



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: **Curriculum Associates, LLC**

Doing Business As, if applicable:

Business Address: **153 Rangeway Road, North Billerica, MA 01862**

Business Phone: **904-515-8344**

Business email: **Jeff Ohmer, johmer@cainc.com**

Funding Source & Acct # including location code:
ARP ESSER III Carryover Program acct# 2553-6399-56694-0411

Principal or Supervisor: **Monica Joyner**

Agreement Effective Dates: From: **10/11/2023 to 6/30/2024**

Hourly rate or per session rate or per day rate:
\$52,000 per school year for professional development with on-site full-time consultant. \$2000 per day for 26 days for each of the 4 priority schools, for a grand total of \$52,000.00 per school. Total Amount: \$208,000 as per quote no. 337806.1 incorporated herein by reference.

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

Professional Development for i-Ready Classroom and Ready Mathematics Core Advanced User Package – tailored onsite support for four schools: Tropu, Brennan-Rogers, Clemente, and Wexler-Grant.

Submitted by: **Monica Joyner** Phone: **(203) 479-0189**



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: New Haven City School District
Date: September 19, 2023
Re: Curriculum Associates, LLC

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, LLC

Description of Service:

Curriculum Associates, LLC will provide Professional Development i-Ready Classroom and I-Ready Mathematics Core through a dedicated consultant who will work solely with New Haven Public Schools daily for the lifetime of this contract. An additional 40 hours (20 hours each of the 1st two years) of tailored support sessions will be provided by additional consultants to meet the needs of teachers and staff when the need for more than one consultant arises.

2. **Amount of Agreement and hourly or session cost:** \$208,000.00 as per quote no. 337806.1 incorporated herein by reference. \$2,000 per day for 26 days at 4 schools.

3. **Funding Source and account number:**

ARP ESSER III Carryover Program acct# 2553-6399-56694-0411

4. **Approximate number of staff served through this program or service:** 80

5. **Approximate number of students served through this program or service:** 1500

6. **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:

N/A. Sole Source

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

Never because it is a sole source vendor.

d. For new or continuation: is this a service existing staff could provide? If not, why not?

No. Because there is proprietary content and current staff do not have the knowledge or longevity of experience necessary to deliver it. The plan is to build that internal competency and knowledge so our coaches and staff will be able to deliver this core instructional knowledge to deliver this professional development.

7. 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. Because there is proprietary content and current staff do not have the knowledge or longevity of experience necessary to deliver it. The plan is to build that internal competency and knowledge so our coaches and staff will be able to deliver this core instructional knowledge to deliver this professional development.

b. After School or Extended Hours Program? **No**

c. School Readiness or Head Start Programs? **No**

d. Other: (Please describe)

8. Contractor Classification:

Answer all questions:

a. Is the Contractor a Minority or Women Owned Business? **No**

b. Is the Contractor Local? **No**

c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? **No**

d. Is the Contractor a public corporation? **No**

e. Is this a renewal/continuation Agreement or a new service? **Renewal/Continuation**

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

g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:

Yes. Because this is proprietary content and our current staff currently does not have the knowledge or longevity of experience necessary to deliver the PD internally. The plan is to build that internal competency and knowledge so our coaches and staff will be able to deliver this core instruction in the future.

9. 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's website if a company:

<https://www.curriculumassociates.com/professional-development/courses>

b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?

As the curriculum resource company, they are the sole source of the sought-after professional development.

c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?

This contractor was selected because the company was selected as the provider of our curriculum resources.

d. Who were the members of the selection committee that scored bid applications? **NA**

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. **Attached**

10. 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?
The specific need this contractor will address is developing and increasing teacher and coach knowledge of all the curriculum resources and their ability to effectively use all of those resources. Performance will be measured by participant surveys, observation of the PD, and observation of teachers' use of the resources through classroom walk-thoughts. Performance will be monitored by the curriculum supervisor and district coaches.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
The limited PD provided last year resulted in increased teacher self-efficacy across all four schools. Student typical growth across schools ranged from 73% - 98% with 33% of our students meeting stretch growth SBAC scores increased across grades 3-7.
- c. How is this service aligned to the District Continuous Improvement Plan?
Part of the DCIP is academic learning and Talented Educators. This service will enable our educators to become more adept at delivering instruction using this program, thereby creating more talented educators and improving the academic learning of our students.

11. Why do you believe this Agreement is fiscally sound?
The curriculum resource has been purchased for the district and this professional development ensures that the program is run with fidelity after teachers are well trained.
12. What are the implications of not approving this Agreement
**Teachers will continue to struggle while attempting to learn how to use the resources on their own and will likely miss built-in opportunities for student to learn and grow due to lack of knowledge of what is available.
Teachers of the most vulnerable students in our 4 priority schools will not receive the best opportunity to improve their teaching to best meet the needs of our students.**



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

CURRICULUM ASSOCIATES, LLC

FOR DEPARTMENT/PROGRAM:

New Haven Public Schools Department of Mathematics

This Agreement (“Agreement”) entered into on the 11th day of **October 2023**, effective (*no sooner than the day after Board of Education Approval*), the 11th day of **October 2023** by and between the New Haven Board of Education (herein referred to as the “Board” and, **Curriculum Associates, LLC** located at, **153 Rangeway Road, North Billerica, MA 01862** (herein referred to as the “Contractor”).

Compensation: The Board shall pay the Contractor for services in the amount of:
Hourly rate or per session rate or per day rate: 26 days of tailored support from a dedicated onsite consultant for each of the 4 priority schools at \$2,000 per day. \$52,00.00 per school for the year
Total Amount: \$208,000.00

The maximum amount the Contractor shall be paid under this agreement: **\$208,000.00**
Compensation will be made upon thirty (30) days of receipt of full invoice from Contractor issued following the Board’s issuance of Purchase Order to Contractor.

Fiscal support for this Agreement shall be by **ARP ESSER III PROGRAM C/O** of the New Haven Board of Education, **Account Number: 2553-6399-56694** Location Code: **0411**.

This agreement shall remain in effect from **October 11, 2023 to June 30, 2024**.

SCOPE OF SERVICE: *In the space below, please provide brief summary of service.*

Exhibit A: Scope of Service: Quote 337806.1

Exhibit B: Student Data Privacy – Not applicable to this professional development agreement.

Exhibit C: Contractor's Declaration Attesting to Compliance with Executive Order No. 13G – form must be completed by the contractor. See attached form for contractors who are working with students or staff in school or in after-school programs, regardless of location.: N/A

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 third-party 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 third-party 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: 9-27-21



NEW HAVEN PUBLIC SCHOOLS

Not applicable to this professional development agreement.

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. Contractor maintains the perpetual right to use deidentified student data for product development, product functionality and research purposes, as permitted under the Family Educational Rights and privacy Act (FERPA).
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. Contractor shall return or destroy identifiable data of Board students upon receiving a written request from the Board at termination of the Agreement or otherwise. If the Board notifies the Contractor that it no longer wishes the Contractor to hold its identifiable data, the data can be securely returned and/or destroyed. The contractor understands that, upon notification, the destruction of the Board's identifiable data is time-sensitive and can remove student identifiable data from its production servers promptly upon receipt of the Board's request.

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



MEMORANDUM

BUREAU OF PURCHASES

CITY OF NEW HAVEN

Shawn J. Garris, Acting Purchasing Agent
200 Orange Street, New Haven,
Connecticut 06510
Telephone (203) 946-8201
Facsimile (203) 946-8206
Email: sgarris@newhavenct.gov

DATE: April 5, 2023
TO: Monica Joyner, Supervisor of Mathematics
Carl Carangelo

SLSRC #20230405NHPS

FROM: Shawn J Garris,
Acting Purchasing Agent

RE: Sole Source – Curriculum Associates.

I have received your sole source request with supportive documentation for Curriculum Associates, a provider of professional development curriculum for educators and students. This vendor has historically for the past few years provided service to the New Haven Public School system. The curriculum is unique to the vendor.

Therefore, pursuant to Section 74(d)(i) of the City Charter, I hereby designate the above referenced vendor as the "Sole Source" vendor for the above referenced purpose. This Sole Source letter shall be reference for all future transaction associated with this vendor.

While all else remains the same, this sole source expires eight years from the date of this letter.

Please note any non-competitively bid contract which is \$100,000.00 or greater may require Board of Alderman approval.

Any questions, please feel free to contact me @ x8202.

cc: Arami Martinez, Accounts Payable
File



2022–2023

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 CurriculumAssociates.com with the following exception:

- *Ready*® Grades K and 1 Reading Teacher Support Packages include trade books for which Curriculum Associates, LLC is not the sole publisher. However, Curriculum Associates, LLC is the exclusive distributor of this package configuration.

Our materials are not sold to resellers 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,

A handwritten signature in blue ink, appearing to read "Woody Paik".

Woody Paik
Executive Vice President, Sales



Indispensable Tools for Today's ELL Professionals

SOLE SOURCE STATEMENT

2022–2023

To Whom It May Concern,

I am an authorized representative of Curriculum Associates, LLC, and I affirm that Curriculum Associates, LLC is the sole source supplier and vendor for all items related to the Ellevation subscription-based instructional management and training service.

Subscriptions and support services related to all Curriculum Associates, LLC data management and training products are provided only by Curriculum Associates, LLC and are not available through resellers in the United States.

We have done extensive market research and confirm there is/are no other like products or services available for purchase that would serve the same purpose or function for the above-named product or service.

Please let us know if you have any questions. Our contact information is below.

Sincerely,

A handwritten signature in black ink, appearing to read "Teddy Rice", written over a light blue horizontal line.

Teddy Rice
President and Cofounder
Ellevation, LLC
38 Chauncy St., 9th Floor
Boston, MA 02111
info@ellevationeducation.com

Curriculum Associates[®]

Prepared For:
Monica Joyner
New Haven Public Schools
54 Meadow St,
New Haven, CT 06519

Title I PD (Troup, Brennan-Rogers, Clemente, Wexler-Grant) Job Embedded

8/25/2023

Dear Monica Joyner,

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: 337806.1 Valid through: 12/31/2023

Product	Net Price
Professional Development	\$208,000.00
Shipping/Tax/Other:	\$0.00
Total:	\$208,000.00

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: 337806.1 Date: 8/25/2023 Valid through: 12/31/2023

Prepared For:
Monica Joyner
New Haven Public Schools
54 Meadow St,
New Haven, CT 06519
monica.joyner@new-haven.k12.ct.us
(475) 220-1000

Your Representative:
Lisa Cattaruzza
203-848-8435
lcattaruzza@cainc.com

Title I PD (Troup, Brennan-Rogers, Clemente, Wexler-Grant) Job Embedded

Augusta Lewis Troup School 259 Edgewood Ave, New Haven, CT 06511

Total Building Enrollment: 396, Grade Range: PK - 8

Product Name	Grade	Item #	Qty	Net Price	Total
Professional Development i-Ready Classroom and Ready Mathematics Core Advanced User Package - Ready or i-Ready Classroom Tailored Support On Site (Year 3 Recommended)	Multiple	30074.0	26	\$2,000.00	\$52,000.00
				Subtotal:	\$52,000.00
				Shipping:	\$0.00
				Tax:	\$0.00
				School Subtotal:	\$52,000.00

Brennan-Rogers Cmty Media Mag 200 Wilmot Rd, New Haven, CT 06515

Total Building Enrollment: 306, Grade Range: PK - 8

Product Name	Grade	Item #	Qty	Net Price	Total
Professional Development i-Ready Classroom and Ready Mathematics Core Advanced User Package - Ready or i-Ready Classroom Tailored Support On Site (Year 3 Recommended)	Multiple	30074.0	26	\$2,000.00	\$52,000.00
				Subtotal:	\$52,000.00
				Shipping:	\$0.00
				Tax:	\$0.00
				School Subtotal:	\$52,000.00

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

Total Building Enrollment: 399, Grade Range: K - 8

Product Name	Grade	Item #	Qty	Net Price	Total
Professional Development i-Ready Classroom and Ready Mathematics Core Advanced User Package - Ready or i-Ready Classroom Tailored Support On Site (Year 3 Recommended)	Multiple	30074.0	26	\$2,000.00	\$52,000.00
				Subtotal:	\$52,000.00
				Shipping:	\$0.00
				Tax:	\$0.00
				School Subtotal:	\$52,000.00

Wexler-Grant Cmty School 55 Foote St, New Haven, CT 06511

Total Building Enrollment: 265, Grade Range: K - 8

Product Name	Grade	Item #	Qty	Net Price	Total
Professional Development i-Ready Classroom and Ready Mathematics Core Advanced User Package - Ready or i-Ready Classroom Tailored Support On Site (Year 3 Recommended)	Multiple	30074.0	26	\$2,000.00	\$52,000.00
				Subtotal:	\$52,000.00
				Shipping:	\$0.00
				Tax:	\$0.00
				School Subtotal:	\$52,000.00

Total

Merchandise Total:	\$208,000.00
Voucher/Credit:	\$0.00
Estimated Tax:	\$0.00
Estimated Shipping:	\$0.00
Total:	\$208,000.00

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

Y4

Curriculum Associates®

Information on Professional Development 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 PD sessions in person, circumstances related to COVID-19 may require us to provide sessions virtually instead. Curriculum Associates' policy is to only provide PD 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 PD 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.

Curriculum Associates®

Placing an Order

Email: 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 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.

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

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.

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.

Please send any payment notifications to 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 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. Customer's professional-development sessions will expire two years following the date of your purchase order and are subject to the Professional Development Terms of Service, which can be found at <https://www.curriculumassociates.com/PDTOS>.

Return Policy

Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased 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 4) 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. i-Ready®, Toolbox®, and BRIGANCE® Online Management Systems may be returned for a pro-rated refund for the remaining time left on the contract. 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.