



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: Curriculum Associates

Doing Business As, if applicable:

Business Address: 153 Rangeway Road, North Billerica, MA

Business Phone: (860) 225-0248

Business email: orders@cainc.com

SS# OR Tax ID #: 26-3954988

Funding Source & Acct # including location code: **School Improvement Grant (SIG)**  
Account # **2531 6458 56694**

Principal or Supervisor: Adela Jorge

Agreement Effective Dates: From 2/16/2024 To 6/30/2024

Hourly rate or per session rate or per day rate.

Total amount: 25 days @\$2,200 for a total of \$55,000.00

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

i-Ready professional development will be provided to all teachers of math, over a five month period. This training will provide 25 days of one-on-one co-planning, co-modeling, co-teaching, observations, walkthroughs as well as support and training during grade level meetings, including support for school leadership.

Submitted by: Jorge Adela Phone: (475) 220-7600



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Adele Jorge, Principal of Robert Clemente Leadership Academy  
**Date:** 2/6/24  
**Re:** Curriculum Associates IReady Professional Development 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:** Curriculum Associates
2. **Description of Service:** Professional Development i-Ready Classroom and Ready Mathematics Core Advanced User Package - Ready or i-Ready Classroom Tailored Support On Site
3. **Amount** of Agreement and hourly or session cost: \$55,000.00
4. **Funding Source** and account number: **SIG**
5. **Continuation/renewal or new Agreement?**  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? If yes, by how much? No
  - b. What would an alternative contractor cost: N/A
  - 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. If no, why not?  
No. I-Ready is a new program that the district began to roll out last year. Our staff needs the training in order to utilize the entire scope of the program.
6. **Type of Service:**  
**Answer all questions:**
  - a. Professional Development? Yes
    - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No. This is a specialized program that the staff at Roberto Clemente is not yet trained in, and there is not a trained person at the district office who can provide this training.
  - b. After School or Extended Hours Program? **No.**
  - c. School Readiness or Head Start Programs? **No.**
7. Other: (Please describe)  
**Contractor Classification:**  
**Answer all questions:**
  - a. Is the Contractor a Minority or Women Owned Business? **No.**

**February 2024 to June 2024**

- b. Is the Contractor Local? **No.**
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? **No. It's a national organization.**
- d. Is the Contractor a public corporation? **No**
- e. Is this a renewal/continuation Agreement or a new service? **This is a new service agreement for Roberto Clemente, however, this professional development package is in alignment with the district roll out for IReady Math**
- f. If it is a renewal/continuation has cost increased? If yes, by how much? **N/A**
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: **Yes. This agreement will provide professional learning for all math teachers at Roberto Clemente Leadership Academy. This agreement is in alignment with our district wide adoption of the i-Ready 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. **This agreement is in alignment with New Haven Public Schools' district-wide adoption of the i-Ready program.**
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? **The Contractor is Sole Source.**
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: **N/A This contractor is Sole Source**

**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? **This contractor will provide professional learning for all of the math teachers in the I-Ready math program that the district adopted last year.**
- 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? **This agreement is in direct alignment with the NHPS Strategic Plan.**

10. Why do you believe this Agreement is fiscally sound? **The services covered in this Agreement have been approved as part of the School Improvement Grant Application which was awarded to Roberto Clemente Leadership Academy. School Improvement Grant (SIG) funding will be used to fund this agreement.**

11. What are the implications of not approving this Agreement?  
**If this agreement is not approved we will not be in alignment with our New Haven Public Schools' Strategic Plan, specifically professional development for all educators. Providing effective professional learning is an integral factor in building and sustaining effective educators.**

**February 2024 to June 2024**



NEW HAVEN PUBLIC SCHOOLS

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

**Curriculum Associates**

FOR DEPARTMENT/PROGRAM:

**Roberto Clemente Leadership Academy**

This Agreement entered into on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, effective (*no sooner than the day after Board of Education Approval*), the \_day of \_\_\_\_\_, 20\_\_, by and between the New Haven Board of Education (herein referred to as the “Board” and, **Curriculum Associates** located at, **153 Rangeway Rd., North Billerica, MA 01862** (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of **\$55,000** for a total of **25 days at \$2,200 per day**.

The maximum amount the contractor shall be paid under this agreement: **fifty five thousand (\$55,000)**. 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 \_\_\_\_ SIG Grant \_\_\_\_ **Program** of the New Haven Board of Education, **Account Number:** 2531 6458 56694 **Location Code:** \_ \_ \_ \_.

This agreement shall remain in effect from . February 2024-June 2024

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

i-Ready professional development will be provided to all teachers of math, over a two year period. This training will provide 52 days of one-on-one co-planning, co-modeling, co-teaching, observations, walkthroughs as well as support and training during grade level meetings, including support for school leadership.

**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.*

**February 2024 to June 2024**

***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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

Revised: 11/27/19

**February 2024 to June 2024**



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.

**February 2024 to June 2024**

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.

# Curriculum Associates®

**Prepared For:**

Adela Jorge  
Clemente Leadership Academy  
360 Columbus Ave,  
New Haven, CT 06519

## Professional Development Session Co-Modeling FY 2023-24

2/5/2024

Dear Adela Jorge,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and/or services included. If you have any questions or would like any changes, please contact us.

Implementation Starting: 2023-2024    Quote ID: 332010.5    Quote Valid through: 12/31/2024

Product	Net Price
Professional Learning	\$55,000.00
Shipping/Tax/Other:	\$0.00
<b>Total:</b>	<b>\$55,000.00</b>

Thank you again for your interest in Curriculum Associates.

**Sincerely**

Lisa Cattaruzza  
203-848-8435  
lcattaruzza@cainc.com

**Please submit this quote with your purchase order**



# Curriculum Associates®

Quote ID: 332010.5

Date: 2/5/2024

Quote Valid through: 12/31/2024

**Prepared For:**

Adela Jorge  
Clemente Leadership Academy  
360 Columbus Ave,  
New Haven, CT 06519  
Adela.Jorge@new-haven.k12.ct.us

**Your Representative:**

Lisa Cattaruzza  
203-848-8435  
lcattaruzza@cainc.com

## Professional Development Session Co-Modeling FY 2023-24

**Professional Learning**

Product Name	Item #	Qty	Net Price	Total
Professional Learning i-Ready Classroom and Ready Mathematics Core Advanced User Package - Ready or i-Ready Classroom Tailored Support On Site (Year 3 Recommended)	30074.0	25	\$2,200.00	\$55,000.00
			Professional Learning Subtotal:	\$55,000.00

Total	
List Total:	\$55,000.00
Savings:	\$0.00
Merchandise Total:	\$55,000.00
Voucher/Credit:	\$0.00
Estimated Tax:	\$0.00
Estimated Shipping:	\$0.00
<b>Total:</b>	<b>\$55,000.00</b>

### Special Notes

F.O.B.: N. Billerica, MA 01862  
Shipping: Shipping based on MDSE total  
Terms: Net 30 days, pending credit approval  
Fed. ID: #26-3954988

**Please submit this quote with your purchase order**

N1

# Curriculum Associates®

## Information on Professional Learning Sessions and COVID-19

Protecting the health and safety of the educators we serve and their students, as well as the health and safety of our employees, is of paramount importance to Curriculum Associates. While it is our preference to deliver PL sessions in person, circumstances related to COVID-19 may require us to provide sessions virtually instead. Curriculum Associates' policy is to only provide PL sessions in person where one of our employees can reach the session site by car and where adequate safety measures are in place to protect the health of our session leaders and participants. Curriculum Associates reserves the right to switch any session from in-person to virtual if we cannot reach a session site by car, if adequate safety measures cannot be put in place, or if Curriculum Associates determines that it would otherwise put its employees at risk to provide an in-person session.

If your school or district will not permit visitors at the time of a scheduled session, Curriculum Associates would be happy to provide an equivalent live, virtual session via videoconference. Similarly, Curriculum Associates will comply with your school or district's health and safety requirements regarding on-site visitors if we are given adequate advance notice. Our PL Operations team will work with school or district personnel to hold sessions in a manner that protects the safety of educators and your school community as well as Curriculum Associates employees.

We are pleased to be able to serve you in these challenging times and look forward to providing productive learning sessions to your staff. Any questions regarding scheduling in-person or virtual training sessions should be directed to [pdoperations@cainc.com](mailto:pdoperations@cainc.com).

# Curriculum Associates®

## Placing an Order

**Email:** [Orders@cainc.com](mailto:Orders@cainc.com)

**Fax:** 1-800-366-1158

**Mail:**

ATTN: CUSTOMER SERVICE DEPT.

Curriculum Associates LLC

153 Rangeway Rd

North Billerica, MA 01862-2013

Please visit [CurriculumAssociates.com](http://CurriculumAssociates.com) for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions.

Please attach quote to all signed purchase orders.

If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to [exempt@cainc.com](mailto:exempt@cainc.com).

## Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	7% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is 500lbs.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to submitting your PO so that we can include the service on your quote appropriately:

- Interior Location Delivery \$50/shipment location
- White Glove Delivery Service \$350/shipment location

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$100/shipment location
- Freight Storage \$150/day/shipment location
- Freight Carrier Redelivery \$100/shipment location

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

## Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH payments. If you would like to pay via ACH, please request remittance information by emailing [AR@cainc.com](mailto:AR@cainc.com).

Please send any payment notifications to [payments@cainc.com](mailto:payments@cainc.com). Credit card payments are only accepted for purchases under \$50,000.

## Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at [invoices@cainc.com](mailto:invoices@cainc.com) or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

## Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use, which can be found at [i-ready.com/support](http://i-ready.com/support). Customer's professional-learning sessions will expire two years following the date of your purchase order or the implementation year noted on your quote, whichever comes first and are subject to the Professional Learning Terms of Service, which can be found at [i-ready.com/support](http://i-ready.com/support).

## Return Policy

For any non-print products - your subscription may be terminated and you may request a pro-rata refund within 90 days of license start date. After 90 days, your non-print products purchase shall be final and no refunds are available. Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased print materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 2) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, Ready Classroom® student and teacher sets, and Magnetic Reading classroom kits.

**2023 / 2024**

Curriculum Associates®, LLC is pleased to confirm that we are the sole publisher and vendor of materials as shown in our current catalog and website [www.curriculumassociates.com](http://www.curriculumassociates.com) with the following exception:

- Curriculum Associates®, LLC is the exclusive distributor of the configuration shown for the Ready Common Core grades K & 1 Reading Teacher Support Package.
- i-Ready® Classroom may include manipulatives for which Curriculum Associates' supplier, hand2mind, Inc. ("H2M"), is not the sole purveyor. However, H2M is the exclusive distributor of the i-Ready® Classroom manipulative kits package configuration, which was designed and created as a result of a joint collaboration between Curriculum Associates and H2M.

Our materials are not sold to resellers in the United States and are available for purchase only through Curriculum Associates, LLC. If you need additional information, please contact our Customer Service Department at 1-800-225-0248.

Thank you for your interest and support of our materials.

Sincerely,



Woody Paik

Executive Vice President, Sales

