



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Denise Duclos
Date: 12-6-21
Re: Agreements

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 Names:** School Readiness Monitoring Consultants:
Shubhra Gupta
Gulchekhra Makhkambaeva
2. **Description of Service:**
The Consultants will support the School Readiness Project Director in monitoring all School Readiness funded programs to ensure quality components set by the CT Office of Early Childhood are met. This includes: on-site and off-site monitoring of administrative functions such as enrollment procedures, written communication between the programs and parents of enrolled children, staff qualifications and professional development and the ten quality components listed in the School Readiness legislations and outlined in the CT Office of Early Childhood's General Policies and Procedures.
3. **Amount of Agreement and hourly or session cost:** Each agreement is \$45,000. The hourly rate is \$100.
4. **Funding Source** and account number: Special Funds School Readiness ACCT # 2523 6390 56697
5. **Continuation/renewal or new Agreement?** Both agreements are new. Resumes are attached to each agreement.

Answer all questions:

- a. If continuation/renewal, has the cost increased? If yes, by how much?
The hourly rate has been approved by the New Haven Early Childhood Council and the CT Office of Early Childhood.
- b. What would an alternative contractor cost:
The cost is set by the New Haven Early Childhood Council.
- c. If this is a continuation, when was the last time alternative quotes were requested?
This is the first time the CT Office of Early Childhood has made these Supplemental Administrative Funds available. The Early Childhood Council set the rate.
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
This service is for the School Readiness funded community and district programs. The hours of service include week-days, evenings and some weekend hours. Existing staff would have had to respond to the RFP to be considered.

6. 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?

The contract is to monitor School Readiness funded programs and to provide support to help programs meet compliance standards.

- b. After School or Extended Hours Program?
No
- c. School Readiness or Head Start Programs?
Yes, this is a School Readiness related service.
- d. Other: (Please describe)

7. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? *Women owned business*
- b. Is the Contractor Local? *Both contractors are CT residents.*
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? *No*
- d. Is the Contractor a public corporation? *No*
- e. Is this a renewal/continuation Agreement or a new service? *This is a newly funded service for which an RFP was issued by the New Haven Early Childhood Council.*
- f. If it is a renewal/continuation has cost increased? If yes, by how much? *NA, see above.*
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: *The contractors will support the New Haven School Readiness Project Director in monitoring all aspects of the School Readiness grant. This will include monitoring the New Haven Public Schools own School Readiness PreK program.*

8. Contractor Selection:

Answer all questions

- a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume.
The contractors meet the qualifications articulated in the RFP. Both have extensive experience in early childhood.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source?
RFP process
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor:
The New Haven Early Childhood Council issued a statewide RFP. The School Readiness Project Director and the NHPS' Supervisor of Early Childhood interviewed all qualified candidates.

9. 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 contractors monitor and support School Readiness funded programs using existing tools for measuring compliance. Their work will be monitored by the School Readiness Project Director.
- b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness.
This is a new service.

c. How is this service aligned to the District Continuous Improvement Plan?

Providing a quality preschool experience offers children a chance to practice and learn the skills and information needed to be successful lifelong learners. This service will ensure the quality measures defined by the CT Office of Early Childhood are adhered to.

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

All Contractors submit monthly invoices and work summaries to ensure that the services being offered meet expectations. Fiscal and program reports are reviewed by NHPS School Readiness fiscal and program personnel.

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

Both the services and the contractors have been approved by the Council and the Office of Early Childhood. This is essentially a pass through of funds to support to oversight of New Haven's School Readiness Program.

Rev: 8/10/2020



NEW HAVEN PUBLIC SCHOOLS
COVER SHEET

Please Type

Contractor full name:-- SHUBHRA GUPTA

Doing Business As, if applicable:

Business Address: 28 Clinton Street, Trumbull, CT 06611

Business email: shubh100@gmail.com

SS# OR Tax ID #: XXXXXXXXXX

Funding Source & Acct. #2523 6390 56697 Location Code 0442

Principal or Supervisor: Denise Duclos

Agreement Effective Dates: From 1/11/2022 to 06/30/2022

Hourly rate or Per session rate or Per day rate: \$100/hour

The New Haven Early Childhood Council approved this rate for the services described below and in Exhibit A.

Total amount: \$45,000.00

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

The Contractor will monitor School Readiness funded programs to ensure compliance with the CT Office of Early Childhood requirements for grant funds. New Haven has 22 sub-grantees who operate 32 preschool centers.

Submitted by: Denise Duclos Phone: 475-220-1470



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

AND

SHUBHRA GUPTA

For Assessment of School Readiness Funded Classrooms

This Agreement entered into on the 2nd day of December 2021, effective (*no sooner than the day after Board of Education Approval*), on the 11th day of January, 2022, by and between the New Haven Board of Education (herein referred to as the “Board”) and, Shubhra Gupta located at, 28 Clinton Street, Trumbull, CT 06611 (herein referred to as the “Contractor”).

Compensation:

The Board will pay the Contractor for satisfactory performance of services and pending receipt of State Award an amount not to exceed \$45,000 (forty-five thousand dollars). The hourly rate: \$100.00 The Contractor will work approximately 18.5 hours/week for 24 weeks. Compensation will be made upon submission of monthly reports for the services as outlined in *Exhibit A Scope of Service*

Fiscal support for this Agreement shall be by the **School Readiness Quality Enhancement Grant Program** of the New Haven Board of Education, **Account Number: 2523-6390-56697 Location Code: 0442.**

This agreement shall remain in effect from January 11, 2022 to June 30, 2022.

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 must be attached).*

The Contractor will provide on-site monitoring visits to all School Readiness funded centers in order to assess compliance with all grant requirements as established by the CT Office of Early Childhood and the New Haven Early Childhood Council. The specific tasks are outline in Exhibit A. The Contractor will work closely with the School Readiness Project Director. The hourly rate for this service is \$100.00 per hour.

Exhibit A: Scope of Service: See attached contractor's detailed Scope of Service.

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

12/06/2021
Date

Date

Shubhra Gupta, Early Childhood Consultant
Contractor Printed Name & Title

Revised: 10/2/18



NEW HAVEN PUBLIC SCHOOLS

EXHIBIT A

SCHOOL READINESS QUALITY ENHANCEMENT - EDUCATION COACHES

DETAILED SCOPE OF SERVICE AGREEMENT

SPECIAL TERMS AND CONDITIONS

for Shubhra Gupta

(referred to as the "Contractor")

Services

The Contractor will provide the following:

- On-site monitoring of, and support to, the 32 School Readiness funded centers in New Haven.
- The areas requiring monitoring include:
 1. Review of enrollment files to ensure family information is accurate, complete and families fees were correctly calculated
 2. Review documentation showing the program's compliance with the 10 Quality Component as outline in the School Readiness legislation. (See section 2a for list of Quality Components)
 3. Review program policies and family handbooks to ensure School Readiness information is accurate and information aligns with the State's General Policies and the Council's local policies
 4. Review of staff education levels and continuing education
 5. Staff information is updated in the CT Charts a Course Registry
 6. Submission of accurate and timely monthly reports

2a QUALITY COMPONENTS

As outlined in CT General Statutes Sections 10-16o through 10-16u, each program will:

1. *Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;*
2. *Encourage family involvement, parenting education and outreach;*
3. *Provide referrals for health services, including referrals for appropriate immunizations and screenings;*
4. *Provide nutrition services;*
5. *Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;*
6. *Develop admission policies that promote enrollment of children from different racial, ethnic and economic backgrounds and from other communities;*
7. *Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;*
8. *Develop a plan for professional development for staff; including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;*
9. *Use the OEC designated sliding fee scale for families participating in the program;*
10. *Implement an annual evaluation of the effectiveness of the program; and*
11. *Develop a plan to ensure that children with disabilities are integrated into programs with children who are not disabled*

Compensation:

Compensation is based on the submission of monthly invoices, including itemization of all costs and back up documentation. The monthly invoice should include a written record of the services provided. Payment is contingent upon the timely receipt of expenditure reports, invoices and all program and service reports outlined in this Contract. In the event reports have not been submitted, the Board will delay payment until such time the report(s) are submitted and approved.

Provision against assignment: The contractor may not at any time assign any responsibilities of this contract to any other person, persons or agency without prior approval by the School Readiness Liaison.

Insurance: the Contractor is required to provide proof of liability coverage.

Statement of Non-Discrimination: the Contractor agrees that in the performance of this Agreement and in the composition of its staff, governing bodies and families it will not discriminate against any person or group of persons on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, sexual orientation, learning disability or on any other unlawful grounds.

Non-Renewal: in the event this agreement is canceled, or if the Board does not offer the Contractor a new Agreement of the same or similar service upon its expiration, the Contractor will assist in the orderly cessation of the operations under this Agreement and return of all property purchased with Quality Enhancement funds.

Termination and Default: if the Contractor fails to fulfill its obligations under this contract, the Board, in consultation with the New Haven Early Childhood Council may:

- Temporarily Withhold payments until the obligation is fulfilled to the satisfaction of the Board;
- Temporarily or permanently discontinue services under the Agreement;
- Require that unexpended funds be returned to the Board;
- Assign appropriate personnel to execute the Agreement until such time as corrections have been made to the satisfaction of the Board;
- Require that this contract be assigned to an agency or person designated by the Board to bring the program into contractual compliance.
- Terminate this Agreement; or
- Take such other action, as the Board believes necessary.

Revised 5/7/21



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: 10/2/18

Shubhra Gupta Phone +1 (203) 918 2216(M)
Address: 28 Clinton St., Trumbull, CT 06611
Email: shubh100@gmail.com

Profile

- Connecticut Director's Credential at Master's level for early care and education programs
- Certified Head Teacher by the State of Connecticut
- CLASS certified
- Committed and trained Education professional with 20+ years of experience
- Consistently associated with learning experiences of early childhood in multiple roles
- Highly motivated with a strong passion to help children learn in creative and fun filled environment
- Team-oriented, attentive to detail and organized with a flair for establishing rapport with people from diverse backgrounds
- Advanced computer skills to organize work in a productive manner

PROFESSIONAL EXPERIENCE

A. TEAM Inc. Ansonia, CT

Education Coordinator January 2021-November 2021

- Monitor all Early Education programs to support and supervise education staff
- Assist with interviewing, hiring and training for all teaching positions
- Planning Staff meetings
- Provide orientation and training of all classroom substitutes and volunteers
- Analyze Head Start Child Outcomes data and provide feedback
- Track continuing education for all classroom staff
- Collect and Submit data for Head Start reports
- Assist in developing and implementing curriculum

B. Farnam Nursery School, New Haven, CT

School Readiness Director-August 2020-December 2020

- Supervised, maintained day-to-day operation of the program
- Maintained compliance with State Licensing requirements
- Maintained on-going program statistics and enrollment information
- Created child-care policies and trained staff
- Supported NAEYC accreditation for the program
- Led relationships with clients and support agencies

C. Alliance for Community Empowerment Inc, Bridgeport, CT

(Formerly known as Action For Bridgeport Community Development, Bridgeport, CT)

Senior Coordinator Infant-Toddlers October 2017-June 2020

- Member of the Early Learning senior management team
- Development of program policies, procedures and plans related to ECE
- Supervised, evaluated and supported assigned staff
- Assisted in program compliance with all early childhood education standards
- Responsible for data base compliance for EHS on Child Plus
- Monitored development and learning of children on Teaching Strategies Gold
- Supervised and monitored Home Base program
- Drafted grant application for parts related to EHS and Home Base program

Site Manager February 2011 – October 2017

- Supervised, maintained day-to-day operation of childcare program serving infant Toddler and Preschool children
- Maintained on-going program statistics and enrollment information
- Executed child-care policies and maintained compliance with State and Federal Licensing requirements
- Supervised and appraised staff members in full-day, full-year preschool classrooms
- Led NAEYC accreditation for the site
- Led relationships with clients and support agencies

Head Teacher November 2009 - February 2011

- Led the execution of the child-care policies and regulations
- Supervised 18 teaching staff in 6 full-day, full-year preschool classrooms
- Supported teachers in providing quality learning experiences to children

Lead Teacher August 2007 - October 2009

- Led the execution of head-start program for 3 – 5 year old children in Pre-School Day Care
- Supervised 1 assistant teacher and 1 aide
- Maintained positive relationship with parents and engaged them in class activities

D. YMCA, HAMDEN, CT

Head Teacher December 2005 - July 2007

- Worked as Head Teacher in Pre-School Day Care
- Designed and executed plans for achieving all-round development of children in the age group of 3 - 4 years
- Managed and supervised 3 assistant teachers

E. STAMFORD PUBLIC SCHOOLS, STAMFORD, CT

Substitute Teacher April 2005 - June 2005

- Led the teaching responsibilities in elementary grades in various Stamford locations in the absence of the primary teachers
- Provided educational assistance to children with special needs

F. NURSERY TEACHERS' TRAINING INSTITUTE, INDIA

Lecturer November 1997 - July 2002

- Responsible for training and evaluation of student teachers for Kindergarten level
- Designed exercises for language development, recognition of number concepts & awareness of environmental science
- Led the Administrative Committee for the Institute to screen and approve candidates for admissions

G. R.S. PUBLIC SCHOOL, INDIA

Kindergarten Administrator April 1996 - April 1997

- Designed curriculum and content for early childhood education
- Responsible for teaching English & Science to elementary school children

H. GURU NANAK DEV COLLEGE, INDIA

Assistant Professor December 1993 - July 1994

- Involved in teaching Child Development to undergraduate & post-graduate students
- Provided professional guidance, support and technical assistance for establishing the post-graduate program for Child Development

I. M.S. UNIVERSITY, INDIA

Research Assistant January 1993 - November 1993

- Led the research and documentation of a national level study on female children in India
- Focused recommendations of the study to the Indian Government identified deficiencies in existing programs
- Recommended enhancements led to better accountability and effectiveness in the care and education of female children

J. BAL BHARATI PUBLIC SCHOOL, DELHI, INDIA

School Counselor April 1992 - December 1992

- Worked with students to help address personal & academic issues through open communication and hands-on special training
- Provided parents with concepts and tools to help mitigate behavioral concerns and improve performance
- Created policies and programs to improve the learning environments of children to increase knowledge retention

EDUCATION

- Credential evaluation completed
 - U.S Equivalency Summary
 - Bachelor's and Master's degree in Child Development
 - Bachelor's and Master's degree in Education
- Alagappa University, India - Masters in Education 1999 – 2000
- Delhi University, India - Bachelor of Education 1991 – 1992
- Delhi University, India - Master of Science (Child Development) 1989 – 1991
- Delhi University, India - Bachelor of Science (High Honors) 1986 - 1989

DISTINCTIONS

President's Award in Post-Graduate Studies, 1991

VOLUNTARY WORK

- Junior Achievement of South Western Connecticut
- Roxbury Elementary School, Stamford, CT
- Math volunteer for elementary grade, tutored students in need of remediation