



NEW HAVEN PUBLIC SCHOOLS

## AGREEMENT COVER SHEET

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### Please Type

Contractor full name: *Southern Connecticut State University*

Doing Business As, if applicable: *Southern Connecticut State University*

Business Address: 501 Crescent St. New Haven, CT 06519

Business Phone: 203.392.6802

Business email: [fowlerj3@southernct.edu](mailto:fowlerj3@southernct.edu)

Funding Source & Acct # including location code: *ARP ESSER III C/O  
2553-6399-56694-0116*

Principal or Supervisor: *Dina Natalino, Supervisor of College & Career Pathways*

Agreement Effective Dates: *March 12, 2024 – May 31, 2024*

Hourly rate or per session rate or per day rate:

*Cost: \$729.68 per session – 7 total sessions*

Total amount: *\$5,107.74*

Description of Service: *Southern Conn. State University School of Nursing will be providing a career exposure opportunity to students at Nathan Hale School. Each week, a SCSU professor will visit Nathan Hale School to work with the 8<sup>th</sup> grade class. These lessons will be geared to expose students to different careers in the healthcare field. For the final session, week 7, the students will be transported to the SCSU College of Health and Human Services to take part in a simulation in a college lab. They will also receive a tour of the campus.*

Submitted by: Dina Natalino

Phone: 475-220-1785



NEW HAVEN PUBLIC SCHOOLS

# Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Dina Natalino/Keisha Hannans  
**Date:** 2/23/24  
**Re:** Southern Connecticut State University

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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:** *Southern Connecticut State University*
2. **Description of Service:** *Southern Conn. State University School of Nursing will be providing a career exposure opportunity to students at Nathan Hale School. Each week, a SCSU professor will visit Nathan Hale School to work with the 8<sup>th</sup> grade class. These lessons will be geared to expose students to different careers in the healthcare field. For the final session, week 7, the students will be transported to the SCSU College of Health and Human Services to take part in a simulation in a college lab. They will also receive a tour of the campus.*
3. **Amount of Agreement and hourly or session cost:** \$5,107.74 (\$729.68 per session – 7 total sessions)
4. **Funding Source and account number:** ARP ESSER III C/O 2553-6399-56694-0116
5. **Approximate number of staff served through this program or service:** N/A
6. **Approximate number of students served through this program or service:** 54
7. **Continuation/renewal or new Agreement?**  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? If yes, by how much? *This is a new contract for 2024.*
  - b. What would an alternative contractor cost: *N/A*
  - c. If this is a continuation, when was the last time alternative quotes were requested? *New Agreement*
  - d. For new or continuation: is this a service existing staff could provide. If no, why not? *No, it cannot be provided by any existing staff because of the unique skills it offers that SCSU professors have expertise in.*
8. **Type of Service:**  
**Answer all questions:**
  - a. Professional Development? *N/A*
    - 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? *N/A*
  - c. School Readiness or Head Start Programs? *N/A*
  - d. Other: (Please describe). *Career Exposure Program for Middle School Students*
9. **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? If yes, is it local or national? *Yes, it is local*
- d. Is the Contractor a public corporation? *Yes*
- e. Is this a renewal/continuation Agreement or a new service? *New agreement*
- f. If it is a renewal/continuation has cost increased? If yes, by how much? *New agreement*
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: *Not at this time*

#### 10. Contractor Selection:

##### Answer all questions

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company: *Not Applicable*
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? *Southern Connecticut State University is a public corporation locally.*
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? *Not applicable at this time.*
- d. Who were the members of the selection committee that scored bid applications? *Not applicable*
- 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. – *Not applicable*
- f. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? *State contractor local university*
- g. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: *Upon conducting a review of various local programs, Southern Connecticut State University has been identified as a partner for career exposure programming for students in relation to health career fields.*

#### 11. Evidence of Effectiveness & Evaluation

##### Answer all questions

- a. What specific need will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met? *As a district, we have a goal to increase career exposure to all students. Working with middle school students will assist with determining a high school that has programming that is the best fit for their current interests, overall increasing engagement and betting preparing them for their post-secondary goals.*
- b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness. *Not applicable.*
- c. How is this service aligned to the District Continuous Improvement Plan? *Academic learning goal 1.4 College and Career Readiness: Improve access to opportunities for internships, vocational experiences, certifications, and other initiatives directly related to career preparation.*

- 12. Why do you believe this Agreement is fiscally sound?** *This agreement provides an opportunity for middle school students to be exposed to careers in the health career field, which may peak the interest of students to follow a career path they may have not known about prior. Based on labor market analysis, there is a great need for students to enter these fields that will provide a viable income and opportunity for growth.*
- 13. What are the implications of not approving this Agreement?** *If this agreement is not approved, middle school students will lose out on the opportunity to learn about multiple career paths that are available to them after high school. They may also not select a high school that aligns with their future interest if they are not aware that these professions appeal to them.*



NEW HAVEN PUBLIC SCHOOLS

## AGREEMENT

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

**(Southern Connecticut State University)**

FOR DEPARTMENT/PROGRAM:

**New Haven Public Schools**

This Agreement entered into on the 11<sup>th</sup> day of March 2024, effective (*no sooner than the day after Board of Education Approval*), the 12<sup>th</sup> of March, by and between the New Haven Board of Education (herein referred to as the “Board” and, Southern Connecticut State University located at, 501 Crescent St. New Haven CT 06515 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$5,107.04 for a total of 7 sessions with students (\$729.68 per session)

The maximum amount the contractor shall be paid under this agreement: (\$5,107.74). Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service. of the New Haven Board of Education, ARP ESSER III C/O **Account Number: 2553-6399-56694 Location Code: 0116**

This agreement shall remain in effect from 3/12/2024 – 5/31/2024.

**SCOPE OF SERVICE:** *See attached.*

**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 Board shall indemnify, defend and hold harmless the State of Connecticut (“State”) and SCSU and their officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) claims arising, directly or indirectly, in connection with this Agreement including the acts of commission or omission (collectively, the “Acts”) of The Board; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys’ and other professionals’ fees, arising, directly or indirectly, in connection with claims, Acts of this Agreement. The Board shall use counsel reasonably acceptable to the State in carrying out its obligations under this Section. The Board shall not be responsible for indemnifying or holding the State or SCSU and their officers, representatives, agents, servants, employees, successors and assigns harmless from any liability solely from the negligence of the State, SCSU or any other person or entity acting under the direct control or supervision of the State or SCSU.

**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.

Robert Prezant  
Contractor Signature

\_\_\_\_\_  
President  
New Haven Board of Education

February 28, 2024  
Date

\_\_\_\_\_  
Date

Robert Prezant, Provost  
Contractor Printed Name & Title

Revised: 8/2021



**Southern Connecticut  
State University**

**COLLEGE OF HEALTH AND HUMAN SERVICES**

### **NHPS Independent Study and Clinical Program**

Southern Connecticut State University School of Nursing will provide a career exposure opportunity to students at Nathan Hale School over seven weeks beginning in March and ending in May 2024. Each week, a SCSU professor from the College of Health and Human Services will visit Nathan Hale School to work with the 8<sup>th</sup> grade class. Topics and lessons will expose students to different careers in the healthcare field. For the final session, students will visit the SCSU College of Health and Human Services to participate in activities in the interprofessional healthcare simulation center.

The costs associated with this initiative includes supplies and materials for hands on activities to demonstrate skills associated with select healthcare career pathways. The materials also will allow students to actively engage in creative and scientific problem-solving experiments.

The total cost is \$5,107.74.

SCSU Middle School Career Exposure - Breakdown of Costs

Personnel	Rate	Cumulative Cost
Faculty - TBD at 11.2 Professor Rate	\$ 57.40	36 \$ 2,066.40
Student Workers - TBD	\$ 16.00	16 \$ 256.00
		<b>Subtotal \$ 2,322.40</b>
Fringe	Rate	Cost
Faculty - TBD	10%	\$ 206.64
Student Workers - TBD	0%	\$ -
		<b>Subtotal \$ 206.64</b>
Materials and Supplies		
Operation Games		\$ 120.00
Personal Protective Equipment		\$ 108.00
Pipeline Challenge Supplies		\$ 146.00
Ball Transfer Challenge Supplies		\$ 204.00
Art Supplies		\$ 300.00
Public health supplies		\$250.00
Welfare game supplies		\$200.00
Tshirts for participants		\$1,250.00
		<b>Subtotal \$ 2,578.00</b>
		<b>Total \$ 5,107.04</b>





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**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.