



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Capitol Regional Education Council (CREC)

Doing Business As, if applicable:

Business Address: 111 Charter Oak Avenue, Hartford, CT 06106

Business Phone: 860-524-4040

Business email: services@crec.org

Funding Source & Acct # including location code: IDEA Handicapped
Special Funds Grant, account # 2504-5034-56903, Location Code: 0490

Principal or Supervisor: Typhanie Jackson, Executive Director of Special
Education and Student Services Department.

Agreement Effective Dates: From January 22, 2024 To June 30, 2024.

Hourly rate or per session rate or per day rate.

Total amount: \$12,400

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

CREC will provide eight (8) days of virtual training of Structured Literacy
for teacher candidates. This program is geared towards training special
education teachers in Structured Literacy Series Training for 2 Cohorts.
Instruction will cover the following federal and state definitions of
SLD/Dyslexia; the detection and recognition of, and evidence-based
structured literacy interventions for students with, or at risk for, Specific
Learning Disability (SLD)/Dyslexia or other reading-related learning
disabilities; structured literacy lesson design and implementation; virtual

structured literacy instruction; and assistive technology. The district will provide books and for each participant.

Submitted by: Typhanie Jackson Phone: 475-2202-1760



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Typhanie Jackson, Executive Director of SPED and Student Services
Date: January 22, 2024
Re: Capitol Regional Education Council (CREC) Resource Group

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:** Capitol Regional Education Council (CREC)
2. **Description of Service:** CREC will provide eight (8) days of virtual training of Structured Literacy for 50 teacher candidates. This program is geared towards training special education teachers in Structured Literacy Series Training for 2 Cohorts. Instruction will cover the following federal and state definitions of SLD/Dyslexia; the detection and recognition of, and evidence-based structured literacy interventions for students with, or at risk for, Specific Learning Disability (SLD)/Dyslexia or other reading-related learning disabilities; structured literacy lesson design and implementation; virtual structured literacy instruction; and assistive technology. The district will provide books and for each participant.
- 3.
4. **Amount** of Agreement and hourly or session cost: \$12,400
5. **Funding Source** and account number: IDEA Handicapped Special Funds Grant, account # 2504-5034-56903, (*pending receipt of funds*) Location Code: 0490
6. Approximate number of staff served through this program or service: 50
7. Approximate number of students served through this program or service: None
8. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? Renewal/Yes increase due to an increase in the number of educators compared to last year.
 - b. What would an alternative contractor cost: No vendor provides this service for this certification.

- c. If this is a continuation, when was the last time alternative quotes were requested? No, N/A as this service is exclusive to this vendor.
- d. For new or continuation: is this a service existing staff could provide. If no, why not? N/A

9. 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) N/A

10. 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? N/A
- d. Is the Contractor a public corporation? N/A
- e. Is this a renewal/continuation Agreement or a new service? Renewal
- f. If it is a renewal/continuation has cost increased? If yes, by how much? Yes
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: Yes, as this agreement/contractor helps to build special educators internally as special education teachers as there is a shortage in this area.

11. 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 website if a company: This contractor has the set skill of designing and implementing and training for special education teachers in the line of Structured Literacy.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Quotes
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? This contractor was selected after research of an alternate programming to train candidates in Structured Literacy Instruction according to the federal and state definitions of SLD/Dyslexia in the detection and recognition of an evidenced-based structured literacy interventions for student/s with, or at risk with, or at risk for Specific Learning Disability (SLD)/Dyslexia or other reading-reading learning disabilities.
- d. Who were the members of the selection committee that scored bid applications? N/A

- 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. N/A

12. 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 help with the designing and implementing and training for special education teachers in the line of Structured Literacy to identify students with a specific disability.
 - b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. Renewal/Evaluation based on number of candidates hired for special education, 50 educators will be enrolled in this program.
 - c. How is this service aligned to the District Continuous Improvement Plan? This service is aligned to the district's continuous improvement plan as it relates to the improvement of identifying students with SLD/Dyslexia.
13. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound as the cost to provide service is less expensive than that of a full-time special education training.
14. What are the implications of not approving this Agreement? The implications of not approving this agreement is that we would not be able to correctly identify students who have a Specific Learning Disability (SLD)/Dyslexia by way of testing and implementation of an IEP.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Capital Regional Education Council (CREC)

FOR DEPARTMENT/PROGRAM:

Student Services/Special Education Department

This agreement entered into on the 13th day of November, 2023 effective the 9th day of January, 2024 by and between the New Haven Board of Education (herein referred to as the “Board”) and, Capital Regional Educational Council (CREC) Resource Group located at 111 Charter Oak Avenue, Hartford, CT 06106 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required in the amount of \$12,400 for eight (8) days of virtual training for fifty (50) teacher candidates at a rate of \$1,550 per day for 50 teachers (at a rate of \$31.00 per day for each teacher) for up to a maximum of 8 day(s).

The maximum amount the contractor shall be paid under this agreement: **Twelve Thousand Four Hundred Dollars (\$12,400)** 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 **IDEA Handicapped Special Funds Grant** of the New Haven Board of Education, **Account Number: 2504-5034-56903. Location Code: 0490.** (*pending receipt of funds*)

This agreement shall remain in effect from January 22, 2024 to June 30, 2024.

SCOPE OF SERVICE:

CREC will provide eight (8) days of virtual training of Structured Literacy for teacher candidates. This program is geared towards training 50 special education teachers in Structured Literacy Series Training for 2 Cohorts. Instruction will cover the following federal and state definitions of SLD/Dyslexia; the detection and recognition of, and evidence-based structured literacy interventions for students with, or at risk for, Specific Learning Disability (SLD)/Dyslexia or other reading-related learning disabilities; structured literacy lesson design and implementation; virtual structured literacy instruction; and assistive technology. The district will provide books and for each participant.

Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service 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*. Contractors 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.

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 Contract through the last day of thirty (30) day notice period.

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DocuSigned by:
Greg J. Florio, Ed.D.
Contractor Signature

President
New Haven Board of Education

12/20/2023

Date

Date

Greg J. Florio, Ed.D.
Contractor Name Printed or Typed



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.

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.

Revised: 10/2/18

CONTRACTOR ASSESSMENT

Vendor Name: Capital Regional Education Council (CREC) Resource Group

Project Description: Structured Literacy Training for 2 Cohorts for teachers

Evaluator: Typhanie Jackson

Date December 13, 2023

	Unacceptable			Excellent		Not applicable
	1	2	3	4	5	N/A
Quality of contractor's Work						
1. Attendance					X	
2. Effectiveness of consultation					X	
3. Ability to communicate with students					X	
4. Monitor and maintain social emotional behavioral records					X	
5. Appropriate recommendations for student programming				X		
Working relationship of contractors with district						
6. Timely submission of department data					X	
7. Positive feedback from students & parents					X	
8. Collegial, collaborative relationships with building professionals				X		
Implementation of practice across the district						
9. Flexibility in scheduling					X	
10. Team work with teacher and other professionals					X	