

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Focused Schools

AMENDMENT #: 1

GRANT # if applicable: _____ N/A _____ **AGREEMENT #:** 9266584

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: School Improvement Grant

DATE: 1/12/2021

FUNDING SOURCE FOR AGREEMENT: SIG

ACCT # FOR AGREEMENT: 2546-6266-56694-002

ORIGINAL AMOUNT OF AGREEMENT: \$24,875

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$

 x **ACTUAL** OR **ESTIMATE**

AMOUNT OF THIS AMENDMENT: \$24,875


 INCREASE OR **DECREASE**

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$ 24,875

FUNDING SOURCE & ACCT # FOR AMENDMENT:

DESCRIPTION AND NEED FOR AMENDMENT: Correct account number from SIG 2546-6266-56694-002 to SIG account number 2546-6268-56694-002

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE:  1.12.21
(Name) (Date)

Finance and Operations Manager
(Title)

NEW HAVEN BOARD OF EDUCATION:

President (Date)

AGREEMENT NO. 96266584



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

· Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Focused Schools

Doing Business As, if applicable:

Business Address: 1517 North Point Street #341 San Francisco, California 94123

Business Phone: 844-957-2466

Business email: hello@focusedschools.com

SS# OR Tax ID #: On File

Funding Source & Acct # including location code: # SIG 2546-6266-56694 -002

Principal or Supervisor: Kathleen Mattern

Agreement Effective Dates: From 10 /15/2020. To 06/30 /2021

Hourly rate or per session rate or per day rate.

Total amount: \$2,300 per consulting day and \$750 per administration day

Total cost: \$24,875

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

Focused Schools will provide professional development for the Instructional Leadership Team and School based executive coaching for administrators Exploring tools, protocols and processes to help the instructional leadership team to work efficiently and effectively.

Submitted by: Kathleen Mattern Phone-475-220-2100

AGREEMENT NO. 96266584



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Focused Schools

FOR DEPARTMENT/PROGRAM:

Truman School

This Agreement entered into on the 15 day of October 2020, effective (*no sooner than the day after Board of Education Approval*), the 17 day of June, 2021, by and between the New Haven Board of Education (herein referred to as the "Board" and **Focused Schools** located at, 1517 north Point St #341 San Francisco ,California (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$ \$2,300 per day for a total of 10 days and an administration fee of \$1875 for a total of \$24,875.

The maximum amount the contractor shall be paid under this agreement: \$24,875.00.
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:** 2546-6266-56694 **Location Code:** 0029 .

This agreement shall remain in effect from 10/15/2020 to 6/17/2021

SCOPE OF SERVICE: *Please provide brief summary of service to be provided.*

***Scope of service proposal is attached which includes 10 days of professional development and executive coaching. Services include onsite and distance coaching which include training sessions with the Instructional Leadership Team (virtual or on-site), executive coaching for administrators, real time support, individual planning, supportive reflective feedback, progress monitoring and problem solving.**


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 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

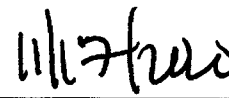
9.14.20

Date

Focused Schools, LLC
Dillon Rogers
Finance and Operations Manager
Contractor Printed Name & Title



President
New Haven Board of Education



Date



New Haven Public Schools – New Haven, CT Truman Elementary School

August 31, 2020
2020-2021 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.

WHAT WE BELIEVE and WHAT WE DO

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.

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.**

WHO WE ARE

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.



PROFESSIONAL DEVELOPMENT AND EXECUTIVE COACHING

OUR COMMITMENT:
Onsite and Offsite

Below is special pricing for Truman Elementary School to receive leadership training and onsite/distance executive coaching from the Focused Schools team for the 2020-2021 school year.

The offer includes:

- 8 half day professional development sessions with ILT teams from Truman Elementary School (shared with Hillhouse High School)
- 6 half day onsite executive coaching sessions

PROFESSIONAL DEVELOPMENT:
Content

The content of the ILT professional development includes:

- implementation of the schoolwide instructional focus;
- use of teacher collaboration teams to improve teaching and learning;
- continued development of the ILT to lead the improvement work;
- implementation of a small set of evidence-based instructional practices;
- using data to drive action through the development and monitoring of grade level/department SMARTe goals and individual student goals;
- tools to realign resources to support the instructional focus;
- determining ways to successfully engage families in the improvement work;
- continued development of principal as instructional leader;
- practicing protocols to take back to the school site and use with the entire staff;
- planning for direct action following each professional development session;
- studying artifacts and video examples from schools across the nation doing similar work; and
- building strong, effective leadership.



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

**ONSITE and
DISTANCE
COACHING**

The content of the onsite and distance coaching includes:

- practical suggestions and non-evaluative advice;
- real-time support;
- individual planning geared to individual sites;
- supportive, reflective feedback;
- progress monitoring;
- leadership skills; and
- problem solving.



Working with District and School Leaders
to Transform Teaching and Learning

COST:

Description of Services	Total Months	Total Days / Month	Total Days	Rate	Total
ILT professional development	8	0.5	4	\$2,300	\$9,200*
Executive Coaching	6	0.5	3	\$2,300	\$6,900
Offsite Prep and Distance Coaching	N/A	N/A	7	\$2,300	\$11,500
Total Consultative Services			14	\$2,300	\$36,800
Total Administration Services			10	\$230	\$23,000
Total Administration Services			2.5	\$750	\$1,875
Total Travel – Not to Exceed Except if Scheduling Changes Occur*					N/A
Total Service Proposal Budget					\$24,875

*Hillhouse contracted separately, so these days will be shared cost as service will be combined with Hillhouse days.



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

**LEARN MORE
ABOUT
FOCUSED
SCHOOLS**

- accessing our [Website](#) / [Facebook](#) / [Twitter](#) / [Blog](#) pages where you will find artifacts, tools, and resources;

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