



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: Common Ground/New Haven Ecology Project

Doing Business As, if applicable:

Business Address: 358 Springside Ave, New Haven, CT 06515

Business Phone: (203) 389-4333 ext 1220

Business email: [robyn.stewart@commongroundct.org](mailto:robyn.stewart@commongroundct.org)

Funding Source & Acct # including location code: ARP ESSER III C/O -  
2553-6399-56694-0048

Principal or Supervisor: Yolanda Jones-Generette

Agreement Effective Dates: From 10/11/2023 To 06/30/2024

Hourly rate or per session rate or per day rate.

60 days/sessions total: \$0.00 per day/session

Total amount: not to exceed \$20,170.00

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

This partnership between Common Ground and Celentano Biotech, Health, and Medical Magnet School will essentially create an outdoor learning space with an embedded naturalist. The Embedded Naturalist will spend one day per week at Celentano supporting the use of the outdoor learning spaces, which may include teaching, professional development, and maintenance of the learning environment.

Submitted by: Yolanda Jones-Generette Phone: 475-220-3400



# Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Common Ground  
**Date:** 9/18/23  
**Re:** Common Ground – Celentano Biotech, Health, and Medical Magnet School Partnership

---

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:** Common Ground/New Haven Ecology Project
2. **Description of Service:** Provide hands-on outdoor learning experiences for students in grades PreKindergarten through 3rd grade.

**Amount** of Agreement and hourly or session cost: \$20,170.00 for academic year 2023 -2024; 60 days/sessions total: \$0.00 per day/session

3. **Funding Source** and account number: ARP ESSER III C/O 2553-6399-56694-0048
4. Approximate number of staff served through this program or service: 12 staff
5. Approximate number of students served through this program or service: 235 students
6. **Continuation/renewal or new Agreement?**

**Answer all questions:**

- a. If continuation/renewal, has the cost increased? Yes If yes, by how much?  
It is a Continuation. Yes, the cost has increased by \$3,170.00
- b. What would an alternative contractor cost: There is no alternative contractor for this work.
- c. If this is a continuation, when was the last time alternative quotes were requested? No alternative contractor can provide this partnership.
- d. For new or continuation: is this a service existing staff could provide. If no, why not?  
Existing staff cannot provide this service due to lack of qualification and time. The naturalist will provide enrichment services based on our outdoor learning area/courtyard.

7. **Type of Service:**

**Answer all questions:**

- a. Professional Development? no
  - 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? no
- c. School Readiness or Head Start Programs? no

- d. Other: (Please describe) Embedded naturalist to provide enrichment during school day, including increasing student engagement and collaborative work.

**8. 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? Yes If yes, is it local or national? Local
- 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? Yes If yes, by how much? \$3,170.00
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: Teachers will gain experience in Schoolyards programming through participating with students

**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 website if a company: <https://commongroundct.org/> Common Ground is a leader in outdoor learning and possesses the skill set necessary to support and enhance practices in Schoolyards programming.
- b. How was the Contractor selected? The contractor has completed the RFQ process through Office of Youth, Family and Community Engagement.
- c. Is the contractor the lowest bidder? N/A If no, why? Why was this contractor selected? This contractor was selected because of their unique expertise in outdoor learning and continued commitment to the students and families of New Haven. They possess the knowledge and resources to support outdoor learning at Celentano.
- d. Who were the members of the selection committee that scored bid applications? Christian Tabares, Arthur Edwards and staff of Youth, Family and Community Engagement.
- 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.

**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?  
A needs assessment was completed as part of our school improvement plan. Areas of need emerged from multiple stakeholders. These areas include increased student engagement and the need to encourage collaborative work amongst students. By partnering with Common Ground these needs will be met. This contractor fills the needs

of Celentano students and staff by embedding a naturalist into our schedule. Each classroom in PreK – Grade 4 will visit our outdoor classroom and work with the naturalist once a week to explore science topics through the use of hands-on learning activities.

Students will be engaged in science activities and work collaboratively as they study nature in our outside learning environment. The service will be monitored through feedback from participants, teacher observation/feedback, & our SPMT.

- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.

The experience with Common Ground was both engaging and enriching for our students. Our Outdoor Educator was consistent in providing the developmentally appropriate lessons and hands-on experiences for our students. The field trips supplemented the outdoor learning lessons with another experience with nature and animal habitats.

11.

- a. How is this service aligned to the District Continuous Improvement Plan?

This service is aligned to multiple goals in the district's Strategic Operating Plan. Pre-Kindergarten through grade 4 students participating in the Common Ground program will have a stronger foundation in early learning. Additionally, goal number two, high achievement for all learners, will also be a focus for our Common Ground partnership by allowing all PreK - 4 students to participate in the enrichment component. Finally, the Common Ground partnership truly focuses on development of the whole child (goal 3) by providing enrichment activities focused on teamwork, collaboration, and scientific discovery.

12. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound because it provides enrichment services for all PreK - 3 students this academic year. The enrichment services provided are engaging activities that promote inquiry, problem solving & cooperation skills, as well as overall cognitive abilities by making naturalistic observations. The

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

If this agreement is not approved, students will not get to experience outdoor learning and support from an embedded naturalist. Students would not have the experiential activities that would be provided by embedding a naturalist 1 day per week at our building. Students will not have access to positive interactive activities and thus potentially increasing student feelings of isolation. Therefore, the agreement with Common Ground offers students the opportunity to participate in enrichment activities & social experiences that Common Ground could provide. Without this partnership, students and staff would not have the opportunity to use outdoor learning spaces to the same depth and reinforce social emotional skills in an additional setting.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

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

**Common Ground**

FOR DEPARTMENT/PROGRAM:

**Celentano Biotech, Health, and Medical Magnet School**

This Agreement entered into on the 18th day of September 2023, effective (*no sooner than the day after Board of Education Approval*), the 11 th day of October, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, **Common Ground** located at, **358 Springside Avenue, 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 \$20,170.00 total, for a total of 60 sessions.

The maximum amount the contractor shall be paid under this agreement: \$20,170.00. 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 **ARP ESSER III C/O Program** of the New Haven Board of Education, **Account Number:** 2553-6399-56694 **Location Code:** 0048.

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.*

Common Ground educators will engage students in PreKindergarten through Third Grade in activities in our outdoor learning space to support the curricular integration of outdoor learning and encourage collaborative work. Hands-on activities and lessons will include learning activities

exploring the courtyard garden, learning about the animals and plants that live there, nature study, and engaging in collaborative learning activities. Through hands-on exploration and engagement, student engagement and collaboration will increase and use of our outdoor learning space will be embedded into the school schedule. The embedded naturalist will provide programming at Celentano that includes teaching students, professional development for teachers, and maintenance of the learning environment.

**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 Privacy - attached*

**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.*

**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.

**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

9/18/23  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Robyn Stewart, Schoolyards Program Manager  
Contractor Printed Name & Title

Revised: 9-27-21



**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



**Scope of Service for 2023-2024**

*For Celentano Biotech, Health and Medical Magnet School  
Delivered by the Schoolyards Program of Common Ground*

**Who We Are**

The Schoolyards Program of Common Ground supports the creation and effective use of outdoor learning spaces in schools. We believe that by using our knowledge and resources to provide professional and technical support, we can help schools realize the full potential of teaching outside in **deepening the academic and emotional learning of their students**. Our team consists of professional environmental educators with extensive experience in the field.

**Goals**

- **Outdoor Learning:** A Schoolyards educator will spend one day per week (approx 5 hours) at Celentano School to teach classes and assist with the maintenance of the garden area; teachers will participate and learn techniques for teaching outdoors.
- **Outdoor Learning Space:** The Schoolyards team will develop and maintain outdoor learning spaces.
- **Capacity Building:** Through participation in Outdoor Learning sessions, teachers will develop skills for teaching outdoors. Development of outdoor learning spaces will expand capacity for teaching and learning outdoors.
- **Utilizing the knowledge and resources of Common Ground,** the Schoolyards team will provide technical support and teaching to help Celentano School realize the full potential of teaching outside in deepening the academic and emotional learning of students.

<u>Fall 2023</u>			
<b>What</b>	<b>When</b>	<b>Goals met</b>	<b>Cost</b>
Outdoor Learning Specialist	Sept-Dec 2023	Outdoor Learning, Capacity Building	\$4,250
Outdoor Learning Space Development and Maintenance	Sept-Dec 2023	Outdoor Learning Space, Capacity Building	\$5,175
<b>Total Fall</b>			<b>\$9,425</b>



<u>Spring 2024</u>			
<b>What</b>	<b>When</b>	<b>Goals met</b>	<b>Cost</b>
Outdoor Learning Specialist	Jan-June 2024	Outdoor Learning, Capacity Building	\$4,250
Outdoor Learning Space Materials and Installation	Jan-June 2024	Outdoor Learning Space, Capacity Building	\$4,875
<b>Total</b>			<b>\$9,125</b>
<b>Total 2022-23</b>			<b>\$18,550.00</b>



**Scope of Service for 2023-2024**  
*For Celentano Biotech, Health and Medical Magnet School*  
*Delivered by the Schoolyards Program of Common Ground*

**Who We Are**

The Schoolyards Program of Common Ground supports the creation and effective use of outdoor learning spaces in schools. We believe that by using our knowledge and resources to provide professional and technical support, we can help schools realize the full potential of teaching outside in **deepening the academic and emotional learning of their students.**

Common Ground’s field trip program aims to get Every Child Outside.

Our team consists of professional environmental educators with extensive experience in the field.

**Goals**

- Outdoor Learning: Celentano students in grades K-2 will engage in experiential learning field trips to Common Ground’s campus.
- Utilizing the knowledge and resources of Common Ground, the Schoolyards team will provide technical support and teaching to help Celentano School realize the full potential of teaching outside in deepening the academic and emotional learning of students.

<b>What</b>	<b>When</b>	<b>Goals met</b>	<b>Cost</b>
Field trips for six classes to Common Ground	Oct 2023 - May 2024	Outdoor Learning	\$1620
<b>Total 2022-23</b>			<b>\$1,620.00</b>