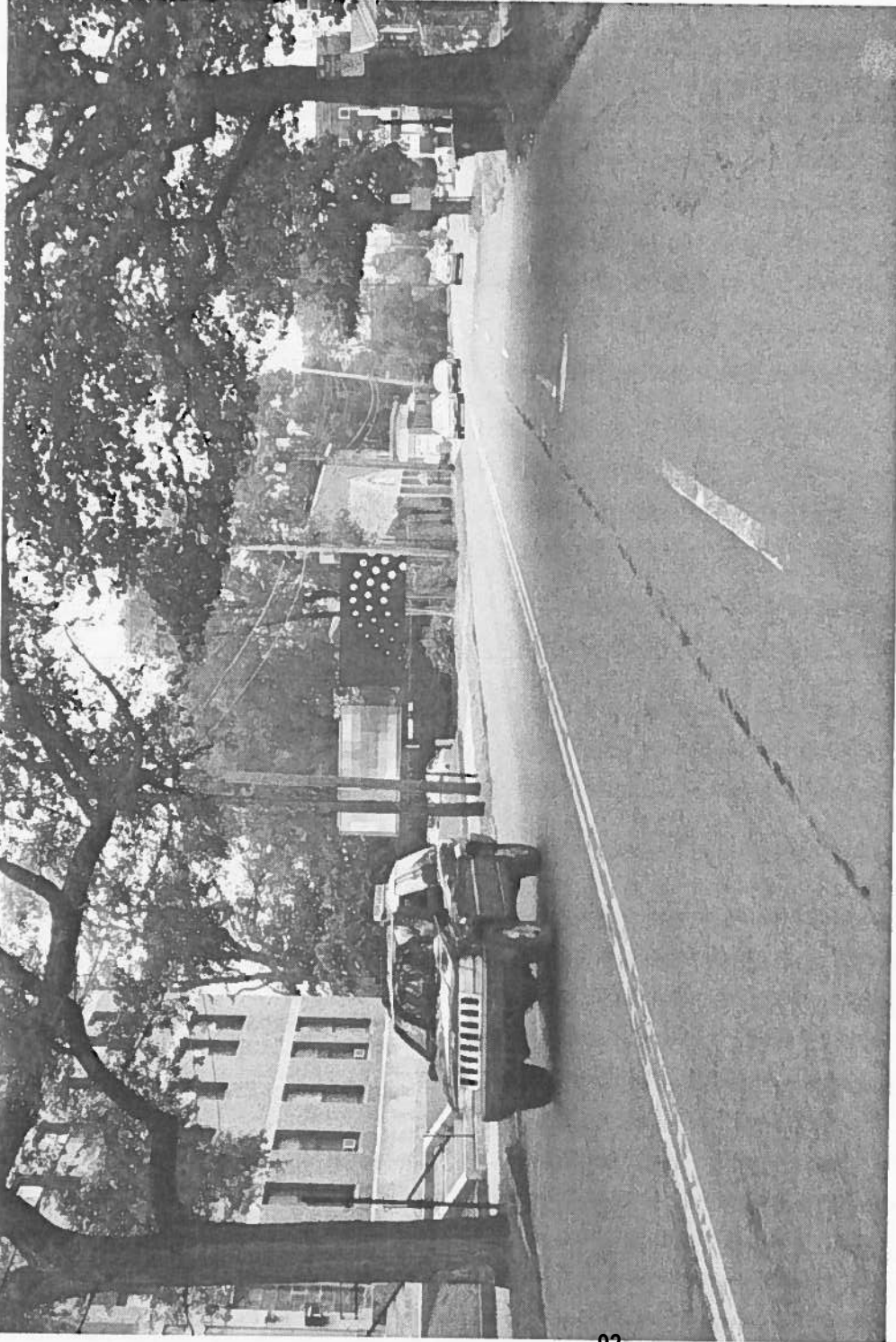
Spec Sheet: P1



geopath

362P

State St 150 ft N/O Rock St E/S F/N



Hartford/New Haven

18+ Weekly Imp: 46,957

Size: 10'5" x 22'8"

Area: New Haven

Zip Code: 06511

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

Latitude: 41.32135

Longitude: -72.896842

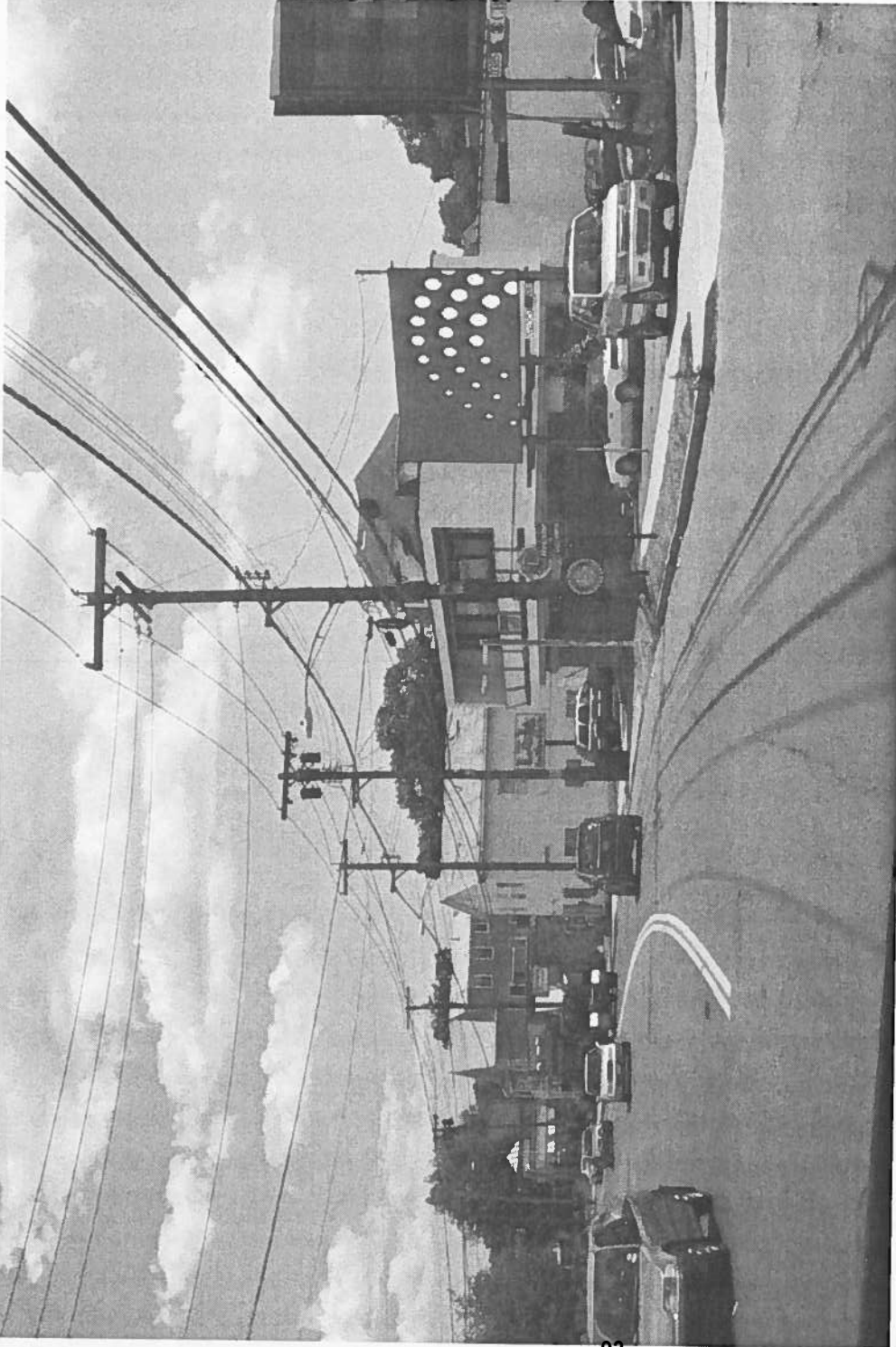
Spec Sheet: P1



geopath

383P

Main St 75 ft S/O Terrace St W/S F/W



Hartford/New Haven

18+ Weekly Imp: 39,320

Size: 10'5" x 22'8"

Area: East Haven

Zip Code: 06512

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

Latitude: 41,285555

Longitude: -72,88775

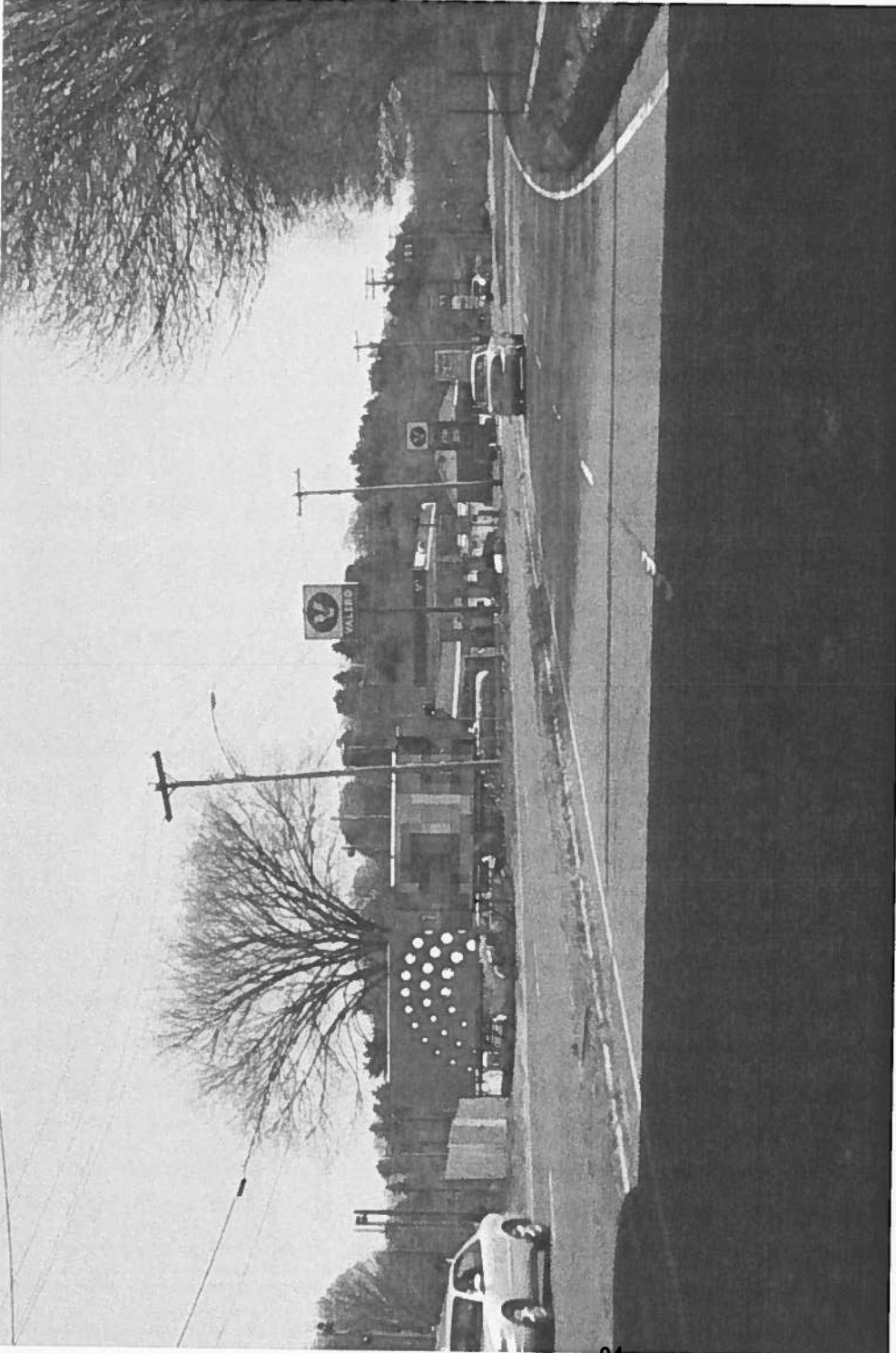
Spec Sheet: P1



geopath

392P

Boston Post Rd (Rt 1) 150 ft W/O Sanford St N/S F/W



Hartford/New Haven

18+ Weekly Imp: 69,062

Size: 10'5"X22'8"

Area: East Haven

Zip Code: 06512

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

Latitude: 41.282191

Longitude: -72.869923

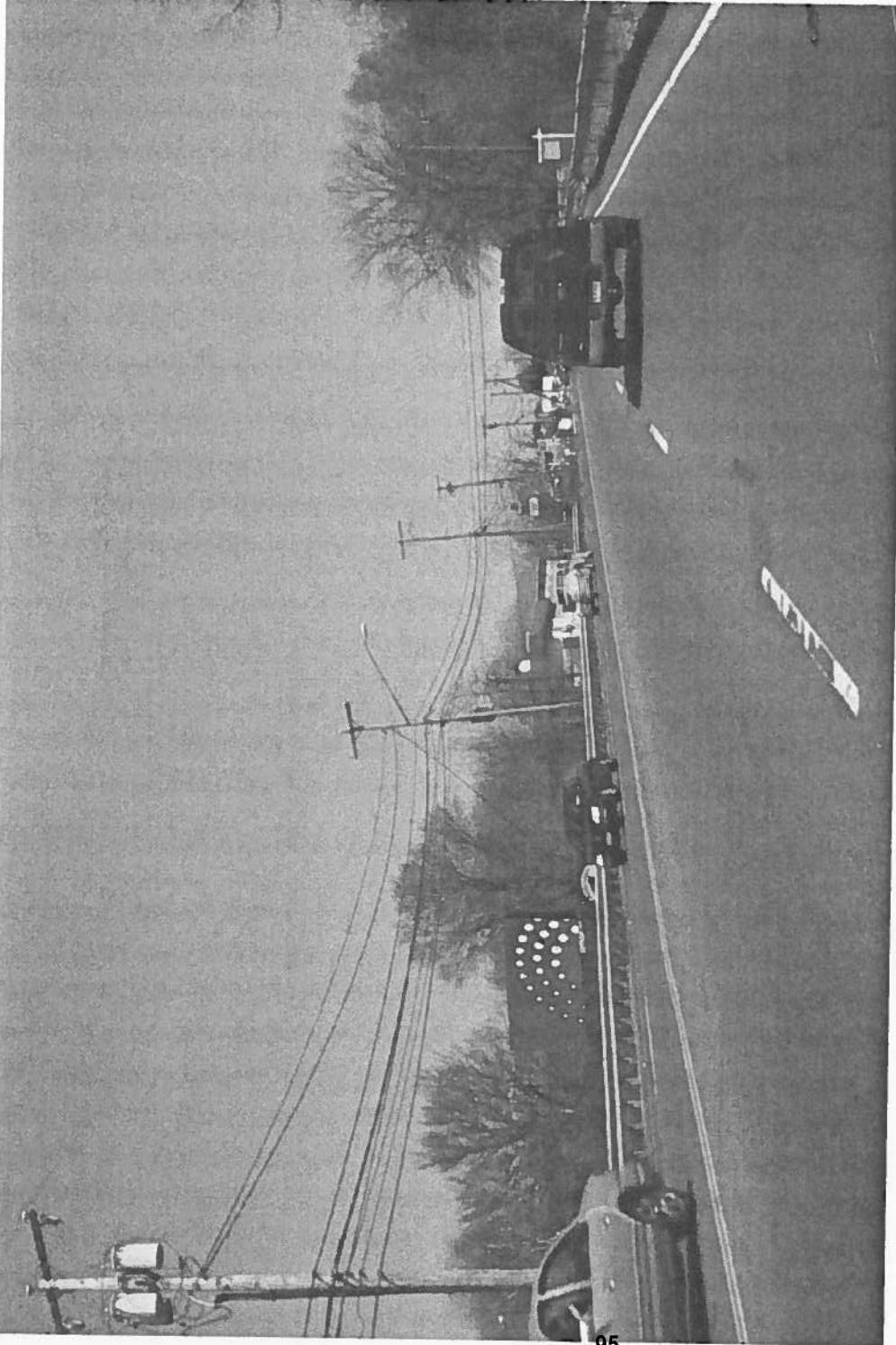
Spec Sheet: P1



geopath

403P

Post Rd 50 ft W/O Jackson Dr N/S F/W



Hartford/New Haven

18+ Weekly Imp: 57,625

Size: 10'5" x 22'8"

Area: Branford

Zip Code: 06405

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

Latitude: 41.27891

Longitude: -72.852871

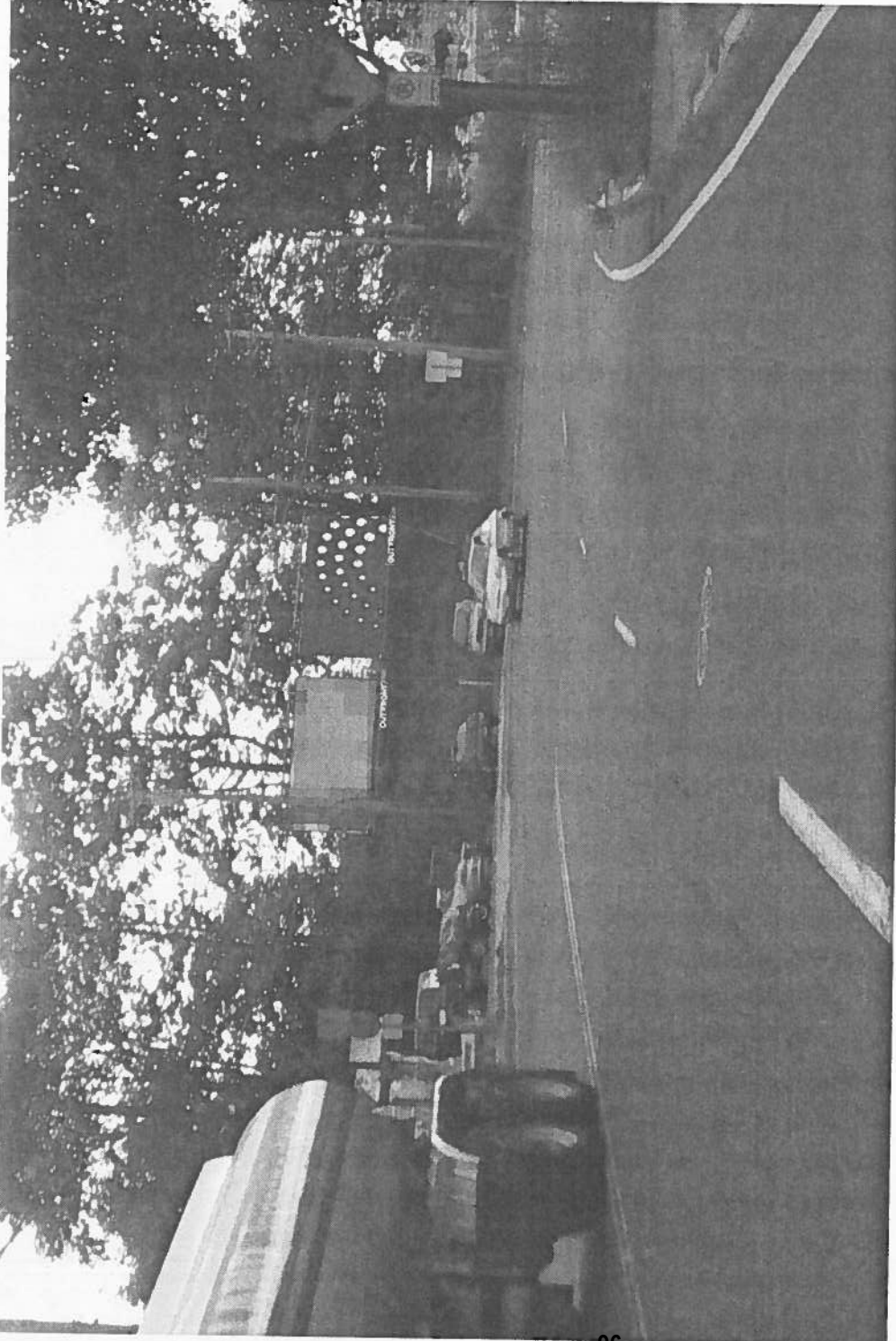
Spec Sheet: PJ



geopath

180P

Forbes Ave 100 ft E/O Brown St W/S F/E



Hartford/New Haven

18+ Weekly Imp: 53,917

Size: 10'5" x 22'8"

Area: New Haven

Zip Code: 06512

Material: Eco-Poster

Extensions: Not Allowed

Illuminated: Yes

Latitude: 41.290677

Longitude: -72.895765

Spec Sheet: P1



geopath



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: Marquelle Middleton
Date: December 9, 2019
Re: NBC Universal Agreement

Executive Summary/ Statement: (Please provide 1-2 sentences describing the Service – do not leave blank): NBC will broadcast Choice & Enrollment’s Lottery progress highlighting New Haven Magnet Schools and student’s achievements throughout New Haven district. NBC will also address NHPS accomplishments and goals.

Amount of Agreement and the Daily, Hourly or per Session Cost: \$33,235.29

Commercials will air for 3 months:

December 2, 9, 16, 23, 30, 2019 - \$11,078.50

January 6, 13, 20, 27, 2020 - \$11,078.50

February 3, 10, 17, 2020 - \$11,078.29

Funding Source & Account #: Magnet 17-22 Central Office, 2517-6251-56694-0000, \$33,235.29

Key Questions: (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. **Please describe how this service is strategically aligned to the District Continuous Improvement Plan?**

To create a more diverse educational environment. Reaching students throughout the district including the suburban areas.

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

Broadcasting the Choice & Enrollment lottery and process. Ensuring that all students throughout the districts is well informed of the educational opportunities in New Haven. The contractor will create a segment with the C&E Director and Superintendent.

3. **How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:**

Contractor was selected by geographical media area that can focus on reaching students within the schools district and suburban areas.

4. **If this is a continuation service, when was the last time the alternatives were sought?**
No, this is a new contractor. Contractor will provided a number amount of impressions of the area that have tuned into the commercial that are broadcasted.
5. **What specific skill set does this contractor bring to the project?**
Broadcasting the Choice & Enrollment lottery and process.
6. **How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):**
7. **Is this a new or continuation service?**
New, this is a new contractor.
8. **If this is a continuation service has cost increased?**
 - a) **If yes, by how much?**
 - b) **What would an alternative contractor cost?**
 - c) **Is this a service existing staff could provide? Why or why not?**
9. **Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?**
Contractor will provide day-to day aired activity and account of impressions that viewed daily.
10. **If a continuation service, attach a copy of the previous evaluations or archival data demonstrating effectiveness. (If archival data includes lengthy reports, syllabi, training materials, etc., please have a copy available for review)**
11. **If the service is a professional development program, can the training be provided internally, by district staff?**
 - a) **If no, why not?**
The contractor is a sole source of the Connecticut NBC Network.
 - b) **How will the output of this Agreement contribute to building internal capabilities?**
12. **Why do you believe this Agreement is fiscally sound?**
Because it is economically in line with other, television stations throughout Connecticut and will create a commercial that will highlight our district schools.
13. **What are the implications of not approving this Agreement?**
Our marketing campaign will not be distributed to our families and communities as needed.



NEW HAVEN PUBLIC SCHOOLS

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

NBC Universal, LLC

FOR DEPARTMENT/PROGRAM:

New Haven Magnet Schools Program

This Agreement entered into on the 13th day of November 2019, effective (*start date no sooner than the day after Board of Education Approval*), on the 14th day of January 2020, by and between the New Haven Board of Education (herein referred to as the “Board” and, NBC, Universal LLC located at, Universal City Plaza, Universal City, CA 91608 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of **\$11,078.50/commercial airing** in December, **\$11,078.50/commercial airing** in January, and **\$11,078.29/commercial airing** in February.

The maximum amount the contractor shall be paid under this agreement: Thirty-three thousand two hundred thirty-five dollars and twenty-nine cents (**\$33,235.29**). 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 **Magnet 17-22 Central Office Program** of the New Haven Board of Education, **Account Number:** 2517-6251-56694 **Location Code:** 0000.

This agreement shall remain in effect from January 14, 2020 to April 30, 2020.

SCOPE OF SERVICE: *Please 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 as Exhibit A). Please do not leave this section blank*

NBC will provide a complete informational layout with the Choice & Enrollment Director and Superintendent addressing the NHPS accomplishments and goals (with spot times and impressions delivered on-air and on-line), ensuring all families that a New Haven education is a great education. Commercials will air throughout the months of December, January and February.

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.

Diane Hannes
Contractor Signature

President
New Haven Board of Education

11/25/19
Date

Date

Diane Hannes As/GM XBC Connecticut
Contractor Printed Name & Title Telemundo

Revised: 12/3/19



Proposal ID: 143082
 Station: WVIT
 Schedule Date: 12/2/2019 - 2/23/2020
 Advertiser: <No Advertiser>
 Spot Length(s): :30
 Book: November 2018 LivePlus
 Author: Melonie Canarte

Acct. Exec: Melonie Canarte
 Email: melonie.canarte@nbcuni.com

Flight Dates: 12/2/2019-2/23/2020

Program Time	Spot Length	Days												DMA P35-64 RTG	Weeks	Rate Spots
		DE 2	DE 9	DE 16	DE 23	DE 30	JA 6	JA 13	JA 20	JA 27	FE 3	FE 10	FE 17			
WVIT																
NBC CT NEWS (5-6A)	:30	--	--	1	1	1	--	--	--	--	--	--	--	1.1	3	\$150.00
GRPs/Impressions														3.3		3
CPP/CPM														\$136.36		
Mo-Fr 5:00a-6:00a																
NBC CT NEWS (5-6A)	:30	--	--	--	--	--	1	1	1	1	1	1	1	1.1	7	\$100.00
GRPs/Impressions														7.7		7
CPP/CPM														\$90.91		
Mo-Fr 5:00a-6:00a																
NEWS AT 6A	:30	--	--	1	1	2	--	--	--	--	--	--	--	2.0	3	\$400.00
GRPs/Impressions														8		4
CPP/CPM														\$200.00		
Mo-Fr 6:00a-7:00a																
NEWS AT 6A	:30	--	--	--	--	--	2	2	2	1	2	1	1	2.0	7	\$350.00
GRPs/Impressions														22		11
CPP/CPM														\$175.00		
Mo-Fr 6:00a-7:00a																
DAYTIME ROTATION	:30	--	--	--	--	2	2	2	2	2	2	2	2	0.9	8	\$75.00
GRPs/Impressions														14.4		16
CPP/CPM														\$83.33		
Mo-Fr 10:00a-3:00p																
NBC CT NEWS AT 11A	:30	--	--	1	1	1	--	--	--	--	--	--	--	1.2	3	\$150.00
GRPs/Impressions														3.6		3
CPP/CPM														\$125.00		
Mo-Fr 11:00a-12:00p																
NBC CT NEWS AT 11A	:30	--	--	--	--	--	1	1	1	1	1	1	1	1.2	7	\$100.00
GRPs/Impressions														8.4		7
CPP/CPM														\$83.33		
Mo-Fr 11:00a-12:00p																
NBC CT NEWS 5P	:30	--	--	--	--	1	--	--	--	--	--	--	--	2.6	1	\$350.00
GRPs/Impressions														2.6		1
CPP/CPM														\$134.62		
Mo-Fr 5:00p-6:00p																
NBC CT NEWS 5P	:30	--	--	--	1	--	--	--	--	--	--	--	--	2.6	1	\$353.50
GRPs/Impressions														2.6		1
CPP/CPM														\$135.96		
Mo-Fr 5:00p-6:00p																
NBC CT NEWS 5P	:30	--	--	--	--	--	1	1	--	1	1	1	--	2.6	5	\$300.00
GRPs/Impressions														13		5
CPP/CPM														\$115.38		
Mo-Fr 5:00p-6:00p																
NBC CT NEWS 5P	:30	--	--	--	--	--	--	--	1	--	--	--	--	2.6	1	\$303.50
GRPs/Impressions														2.6		1
CPP/CPM														\$116.73		
Mo-Fr 5:00p-6:00p																
NBC CT NEWS 5P	:30	--	--	--	--	--	--	--	--	--	--	1	--	2.6	1	\$303.29
GRPs/Impressions														2.6		1
CPP/CPM														\$116.65		
Mo-Fr 5:00p-6:00p																



New Haven Public Schools 2019-2020

Book: November 2018 LivePlus

Proposal ID: 143082
 Station: WVIT
 Schedule Date: 12/2/2019 - 2/23/2020
 Advertiser: <No Advertiser>
 Spot Length(s): :30
 Book: November 2018 LivePlus
 Author: Melonie Canarte

Acct. Exec: Melonie Canarte
 Email: melonie.canarte@nbcuni.com

Program Time	Spot Length	Flight Dates: 12/2/2019-2/23/2020												DMA P35-64 RTG	Weeks	Rate Spots	
		DE 2	DE 9	DE 16	DE 23	DE 30	JA 6	JA 13	JA 20	JA 27	FE 3	FE 10	FE 17				
WVIT																	
TONITE SHOW W/JIMMY FALLON	:30	--	--	1	1	1	--	--	--	--	--	--	--	1.1	3	\$150.00	
GRPs/Impressions														3.3		3	
CPP/CPM														\$136.36			
Mo-Fr 11:35p-12:37a																	
TONITE SHOW W/JIMMY FALLON	:30	--	--	--	--	--	1	1	1	--	--	--	--	1.1	3	\$100.00	
GRPs/Impressions														3.3		3	
CPP/CPM														\$90.91			
Mo-Fr 11:35p-12:37a																	
CT Live	:30	1	--	1	--	--	--	--	--	--	--	--	--	1.9	2	\$2,000.00	
GRPs/Impressions														3.8		2	
CPP/CPM														\$1,052.63			
Mo-Su 5:00a-2:00a																	
DISPLAY 37,5000 Imp per month	:30	--	1	--	--	--	--	1	--	--	--	--	1	1.9	3	\$450.00	
GRPs/Impressions														5.7		3	
CPP/CPM														\$236.84			
Mo-Su 5:00a-2:00a																	
FEP - 15 SEC \$50 CPM 12,500 Im	:30	--	1	--	--	--	1	1	1	--	1	1	1	1.9	7	\$625.00	
GRPs/Impressions														13.3		7	
CPP/CPM														\$328.95			
Mo-Su 5:00a-2:00a																	
HP TAKEOVER	:30	1	--	--	--	--	--	--	--	--	1	--	--	1.9	2	\$2,400.00	
GRPs/Impressions														3.8		2	
CPP/CPM														\$1,263.16			
Mo-Su 5:00a-2:00a																	
PREROLL \$37 CPM 15,000Imp per	:30	--	1	--	--	--	--	1	--	--	--	1	--	1.9	3	\$550.00	
GRPs/Impressions														5.7		3	
CPP/CPM														\$289.47			
Mo-Su 5:00a-2:00a																	
Telemundo	:30	5	5	5	5	5	9	10	10	6	5	5	5	1.6	12	\$50.00	
GRPs/Impressions														120		75	
CPP/CPM														\$31.25			
Mo-Su 6:00a-8:00p																	
NBC CT NEWS SAT @ 530AM	:30	--	--	--	--	1	1	1	1	1	1	1	1	0.3	8	\$100.00	
GRPs/Impressions														2.4		8	
CPP/CPM														\$333.33			
Sat 5:30a-6:00a																	

Total Cost:	\$33,235.29	
Agency Commission @ 15%	\$4,985.29	
Net Cost:	\$28,250.00	Signature _____



Proposal ID: 143082
 Station: WVIT
 Schedule Date: 12/2/2019 - 2/23/2020
 Advertiser: <No Advertiser>
 Spot Length(s): :30
 Book: November 2018 LivePlus
 Author: Melonie Canarte

Acct. Exec: Melonie Canarte
 Email: melonie.canarte@nbcuni.com

Monthly Summary (DMA P35-64 D.RTG)

Month	Spots	%	Cost	%	Net Cost	Grps	%	Imp(000)	CPP	CPM
Dec/19	35	21	\$11,078.50	33	\$9,416.73	56.8	23	534.0	\$195.04	\$20.75
Jan/20	75	45	\$11,078.50	33	\$9,416.73	112.3	45	1054.0	\$98.65	\$10.51
Feb/20	56	34	\$11,078.29	33	\$9,416.55	83.0	33	779.7	\$133.47	\$14.21
Total (DMA P35-64)	166	100	\$33,235.29	100	\$28,250.00	252.1	100	2367.7	\$131.83	\$14.04

NBCUniversal

30 Rockefeller Plaza
New York, NY 100112

The following is in conjunction with the W-9 form for NBCUniversal Media LLC
(Federal Tax ID: 27-3526824)

NBC	
STATION	MARKET
GKAQ	PUERTO RICO
KNBC	LOS ANGELES
KNSD	SAN DIEGO
KNTV	SAN FRANCISCO / SAN JOSE
KXAS	DALLAS
WBTS	BOSTON
WCAU	PHILADELPHIA
WMAQ	CHICAGO
WNBC	NEW YORK
WRC	WASHINGTON DC
WTVJ	MIAMI
WVIT	HARTFORD

COZI	
CALL LETTERS	MARKET
COZI	NETWORK
NNBC	LOS ANGELES
NNSD	SAN DIEGO
NNTV	SAN FRANCISCO / SAN JOSE
NXAS	DALLAS
ECAU	PHILADELPHIA
HMAQ	CHICAGO
ENBC	NEW YORK
ERC	WASHINGTON
ETVJ	MIAMI
EVIT	HARTFORD
EBTS	BOSTON

TELEMUNDO	
STATION	MARKET
EKAQ	PUERTO RICO
GSCV	WEST PALM - FL
KBLR	LAS VEGAS
KDEN	DENVER
KHRR	TUCSON
KSTS	SAN FRANCISCO / SAN JOSE
KTAZ	PHOENIX
KTDO	EL PASO
KTLM	McALLEN
KTMD	HOUSTON
KVDA	SAN ANTONIO
KVEA	LOS ANGELES
KXTX	DALLAS
ONSD	SAN DIEGO
WDMR	SPRINGFIELD, MA
WKAQ	PUERTO RICO
WNEU	BOSTON
WNJU	NEW YORK
WRDM	HARTFORD
WRIW	PROVIDENCE
WRMD	TAMPA
WSNS	CHICAGO
WSCV	MIAMI
WTMO	ORLANDO
WWDT	FT. MYERS

TELEXITOS	
CALL LETTERS	MARKET
TLEX	NETWORK
ENJU	NEW YORK
ESCV	MIAMI
ESNS	CHICAGO
NHRR	TUCSON
NSTS	SAN FRANCISCO / SAN JOSE
NTAZ	PHOENIX
NTLM	McALLEN
NTMD	HOUSTON
NVEA	LOS ANGELES
NVDA	SAN ANTONIO
NXTX	DALLAS

DIGITAL / OUT OF HOME	
CALL LETTERS	MARKET
NBCE	NBC EVERYWHERE / OOH
LIM	NBC DIGITAL
TOOH	TELEMUNDO EVERYWHERE / OOH
LIMT	TELEMUNDO DIGITAL

OTHER	
CALL LETTERS	MARKET
SVOD	SET-TOP BOX VOD
ZNOP	MULTI-MARKET
ZTOP	MULTI-MARKET



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: Glen Worthy
Date: December 3, 2019
Re: Focus Schools

Executive Summary/ Statement: (Please provide 1-2 sentences describing the Service – do not leave blank): Increased teacher capacity to engage students in instructional strategies that promote deep learning and increased school leadership capacity to identify high-leverage instructional strategies that promote deep learning; Calibration of classroom look-fors.

Amount of Agreement and the Daily, Hourly or per Session Cost: \$33,172 (33 sessions @ 1005.21 per session)

Funding Source & Account #: 25466265-56994-0062

Key Questions: (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. Please describe how this service is strategically aligned to the District Continuous Improvement Plan? One of our priorities states: in New Haven Public Schools Talent Management and Development we will cultivate the professional life cycle of every person in our learning organization. We will attract, develop, recognize and retain talented educators of all kinds; high quality teachers, school leaders, district leaders, and support staff. Using a common framework for improvement, school teams work towards building systems and structures that lead to rapid improvements in teaching and learning for all students
2. What specific need will this contractor address? **Focused Framework**, expert practitioners and skilled facilitators support school principals and instructional leadership teams (ILTs) to:
Identify and implement a schoolwide instructional focus.
Develop professional collaboration teams to improve teaching and learning for all students.
Identify, learn and use effective evidence-based instructional practices to meet the needs of each student.
Create a targeted professional development plan building expertise in evidence-based practices.
Realign resources to support the instructional focus.
Engage families and the community in supporting the instructional focus.
Create an internal accountability system.

3. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection: This contractor has worked in the district before and was recommended when Hillhouse wrote the SIG.
4. If this is a continuation service, when was the last time the alternatives were sought? This is a continuation of services.

What specific skill set does this contractor bring to the project? Line Item Description Cost Quantity Item Total. See attached

5. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):
6. Is this a new or continuation service? This is a continuation of services.
7. If this is a continuation service has cost increased? No
 - a) If yes, by how much?
 - b) What would an alternative contractor cost? We had been using Focused Schools for the last two years and we have created a professional development plan to ensure we maximize the time the coach is at Hillhouse.
 - c) Is this a service existing staff could provide? Why or why not? We don't have the capacity to support Hillhouse on a continuous basis.
8. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated? We will use an observation protocol to evaluate teacher's progress and change of practices.
9. If a continuation service, attach a copy of the previous evaluations or archival data demonstrating effectiveness. (If archival data includes lengthy reports, syllabi, training materials, etc., please have a copy available for review)
10. If the service is a professional development program, can the training be provided internally, by district staff? We don't have the capacity in our district to support our high school teachers.
 - a) If not, why not? We don't have the capacity to support Hillhouse on a continuous basis.
 - b) How will the output of this Agreement contribute to building internal capabilities? We will be engaging the whole school community in continuously analyzing data to identify problems of practice, devise action plans for solving them and monitoring student learning outcomes.

11. Why do you believe this Agreement is fiscally sound? Focused School will continue to support Hillhouse with the implementation of the schoolwide instructional focus. Hillhouse will use of teacher collaboration teams to improve teaching and learning and continued development of the ILT to lead the improvement work. Hillhouse will use data to drive action through the development and monitoring of grade level/department SMARTe goals and individual student goals.
12. What are the implications of not approving this Agreement? We are at the point to have sustainable school-wide improvement.



NEW HAVEN PUBLIC SCHOOLS

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

FOR DEPARTMENT/PROGRAM:
Hillhouse High School

This Agreement entered into on the 7th day of January, 2020, effective the 14th day of January, 2020, by and between the New Haven Board of Education (herein referred to as the “Board”) and, **Focus School** located at, 1517 North Point Street Suite #341 San Francisco, CA 94123, (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$30, 600; 24 sessions at \$1275.00 per session

The maximum amount the contractor shall be paid under this agreement: thirty thousand and six hundred dollars (\$36,600.00). 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 School Improvement Grant **Program** of the New Haven Board of Education, **Account Number:** 25466265-56694, **Location Code:** 0062

This agreement shall remain in effect from January 14, 2020 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).*

Using a common framework for improvement, school teams work towards building systems and structures that lead to rapid improvements in teaching and learning for all students – no exceptions. Through monthly professional development grounded in our **Focused Framework**, our team of expert practitioners and skilled facilitators support school principals and instructional leadership teams (ILTs) to:

- Identify and implement a schoolwide instructional focus.
- Develop professional collaboration teams to improve teaching and learning for all students.
- Identify, learn and use effective evidence-based instructional practices to meet the needs of each student.
- Create a targeted professional development plan building expertise in evidence-based practices.
- Realign resources to support the instructional focus.
- Engage families and the community in supporting the instructional focus.
- Create an internal accountability system.

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.

 9.9.19

Contractor Signature

President
New Haven Board of Education
Date

Revised: 10/2/18



New Haven Public Schools – New Haven, CT

Hillhouse High School and Truman Elementary School

June 3, 2019
2019 – 2020 SERVICE PROPOSAL
Leadership Development

Focused Schools guarantees our clients will make improvements in instruction and in structures that support instruction. These changes lead to rapid and sustainable gains in student achievement.

<p>WHAT WE BELIEVE and WHAT WE DO</p>	<p>Through customized professional development and executive coaching, Focused Schools empowers leaders to develop structures strengthening collaborative and distributed leadership resulting in improved instruction and maintainable growth in student achievement.</p> <p>We believe what makes for successful improvement in schools is not a simple matter of new programs or practices, but the implementation of focused strategies with proven results over time. Using our proven Focused Schools Framework approach, we believe our job is to equip principals, assistant principals, and teacher leaders to become urgent and focused on their primary role: fostering excellence in teaching and learning in every classroom for every student, every day -- no exception.</p>
<p>WHO WE ARE</p>	<p>Focused Schools is a national leader of expert practitioners and facilitators working with schools and systems across the United States and Canada to make measurable, lasting improvement in student performance, school leadership and instruction. We are a team of current or former district and school leaders who have strong track records in district and school improvement resulting in significant gains in student growth.</p>



PROFESSIONAL DEVELOPMENT AND EXECUTIVE COACHING	
OUR COMMITMENT: Onsite and Offsite	<p>Below is pricing for New Haven Public Schools that includes:</p> <ul style="list-style-type: none"> • ILT professional development, and • School based executive coaching <p>The offer includes:</p> <ul style="list-style-type: none"> • 8 half day professional development sessions with ILT teams from Hillhouse High School and Truman Elementary School • 8 full day onsite executive coaching sessions (to be divided equally between the two schools)
PROFESSIONAL DEVELOPMENT: Content	<p>The content of the ILT professional development includes:</p> <ul style="list-style-type: none"> • creating a common understanding of what an Instructional Leadership Team is and is not; • developing systems and structures for an Instructional Leadership Team to work efficiently and effectively; • exploring tools, protocols, and processes to help the Instructional Leadership Team focus on using data to make decisions around teaching and learning; • creating a two-way communication system that allows all staff to have a voice in the work of the Instructional Leadership Team, and; • developing a building based plan regarding how to strengthen the work of the Instructional Leadership Team in support of the improvement work.



**Working with District and School Leaders
to Transform Teaching and Learning**

**C
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Description of Services	Total Months	Totals Days / Month	# of consultants	Total Days	Rate	Total
ILT professional development	8	0.5	1	4	\$2,300	\$9,200
Executive Coaching	8	1.0	1	8	\$2,300	\$18,400
Offsite Prep and Distance Coaching	N/A	N/A	N/A	12	\$2,300	\$27,600
Total Consultative Services				24	\$2,300	\$55,200
Total Administration Services				8	\$750	\$6,000
Total Travel – Not to Exceed Except if Scheduling Changes Occur*						N/A
Total Service Proposal Budget						\$61,200



Working with District and School Leaders to Transform Teaching and Learning

LEARN MORE ABOUT FOCUSED SCHOOLS:

- access our [Website](#) / [Facebook](#) / [Twitter](#) pages where you will find artifacts, tools, and resources;
- view concrete evidence of results from districts currently partnering with Focused Schools:

Determination

⇒ YouTube: www.youtube.com/watch?v=TBymRTZ5PHA

Living the Focus

⇒ YouTube: <http://www.youtube.com/watch?v=j6HKuhPkWIU>

Communicating the Focus

⇒ YouTube: <http://www.youtube.com/watch?v=d9dPHaLxCfE>

The Power of a Clear Leadership Message

⇒ YouTube: www.youtube.com/watch?v=aCBonox2q04

Downey HS Getting Focused

⇒ YouTube: <http://www.youtube.com/watch?v=7E4gD9sx9EQ>

Downey HS Building an ILT

⇒ YouTube: www.youtube.com/watch?v=NIB8wQdRf-E

CONTACT INFORMATION

Brett Bishop
Senior Consultant
Phone 413-537-5817

Dillon Rogers
Finance and Operations Manager
415-407-5706



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

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: Glen Worthy
Date: December 3, 2019
Re: ACES

Executive Summary/ Statement: (Please provide 1-2 sentences describing the Service – do not leave blank): Increased teacher capacity to engage students in instructional strategies that promote deep learning and increased school leadership capacity to identify high-leverage instructional strategies that promote deep learning; Calibration of classroom look-fors.

Amount of Agreement and the Daily, Hourly or per Session Cost: \$33,172 (33 sessions @ 1005.21 per session)

Funding Source & Account #: 25466265-56694-0062

Key Questions: (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. Please describe how this service is strategically aligned to the District Continuous Improvement Plan? One of our priorities states: in New Haven Public Schools Talent Management and Development we will cultivate the professional life cycle of every person in our learning organization. We will attract, develop, recognize and retain talented educators of all kinds; high quality teachers, school leaders, district leaders, and support staff. Using a common framework for improvement, school teams work towards building systems and structures that lead to rapid improvements in teaching and learning for all students
2. What specific need will this contractor address? The consultant is a certified Advanced Placement (AP) scorer she will train our teachers on how to instruct our students to respond to questions on the AP test.
3. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection: This contractor has worked in the district before and was written into the grant to support Hillhouse.
4. If this is a continuation service, when was the last time the alternatives were sought?
This is a continuation of services.

What specific skill set does this contractor bring to the project? Line Item Description Cost
Quantity Item Total.

Increase teacher capacity to engage students in instructional strategies that promote deep learning; Vertical alignment of pre-AP and AP courses; Increase school leadership capacity to identify highleverage instructional strategies that promote deep learning; Calibration of classroom look fo

Services: 33 full days training @ 33,000.00; Travel: \$172.26 [33 trips x 9 miles (round trip) @ .58/mile] Note: Mileage after 1/2020 subject to change based on IRS regulations \$33,172.36

This contractor is a certified Advanced Placement scorer so she knows what students need to get a 3 or higher in order to get college credit for taking AP classes.

5. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume): I will bring to next meeting
6. Is this a new or continuation service? This is a continuation of services.
7. If this is a continuation service has cost increased? No
 - a) If yes, by how much?
 - b) What would an alternative contractor cost? We had been using ACES for the last two years and we have created a professional development plan to ensure we maximize the time the coach is at Hillhouse.
 - c) Is this a service existing staff could provide? Why or why not? We don't have anyone with this experience as a AP scorer in the district.
8. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?

We will use an observation protocol to evaluate teacher's progress and change of practices and student's scores on AP exam.
9. If a continuation service, attach a copy of the previous evaluations or archival data demonstrating effectiveness. (If archival data includes lengthy reports, syllabi, training materials, etc., please have a copy available for review)
10. If the service is a professional development program, can the training be provided internally, by district staff? We don't have the capacity in our district to support our high school teachers.
 - a) If not, why not? We don't have anyone with this experience as a AP scorer in the district.

b) How will the output of this Agreement contribute to building internal capabilities? We will be engaging the whole school community in continuously analyzing data to identify problems of practice, devise action plans for solving them and monitoring student learning outcomes.

11. Why do you believe this Agreement is fiscally sound? Hillhouse has increased the number of students who are taking AP classes but has struggled to raise AP scores.

12. What are the implications of not approving this Agreement? We will continue to have the same results due to the lack of capacity in our district to support high school AP teachers.



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT
By And Between
The New Haven Board of Education
AND
ACES

FOR DEPARTMENT/PROGRAM:
Hillhouse High School

This Agreement entered into on the 7th day of January 2020, effective the 14th day of January, 2020, by and between the New Haven Board of Education (herein referred to as the “Board”) and, ACES located at, 205 Skiff Street, Hamden, CT. 06517, (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$33,172

The maximum amount the contractor shall be paid under this agreement: thirty-three thousand and One hundred and seventy-two dollars (\$33,172.00). 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 School Improvement Grant **Program** of the New Haven Board of Education, **Account Number:** 25466265-54413, **Location Code:** 0062

This agreement shall remain in effect from January 14, 2020 to June 30, 2020.

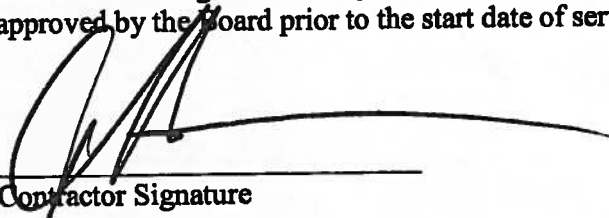
SCOPE OF SERVICE: *Describe service deliverables, including, locations and costs for service, including travel and supplies, if applicable. A detailed Scope of Service with pricing is attached.*

Increase teacher capacity to engage students in instructional strategies that promote deep learning; Vertical alignment of pre-AP and AP courses; Increase school leadership capacity to identify high-leverage instructional strategies that promote deep learning; Calibration of classroom look fors.

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

Revised: 10/2/18

acespdsi

PDSI#FY19/20-01p

Date: July 30, 2019

To: Glen Worthy, Principal
James Hillhouse High School

From: Valerie P. Fenn
Chief of ACES Institute

Title: Instructional Strategies & Learning Walks for the AP Classroom

Outcomes: Increased teacher capacity to engage students in instructional strategies that promote deep learning; Vertical alignment of pre-AP and AP courses; Increased school leadership capacity to identify high-leverage instructional strategies that promote deep learning; Calibration of classroom look-fors.

Date(s)/Time: 9/10/19; other dates TBD

Rate(s): Services: 33 full days training @ 33,000.00; Travel: \$172.26 [33 trips x 9 miles (round trip) @ .58/mile] **Note:** Mileage after 1/2020 subject to change based on IRS regulations

Total Cost: \$33,172.36 plus the cost of any handouts copied at ACES (see "Handouts" below) and travel to/from the location of the training

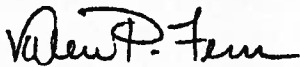
Location(s): James Hillhouse High School

Presenter(s): Dina Secchiaroli

Handouts: Any participant materials necessary can be prepared by the presenter. If copying of these materials is done at ACES PDSI, your account code will be used when making copies. Please discuss copying arrangements with the presenter.

If notice of cancellation of the training is received less than 5 business days prior to the event, the school/district will be charged the full contracted amount.

Please sign/return this contract, along with PO to ACES, 205 Skiff Street, Hamden, CT 06517, Attn: Elaine Sein



Valerie P. Fenn
Darien Public Schools

Date

Designee
New Haven Public Schools

Date

Professional Development / School Improvement • www.aces.org

Area Cooperative Educational Services • The Regional Educational Service Center Serving South Central Connecticut
205 Skiff Street • Hamden, CT 06517-1016 • Phone 203.407.4453 • Fax 203.407.4590

ACES does not discriminate on the basis of race, color, age, ethnicity, national origin, gender, disability or sexual orientation.



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 and Finance and Operations Committee
From: Daniel Diaz
Date: Dec. 10, 2019
Re: Christian Community Action

Executive Summary/ Statement: (Please provide 1-2 sentences describing the Service – do not leave blank): This Agreement supports the education of homeless children and youth. The program will provide support and services for enrollment in schools and various social services for students experiencing homelessness throughout the City of New Haven.

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

(\$9,996.21) \$33.21 x 301 hrs.

Funding Source & Account #:

McKinney Vento Program 2503-5027-56697-0000

Key Questions: (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. Please describe how this service is strategically aligned to the District Continuous Improvement Plan?

The services support the education of homeless children and youths, and assist them with overcoming the impediments which impact their ability to regularly attend school. NHPS will refer students to Christian community Action for support with housing; basic needs, and case management services. Junta will complete intake forms and forward them to NHPS Youth, Families and Community Engagement Department for transportation and coding. The program will provide support and services to enhance enrollment, attendance, and success for students experiencing homelessness. The services provided align with the McKinney-Vento grant which seeks to enhance enrollment, attendance, and success for students experiencing homelessness.

2. What specific need will this contractor address?

Christian community Action provides case management services for emergency housing, food, and a variety of support services, including case management, job search assistance programs, family counseling, and workshops, to families that are homeless or at risk of homelessness. Junta has accessible office locations in New Haven located at 168 Davenport Ave. New Haven CT 06519..

3. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection: Sole Source
4. If this is a continuation service, when was the last time the alternatives were sought?
Continuation
5. What specific skill set does this contractor bring to the project?
Christian community Action provides case management services for emergency housing, food, and a variety of support services, including case management, job search assistance programs, family counseling, and workshops, to families that are homeless or at risk of homelessness. Christian Community Action has accessible office locations in New Haven located at 168 Davenport Ave. New Haven CT 06519.
6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):
7. Is this a new or continuation service? Continuation
8. If this is a continuation service has cost increased?
 - a) If yes, by how much?
 - b) What would an alternative contractor cost?
 - c) Is this a service existing staff could provide? Why or why not?
9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?
The contractor will maintain case management files and attendance records for all program participants. The contractor will provide detailed invoices reflecting the number of clients served, number of hours provided for each program participant, detailed summary of services provided for each participant. The contractor agrees to maintain these records independent of any record keeping activities performed by NHPS staff and to furnish these records upon request of the Chief of Youth, Family and Community Engagement or her designee. The records shall reflect the number of individuals served, enrolled in educational programs, specific basic needs provided and results of receiving Junta services.
10. If a continuation service, attach a copy of the previous evaluations or archival data demonstrating effectiveness. (If archival data includes lengthy reports, syllabi, training materials, etc., please have a copy available for review)
11. If the service is a professional development program, can the training be provided internally, by district staff?
 - a) If not, why not?
 - b) How will the output of this Agreement contribute to building internal capabilities?

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

This agreement represents tremendous value for the district. Organizations providing similar services cost upward to \$150 per hour. Christian Community has an extensive history of providing services to New Haven residents. Christian Community provides community outreach; emergency housing, food, and a variety of support services, including case management, job search assistance programs, family counseling, workshops, office or meeting space, and professional development and life skills workshops. Staffs, trainings, building space and supplies are included in the cost.

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

This service is provided to the most vulnerable student population. Not providing this service will negatively affect supporting this population which historically has many obstacles in obtaining academic success.



NEW HAVEN PUBLIC SCHOOLS

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

**Christian Community Action
FOR DEPARTMENT/PROGRAM:**

Youth, Family and Community Engagement

This Agreement entered into on the 14th day of January, 2020, effective (*no sooner than the day after Board of Education Approval*), the 14th day of January, 2020, by and between the New Haven Board of Education (herein referred to as the "Board") and, **Christian Community Action** located at, 168 Davenport Avenue New Haven, CT 06519 (herein referred to as the "Contractor".)

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$33.21 per hour, for a total of 301 hours.

The maximum amount the contractor shall be paid under this agreement: nine thousand nine hundred ninety-six dollars and twenty-one cents (\$9,996.21). Compensation will be made upon submission of an itemized invoice which includes a detailed description of hourly work performed and date of service.

Fiscal support for this Agreement shall be by McKinney Vento Program of the New Haven Board of Education, **Account Number:** 2503-5027-56697 **Location Code:** 0000 .

This agreement shall remain in effect from January 14, 2020 to June 30, 2020.

SCOPE OF SERVICE: The Christian Community Action (CCA) Agency supports the education of homeless children and youth. The program will provide support services for homeless children and youth who desire to enroll or are currently enrolled in New Haven Public Schools. CCA services will support NHPS efforts to eliminate issues which impact their ability to regularly attend school by providing basic needs, emergency housing, and a variety of support services, including case management, job search assistance programs, individual and family counseling, and workshops. CCA will provide the services at two of their office locations located at 168 Davenport Avenue, New Haven, CT 06519 and 660 Winchester Avenue, New Haven, CT 06511

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*. The Contactor 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

December 11, 2019
Date

Date

Bonita Grubbs
Rev. Bonita Grubbs
Executive Director

Revised: 10/2/18

Christian Community Action, (CCA) Inc.
Description of Services
Homeless Student Assistance Program
New Haven Board of Education
2019-20

SCOPE OF SERVICE: Christian Community Action, Inc. has a long history of providing the following services to children and youth within families that are homeless: emergency housing, food, energy assistance, diapers and a variety of support services, including case management, employment and free income tax filing.

The services proposed for the New Haven Board of Education's Homeless Student Assistance Program will offer support to them as their head(s) of household seek to enroll them or while they are currently students in New Haven Public Schools (NHPS) system. Christian Community Action, Inc. will collaborate with the NHPS to assist them with overcoming the impediments that prevent them from attending school. These include but are not limited to case management, job search programs, individual and family counseling.

NHPS will refer students to CCA in an effort to address their housing, basic needs, through case management services. Christian Community Action, Inc. will complete intake forms and forward them to NHPS Youth, Families and Community Engagement Department for transportation and coding. The program will provide services to enhance enrollment, attendance, and success for students experiencing homelessness. The services provided align with the McKinney-Vento grant, which seeks to enhance enrollment, attendance, and success for students experiencing homelessness.

Christian Community Action, Inc. provides case management services to families that are homeless or at risk of homelessness, such as emergency housing, food, and a variety of services, including case management, job search, family counseling, and workshops.

1. **Is this a new or continuation service? Continuation**

2. **Evidence of Effectiveness: How will the contractor's performance be evaluated? How frequently will you meet with the contractor to monitor their progress?**
CCA will maintain case management files and attendance records for all program participant and provide detailed invoices that reflect the number of people served within the limits of this funding, and the type of services provided.

CCA agrees to maintain these records independent of any record keeping activities performed by NHPS staff and to furnish these records upon request. The records shall reflect the number of individuals served, enrolled in educational programs, specific basic needs provided and results of receiving Christian Community Action, Inc.

3. **If the service is a professional development program, can the training be provided internally, by district staff? If not, why not? N/A, this Program is outside of CCA's services.**

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

This agreement represents tremendous value for the New Haven Public School district. Organizations providing similar services cost upward to \$150 per hour. Because of CCA's mission and commitment to helping heads of household and their children, the proposed hourly rate is \$33.21 for a total of eight weeks or \$9,929.80.



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 and Finance and Operations Committee
From: Daniel Diaz
Date: Dec. 10, 2019
Re: Junta for Progressive Action

Executive Summary/ Statement: (Please provide 1-2 sentences describing the Service – do not leave blank): This Agreement supports the education of homeless children and youth. The program will provide support and services for enrollment in schools and various social services for students experiencing homelessness throughout the City of New Haven.

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

(\$9,996.21) \$33.21 x 301 hrs.

Funding Source & Account #:

McKinney Vento Program 2503-5027-56697-0000

Key Questions: (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. Please describe how this service is strategically aligned to the District Continuous Improvement Plan?

The services support the education of homeless children and youths, and assist them with overcoming the impediments which impact their ability to regularly attend school. NHPS will refer students to Junta for support with housing; basic needs, and case management services. Junta will complete intake forms and forward them to NHPS Youth, Families and Community Engagement Department for transportation and coding. The program will provide support and services to enhance enrollment, attendance, and success for students experiencing homelessness. The services provided align with the McKinney-Vento grant which seeks to enhance enrollment, attendance, and success for students experiencing homelessness.

2. What specific need will this contractor address?

Junta provides case management services for emergency housing, food, and a variety of support services, including case management, job search assistance programs, family counseling, and workshops, to families that are homeless or at risk of homelessness. Junta has accessible office locations in New Haven located at 169 Grand Avenue, New Haven, CT 06513.

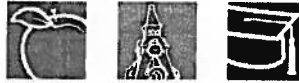
3. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection: Sole Source
4. If this is a continuation service, when was the last time the alternatives were sought?
Continuation
5. What specific skill set does this contractor bring to the project?
Junta provides case management services for emergency housing, food, and a variety of support services, including case management, job search assistance programs, family counseling, and workshops, to families that are homeless or at risk of homelessness. Junta has accessible office locations in New Haven located at 169 Grand Ave. New Haven CT 06513 .
6. How does this contractor fit into the project as a whole? (Please attach a copy of the contractor's resume):
7. Is this a new or continuation service? New
8. If this is a continuation service has cost increased?
 - a) If yes, by how much?
 - b) What would an alternative contractor cost?
 - c) Is this a service existing staff could provide? Why or why not?
9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?
The contractor will maintain case management files and attendance records for all program participants. The contractor will provide detailed invoices reflecting the number of clients served, number of hours provided for each program participant, detailed summary of services provided for each participant. The contractor agrees to maintain these records independent of any record keeping activities performed by NHPS staff and to furnish these records upon request of the Chief of Youth, Family and Community Engagement or her designee. The records shall reflect the number of individuals served, enrolled in educational programs, specific basic needs provided and results of receiving Junta services.
10. If a continuation service, attach a copy of the previous evaluations or archival data demonstrating effectiveness. (If archival data includes lengthy reports, syllabi, training materials, etc., please have a copy available for review)
11. If the service is a professional development program, can the training be provided internally, by district staff?
 - a) If not, why not?
 - b) How will the output of this Agreement contribute to building internal capabilities?

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

This agreement represents tremendous value for the district. Organizations providing similar services cost upward to \$150 per hour. Junta has an extensive history of providing services to New Haven residents. Junta provides community outreach; emergency housing, food, and a variety of support services, including case management, job search assistance programs, family counseling, workshops, office or meeting space, and professional development and life skills workshops. Staffs, trainings, building space and supplies are included in the cost.

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

This service is provided to the most vulnerable student population. Not providing this service will negatively affect supporting this population which historically has many obstacles in obtaining academic success.



NEW HAVEN PUBLIC SCHOOLS

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

FOR DEPARTMENT/PROGRAM:

Youth, Family and Community Engagement

This Agreement entered into on the 14th day of January, 2020, effective (*no sooner than the day after Board of Education Approval*), the 14th day of January, 2020, by and between the New Haven Board of Education (herein referred to as the "Board") and, Junta for Progressive Action located at, 169 Grand Avenue, New Haven, CT 06513. (herein referred to as the "Contractor".)

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$33.21 per hour, for a total of 301 hours.

The maximum amount the contractor shall be paid under this agreement: nine thousand nine hundred ninety-six dollars and twenty-one cents (\$9,996.21). Compensation will be made upon submission of an itemized invoice which includes a detailed description of hourly work performed and date of service.

Fiscal support for this Agreement shall be by McKinney Vento **Program** of the New Haven Board of Education, **Account Number:** 2503-5027-56697 **Location Code:** 0000 .

This agreement shall remain in effect from January 14, 2020 to June 30, 2020.

SCOPE OF SERVICE: Junta supports the education of homeless children and youth. The program will provide support services for homeless children and youth who desire to enroll or are currently enrolled in New Haven Public Schools. Junta services will support NHPS efforts to eliminate issues which impact their ability to regularly attend school by providing basic needs, emergency housing, and a variety of support services, including case management, job search assistance programs, individual and family counseling, and workshops. Junta will provide the services at their office locations located at 169 Grand Avenue, New Haven, CT 06513.


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' 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

12/11/19

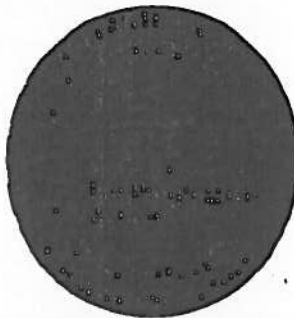
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Date



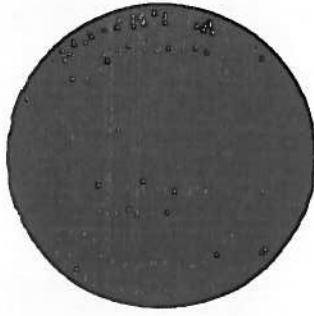
Contractor Printed Name & Title

Revised: 12/3/19



SCOPE OF SERVICE: Junta for Progressive Action supports the education of homeless children and youth. The program will provide support services for homeless children and youth who desire to enroll or are currently enrolled in New Haven Public Schools. Junta services will support NHPS efforts to eliminate issues, which affect their ability to regularly attend school by providing basic needs, emergency housing, and a variety of support services, including case management, job search assistance programs, after-school programming, individual and family counseling, and community and family building workshops. Junta will provide the services at their office location located at 169 Grand Avenue, New Haven, CT 06513.

1. **How does this project align to the District Continuous Improvement Plan?** The services support the education of homeless children and youths, and assist them with overcoming the impediments, which affect their ability to regularly attend school. NHPS will refer students to Junta for support with housing; basic needs, and case management services. Junta will complete intake forms and forward them to NHPS Youth, Families and Community Engagement Department for transportation and coding. The program will provide support and services to enhance enrollment, attendance, and success for students experiencing homelessness. The services provided align with the McKinney-Vento grant, which seeks to enhance enrollment, attendance, and success for students experiencing homelessness.
2. **How was the contractor selected? Quotes? RFP? Sole Source designation? Sole Source**
3. **What specific skill set does this contractor bring to the project?** Junta provides services for emergency housing, food, basic needs and a variety of support services, including case management, job-search assistance programs, after-school programming, referrals for family and individual counseling, and community and family building workshops, to families that are homeless or at risk of homelessness. Junta has accessible an office location in New Haven located at 169 Grand Avenue, New Haven, CT 06513.
4. **Is this a new or continuation service? Continuation**
5. **Evidence of Effectiveness: How will the contractor's performance be evaluated? How frequently will you meet with the contractor to monitor their progress?** The contractor will maintain case management files and attendance records for all program participants. The contractor will provide detailed invoices reflecting the number of clients served, number of hours provided for each program participant, detailed summary of services provided for each participant. The contractor agrees to maintain these records independent of any record keeping activities performed by NHPS staff and to furnish these records upon request of the Chief of Youth, Family and Community Engagement or her designee. The records shall reflect the number of individuals served, enrolled in educational programs, specific basic needs provided and results of receiving Junta services.



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

7. Why do you believe this agreement is fiscally sound? This agreement represents tremendous value for the district. Organizations providing similar services cost upward to \$150 per hour. Junta has an extensive history of providing services to New Haven residents. Junta provides community outreach; emergency housing, food, and a variety of support services, including case management, job search assistance programs, family counseling, workshops, office or meeting space, and professional development and life skills workshops. Staffs, trainings, building space and supplies are included in the cost.



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