



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: The Leadership Academy

Doing Business As, if applicable:

Business Address: 10-27 46th Avenue, Suite 101, Long Island City, NY 11101

Business Phone: 908-803-0173

Business email: pbenowitz@leadershipacademy.org

Funding Source & Acct # including location code: 2552-6363-56694-0100

Principal or Supervisor: Dr. Illine Tracey

Agreement Effective Dates: From 4/4/2022 to 6/30/2022

Hourly rate or per session rate or per day rate. \$220/hour

Total amount: \$30,150

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

One-on-one executive coaching for the members of the Executive Team and the facilitation of Executive Team meetings to identify the Team's collective strengths and areas in need of improvement. This work will support the continued growth and development of the NHPS Executive Team as individual leaders and as a cohesive leadership team.

Submitted by: Tessa Gumbs-Johnson

Phone: 475-220-1574



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Dr. Illine Tracey
Date: 3/21/2022
Re: One-on-one executive coaching for the members of the Executive Team

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 Leadership Academy
2. **Description of Service:** One-on-one executive coaching for the members of the NHPS Executive Team and the facilitation of Executive Team meetings to identify the Team's collective strengths and areas in need of improvement. This work will support the continued growth and development of the NHPS Executive Team as individual leaders and as a cohesive leadership team.
3. **Amount** of Agreement and hourly or session cost: \$30,150 / \$220/hour
4. **Funding Source** and account number: 2552-6363-56694-0100
5. Approximate number of staff served through this program or service: 13
6. Approximate number of students served through this program or service: 0
7. **Continuation/renewal or new Agreement?** New
Answer all questions:
 - a. If continuation/renewal, has the cost increased? 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?
 - d. For new or continuation: is this a service existing staff could provide. If no, why not?

NHPS staff do not have experience serving as coaches to senior school district leaders nor do they have experience working with senior leadership teams to assess a team's strengths and areas in need of improvement and build its capacity as a cohesive leadership team.

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?

NHPS staff do not have experience serving as coaches to senior school district leaders nor do they have experience working with senior leadership teams to assess a team's strengths and areas in need of improvement and build its capacity as a cohesive leadership team.

- b. After School or Extended Hours Program?
- c. School Readiness or Head Start Programs?
- d. Other: (Please describe)

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business?
- b. Is the Contractor Local?
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?

Yes, the contractor is a national not-for-profit organization with experience serving NHPS.

- d. Is the Contractor a public corporation?
- e. Is this a renewal/continuation Agreement or a new service?

New

- f. If it is a renewal/continuation has cost increased? If yes, by how much?
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:

This contract is to support the continued growth and development of the NHPS Executive Team as individual leaders and as a cohesive leadership team.

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:

The Leadership Academy is a nationally recognized nonprofit organization with a clear mission: to build the capacity of educational leaders, at every level of the system, to confront inequities and create the conditions necessary for all students to thrive. We are committed to eliminating the inequities that students experience based on race and other

factors, through the development of site-, district-, and state-based leaders with the will and skill to build culturally responsive, equitable learning environments that serve all students. We have worked with a wide range of state departments of education, districts, universities, and others across 37 states to build local school and district leadership capacity, always with students – and especially students from groups that are persistently experiencing disparities in academic outcomes – as the focal point of what we do.

We have provided coaching services to hundreds of leaders in dozens of school districts across the country. We have coached a wide range of education leaders including superintendents, chief academic officers, chief equity officers, chief operations officers, directors of leadership development, principals, and assistant principals.

The Leadership Academy's approach to executive coaching is unique. Our coaches:

- Are experienced practitioners who have led districts, departments, schools, and organizations and understand the complexity and challenges inherent in those jobs.
- Possess a deep understanding of high impact coaching practices and system leadership.
- Receive robust training and development to ensure they continually develop their skills and remain up to date on school district expectations and initiatives.

Our website can be found here: <https://www.leadershipacademy.org/>

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

This work will help identify the NHPS Executive Team's collective strengths and areas in need of improvement to support their continued growth and development as individual leaders and as a cohesive leadership team. Approximately four months after the completion of the coaching and group work, The Leadership Academy will meet with the Executive Team to assess progress, identify and discuss remaining barriers to change, etc. The follow-up will include a 1-hour virtual check-in by The Leadership Academy coaches with the leader(s) they coached and a 2-hour virtual group check-in with the Executive Team.

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

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

Talented Educators: Professional Learning

Professional Learning: Offer individualized professional growth opportunities to support all staff. This professional learning program is directly aligned with Priority Area 4.3 of the District's Strategic Plan.

12. Why do you believe this Agreement is fiscally sound? The design of this program provides for The Executive Team's continued growth and development as individual leaders and as a cohesive leadership team.

13. What are the implications of not approving this Agreement? The growth and development of our Executive Team will not progress.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

The Leadership Academy

FOR DEPARTMENT/PROGRAM:

New Haven Board of Education (Executive Team)

This Agreement entered into on the 4th day of April, 2022, effective (*no sooner than the day after Board of Education Approval*), the 30th day of June, 2022, by and between the New Haven Board of Education (herein referred to as the “Board” and The Leadership Academy located at 10-27 46th Avenue, Suite 101, Long Island City, NY 11101 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$30,150 for a total of 137.5 hours.

The maximum amount the contractor shall be paid under this agreement: Thirty thousand one hundred fifty dollars (\$30,150). 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 **ESSER II Program** of the New Haven Board of Education, **Account Number:** 2552-6363-56694 **Location Code:** 0100

This agreement shall remain in effect from April 4, 2022 to June 30th, 2022.

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

One-on-one executive coaching for the members of the NHPS Executive Team and the facilitation of Executive Team meetings to identify the Team’s collective strengths and areas in need of improvement. This work will support the continued growth and development of the NHPS Executive Team as individual leaders and as a cohesive leadership team.

See attached proposal.

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

March 30, 2022

Date

Date

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 to 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.