



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: New Haven Reads Community Book Bank

Doing Business As, if applicable: New Haven Reads

Business Address: 45 Bristol St, New Haven CT 06511

Business Phone: 203-752-1923

Business email: information@newhavenreads.org

SS# OR Tax ID #: 202-882-1111

Funding Source & Acct # including location code:  
Extended School Grant, 2579-5326-56694-0000 (\$25,000.00)

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 3/09/2021. To 06/30/2021.

Hourly rate or per session rate or per day rate.  
\$312.50 per day, for up to a maximum of 80 days, for tutorial services for up to 25 NHPS students (\$25,000.00). Sessions will be 3 hours in length, running on all days that school is in full session per the NHPS ten month calendar and on Saturdays.

Total amount: \$25,000.00

Description of Service: Please provide a one or two sentence description of the service. New Haven Reads will provide academic support with a goal of improving students' grades and attendance.

Submitted by: Gemma Joseph Lumpkin      Phone: (475) 220-1061



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Gemma Joseph Lumpkin  
**Date:** March 1, 2021  
**Re:** New Haven Reads Agreement

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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:** New Haven Reads Community Book Bank
2. **Description of Service:** Monday to Friday 3pm to 6pm, Saturday 10am to 2pm. One site runs programs from 3-7 Monday through Wednesday. Currently New Haven Reads provides online programs via live Zoom meetings due to the Covid-19 pandemic. New Haven Reads will continue online programs until the end of the school year (June 2021). Normally, tutoring take place at four physical locations in New Haven (45 Bristol Street, 5 Science Park, 101 Ashmun Street, and 85 Willow Street).
3. **Amount of Agreement and hourly or session cost:** \$312.50 per 3 hour sessions x 80 (**\$25,000**)
4. **Funding Source and account number:**  
Extended School Grant, 2579-5326-56694-0000 (\$25,000.00)
5. **Continuation/renewal or new Agreement?** New  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? N/A
  - b. What would an alternative contractor cost: An alternative contractor would cost approximately \$375.00 – \$ 750.00 for five students/per session for a comparable program.
  - 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? No. The program provides a flexible schedule for participants to engage in intensive tutorial services virtually or at the New Haven Reads locations. The tutorials are provided at times convenient for families throughout the week.

**6. Type of Service:**

**Answer all questions:**

- a. Professional Development? No
  - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? N/A
- b. After School or Extended Hours Program? After School/Extended School
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe)

**7. 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? Yes; If yes, is it local or national? Local
- d. Is the Contractor a public corporation? Yes
- e. Is this a renewal/continuation Agreement or a new service? New – New Haven Reads has provided services for NHPS through other grants in the past.
- f. If it is a renewal/continuation has cost increased? N/A
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: No

**8. Contractor Selection:**

**Answer all questions** what specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume.

- a. New Haven Reads delivers a research-based, one-on-one literacy tutoring program for students in grades one through twelve. Our program is rooted in the science of reading and provides an individualized program for each child in a safe and caring setting. Students must be reading below grade level when they join the program. Our program is rich in phonics which is often a knowledge gap for below-grade level readers. Usually, we provide these reading skills and support at four physical locations in New Haven neighborhoods; this spring we will continue to offer on-line tutoring. Our tutors in the one-on-one program are trained and supported by our staff team.
- b. **How was the Contractor selected?** Quotes, RFP/RFQ, Sealed Bid or Sole Source? New Haven Reads submitted the YFCE annual RFQ, community partner's questionnaire, and relevant forms such as insurance, disclosure, and W9 forms in order to ensure the contractor meets the Extended School Hours Grants and NHPS standards.
- c. **Please describe the selection process including other sources considered and the rationale for selecting this Contractor:** The Director and Afterschool Coordinator for the YFCE department met with the New Haven Reads Director and concluded the program provides services for NHPS students which support improved reading levels and overall improvement in academic areas. New Haven Reads submitted a proposal memo and Request for Qualifications packet which are included in the selection process.

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?** In New Haven, about 70% of third graders are reading below grade level which is an important statistic because 55% of 3rd and 4th graders who read below grade level will fail to graduate from high school without an intervention program like New Haven Reads. The program focuses on working with students who read below grade level and giving them the skills and confidence to become fluent readers. It is an individualized program and one-on-one. A trained volunteer tutor works at least once a week across the year with the child on his particular literacy needs. New Haven Reads works and supports students so they can be academically successful and break the cycle of illiteracy.

The programs performance will be measured through student report cards, the Consortium on Reading Excellence (CORE) Test, and monitoring student progress through the online phonics program (*Lexia*) and the students' workbooks (e.g. Explode the Code, Wordly Wise, Reasoning and Reading).

- 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?** New Haven Reads is closely aligned with the District's Plan because we are also focused on reducing educational gaps for our students and ensuring that they have the skills to be successful both at school and subsequently in life. Research has shown that appropriate interventions will reduce the dropout rate for students who are not grade level readers in 3<sup>rd</sup> and 4<sup>th</sup> grades. New Haven Reads provides targeted, individualized literacy support and interventions that lead to student success.

10. **Why do you believe this Agreement is fiscally sound?** New Haven Reads is currently in its twentieth year of serving the New Haven community. The one-on-one literacy tutoring program is well-established and has a proven track record of successful program delivery and of impressive gains demonstrated by participants. The cost of providing quality, one-on-one tutoring to students is a sensible investment compared to the costs to the student, his family, community, and the state if students do not become successful readers. Furthermore, New Haven Reads does much more than enable a child to become a reader. With the help of a personal tutor teaching and encouraging students on to greater levels, the confidence and the aspirations of students grows by leaps and bounds. The total per pupil expense for the New Haven Reads program is \$62.50 per session. An alternative contractor would cost approximately \$70.00 – \$150.00 for a comparable program. The value of enabling a child to become a successful, confident and fluent reader is immeasurable.

11. **What are the implications of not approving this Agreement?** Students will not have an opportunity to engage in an extended school hour's program that provides a safe and nurturing environment. Students will lack the academic assistance which may support and encourage them to greater academic levels.

Rev: 8/10/2020



NEW HAVEN PUBLIC SCHOOLS

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

**New Haven Reads**  
FOR DEPARTMENT/PROGRAM:

**Youth, Family, and Community Engagement**

This Agreement entered into on the 9 day of March 2021, effective (*no sooner than the day after Board of Education Approval*), the 10 day of March, 2021, by and between the New Haven Board of Education (herein referred to as the “Board” and, New Haven Reads located at, 45 Bristol St, New Haven CT 06511 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$312.50 per day for a total of 80 days.

The maximum amount the contractor shall be paid under this agreement: twenty-five thousand dollars and no cents (\$25,000.00). 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 the **Extended School Grant Programs** of the New Haven Board of Education,

**Account Number:** 2579-5326-56694 **Location Code:** 0000 (\$25,000.00)

This agreement shall remain in effect from March 9, 2021 to June 30, 2021

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

New Haven Reads will provide after-school tutoring for students who are reading below grade level. New Haven Reads will provide programs during the school year and during the summer.

**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'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

**February 10, 2021**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Kirsten Levinsohn, Executive Director**

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

Revised: 11/27/19



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





## **New Haven Board of Education**

### **Afterschool Programming**

**March through June 2021**

#### **Scope of Services**

If granted, New Haven Reads will be utilizing funds from the NHPS BOE Afterschool Programming award (\$25,000) to support our afterschool tutoring program from March 10 to June 12th.

New Haven Reads provides one-on-one after-school literacy tutoring to students who are reading below grade-level six days a week. All of our programs are free of charge to participants, and we are open to students first grade through twelfth. The only criteria to join our program is that the student is reading below grade level.

As a partner of the New Haven Public Schools Office of Youth, Family and Community Engagement, New Haven Reads will:

- Bring 25 students off of our waitlist and assess them to determine specific areas of need. If the family has technology or connectivity issues, we will support those needs.
- This student will be placed with a trained tutor, and they will work together one to two times a week on Zoom focusing on the child's individual needs.
- The hour is highly structured and includes 15-20 minutes of *Lexia* (an online phonics program), 15-20 minutes reading and discussing a book of the

- Student's choice, 15-20 minutes of workbook or other activities that teach and reinforce needed skills, and 5-10 minutes of an education game to reinforce concepts and to end the tutoring session on a high note.
- Two New Haven Reads Site Directors will oversee the tutoring pairs and provide resources, answer questions, facilitate the tutoring sessions, communicate with parents, and connect with schools when needed.
- We anticipate attendance will be 80% or higher.
- We will use funds from the Afterschool Programming grant to support the salaries of our Site Directors who oversee the program.

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>New Haven Reads Community Book Bank</b>		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC, check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals, see instructions on page 3). Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) <b>45 Bristol Street</b>	Requester's name and address (optional) <b>New Haven Board of Education 54 Meadow St #3, New Haven, CT 06519</b>	
	6 City, state, and ZIP code <b>New Haven, CT 06511</b>		
	7 List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]	
OR	
Employer identification number	
7 6 - 0 8 0 7 3 3 0	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

**Sign Here**      Signature of U.S. person ▶ *Ally Bradford*      Date ▶ *2/5/2021*

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/w9](http://www.irs.gov/w9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.