



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Wexler-Grant Community School
Date: September 14, 2021
Re: Center for the Collaborative Classroom

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

Approval is requested for an Agreement by and between the New Haven Board of Education and the Center for Collaborative Classroom for virtual and in-person workshops for all staff members who teach grades K-6. Based on the conversations with Wexler-Grant’s Leadership Team; Center for the Collaborative Classroom will partner with Wexler Grant Community School to support the implementation of Making Meaning and Being a Writer Curriculum through a combination of virtual and in-person sessions, regular check-ins, and resources.

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

Cost Outline

Format	Number of Days	Cost Per Day	Total
Virtual - Daily	1	\$1000/day	\$1,000
Virtual - Hourly Rate of \$250/hour	24	\$250/hour	\$6,000
Virtual - Hourly Rate of \$400/hour	6	\$400/hour	\$2,400
In-Person (3 Consecutive Days)	9	\$2200/day	\$19,800
Proposed Professional Learning Charges			\$29,200.

TOTAL AMOUNT: \$29,200.

Funding Source & Account #: 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 the District Continuous Improvement Plan to improve literacy instruction and will provide teachers with research-based, whole-class reading and vocabulary instruction for grades K-6 using Making Meaning and Being a Writer and our current Reading Workshop structure. Consultants will provide teachers with professional development on implementing research based strategies using the Reading lessons and Vocabulary lessons from Making Meaning and Being a Writer. The workshops are designed to introduce teachers to a research-based perspective for implementation of classroom literacy instruction while intentionally embedding social development.

2. What specific need will this contractor address?

During the 2021-2022 School year, the Center for Collaborative Classroom Consultant will focus on supporting teachers with effectively implementing the Making Meaning and Being a Writer Curriculum in Grades K-6. This includes support in using all components of Making Meaning and Being a Writer including the Collaborative Literacy Implementation Guide, Sample Calendars and Collaborative Literacy Resources. Virtual and In-person professional learning will consist of supporting teachers with pacing and facilitating lessons. Consultant will also support the leadership team with engaging in learning walks and data review to assess the effectiveness of implementation.

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: Quote.
4. If this is a continuation service, when was the last time the alternatives were sought? N/A
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):

Center for Collaborative Classroom will support the literacy curriculum through implementation of Making Meaning and Being a Writer Curriculum. This will be done with a combination of virtual and in-person sessions, regular check-ins, and resources. They will work in partnership with Wexler Grant to engage in the professional learning system to developing a multi-year plan

for continued implementation as well as sustaining *Being a Writer* and *Making Meaning*. The use of the Professional Learning System is to guide the work of the Leadership Team in supporting the implementation.

7. Is this a new or continuation service? Continuation Service.

If this is a continuation service has cost increased?

a) If yes, by how much? Yes – from \$21,800 to \$29,200. Continuation Service. This is an increase of \$7,400 which includes (1) Re-Launch Phase inclusive of team builder, beginning of year guidance goals, reconnecting and rebuilding toolkit, integration of academics and SEL, etc. (2) Implementation Renewal Phase which includes, lesson study, learning walks and data review. Overall, the PD will be 9 days of in-person, 1 day of virtual professional learning and 30 hours of virtual professional learning. Alternative contractor would be more. The last year have been spent building a professional and good working relationship with Collaborative Classrooms who have given us a deal for their services.

b) What would an alternative contractor cost? N/A

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

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

Center for Collaborative Classroom will be evaluated monthly by administration through ongoing feedback. Ongoing learning walks conducted by leadership team will assess teachers' understanding and implementation of the Making Meaning Curriculum. Teachers will complete exit slips after each session which will focus on their content and implementation understanding. Finally using the school's student data.

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) N/A

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

a) If not, why not? Based on previous student achievement data, it is apparent that the staff level of expertise in certain area needs refinement. Support in implementing Collaborative Literacy programs, reviewing data and providing PD align to the data is essential in improving student's outcome.

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

Wexler-Grant administration, teachers and staff holds the expertise and knowledge for what will work best in formulating a professional learning plan within the professional learning culture of our school for implementing *Collaborative Literacy* programs. Having professional learning and

support from outside experts will have a greater impact when it is modeled for the staff, when it occurs in the classroom through embedded coaching and is tied to the curriculum that teachers are using. In addition, when it can be sustained and staff can continue using the program with maintaining a knowledge of everything that they have learned after the consultants are gone.

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

This agreement is fiscally sound because of the necessary investment in improving students' overall academic outcome in Literacy while intentionally embedding social development.

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

The lack of instructional support and collaboration for coaches and teachers will result in student flatlining, possible regression and lack of effectiveness to drive this instruction forward.



**NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET**

Please Type

Contractor full name: Center for the Collaborative Classroom

Doing Business As, if applicable:

Business Address: Center for the Collaborative Classroom 1001 Marina Village Parkway, Suite 110, Alameda, CA 94501-1042

Business Phone: Telephone: 413-885-2013, Toll-free: 800.666.7270

Fax: 510.464.3670

Business email: Kim Still kstill@collaborativeclassroom.org

SS# OR Tax ID #: On File

Funding Source & Acct # including location code: 2547-6293-56694-0032 (**Note: Pending receipt of funds**)

Principal or Supervisor: David Diah

Agreement Effective Dates: From September/14/2021. To May/31/2022.

Hourly rate or per session rate or per day rate.

Cost Outline

Format	Number of Days	Cost Per Day	Total
Virtual - Daily	1	\$1000/day	\$1,000
Virtual - Hourly Rate of \$250/hour	24	\$250/hour	\$6,000
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Proposed Professional Learning Charges			\$29,200

TOTAL AMOUNT: \$29,200.

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

Based on the conversations with Wexler-Grant's Leadership Team; Center for the Collaborative Classroom will partner with Wexler Grant Community School to support the implementation of Making Meaning and Being a Writer Curriculum through a combination of virtual and in-person sessions, regular check-ins, and resources.

Submitted by: David Diah Phone: 475-220-5600



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(Center for Collaborative Classroom)

FOR DEPARTMENT/PROGRAM:

(Wexler Grant Community School)

This Agreement entered into on the 14th day of September, 2021 effective (no sooner than the day after Board of Education Approval), the 14th day of September, 2021, by and between the New Haven Board of Education (herein referred to as the “Board”) and, Center for Collaborative Classroom located at 1001 Marina Village Parkway, Suite 110 Alameda, CA 94501-1042 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of **\$29,200** for training PD focused on the successful implementation of Making Meaning and Being a Writer during the **period of September 14, 2021 through May 31, 2021**. The maximum amount the contractor shall be paid under this agreement: Twenty nine-thousand two hundred dollars (\$29,200). 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 September 14th, 2021 to May 31st, 2022

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

Based on the conversations with Wexler-Grant’s Leadership Team; Center for the Collaborative Classroom will partner with Wexler Grant Community School to support the implementation of Making Meaning and Being a Writer Curriculum through a combination of virtual and in-person sessions, regular check-ins, and resources.

Virtual and In-Person Professional Learning

PROFESSIONAL LEARNING SYSTEM	
<i>Use the Professional Learning System for Collaborative Literacy Leader's Guide and the Recommended Implementation Pathway document to support phase specific planning conversations.</i>	
Re-Launch PHASE	
Professional Learning Activities	Notes
Essentials for Getting Started	Date: August 27, 2021
<ul style="list-style-type: none"> Teachers will understand the essential teaching practices of the programs and consider the practical aspects of implementation including scheduling, classroom organization, and planning. 	1 Day

Implementation Renewal PHASE	
Professional Learning Activities	
Coaching – Grade Level Team Meetings & Lesson Observations – Focus on K-2	Date: Week of September 20, 2021
Focus Outcomes:	12 Hours
<ul style="list-style-type: none"> The teacher has prepared instructional materials with notes and highlighting. The teacher follows the lesson as written. The teacher paces the lesson appropriately. The teacher clearly states the purpose of the lesson. The teacher maintains student partnerships for the duration of the unit. The students carry out classroom procedures independently. The students know what is expected of them and are on task. The students demonstrated their learning through reading and writing. 	

Coaching – Grade Level Team Meetings & Lesson Observations –Focus on 3-6	Date: Week of October 18, 2021
Focus Outcomes:	

<ul style="list-style-type: none"> • The teacher asks open-ended questions, uses wait-time, and uses other facilitation techniques that have been introduced. • The teacher considers both the academic and social purposes of each lesson to plan and guide instruction. • The teacher refers to charts generated from previous lessons when appropriate. • The students reflect on their social and academic work. • The students respond to one another in a respectful way. • The students give evidence from the text to support their thinking. 	<p>12 Hours</p>
<p>In-Person Lesson Study</p> <p>Focus Outcomes:</p> <ul style="list-style-type: none"> • The teacher utilizes the program assessments to inform reteaching and decision-making. • The teacher confers with students on their reading and writing. • Students work independently while the teacher works with small groups or confers with individual students. • The students take responsibility for their learning and behavior. 	<p>Date: Week of November 15, 2021</p> <p>3 Days</p>
<p>In-Person Lesson Study</p> <p>Focus Outcomes:</p> <ul style="list-style-type: none"> • The teacher utilizes the program assessments to inform re-teaching and decision-making. • The teacher confers with students on their reading and writing. • Students work independently while the teacher works with small groups or confers with individual students. <p>The students take responsibility for their learning and behavior.</p>	<p>Date: Week of February 7, 2021</p> <p>3 Days</p>
<p>In-Person Lesson Study</p> <p>Focus Outcomes TBD</p>	<p>Date: Week of April 11, 2021</p> <p>3 Days</p>
<p>Grade Level Meetings</p> <p>Focus Outcomes:</p> <ul style="list-style-type: none"> • Teachers reflect on changes to their practice over the course of the year. • Teachers reflect on the impact of those changes on student learning. • Teachers set goals for next year's implementation and professional learning. 	<p>Date: Week of May 23, 2021</p> <p>6 Hours</p>

Cost Outline

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Proposed Professional Learning Charges			\$29,200

TOTAL AMOUNT: \$29,200.

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.

DocuSigned by:

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Contractor Signature

President
New Haven Board of Education

8/9/2021

Date

Date

Christine Venturis

Contractor Printed Name & Title
Director of Implementation

Revised: 8/6/21



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: 8/6/21