



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: New Haven Ecology Project @ Common Ground School

Doing Business As, if applicable:

Business Address: 358 Springside Ave
New Haven, CT 06515

Business Phone: 203-389-0823

Business email: robyn.stewart@commongroundct.org

Funding Source & Acct # including location code: 2517 900 6260 56694 0012

Principal or Supervisor: Dr. Nicolas Perrone

Agreement Effective Dates: From 10/12/22 to 06/30/23

Hourly rate or per session rate or per day rate.
Total amount: \$11,380.00

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

The contractor will provide services to include: Outdoor learning components for both teachers and students, capacity building in our learning spaces, family engagement and field trip activities in the fall and technical support for our teachers.

Submitted by: Holly Smith Phone: 475-220-8000

Jubia Lopez 8-1436



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Edgewood Creative Thinking through STEAM Magnet School
Date: 9/1/22
Re: New Haven Ecology Project @ Common Ground

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:** Contractor will provide services in the following areas: Outdoor learning for teachers and students, Capacity building, Family Engagement and Technical support through the academic school year.
3. **Amount of Agreement and hourly or session cost:** \$11,380.00
4. **Funding Source and account number:** Magnet 17-22 Edgewood Creative STEAM, 2517-900-6260-56694-0012
5. Approximate number of staff served through this program or service: 30
6. Approximate number of students served through this program or service: 406
7. **Continuation/renewal or new Agreement? New Agreement**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? N/A
 - b. What would an alternative contractor cost: N/A
 - c. If this is a continuation, when was the last time alternative quotes were requested? N/A
 - d. For new or continuation: is this a service existing staff could provide. If no, why not?
No, our staff could not provide the expertise, materials, and programming at this time. After services have been rendered through the academic year, a sustainable portion of teaching and learning will exist.
8. **Type of Service:**
Answer all questions:

- a. Professional Development?
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No. The contractor will spend one day per week at Edgewood to teach outdoor classes as teachers participate and learn techniques for teaching outdoors. This is to provide sustainability for outdoor learning and STEAM programming as our grant is now in its final year.
- b. After School or Extended Hours Program? N/A
- c. School Readiness or Head Start Programs? N/A
- d. Other: (Please describe) N/A

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? No
- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Yes, local.
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? New Service
- f. If it is a renewal/continuation has cost increased? If yes, by how much? N/A
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: Yes, teachers will be able to conduct outdoor classrooms in onsite learning spaces designed and created by the contractor, family engagement activities will happen throughout the year, field trips to Common Ground will be included and ongoing PD will be provided throughout the year as outlined.

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

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company: this is a School Partner that has worked with us to create our School Yard Habitat, has provided PD within that habitat, and has offered student services to enhance our outdoor spaces to include outdoor classrooms, learning areas conducive to outdoor learning and shade and seating areas so students can work and concentrate comfortably and effectively. Their staff provides one on one PD to our teaching staff and experiences for the classroom students and teachers outdoors. Family engagement activities are also provided for this academic year.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? This is a city partner with expertise in outdoor learning and student engagement.
- d. Who were the members of the selection committee that scored bid applications? The leadership team at Edgewood.

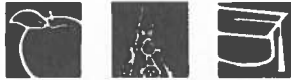
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department.

11. Evidence of Effectiveness & Evaluation

Answer all questions

- a. What **specific need** will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met? The Schoolyards Program Manager and her team will provide the outdoor spaces, PD and family engagement programming designed by the manager. Teachers, students and families will all benefit from the program throughout the academic year. Out governing bodies BLDT, SPMT and PTO along with our leadership team who participate on all committees will help support and oversee the program during the year and monitor and measure its effectiveness and work to help made adjustments if warranted.
 - b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. N/A
 - c. How is this service aligned to the District Continuous Improvement Plan? We are working to continually motivate students to read, apply math strategies and inquire about all things science and STEAM related. We are striving to move students forward by providing outdoor lessons related to STEAM and to help support SEL programming.
12. Why do you believe this Agreement is fiscally sound? This contract is fiscally sound due to the fact that Common Ground is working to provide technical support and PD in the final year of our grant to help create sustainability for our STEAM program. They will also provide family engagement and capacity building for our outdoor learning projects.
13. What are the implications of not approving this Agreement? We would not be able to provide the additional outdoor learning opportunities that connect to curriculum and the NGSS.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

New Haven Ecology Project @ Common Ground School

FOR DEPARTMENT/PROGRAM:

Edgewood Creative Thinking through STEAM Magnet School

This Agreement entered into on the 20th day of Sep 2022, effective (no sooner than the day after Board of Education Approval), the 12th day of Oct, 2022, by and between the New Haven Board of Education (herein referred to as the "Board" and, New Haven Ecology Project @ Common Ground located at, 358 Springside Ave, New Haven, CT 06515 (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$11,380.00 per day, hour or session, for a total of \$11,380.00 .

The maximum amount the contractor shall be paid under this agreement: Eleven Thousand, Three Hundred and Eighty Dollars and zero cents (\$11,380.00). 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 Magnet 17-22 Edgewood Creative STEM C/O **Program** of the New Haven Board of Education, **Account Number:** 2517 900 6260 56694 **Location Code:**0012.

This agreement shall remain in effect from 10/12/22 to 6/30/23.

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

The contractor will create and support effective outdoor learning places and provide classes for both students and teachers to create outdoor sustainability. Contractor will also provide resources, technical support, field trip, family engagement activities all while deepening the academic and emotional learning of our students.

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*. 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

9/1/22

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.

Revised: 10/2/18



Scope of Service for 2022-2023

*For Edgewood Creating Thinking Through STEAM Magnet School
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 Edgewood to teach classes; teachers will participate and learn techniques for teaching outdoors.
- **Capacity Building:** Install new seating in the outdoor classroom.
- **Family Engagement:** Facilitate outdoor activities for Edgewood families at Common Ground.
- **Utilizing the knowledge and resources of Common Ground,** the Schoolyards team will provide technical support and teaching to help Edgewood 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 one day (approx five hours) at Edgewood each week, teaching classes in the outdoor learning space	\$4,250
Field Trips	Oct-Dec 2022	Field trips for two classes to Common Ground	\$540
Family Engagement Event	Nov 2022	Facilitate activities for children and their families at Common Ground	\$800
Seating in Schoolyard Habitat	Aug-Nov 2022	Installation of seating for outdoor classroom	\$1000



Total Fall 2022			\$6,590
Spring 2023			
What	When	Goals met	Cost
Outdoor Learning Specialist/Embedded Naturalist	Jan-June 2023	Schoolyards staff will spend one day (approx five hours) at Edgewood each week, teaching classes in the outdoor learning space	\$4,250
Field Trips	Jan-June 2023	Field trips for two classes to Common Ground	\$540
Total Spring 2023			\$4,790
Total 2022-23			\$11,380.00