



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From:
Date:
Re:

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:**
2. **Description of Service:**
3. **Amount** of Agreement and hourly or session cost:
4. **Funding Source** and **account number:**
5. **Approximate number of staff served through this program:**
6. **Approximate number of students served through this program:**
7. **Continuation/renewal or new Agreement?**
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?
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?
 - 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?
- d. Is the Contractor a public corporation?
- e. Is this a renewal/continuation Agreement or a new service?
- 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:

10. **Contractor Selection - In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor:**

Answer all questions

- a. What specific skill set does this contractor bring to the project? **Please attach a copy of the contractor's resume.**
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or **Sole Source designation from the City of New Haven Purchasing Department?**
- c. **Is the contractor the lowest bidder? If no, why? If not the lowest bidder, 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 the City of New Haven Purchasing Department.**

11. **Evidence of Effectiveness & Evaluation - Answer all questions:**

- a. What specific need will this contractor address?
- b. **Specifically, how will the contractor's performance be measured and monitored to ensure that the need is met?**
- c. If this is a renewal/continuation service **attach a copy of the evaluation or archival data that demonstrates effectiveness.**
- d. How is this service aligned to the District Continuous Improvement Plan?

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

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



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From:
Date:
Re:

Contractor Name:

Contractor Address:

Is the contractor a Minority or Women Owned Small Business?

Renewal or Award of Contract/Agreement?

Total Amount of Contract/Agreement and the Hourly or Service Rate:

Contract or Agreement #:

Funding Source & Account #:

Key Questions: (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. What specific service will the contractor provide:**
- 2. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:**
- 3. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?**
- 4. If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?**
- 5. If this Contractor is New has cost for service increased from previous years? If yes, by how much?**
- 6. Is this a service existing staff could provide? Why or why not?**



NEW HAVEN PUBLIC SCHOOLS

Use of New Haven Public Schools Facilities 2021-2022

Cost and Protocol for Permit Approval



It is the policy of the New Haven Public Schools that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

Dr. Nline Tracey
Superintendent
New Haven Public

Phone: 475-220-1647

Email: heather.barbarotta@new-haven.k12.ct.us

Web: www.nhps.net

CLASSIFICATIONS

TIER I

School, Student, Teacher, Parent and Government Sponsored Events

Fully Subsidized

Examples: Student clubs, school athletics, parks & recs programs. Special meetings sponsored by the school system which are of general interest, educational, parent-teacher organizations, elections, aldermanic meetings, special board meetings, health fairs, youth organizations: scouts, athletic association, public sector groups and/or private groups that provide educational, civic, recreational or charitable activities And that take place on **weekdays, or evenings when schools are open and do not charge an admission.**

TIER II

Events that are of public interest non governmental or non school related events.

Partially Subsidized

New Haven based, **non-profit organizations** fundraising events, church services/meetings and other requests that not covered in Category I.

Examples: Parent /Teacher Organization fundraisers, New Haven based commercial or business requests, New Haven based organized community groups that occur on **weekends, holidays or hours when schools are not normally open or that charge an admission fee and/or when majorities of the group are not residents of the city.**

TIER III

Market Rate or Commercial

Not Subsidized

Non-New Haven services/meetings, non- profit organization fundraising events, **for profit events**, fees are charged and other requests not covered in Category I or Category II.

Examples: Movie productions, recitals, parties or celebrations, personal or non-community events, sports tournaments, religious fundraising events, AAU events.

STAFF CHARGES (HOURLY)

	TIER I	TIER II	TIER III
CUSTODIAL (HOURLY)	\$0	\$48	\$96
SECURITY (HOURLY)	\$0	\$48	\$96
CAFETERIA WORKER (HOURLY)	\$0	\$48	\$96
AV TECHNICIAN (HOURLY)	\$0	\$50	\$100
ENERGY SURCHARGE (HOURLY)	\$0	\$40	\$80

RENTAL RATES (FLAT RATE)

	TIER I	TIER II	TIER III
AUDITORIUM- HIGH SCHOOL	\$0	\$350	\$850
AUDITORIUM- MIDDLE SCHOOL	\$0	\$200	\$700
GYMNASIUM- HIGH SCHOOL	\$0	\$400	\$1000
GYMNASIUM- MIDDLE SCHOOL	\$0	\$250	\$800
CAFETERIA- HIGH SCHOOL	\$0	\$300	\$500
CAFETERIA- MIDDLE SCHOOL	\$0	\$200	\$400
KITCHEN- HIGH SCHOOL	\$0	\$300	\$500
KITCHEN – MIDDLE SCHOOL	\$0	\$250	\$400
CLASSROOM-HIGH-SCHOOL	\$0	\$50	\$100
CLASSROOM – MIDDLE SCHOOL	\$0	\$50	\$75
BRAMS HALL	\$0	\$200	\$500
PARKING LOTS	\$0	\$100	\$150
POOL	\$0	\$300	\$500

****STAFF FEES WILL BE CHARGED FOR ALL EVENTS THAT OCCUR ON WEEKENDS, HOLIDAYS OR HOURS WHEN SCHOOLS ARE NOT NORMALLY OPEN****

EVENTS FOR OUT OF CITY GROUPS WILL NOT BE SUBSIDIZED

Facilities Department has sole discretion for placing groups into the categories listed. For assistance in determining group classification please contact New Haven Public Schools at (203) 691-3900.



NEW HAVEN PUBLIC SCHOOLS

Rules and Regulations

- **ALL EVENTS AND PROGRAMS MUST HAVE AN APPROVED BUILDING PERMIT** issued by the BOE Facilities Department. This includes BOE\school sponsored events, City of New Haven events and outside organizations.
- **Insurance is required for all permits. See “insurance requirements” below.**
- To obtain an event permit, an application must be completed and submitted to the facilities department at 375 Quinnipiac Avenue. This can be done via:
 - Mail:** 375 Quinnipiac Avenue, New Haven, CT 06513
 - Email:** heather.barbarotta@new-haven.k12.ct.us
 - Drop off:** 375 Quinnipiac Avenue, New Haven, CT 06513
- Permits are issued for only the dates, hours, and area and equipment specified. Permit holders shall not transfer or sublet the permit to another organization.
- Applications shall be filed with the Department of Facilities **a minimum of three weeks before** the day for which the application is made. Application must have ALL fields completed, including telephone number, email address and billing address of the applicant. PO box is not acceptable for a billing address.
- Priority of use goes to school related and government sponsored activities. Permits must be submitted with advanced notice in order to be considered for priority use.
- The use of tobacco, alcohol, or any illegal substance is not allowed in any of the New Haven Public School Facilities. There can be no advertising or decoration promoting such substances.
- All activities **must be under competent supervision at all times** by a member of the organization using the facilities whom assumes full responsibility. This leader will insure proper use of the facilities by the participants, and audience. Participants are never to be left unattended.
- Damages or theft of school property deemed to be caused during an event or activity will be charged to the applicant.
- New Haven Public Schools reserves the right to determine if a custodian or security/police officer is required.
- No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- **Inflatables are prohibited inside of any NHPS facility (including but not limited to bounce houses, balloons etc..)**
- **Vending of food or any other items is not permitted unless authorized by the City of New Haven's Permit & License Center (203-946-8388).**
- Rental charges shall be made in accordance with the schedule of rental rates. Rates are charged at the sole discretion of the department of facilities for New Haven Public Schools. All fees for rental and custodial labor are estimated costs prior to use. Actual fees for rental and custodial labor are determined after the event has taken place.
- Special sound and audio visual equipment must be operated by a designated NHPS technician.



Rules and Regulations

- Food and drink must not be transported from the area designated on the permit.
- The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in the permit.
- When use of Audio Visual or Television equipment is needed, details must be communicated precisely on application to determine if an AV technician is required.
- Events will not be penciled in. Permits are not issued without an appropriate application submitted and approved.

INSURANCE REQUIREMENTS

You are required to provide a certificate of insurance for your event. If your organization does not currently have a minimum \$1M active commercial general liability policy, you will need to acquire at a minimum a single-day policy for the date of your event (additional days of coverage if setup is prior to the event date or if your program or event spans multiple days). Homeowners insurance or medical insurance does not meet the insurance requirements.

The insurance certificate must have the following listed as additionally insured:

1. **The New Haven Public Schools**
54 Meadow Street
New Haven, CT 06519
2. **The City of New Haven**
200 Orange Street
New Haven, CT 06510
3. **GoTo Services**
117 Kendall Street
New Haven, CT 06512





NEW HAVEN PUBLIC SCHOOLS

Transportation Office

(475) 220-1600

Memorandum

Date: July 21, 2021, Revised July 29, 2021

To: Dr. Ilene Tracey, Superintendent of Schools

cc: Thomas Lamb, Chief Operating Officer

From: Carl L. Jackson, Director of Transportation 

Subject: National Bus Driver Shortage

We have been meeting weekly with First Student to plan for FY21/22 school transportation. One of the recurring topics of those meetings is bus driver availability. There is currently a national shortage of bus drivers. The shortage is a result of several factors, including COVID-19 driver apprehensions and competitive wages to attract certified drivers. There is no definitive way to determine the national shortage will have an impact on New Haven Public Schools at this time, and the earliest we will know for sure will be approximately August 12, 2021. This is the planned date First Student will complete all bus routes and assign drivers to those routes.

We have taken several proactive measures to mitigate driver shortages, including, but not limited to the following:

- First Student is consistently recruiting on their website, in the community, and during job fairs. These efforts generally yield 2 – 4 applications a week.
- The Transportation Office, working with First Student and Danny Diaz, sent A parent Link message with the attached flyer to inform parents and the community that First Student is hiring. This joint effort has yielded 25 applications thus far.
- First Student is offering bonuses of up to \$4000 for \$1000 to entry-level drivers upon the completion of training. The pay rate of \$20.11 is competitive. First Student pays all driver recruitment bonuses and incentives. NHPS is only responsible for contracted rates and terms in the current agreement.
- The Transportation Office is meeting with First Student weekly and reviewing all elements of the FY21/22 transportation plan, including driver availability.

Attached is a link to an article from *EducationWeek* that highlights the national drivers' shortages. Please contact me if you need to discuss this further.

<https://www.edweek.org/leadership/bus-driver-shortages-worsening-for-many-districts-as-schools-reopen/2021/05>

First  Student
NOW HIRING

SCHOOL BUS DRIVERS

203-690-7500

Our New Haven, CT location is hiring school bus drivers! They are proud to offer paid CDL training and \$20.11/hr. starting wage once training has been completed! An amazing incentive we offer is our Child Ride Along Program. If your child is over the age of 1 year old, you can bring them to work with you! Interested in learning more about our New Haven, CT location? Click the link below!

SCHOOL & DISTRICT MANAGEMENT

Bus Driver Shortages Worsening for Many Districts as Schools Reopen



By [Dalia Faheid](#) — May 19, 2021 ⌚ 6 min read



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As more Americans receive COVID-19 vaccines and schools reopen, school districts across the country are struggling to find bus drivers to transport students back to school.

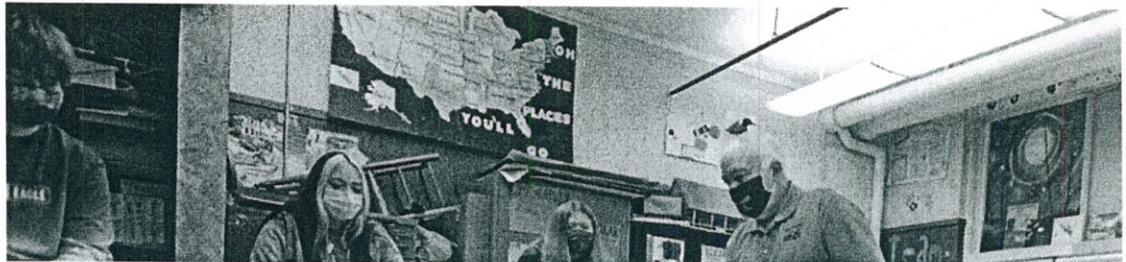
Finding school bus drivers has been a longstanding problem for districts, but it's been exacerbated by the pandemic and the widespread return to school. In a survey taken in March by HopSkipDrive, nearly four-fifths of school transportation professionals including superintendents, directors of transportation, and school transportation staff said the bus driver shortage was a problem for them. More than half of school districts with 25,000 to 100,000 students said they believed it could take three months or more to resume normal transportation operations.

One problem is that many bus drivers are not returning to those jobs when schools reopen. Some are older or have pre-existing medical conditions, making them at high risk for complications from COVID-19. Other drivers have transitioned to jobs in the private sector after a year of being unemployed or furloughed.

SEE ALSO

EQUITY & DIVERSITY

Why Two Superintendents Of Mostly-White Districts Are Actively



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Because of social distancing protocols, school buses are operating at about 50 percent capacity, in most places, which means schools will need many more additional drivers as schools reopen. But filling those bus driver seats has been a struggle for many districts because of the short hours, rigorous training, and a shrunken pool of substitute drivers. And with driver's license agencies closed for a significant period during the pandemic, districts weren't able to certify new recruits.

"You're not seeing the full ramification of this because we are just kind of returning to school," said National School Transportation Association Executive Director Curt Macysyn. He said the worst effects of the pandemic-fueled shortages are yet to come.

Experts say the school bus driver shortage could be improved by offering paid training, and better benefits to attract newcomers to the field, focusing on driver retention, and staggering school start times so the same buses can run two routes per shift.

Districts are scaling back services

In the meantime, some districts are cutting back on transportation services. Milwaukee Public Schools canceled 160 bus routes in April because there weren't enough drivers. Cherie Hime, the executive director of the Wisconsin School Bus Association, said the issue had been ongoing for 20 years in the state but became a "transportation logistics nightmare" during the pandemic. After Milwaukee schools closed to in-person instruction in March of 2020, the district's drivers had to take other jobs, and only about 60 percent to 70 percent returned when schools reopened. Hime said the impact of the driver shortage, besides the reduced routes, has been that drivers are working extra shifts.

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Before COVID-19, Denver schools had 20 to 30 different bell times across the district. This fall, schools will start in three time windows based on grade levels: 7:30 to 7:40 a.m., 8:05 to 8:25 a.m., and 8:50 to 9:10 a.m. With those new bell times, the existing drivers will work longer shifts and drive to several schools back-to-back, but the district is still short 20 more drivers.

“It’s really important that we can get back to full transportation so that our students can have the access that they deserve to education,” said Jim Carpenter, the district’s deputy superintendent of operations.

In Lee’s Summit, Mo., school district officials are considering increasing benefits for bus drivers, who work only five hours per day, so that they don’t lose them to private industry and to attract replacement drivers for those who moved on to another job during the pandemic.

“You’re not just driving a bus, you’re there providing for kids, and at the same time you’re maneuvering a 40-foot bus filled with children behind you,” said Lee’s Summit Superintendent David Buck, noting that the difficulty of the job makes it less appealing to prospective applicants.

Another issue is that, while states like Missouri have legalized medical marijuana, bus drivers are still required to pass random drug tests, which makes some drivers balk.

To deal with the shortage, the district has had to combine routes for the 9,000 students taking the bus, but that number is expected to increase to 14,000 by next school year.

Additionally, 24 school staff members are driving buses to substitute for missing drivers.

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In Ellensburg, Wash., the district experienced a 33 percent loss in school bus drivers since last spring, losing 13 out of 39 drivers. Officials have implemented a staggered start schedule, ranging from a grade school start at 7:30 a.m. to a high school start at 9:20 a.m. But that makes it difficult for parents with students of varying ages, so the district is working on closing the gap between start times.

District leaders are also considering offering drivers eight-hour shifts, arranging for them to work as paraeducators during the day, between driving times. “We’re gonna have to really look at that position differently, because they’re such an essential staff member,” Superintendent Jinger Haberer said.

Several districts, including Lee’s Summit and Ellensburg, are starting to pay drivers for the training hours they put in before they meet official job-entry requirements as another enticement.

Beaufort County Schools in South Carolina shifted its recruitment tactics to targeted advertisements on digital platforms like Facebook and putting geofences, which allow marketers to target customers with advertisements based on where they are, around areas like grocery stores with high traffic, according to Eldrige Black, the district’s director of transportation.

The NSTA, meanwhile, is proposing a commercial driver’s license specific to school buses, which would streamline the skill requirements. Paying bonuses to drivers getting back to work could also make the job more appealing, said the NSTA’s Macysyn.

“There are a lot of people out there very passionate about the job, so we just want to kind of

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