



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

**Cover Sheet is an Internal Document for Business Office Use**

**Please Type**

Contractor full name: Learning Innovation Catalyst LLC

Doing Business As, if applicable:

Business Address: 5803 NW 151<sup>st</sup> Street #201 Miami Lakes, FL 33014

Business Phone: (833) 354-6263

Business email: [jordannemmers@linclearning.com](mailto:jordannemmers@linclearning.com)

Funding Source & Acct # including location code:

ESSER II - 2552-6363-56697 – 0053 – Adult Ed

ESSER II - 2552-6363-56697 – 0046 – East Rock

ESSER II - 2552-6363-56697 – 0008 – John Martinez

ESSER II - 2552-6363-56697 – 0043 – Bishop Woods

ESSER II - 2552-6363-56697 – 0091 – Riverside

ESSER II - 2552-6363-56697 – 0063 – Career

Principal or Supervisor: Ivelise Velazquez

Agreement Effective Dates: From 01/05/2022. To 06/30/2021

Hourly rate or per session rate or per day rate. Hourly coaching hours: \$250 per hour

Workshop Sessions (90 min): \$1,250 per session

Total amount: **\$ 90,700.00**

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

**LINC works with school leaders, coaches, and teachers through a blended support system of 1:1 meetings, online workshops, and virtual coaching support through their online platform LINCspring. LINC brings personalized and individualized coaching support to meet the needs**

of educators while supporting student-centered classrooms. LINC's approach, focused on the Model of Generative Change, provides the resources for teachers to develop and evolve their professional development journey by providing job-embedded hands-on learning while having coaching support and resources during the entire year.

Submitted by: Tessa Gumbs-Johnson Phone: 475-220-1774

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NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Ivelise Velazquez  
**Date:** 12/7/2021  
**Re:** Professional Learning (Learning Innovation Catalyst LLC 2<sup>nd</sup> Year Contract)

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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: The Learning Innovation Catalyst**
2. **Description of Service:**
3. **LINC** works with school leaders, coaches, and teachers through a blended support system of 1:1 meetings, online workshops, and virtual coaching support through their online platform LINCspring. LINC brings personalized and individualized coaching support to meet the needs of educators while supporting student-centered classrooms. LINC's approach, focused on the Model of Generative Change, provides the resources for teachers to develop and evolve their professional development journey by providing job-embedded hands-on learning while having coaching support and resources during the entire year.

4. **Amount** of Agreement and hourly or session cost: **Pricing and Items**

Product	Description	Price	Quantity	Total
New Haven Adult & Continuing Education Center	LINC Ultimate Access (All content) School Wide 9: 1-hour school-based coaching hours 5: 1-hour school specific virtual workshops - topics based on needs of school	\$ 9,250.00	1	\$ 9,250.00
East Rock School	LINC Ultimate Access (All content) School Wide 9: 1-hour school-based coaching hours 5: 1-hour school specific virtual workshops - topics based on needs of school	\$ 17,250.00	1	\$ 17,250.00
John S Martinez School Sea & Sky STEM Magnet School	LINC Ultimate Access (All content) School Wide 9: 1-hour school-based coaching hours 5: 1-hour school specific virtual workshops - topics based on needs of school	\$ 16,250.00	1	\$ 16,250.00
Bishop Woods Architecture & Design School	LINC Ultimate Access (All content) School Wide 9: 1-hour school-based coaching hours 5: 1-hour school specific virtual workshops - topics based on needs of school	\$ 16,250.00	1	\$ 16,250.00
Riverside Academy	LINC Ultimate Access (All content) School Wide 9: 1-hour school-based coaching hours 5: 1-hour school specific virtual workshops - topics based on needs of school	\$ 10,450.00	1	\$ 10,450.00
Hill Regional Career Magnet	LINC Ultimate Access (All content) School Wide 9: 1-hour school-based coaching hours 5: 1-hour school specific virtual workshops - topics based on needs of school	\$ 21,250.00	1	\$ 21,250.00

Total Cost: **\$90,700.00**

5. **Funding Source** and account number: ESSER A/C #

6. Approximate number of staff served through this program or service:236

7. Approximate number of students served through this program or service:3,220

8. **Continuation/renewal or new Agreement?** Continuation

**Answer all questions:**

a. If continuation/renewal, has the cost increased? **No** If yes, by how much?

b. What would an alternative contractor cost:

c. If this is a continuation, when was the last time alternative quotes were requested?  
12/6/21

d. For new or continuation: is this a service existing staff could provide. If no, why not?

No; our district does not have that type of professional learning online resources and or capacity. LINC will provide professional learning and supports to school-based **administrators**, teachers, and paraprofessionals across selected schools. This focused and targeted professional learning will take place in 1:1 coaching session with the administrative teams of each school. Staff will

have access to over 150 hours of self-paced, customizable content focused on preparing staff for rich, student-centered hybrid learning environments.

The district does not have any staff solely assigned to create, monitor, and provide supports to ensure that all 236 staff members are equipped with the necessary skills to be proficient in their chosen professional values.

#### 9. 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, our District does not have access to such an extensive body of work.
  - ii. Staff will have access to virtual coaching and professional development through the [LINCspring](#), platform. LINCspring includes 9 robust Libraries containing over 120 learning modules, providing staff with access to over 150 hours of self-paced, customizable content focused on preparing staff for rich, student-centered hybrid learning environments. The resource provides high-quality enrichment, extends the capacity of our own internal training team, and supports our district educators in their ability to meet annual requirement for licensure renewal.
- b. After School or Extended Hours Program?
- c. School Readiness or Head Start Programs?
- d. Other: (Please describe)

#### Contractor Classification:

**Answer all questions:**

- e. Is the Contractor a Minority or Women Owned Business? Yes
- f. Is the Contractor Local? No
- g. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? No
- h. Is the Contractor a public corporation? No
- i. Is this a renewal/continuation Agreement or a new service? **Renewal**
- j. If it is a renewal/continuation has cost increased? If yes, by how much?
- k. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: **Yes, LINC will be working with schools who have opted in. LINC will work with each school to build internal capabilities that align to that specific school's goals and initiatives.**

#### 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: [LINC team Coaching Bios](#)

LINC offers a unique virtual coaching and online PD platform that includes both synchronous and asynchronous offerings. Further, the model they used is research based and focused on critical, transformational shifts in classroom practices, remote and blended learning, leadership and more. All content has the backing of a coach within the system to support each educator during the year. They have the only solution set of this type on the market.

The founders of LINC are two of the authors of *Blended Learning in Action: A Practical Guide toward Sustainable Change* and they were also educators. The coaching sessions will be led by trained professionals and all strategies will be research-based practices that have proven to be effective in a blended environment. The professional development sessions allow educators to engage in content at their own pace with a professional learning community to complete continuous improvement cycles.

- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?  
Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
- c. Who were the members of the selection committee that scored bid applications?
- d. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department. *Sole Source*

**11. 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? Linc will support the district’s efforts to provide staff with individualize professional growth opportunities. Staff will have access to over 500 hours of self-paced, customizable professional development content focused on preparing staff for rich, equitable, student-centered hybrid learning environments. In addition, our educators will have access to a range of livestreamed PD events. The resource provides high-quality enrichment, extends the capacity of our own internal training team, and supports our district educators in their ability to meet annual requirement for licensure renewal.

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

<b>ORGANIZATION NAME</b>	<b>HOURS</b>	<b>CYCLES COMPLETED</b>
New Haven-Adult Education Center	120.33	22
New Haven-Bishop Woods Architecture & Design Magnet	416.33	162
New Haven-East Rock School	348.33	103
New Haven-Hill Regional Career Magnet	319.5	101
New Haven-John S Martinez Sea & Sky STEM Magnet School	425	179
New Haven-Riverside Academy	197.5	83

- b. How is this service aligned to the District Continuous Improvement Plan? The mission of New Haven Public Schools is to provide all students with personalized, authentic, and engaging learning experiences through creativity, exploration, innovation, critical thinking, problem-solving, and high-quality instruction. Under Priority Area #4 of our Strategic Plan: Talented Educators, the teachers will be able to identify multiple methods to approach professional learning that support their professional growth.
12. Why do you believe this Agreement is fiscally sound? We will be able to support all stakeholders at each of the selected schools with their personalized professional learning. This has a significant impact on teaching practices in how we support educators. Each school will receive targeted coaching that meets the needs of their staff members.
13. What are the implications of not approving this Agreement? Each school had an opportunity to choose whether or not they wanted to continue building on the foundations of professional learning opportunities utilized on the LINC platform. The implications of not approving this Agreement would be that their voices were not heard in bridging the gap of professional learning inequities in each of their respective schools.

<b>ORGANIZATION NAME</b>	<b>HOURS</b>	<b>CYCLES COMPLETED</b>
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New Haven-Riverside Academy	197.5	83

Last year, each teacher was required to complete **6 cycles**. As can be seen from last year's usage data for each of each of the respective schools, their teachers surpass what was required. They were highly engaged and invested in their professional growth.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

**AGREEMENT**  
**By And Between**  
**The New Haven Board of Education**  
**AND**

**The Learning Innovation Catalyst**

FOR DEPARTMENT/PROGRAM:

**Professional Learning**

This Agreement entered into on the 10 day of \_\_ January 2022, effective (*no sooner than the day after Board of Education Approval*), the 10th day of January, 2022\_\_, by and between the New Haven Board of Education (herein referred to as the “Board” and, \_ **Learning Innovation Catalyst LLC** located at (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$250 per hour; Workshop Sessions (90 min): \$1,250 per session.

\_\_\_\_\_ per day, hour or session, for a total of \_\_\_\_\_ days, hours or sessions.

**See breakdown below**

14. **Funding Source** and account number: ESSER A/C #

Product	Description	Price	Quantity	Total
New Haven Adult & Continuing Education Center	LINC Ultimate Access (All content) School Wide 9: 1-hour school-based coaching hours 5: 1-hour school specific virtual workshops - topics based on needs of school	\$ 9,250.00	1	\$ 9,250.00
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The maximum amount the contractor shall be paid under this agreement: **(\$90,700.00)**  
 Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

Hourly coaching hours: \$250 per hour

Workshop Sessions (90 min): \$1,250 per session

**Fiscal support** for this Agreement shall be by ESSERII **Program** of the New Haven Board of Education, **Account Number: Location Code:**  
 ESSER II - 2552-6363-56697 – 0053 – Adult Ed

ESSER II - 2552-6363-56697 – 0046 – East Rock

ESSER II - 2552-6363-56697 – 0008 – John Martinez

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ESSER II - 2552-6363-56697 – 0091 – Riverside

ESSER II - 2552-6363-56697 – 0063 – Career



This agreement shall remain in effect from 1/10/2022 to 6/30/2022.

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

- i. Linc will support the district's efforts to provide staff with individualize professional growth opportunities. Staff will have access to over 500 hours of self-paced, customizable professional development content focused on preparing staff for rich, equitable, student-centered hybrid learning environments. In addition, our educators will have access to a range of livestreamed PD events. The resource provides high-quality enrichment, extends the capacity of our own internal training team.
- ii. Staff will have access to virtual coaching and professional development through the [LINCspring](#), platform. LINCspring includes 9 robust Libraries containing over 120 learning modules, providing staff with access to over 150 hours of self-paced, customizable content focused on preparing staff for rich, student-centered hybrid learning environments. The resource provides high-quality enrichment, extends the capacity of our own internal training team, and supports our district educators in their ability to meet annual requirement for licensure renewal.

***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

\_\_\_\_\_  
President  
New Haven Board of Education

12/6/2021  
Date

\_\_\_\_\_  
Date

Jordan Nemmers

Manager of School Partnerships

\_\_\_\_\_  
Contractor Printed Name & Title

Revised: 8/2021



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.



## LINCspring Onboarding & Launch Process

Activity	Description	Participants	Suggested Time
<b>LINC Client Success Specialist (CSS) Initiates Launch</b>	LINC CSS will email client to schedule leadership onboarding session	LINC CSS Administrators	Within 1 week after LINC receives purchase order
<b>Leadership onboarding meeting</b>  <i>Scheduled within 2 weeks after receiving welcome email</i>	CSS holds leadership onboarding meeting that will walk client through who LINC is, What LINCspring is, teacher onboarding options and resources to support administrators in LINCspring	LINC CSS Administrators LINC Coach <i>(in attendance if available)</i>	60 minutes
<b>LINCspring Organization Build</b>  <i>Complete within 2-3 weeks after leadership onboarding meeting</i>	Administrator will provide applicable information in order for LINC team to create user and school accounts in LINCspring  Client co-creates implementation plan with CSS and confirms teacher onboarding method	Administrators LINC CSS LINC Tech	60-90 minutes
<b>Teacher Onboarding</b>  <i>Complete within 1 month after leadership onboarding meeting takes place</i>	LINC CSS provides teacher access links/directions and onboarding video to Administrators in order for teachers to create and confirm their LINCspring account  Administrators lead onboarding session for teachers using LINC provided instruction and teachers get started in LINCspring	LINC CSS Administrators Teacher	60 minutes
<b>Launch Complete</b>  <i>Complete within 1 week of teacher onboarding</i>	LINC CSS confirms that teachers are in LINCspring and introduces Administrator to their LINC Coach	LINC CSS Administrators Teacher	Email
<b>Transformation Begins</b>  <i>Complete within 1 week after teachers have access to LINCspring</i>	LINC Coach reviews LINCspring implementation plan and schedules touch points with Administrators to ensure successful implementation of LINCspring and school transformation	LINC Coach Administrators	60 minutes
<b>Ongoing Support</b>	As needed	TBD	TBD