



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Common Ground

Doing Business As, if applicable:

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

Business Phone: 203-389-4333

Business email: robyn.stewart@commongroundct.org

Funding Source & Acct # including location code: Interdistrict 270 433 10 56697

Principal or Supervisor: Robert Davis

Agreement Effective Dates: From February 13th 2024. To June 30th 2024.

Hourly rate or per session rate or per day rate.

Total amount: \$4250 for educator – 15 sessions at 283.33 each, \$8750 for Outdoor Learning Spaces = \$13,000

Description of Service: Common Ground will support Ross Woodward in creating an outdoor learning space for our school community. This will include several outdoor learning spaces, garden beds, and an educator to help get students outside to learn!

Submitted by: Elizabeth Finn Phone: 475-220-3113



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Robert Davis
Date: 12-21-2023
Re: Common Ground Scope of Service at Ross Woodward

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
2. **Description of Service:** Common Ground will support Ross Woodward in creating an outdoor learning space for our school community. This will include several outdoor learning spaces, garden beds, and an educator to help get students outside to learn!
3. **Amount** of Agreement and hourly or session cost: \$13,000 (4250 for educator- 15 sessions at 283.33 each, and 8750 for outdoor spaces)
4. **Funding Source** and account number: Interdistrict 270 433 10 56697
5. Approximate number of staff served through this program or service: 40 (All grade levels with support staff)
6. Approximate number of students served through this program or service: 600 plus
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?
 - i. This is not something existing staff could provide as the current learning spaces do not exist, along with the support to facilitate learning in these outdoor spaces.
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?
 - 1. We want to enhance the current science curriculum for our students and we need hands on outdoor learning spaces along with help to facilitate these learning experiences for all our scholars. Through this, we will be able to provide both to our students.
- b. After School or Extended Hours Program? N/A
- c. School Readiness or Head Start Programs? N/A
- d. Other: (Please describe)

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? No.
- b. Is the Contractor Local? Yes – located in New Haven.
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Yes, local.
- d. Is the Contractor a public corporation? No.
- e. Is this a renewal/continuation Agreement or a new service? New service.
- 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:

- 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:
Common Ground completed the RFQ process (request for qualifications) through the Office of Youth Family and Community. We monitored other schools outdoor learning spaces and were fascinated about the possibility of them coming to Ross Woodward and helping to provide a space for our students to work and learn in.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
RFQ process through Office of Youth, Family and Community.
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
Common Ground was chosen based in its knowledge of NHPS and coordination in working with other NHPS schools.
- d. Who were the members of the selection committee that scored bid applications?
Christian Tabares and Staff of YFC department

- 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. (Sole Source is only determined by City Purchasing).. N/A

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?
Common Ground will help establish outdoor learning spaces at Ross Woodward to help the lack of outdoor learning happening here. We hope to enhance our science curriculum and allow students more experiences with hands on outdoor science learning.
- 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?

By supporting the science curriculum at Ross Woodward with outdoor learning spaces and a Common Ground educator, we will see a profound effect no students progress and interest in science. The district sets the requirement that students should be immersed in 90 plus minutes of hands on science ach week, and by providing these outdoor spaces we will easily be able to meet and exceed those requirements for our grades here at Ross Woodward.

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

Outdoor learning spaces will help provide supports for our Ross Woodward students for years to come. We want to invest in spaces that allow students of all ages and grades to enhance their science knowledge, and by providing permanent spaces, we allow teachers to properly plan, execute, reevaluate, and reteach as need to provide our students with the best science lessons possible. By also providing an educator to support our teachers this first year, we will see proper development and planning happening to make sure the spaces are safe, properly taken care of and helpful for our school community.

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

If we do not approve the agreement, it would not allow our students to have continued access to outdoor earning spaces. It also would not allow our students to have another hands on science experience.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Common Ground

FOR DEPARTMENT/PROGRAM:

Ross Woodward

This Agreement entered into on the 20th day of December 2023, effective (*no sooner than the day after Board of Education Approval*), the 13th of February, 2024, by and between the New Haven Board of Education (herein referred to as the “Board” and, Common Ground located at, 358 Springside Ave. 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 \$13,000 (4250 for educator- 15 sessions at 283.33 each, and 8750 for outdoor spaces).

The maximum amount the contractor shall be paid under this agreement: _____ (\$13,000). 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 Interdistrict **Program** of the New Haven Board of Education, **Account Number:** 270-433-10-56697.

This agreement shall remain in effect from __February 13th, 2024__ to __June 30th, 2024__.

SCOPE OF SERVICE: Common Ground will support Ross Woodward in creating an outdoor learning space for our school community. This will include several outdoor learning spaces, garden beds, and an educator to help get students outside to learn!

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**. Contactors **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

Date

Date

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.



Scope of Service for 2023-2024
For Ross Woodward 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 each, 15 days total) at Ross Woodward to teach classes and assist with the maintenance of the garden area; teachers will participate and learn techniques for teaching outdoors.
- **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 Ross Woodward realize the full potential of teaching outside in deepening the academic and emotional learning of students.

Spring 2024

What	When	Goals met	Cost
Outdoor Learning Specialist: ½ year	Feb - June 2024	Outdoor Learning, Capacity Building	\$4,250
Development of Outdoor Learning Spaces	Jan - June 2024	Capacity Building	\$8,750
Total			\$13,000

following up

Robyn Stewart <Robyn.Stewart@commongroundct.org>

via nhep.com

Tue 12/12/2023 1:51 PM

To:FINN, ELIZABETH <ELIZABETH.BEHR@new-haven.k12.ct.us>

CAUTION:

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

You don't often get email from robyn.stewart@commongroundct.org. [Learn why this is important](#)

Hi Elizabeth:

It was great to meet with you and the team yesterday! I'm excited about the possibilities at Ross Woodward School.

I think that \$13000 should cover what we discussed, including an educator one day per week for the spring semester. If there is less budget than that, we can discuss what to remove or downsize. If there is additional budget, we can put it towards additional materials, PD for teachers, or meetings with grade level teams to integrate outdoor learning into the curriculum.

Here is a rough idea of costs:

Item	Cost	Notes
mud kitchen	1100	fenced area near pre-K need to confirm water access
garden beds - per 2x8 bed, including soil	\$200	how many? marginal cost difference for different sized beds
music wall	1100	playground or courtyard
loose parts area	1100	
picnic tables - each	100	probably want 4-5 to seat a full class this is for plastic ones with benches attached. can spend a little more
signage	1000	
seating/reading area	500	really depends on what we want! stumps? sit-upons that kids bring o
storage	500	at least one storage unit for garden supplies, possibly another for oth
plants	500	
garden tools	500	
Outdoor Learning Specialist (educator)	4250	one day per week for half the school year

Let me know what you think. I look forward to continuing the conversation!

Best,

Robyn Stewart
 Schoolyards Program Manager
 Common Ground, 358 Springside Ave, New Haven, CT 06515
 (203) 389-4333 ext 1220

12/21/23, 11:01 AM

Mail - FINN, ELIZABETH - Outlook

Find Common Ground ...

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... on Facebook: www.facebook.com/commongroundconnecticut

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