



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: Elizabeth Celotto Child Care Center

Doing Business As, if applicable:

Business Address: 181 Mitchell Drive, New Haven, CT 06511

Business Phone: 475-220-7455

Business email: robin.moore-evans@nhboe.net

Funding Source & Acct # including location code:

Priority Schools, #2579-5319, 56694-0061, pending receipt of funds

Principal or Supervisor: Typhanie Jackson

Agreement Effective Dates: From 08/31/2023 To 06/21/2024.

Hourly rate or per session rate or per day rate.

Total amount: \$55,000

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

Comprehensive services to 32 secondary school parents and their children.

Submitted by: Cynthia Sanchez Phone: 475-220-1002



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Typhanie Jackson  
**Date:** August 9, 2023  
**Re:** Elizabeth Celotto Child Care Center

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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:** Elizabeth Celotto Child Care Center
2. **Description of Service:** Celotto day care provides full day childcare services for our student parents. This program provides our students with the opportunity to have access to a comprehensive preschool experience for their children so that they do not have any disruption with their own schooling. This daycare provides children with readiness schools that prepare them for full time preschool programs. Children are introduced to the ability enhance fine and gross motor skills, functional communication, and the ability to learn social interactions such as turn taking and reciprocal play. This agreement allows 32 of our NHPS student parents the ability to access support for their children; yielding an uninterrupted school experience.
3. **Amount** of Agreement and hourly or session cost: \$55,000
4. **Funding Source** and account number: Priority Schools, #2579-5319-56694-0061, pending receipt of funds
5. Approximate number of staff served through this program or service: n/a
6. Approximate number of students served through this program or service: 32
7. **Continuation/renewal or new Agreement?**  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? If yes, by how much? Continuation/this is a renewal with No increase.
  - b. What would an alternative contractor cost: commensurate with current contractor
  - c. If this is a continuation, when was the last time alternative quotes were requested? This is a long-standing contractor. The district has utilized this service and is satisfied with the services rendered.

- d. For new or continuation is this a service existing staff could provide. If no, why not?  
This is a service that requires specific expertise of which the district does not hold in order to operate a daycare

**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? n/a
- c. School Readiness or Head Start Programs? n/a
- d. Other: (Please describe)Day care program

**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? no
- d. Is the Contractor a public corporation? no
- e. Is this a renewal/continuation Agreement or a new service? Continuation
- f. If it is a renewal/continuation has cost increased? If yes, by how much? No increase
- 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:**

- 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:  
The contractor has specific expertise in day care supervision which is inclusive of preparing students for preschool programs  
How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Selection based on district assessment of services  
Is the contractor the lowest bidder? If no, why? Why was this contractor selected?n/a
- b. Who were the members of the selection committee that scored bid applications? n/a
- c. 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**

- 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?  
Student Attendance, on site observation, and feedback from the young mothers who utilize the program will be used as evidence of effectiveness.

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? n/a

12. Why do you believe this Agreement is fiscally sound? This contract is a continuation with no increase from previous years and provides a service for our students who would otherwise have to pay for childcare services that may not be within close proximity to school

13. What are the implications of not approving this Agreement? Service provide students to have needed childcare, allowing students to complete high school while providing child care for their children



NEW HAVEN PUBLIC SCHOOLS

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

**Elizabeth Celotto Child Care Center**

FOR DEPARTMENT/PROGRAM:

**Child Care Support**

This Agreement entered into on the 9<sup>th</sup> day of August 2023, effective (*no sooner than the day after Board of Education Approval*), the 31<sup>st</sup> day of August, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Elizabeth Celotto Child Care located at, 181 Mitchell Drive, New Haven, CT 06511 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$55,000.

The maximum amount the contractor shall be paid under this agreement: Fifty Five Thousand Dollars (\$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 Priority Schools Program of the New Haven Board of Education, **Account Number:** 2579-5319-56694 **Location Code:** 0061, pending receipt of funds.

This agreement shall remain in effect from August 31, 2023 to June 21, 2024.

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

To provide integrated and comprehensive services to 32 secondary school parents and their children; Child care for the young children, outreach services, parenting education regarding literacy, health, and nutrition, and individual and family counseling.

**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*

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?
- d. Is the Contractor a public corporation?
- e. Is this a renewal/continuation Agreement or a new service? Continuation
- f. If it is a renewal/continuation has cost increased? If yes, by how much? No increase
- 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:**

- 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:  
n/a  
How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? n/a  
Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
- b. Who were the members of the selection committee that scored bid applications? n/a
- c. 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**

- 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?  
Student Attendance, on site observation, and feedback from the young mothers who utilize the program will be used as evidence of effectiveness.
- 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? n/a

12. Why do you believe this Agreement is fiscally sound? This contract is a continuation with no increase from previous years.

13. What are the implications of not approving this Agreement? Service provide students to have needed childcare, allowing students to complete high school while providing child care for their children



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.

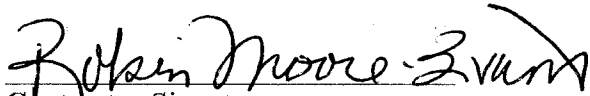
7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration 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.



**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's 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.

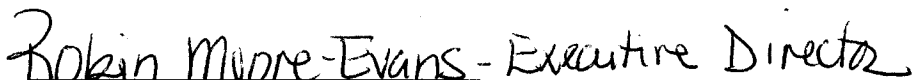
**TERMINATION:** The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through 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

8-17-2023  
Date

\_\_\_\_\_  
Date

  
Contractor Printed Name & Title