



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Southern Connecticut State University

Doing Business As, if applicable:

Business Address: 501 Crescent St. New Haven, CT 06515

Business Phone: 203-392-6857

Business email: mikaelianp1@southernct.edu

Funding Source & Acct # including location code: 2553 900 6399 56694 70

Principal or Supervisor: Gregory Baldwin

Agreement Effective Dates: From mm/dd/yr. To mm/dd/yr. 1/17/24 to 6/30/24

Hourly rate or per session rate or per day rate.

Total amount: \$8574.00

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."* A professor from SCSU will be providing preparation, materials, instruction and evaluation of students in a college credit class at New Haven Academy, as approved by the Early College Experience program of SCSU. The spring course is being offered at NHA under the ESSER III funds.

Submitted by: Meredith Gavrin Phone: 203-214-0924



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:** Southern CT State University
2. **Description of Service:** Preparation, instruction and evaluation for 3-credit college course affiliated with SCSU's Early College Experience program. (Instructor has been approved by SCSU for this purpose).
3. **Amount of Agreement** and hourly or session cost: \$8,574.00 per session, per state university rate for 3-credit instruction.
4. **Funding Source** and account number: 2553 900 6399 56694 70
5. Approximate number of staff served through this program or service: N/A
6. Approximate number of students served through this program or service: 25
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? N/A

- 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; existing staff are neither available nor approved by SCSU to grant Social Work 200 credit to our students

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? N/A
- 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? N/A
- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? State University
- d. Is the Contractor a public corporation?
- e. Is this a renewal/continuation Agreement or a new service? New
- 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: N/A

10. 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:

SCSU provides Early College Experience classes on an ongoing basis as a collaboration with NHA (and other NHPS schools). We have run classes under the ECE program during the spring semester of 2020, 2021, 2022, and 2023 and over the summers of 2021, 2022 and 2023.

- 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:

- 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? Why was this contractor selected?
- d. Who were the members of the selection committee that scored bid applications?
- 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.

11. Evidence of Effectiveness & Evaluation

Answer all questions

The contractor will provide accelerated learning for participating students; they will not only engage in learning that will reinforce their reading and writing skills in preparation for college, but in addition, the course will earn students 3 credits at SCSU which they can transfer when they matriculate full-time as undergraduates. NHA administrators will observe the course and review student work on occasion.

- 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?
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
- c. How is this service aligned to the District Continuous Improvement Plan?

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

SCSU sets the cost for each course under this collaboration. The rate stated herein is SCSU's stated Associate Professor rate.

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

ARP ESSER Program offerings at New Haven Academy will be fewer in number, able to accommodate fewer students, and will primarily be remedial (this is our primary offering to accelerate learning).

**AGREEMENT BETWEEN
The New Haven Board of Education
AND
Southern Connecticut State University**

This agreement (“SWK 200 at New Haven Academy”) is made by and between the New Haven Public Schools, a primary agency of the NEW HAVEN BOARD OF EDUCATION (the Board), New Haven, CT and SOUTHERN CONNECTICUT STATE UNIVERSITY (SCSU). SCSU is a constituent institution of the Connecticut State Colleges & Universities (CSCU), which is an agency of the State of Connecticut.

The Board and SCSU do mutually agree as follows:

1. Services to be Provided

- (a) Attachments 1 (Scope of Service) and 2 (Cost of Service) of this agreement specify the work to be performed by SCSU through its Department of Social Work, a component organization of the SCSU College of Health and Human Services.
- (b) The Board retains the unilateral right to require changes in the services so long as the changes are within the general scope of work to be performed hereunder. If the change results in an increase or decrease of funds, both parties shall agree in writing on this price change.

2. Term of Agreement

Performance under this Agreement commences on **January 17, 2024** and continues until agreed upon services are completed, but no later than **June 30, 2024**.

3. Compensation and Method of Payment

- (a) Compensation. The Board shall compensate SCSU for services performed and make payments to SCSU, in response to invoices received from SCSU. The total price to The Board for the services to be provided by SCSU under the Agreement *may not exceed* (time and materials) **Eight Thousand Five Hundred and Seventy-Four Dollars (\$8,574)**.

- (b) Method of Payment. SCSU shall submit invoices to:

Karen Barnes
Business Office
New Haven Board of Education
(475) 220-1333
(203) 946-7436 (Fax)
karen.barnes@new-haven.k12.ct.us

- (c) Remittance of Payment. The Board shall send payment for invoices to:

Pamela Mikaelian
Director of Accounting Services
Southern Connecticut State University
501 Crescent Street, New Haven CT 06515-1355
203-392-6857
mikaelianpl@southernct.edu

The Board shall pay SCSU no later than ninety days after receipt of each invoice.

4. Federal Funding Acknowledgement

(a) The source of these funds are: ARP ESSER Special Funds [2553 900 6399 56694 70]

(b) This contract (does/does not) contain federal funds.

i. If contained, the source of these federal funds is: Elementary and Secondary School Emergency Relief Fund

ii. The CFDA Number is: 84.425U

iii. The total dollar value of federal funds supporting this contract: **\$8,574**

iv. The percentage of the total contract value supported by federal funds: 100%

v. The terms and conditions that apply to this federally-funded contract are contained in Attachment 3

(c) There (are/ are not) programmatic conditions that apply to this contract, regardless of the type of funding. If applied, these conditions are contained in Attachment 3.

5. Administrative Officers

The Board designates Meredith Gavrin and SCSU designates Trudy Milburn to serve as Administrative Officers for this Agreement. All contact between the Board and SCSU regarding administrative matters relative to this Agreement shall be coordinated through the Administrative Officers.

For the Board Program Matters:

Meredith Gavrin
Program Director / Magnet Resource
New Haven Academy
444 Orange Street
New Haven, CT 06511
(475) 220-6611 office
(203) 214-0924 cell
meredith.gavrin@new-haven.k12.ct.us

For SCSU Program Matters:

Trudy Milburn
Associate Vice President for Academic Affairs
Southern Connecticut State University
501 Crescent Street
New Haven CT 06515-1355
(203) 392-5761
milburnt1@southernct.edu

For the Board Contract Matters:

Patricia DeMaio
Grants Manager
New Haven Board of Education
54 Meadow Street
New Haven, CT 06519
475-220-1372
patricia.demaio@new-haven.k12.ct.us

For SCSU Contract Matters:

Cynthia Shea-Luzik
Manager, Contract Compliance & Purchasing
Southern Connecticut State University
501 Crescent Street
New Haven CT. 06515-1355
203-392-5490
shealuzikc1@southernct.edu

6. Amendment of Agreement
This Agreement may be amended only as the Board and SCSU mutually agree in writing. Except for the specific provision of the Agreement which is amended, the Agreement remains in full force and effect after such amendment.
7. PUBLICITY:
The Board will not use the name of SCSU nor of any members of SCSU's staff, in any publicity, advertising, or news release (except as sponsor/collaborator) without the prior approval of an authorized representative of SCSU. SCSU will not use the name of the Board, nor any employee of the Board, in any publicity (except as sponsor /collaborator) without the prior written approval of the Board.
8. Applicable Law
This Agreement shall be construed and enforced according to the laws of the State of Connecticut. The Board and SCSU shall comply with all applicable federal, State, and local law.
9. Records
The Board and SCSU shall retain all records relating to the subject of this Agreement for three years after the termination of this Agreement.
10. Drug and Alcohol Free Workplace
The Board and SCSU shall comply with the State's policy concerning drug and alcohol free workplaces and shall remain in compliance throughout the term of this Agreement.
11. Entire Agreement
This Agreement, together with the Exhibits incorporated by reference, if any, represents the complete and final understanding of the Board and SCSU. No other understanding, oral or written, regarding the subject matter of this Agreement, may be deemed to exist or to bind the parties at the time of execution.

State of CT Provisions:

Sovereign Immunity: The Board and SCSU acknowledge and agree that nothing in this Agreement shall be construed as a modification, compromise or waiver by SCSU or the State of Connecticut of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this Agreement. To the extent that this section conflicts with any other section, this section shall govern.

Disputes and/or Claims Against the State: The Board and SCSU agree to enter into negotiation to resolve any dispute. Both Parties agree to negotiate in good faith to reach a mutually agreeable settlement within a reasonable amount of time. In the event negotiation is unsuccessful, the Board agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut or the University arising from this Agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State), and the Board further agrees not to initiate legal proceedings in any state and federal court in addition to, or in lieu of, said Chapter 53 proceedings.

Non-Discrimination: The Board and SCSU agree, as required by sections 4a-60 and 4a-60a of the Connecticut General Statutes, not to discriminate against any person on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, sexual orientation, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such party that such disability prevents performance of the work involved. The Board agrees to comply with all applicable federal and state of Connecticut nondiscrimination and affirmative action laws, including, but not limited to, sections 4a-60 and 4a-60a of the Connecticut General Statutes.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first set forth herein.

Southern Connecticut State University

By:

Date:

Robert S. Prezant
Provost and Vice President for Academic Affairs

New Haven Board of Education

By:

Date:

President
New Haven Board of Education

Attachment 1 – Scope of Service

New Haven Academy Proposal for Introduction to Social Work

Dr. Steven Hoffer, Associate Professor in the Social Work Department will teach the course “Introduction to Social Work” (SWK 200) at New Haven Academy (NHA) for the Spring 2024 semester. This course will be taught in the same format as SCSU’s on-ground SWK 200 course on-ground format for up to 25 students. The class is designed for juniors and seniors and exceptional underclass students who go through a selection and interview process with their school administrator and a SCSU social work faculty member. The instructor and/or representative from the Social Work Department will meet regularly with the NHA staff to monitor the progress, conduct any necessary summary reports and follow-up meetings within the contract guidelines.

This course provides students with an opportunity to explore the dynamics of the social work profession. Utilizing an on-ground course and 30 hours of community service at a social service organization, students will begin to understand some of the inherent tensions between meeting current human needs with social services and addressing the root causes of those needs with structural social change. The social welfare system will be the focal point for discussions of various resolutions throughout the history of the social work profession. The format for this class will include lectures, class discussions, videos, and speakers. Experiences from the community service component will be incorporated into the classroom discussions.

Community Service

During this semester, students will be required to work in a social service organization or school setting for thirty (30) hours per semester. They may arrange this on their own, or the instructor will provide them with a list of agencies that accept students for community service. It is the students’ responsibility to arrange a schedule with the agency that will assure completion of a minimum of thirty hours of service. As soon as students confirm the agency where they will be performing the community service, they will complete the service agreement and give it to their instructor. Any problems with community service should be discussed immediately with the instructor.

When: Spring Semester 2024, Weekday and Hours- TBD

Where: New Haven Academy

Textbook: Suppes, M.S. & Wells, C.C. *The Social Work Experience: An introduction to Social Work and Social Welfare*. Boston: Pearson Education. Seventh Edition.

Educational Outcomes

1. To develop a beginning understanding of how the United States social welfare system seeks to respond to human needs.
2. To develop a beginning understanding of how social policies and funding structure and guide the delivery of social services.
3. To develop a beginning ability to identify and analyze challenges and collaboration within a social service organization.

4. To develop an understanding of how the dual focus of social work (social services and social change) provides an inherent tension within the social work profession.
5. To develop an understanding of how social work practice and advocacy for social change require understanding the differing views of various people
6. To recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power.
7. To develop a beginning understanding of how social work values and ethical standards guide the actions of social workers
8. To develop a beginning ability to act in a professional manner with helpers and clients at a social service organization
9. To develop a beginning ability to use interpersonal skills with clients and professionals
10. To demonstrate effective written communication using social work concepts

STUDENT OUTCOMES Students will demonstrate an ability to:

1. Understand how the United States social welfare system seeks to respond to human needs. [mid-term and final examinations]
2. Describe how social policies and funding structure and guide the delivery of social services. [community service analysis paper]
3. Identify and analyze challenges and collaboration within a social service organization. [supervisor conversation analysis paper]
4. Understand how the dual focus of social work (social services and social change) provides an inherent tension within the social work profession. [threaded discussions; final examination]
5. Demonstrate understanding of differing views of various people in social work practice [community service evaluation]
6. Demonstrate understanding of differing views of people with an issue targeted for social change [final examination]
7. Recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power.
8. Describe how social work values and ethical standards guide the actions of social workers [community service analysis paper]
9. Act in a professional manner with helpers and clients at a social service organization [community service evaluation]
10. Effectively use interpersonal skills with clients and professional colleagues [community service evaluation]
11. To demonstrate effective written communication using social work concepts and the APA style manual [community service analysis paper; supervisor conversation analysis paper]

Attachment 2 – Cost of Service

Item	Cost to
SCSU Cost Per Credit	\$2,858
Number of Credits	3
Total	\$8,574

