



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Common Ground New Haven Ecology Project

Doing Business As, if applicable:

Business Address: 358 Springside Avenue, New Haven, CT 06515

Business Phone: 203-389-4333 Ext. 1220

Business email: robyn.stewart@commongroundct.org

Funding Source & Acct # including location code: ARP ESSER 2553-6398-56694-0042

Principal or Supervisor: Mia Edmonds-Duff

Agreement Effective Dates: From 09/06/2022. To 06/12/2023

Hourly rate or per session rate or per day rate. 106 sessions-Total \$283 per day
Total amount: Not to exceed \$30,000 – Thirty thousand dollars and zero cents for year 2022-2023 academic year.

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

Common Ground Specialist will teach outdoor learning activities, provide professional development to teachers, coordinate field trips to Common Ground, and facilitate family engagement activities.

Submitted by: Mia Duff

Phone: 475-220-7600



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Common Ground
Date:
Re: Common Ground - Clemente School Partnership

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

1. **Contractor Name:** New Haven Ecology Project/Common Ground
2. **Description of Service:** *Common Ground Specialist will teach outdoor learning activities, provide professional development to teachers, coordinate field trips to Common Ground, and facilitate family engagement activities.*

Amount of Agreement and hourly or session cost: 106 sessions-Total \$283 per day
Total amount: Not to exceed \$30,000 – Thirty thousand dollars and zero cents for year 2022-2023 academic year.

3. **Funding Source** and account number: ARP ESSER 2553-6398-56694-0042
4. Approximate number of staff served through this program or service: 20
5. Approximate number of students served through this program or service:430
6. **Continuation/renewal or new Agreement? This is a new agreement**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? NA
 - b. What would an alternative contractor cost: NA
 - c. If this is a continuation, when was the last time alternative quotes were requested? NA
 - d. For new or continuation: is this a service existing staff could provide. If no, why not?
Our staff is not trained to teach outdoor learning to the extent that Common Ground can

provide. They also have the Common Ground facility and trained staff to provide professional development

7. **Type of Service:** Outdoor learning

Answer all questions:

- a. Professional Development? Teachers will learn to integrate research, gardening, the environment with reading, writing and project-based learning.
- b. If this is a professional development program, can the service be provided by existing staff? If no, why not? The Professional development is specific to Common Ground and its location as well as bringing the learning and gardening maintenance to Roberto Clemente School
- c. After School or Extended Hours Program? The programming will occur during school
- d. School Readiness or Head Start Programs? We do not have School readiness or Head start at Clemente.
- e. Other: (Please describe) Common Ground specialists will provide enriching hands-on science activities to increase student engagement and increase scientific inquiry activities.

8. **Contractor Classification:**

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? Common Ground is a school
- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? Yes. If yes, is it local or national? Common Ground is a local business.
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? This is a new service.
- f. If it is a renewal/continuation has cost increased? NA If yes, by how much? NA
- g. Will the output of this Agreement contribute to building internal capabilities? Yes. If yes, please explain: Through the professional development for teachers and student leader opportunities, internal capabilities do exist.

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

- a. What specific skill set does this contractor bring to the project? The contractor has trained professionals who specialize in ecology, agriculture, and integration of outdoor learning with academic studies. Please attach a copy of the contractor's resume if an individual or link to contractor website if a company:
The website is www.commonground.org
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Sole Source.
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? This contractor was selected because of their unique expertise in outdoor learning. They have

demonstrated a commitment to New Haven communities. They have valuable knowledge and resources to support Clemente families.

- d. Who were the members of the selection committee that scored bid applications? NA
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department.

10. Evidence of Effectiveness & Evaluation

Answer all questions

What **specific need** will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met? A needs assessment was completed as part of our school improvement plan. Multiple stake holders addressed the need to increase student engagement and to increase collaboration amongst students. The Common Ground specialists will support the needs of Clemente students and staff by integrating ecology activities into our daily schedule. The specialist will work with k-8 staff and students. The service will be monitored through feedback gathered from staff, students, and families.

- a. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.

11. How is this service aligned to the District Continuous Improvement Plan? This experience will support the goal of high achievement for all learners. As indicated in the School Improvement Plan. Having participants engage in enriching and rigorous components. Common Ground enhances social emotional learning by focusing on all aspects of the social development of students through collaboration, student to student discourse, inquiry and critical thinking.

12. Why do you believe this Agreement is fiscally sound? Students and families are receiving valuable experiences which they can apply to their daily lives. Teachers will receive professional development that can be applied on a daily basis and in the years to come. There are 5 field trips and all students grades K-8 will have these experiences in an authentic learning environment.

13. What are the implications of not approving this Agreement? Student engagement is a serious problem that has been exacerbated by the pandemic. The best way to keep students in the classroom and safely engaged is through highly interactive activities led by specialists such as those from Common Ground. The joy that students receive when they have specialist present them with such unique experiences is immeasurable. Students who don't traditionally perform well academically will have an increased self-esteem as a learner that will be transferred to the academic experiences. If this program is not approved, it will be a huge disadvantage to students who have already lost so much!



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND
Common Ground

FOR DEPARTMENT/PROGRAM:

Roberto Clemente Leadership Academy for Global Awareness

This Agreement entered into on the 1st day of August 2022, effective (*no sooner than the day after Board of Education Approval*), the 06 day of September 2022, by and between the New Haven Board of Education (herein referred to as the “Board” and, Common Ground School located at, 358 Springside Avenue, New Haven (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$285 per day, hour or session, for a total of 106 days, hours or sessions.

The maximum amount the contractor shall be paid under this agreement: _____ (\$ 30,000). Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

Fiscal support for this Agreement shall be by ARP ESSER **Program** of the New Haven Board of Education, **Account Number:** 2553-6398-56694 **Location Code** 042 .

This agreement shall remain in effect from September 6, 2022 to June 12, 2023 .

SCOPE OF SERVICE: *In the space below, please provide brief summary of service. Common Ground Specialist will teach outdoor learning activities, provide professional development to teachers, coordinate field trips to Common Ground, and facilitate family engagement activities.*

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

Exhibit B: Student Data Privacy - attached

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

APPROVAL: This Agreement must be approved by the New Haven Board of Education **prior to service start date**. Contactors **may begin service no sooner than the day after Board of Education approval.**

HOLD HARMLESS: The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor' breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.



Contractor Signature

President
New Haven Board of Education

7/27/22

Date

Date

Robyn Stewart, Schoolyards Program Manager
Contractor Printed Name & Title



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT B

STUDENT DATA PRIVACY AGREEMENT SPECIAL TERMS AND CONDITIONS

For the purposes of this Exhibit B "directory information," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. § 10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by the contractor within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the student data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the Contractor that proper disposal of the data has occurred in order to prevent the unauthorized access or use of student data and that deletion has occurred in accordance with industry standards/practices/protocols.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein.

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

Upon discovery by the Contractor of a breach of student data, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student- generated content.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.



Scope of Service for 2022-2023
For Roberto Clemente Leadership Academy
Delivered by the Schoolyards Program of Common Ground

Who We Are

The Schoolyards Program of Common Ground supports the creation and effective use of outdoor learning spaces in schools. We believe that by using our knowledge and resources to provide professional and technical support, we can help schools realize the full potential of teaching outside in **deepening the academic and emotional learning of their students**. Our team consists of one full time staff member and several part-time professional environmental educators, all with extensive experience in the field.

Goals

- **Outdoor Learning:** A Schoolyards educator will spend one day per week at Roberto Clemente Leadership Academy to teach classes and assist with the maintenance of the garden area; teachers will participate and learn techniques for teaching outdoors.
- **Outdoor Learning Space:** The Schoolyards team will install new outdoor learning spaces.
- **Capacity Building:** Through professional development sessions and participating in Outdoor Learning sessions, teachers will be prepared to teach outdoors.
- **Utilizing the knowledge and resources of Common Ground,** the Schoolyards team will provide technical support and teaching to help Roberto Clemente realize the full potential of teaching outside in deepening the academic and emotional learning of students.

Timeline

<u>Fall 2022</u>			
What	When	Goals met	Cost
Outdoor Learning Specialist/Embedded Naturalist	Sept-Dec 2022	Schoolyards staff will spend three days (approx five hours each) at Clemente each week, teaching classes in the outdoor learning space and assisting with the maintenance of the garden area	\$12,750
Professional Development	Sept-Dec 2022	Series of three professional development workshops to support teachers in using the new outdoor learning space	\$375



Field Trips	Oct-Dec 2022	Field trips for two classes to Common Ground	\$540
Family Engagement Event	Oct-Nov 2022	Facilitate activities for children and their families at Common Ground	\$800
Materials and Installation	Aug-Nov 2022	Installation of shade and seating for outdoor classroom	\$800
Total Fall			\$15,265
Spring 2023			
What	When	Goals met	Cost
Outdoor Learning Specialist/Embedded Naturalist	Jan-June 2023	Schoolyards staff will spend three days (approx five hours each) at Clemente each week, teaching classes in the outdoor learning space and assisting with the maintenance of the garden area	\$12,750
Professional Development	Jan-June 2023	Continuation of three professional development workshops to support teachers in using the new outdoor learning space	\$375
Field Trips	Jan-June 2023	Field trips for three classes to Common Ground	\$810
Family Engagement Event	Apr-May 2023	Facilitate activities for children and their families at Clemente	\$800
Total Spring			\$14,735
Total 2022-23			\$30,000.00