



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: EdAdvance

Doing Business As, if applicable:

Business Address: 355 Goshen Road, Litchfield, CT 06759

Business Phone: 860-567-0863

Business email: [kitching@edadvance.org](mailto:kitching@edadvance.org) & [calhoun@edadvance.org](mailto:calhoun@edadvance.org)

Funding Source & Acct # including location code:

- ARP ESSER III C/O
  - o 2553-6399-56694-0444

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 12/12/2023. To 6/30/2024.

Hourly rate or per session rate or per day rate.

- 10 days, at \$4,350 per day for 3 full-day specialists and up to 100 staff per session
- 13 days, at \$500 per day for 1 half-day specialist to support planning and coordination Meetings with YFCE team

Total amount: \$50,000.00

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

- EdAdvance will collaborate with the Youth, Family, and Community Engagement office to provide attendance and engagement support to staff across the district to address student chronic absenteeism rates. EdAdvance will provide (10) training days for up to (100) NHPS employees customized for administrators and staff in an effort to achieve outcomes to effectively reduce chronic absenteeism rates. Also, they will meet with the Youth, Family, and Community Engagement team to plan and coordinate professional development opportunities for staff across the district. EdAdvance training will offer participants the opportunity to shift mindsets regarding attendance and engagement from a punitive model to an equality-centered, culturally responsive approach, build context around attendance and engagement fundamentals, create structures that support a comprehensive and integrated approach to attendance and engagement, and provide the district with a data management system and protocols to analyze trends and patterns to ensure data-informed action to engage students and families.

Submitted by: Gemma Joseph Lumpkin Phone: 475-220-1061



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Gemma Joseph Lumpkin  
**Date:** 11/20/23  
**Re:** EdAdvance

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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:** EdAdvance
2. **Description of Service:** EdAdvance will collaborate with the Youth, Family, and Community Engagement office to provide attendance and engagement support to staff across the district to address student chronic absenteeism rates. EdAdvance will provide (10) training days for up to (100) NHPS employees customized for administrators and staff in an effort to achieve outcomes to effectively reduce chronic absenteeism rates. Also, they will meet with the Youth, Family, and Community Engagement team to plan and coordinate professional development opportunities for staff across the district. EdAdvance training will offer participants the opportunity to shift mindsets regarding attendance and engagement from a punitive model to an equality-centered, culturally responsive approach, build context around attendance and engagement fundamentals, create structures that support a comprehensive and integrated approach to attendance and engagement, and provide the district with a data management system and protocols to analyze trends and patterns to ensure data-informed action to engage students and families.
3. **Amount** of Agreement and hourly or session cost: \$50,000.00
  - a. 10 days, at \$4,350 per day for 3 full-day specialists and up to 100 staff per session
  - b. 13 days, at \$500 per day for 1 half-day specialist to support planning and coordination Meetings
4. **Funding Source** and account number:
  - a. ARP ESSER III C/O
    - i. 2553-6399-56694-0444
5. Approximate number of staff served through this program or service: 0

6. Approximate number of students served through this program or service: 1,000 (100 per session)

**7. Continuation/renewal or new Agreement?**

**Answer all questions:**

- a. If continuation/renewal, has the cost increased? If yes, by how much?
  - i. New Service
- b. What would an alternative contractor cost:
  - i. An Alternative contractor that provides professional development to staff ranges from \$1,500-\$5,000 a session
- c. If this is a continuation, when was the last time alternative quotes were requested?
  - i. 2023 RFQ process
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
  - i. No, EdAdvance had conducted various professional development trainings across the state to further educate school staff members on how to address chronic absenteeism rates.

**8. Type of Service:**

**Answer all questions:**

- a. Professional Development?
  - i. Yes
  - ii. If this is a professional development program, can the service be provided by existing staff? If no, why not?
    1. No, EdAdvance had conducted various professional development trainings across the state to further educate school staff members on how to address chronic absenteeism rates.
- b. After School or Extended Hours Program?
  - i. N/A
- 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?
  - i. No
- b. Is the Contractor Local?
  - i. Yes
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
  - i. Not-for-Profit, Local
- d. Is the Contractor a public corporation?
  - i. No
- e. Is this a renewal/continuation Agreement or a new service?
  - i. New Service
- f. If it is a renewal/continuation has cost increased? If yes, by how much?
  - i. N/A
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:

- i. 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:
  - i. EdAdvance provides a professional learning experience that revolves around the need to address student chronic absenteeism rates in school districts across the state.
  - ii. <https://www.edadvance.org/>
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
  - i. RFQ
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
  - i. Contract was selected due to the quality learning opportunities provided to school districts across the state
- d. Who were the members of the selection committee that scored bid applications?
  - i. Arthur Edwards, Dianne Stewart, Adrienne Douglas, Lysie Rodriguez, Jose Camacho, Frankie Roman, Christian Tabares
- 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**

- 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?
  - i. The contractor will provide professional development training that will enhance NHPS staff in the needs on how to effectively address chronic absenteeism not only within the district but in each school.
  - ii. Performance will be measured on the effectiveness of the training and staff implementation of strategies to reduce chronic absenteeism. Surveys will be given to the participating staff members to gather feedback about the training.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
  - i. N/A
- c. How is this service aligned to the District Continuous Improvement Plan?
  - i. The services provided by the contractor align with the district's continuous improvement plan to address chronic absenteeism and work to reduce the current rate to a more manageable figure.

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

- a. The agreement provides resources, training, and consultation with trained professionals to support the needs of the district. At \$58 a person for the training, we are providing the needed tools to support youth within the district at a reasonable price.

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

- a. By not approving this agreement, the district will not be properly advised on how to target and reduce chronic absenteeism rates. Leading to a decline in public education to the youth in our communities.

**Rev: 8/2021**



NEW HAVEN PUBLIC SCHOOLS

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

*(EdAdvance)*

FOR DEPARTMENT/PROGRAM:

*(Youth, Family, and Community Engagement )*

This Agreement entered into on the 21 day of November 2023, effective (*no sooner than the day after Board of Education Approval*), the 12 day of December 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, EdAdvance located at, 355 Goshen Road, Litchfield, CT 06759 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$4,350.00 per day, for a total of 10 days and \$500 per day for a total of 13 days

The maximum amount the contractor shall be paid under this agreement: Fifty Thousand Dollars (\$50,000.00). 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:** 0444.

This agreement shall remain in effect from 12/12/2023 to 06/30/2024

**SCOPE OF SERVICE:** *In the space below, please provide brief summary of service.*

- EdAdvance will collaborate with the Youth, Family, and Community Engagement office to provide attendance and engagement support to staff across the district to address student chronic absenteeism rates. EdAdvance will provide (10) training days for up to (100) NHPS employees customized for administrators and staff in an effort to achieve outcomes to effectively reduce chronic absenteeism rates. Also, they will meet with the Youth, Family, and Community Engagement team to plan and coordinate professional development opportunities for staff across the district. EdAdvance training will offer participants the opportunity to shift mindsets regarding attendance and engagement from a punitive model to an equality-centered, culturally responsive approach, build context around attendance and engagement fundamentals, create structures that support a comprehensive and integrated approach to attendance and engagement, and provide the district with a data management system and protocols to analyze trends and patterns to ensure data-informed action to engage students and families.

**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

11/21/23  
Date

\_\_\_\_\_  
Date

Jonathan P. Costa, Sr.  
Contractor Printed Name & Title  
Assistant Executive Director



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.



## **New Haven Public School District Attendance & Engagement Support Proposal**

**Purpose:** To assist the **New Haven Public School District** with:

1. Shifting mindsets regarding attendance and engagement away from a truancy-focused, punitive model to an equity-centered, culturally-responsive, “all hands on deck” approach in order to:
  - a. increase student attendance and engagement
  - b. strengthen school-family partnerships
  - c. increase students’ sense of belonging
2. Building context around attendance and engagement fundamentals:
  - a. common language
  - b. positive conditions for learning
  - c. multi-tiered system of supports
  - d. interventions, including LEAP
3. Creating structures that support a comprehensive and integrated approach to attendance and engagement including:
  - a. equitable policies, procedures, and communications
  - b. effective building and district level attendance teams
  - c. year-long calendar planning
  - d. dedicated resources for an Attendance Awareness Campaign
  - e. leveraging community partnerships/community-based organizations
4. Creating data management systems and protocols to allow for:
  - a. rich analysis of root causes/barriers to attendance as well as trends and patterns
  - b. data-informed action

**EdAdvance Professional Learning & Attendance Specialists** *will:*

- Create customized content for New Haven Public School District administrators and staff.

**New Haven Public School District** *will:*

- Have appropriate staff and meeting space available on scheduled times and dates.
- Provide all necessary technical support/assistance.
- Copy and distribute any documents as needed.

*All items in this proposal are negotiable with New Haven Public School District to best meet local needs.*

## Tasks and Cost Analysis

<u>Tasks</u>	<u>Timeline</u>	<u>Costs</u>
<p><i>EdAdvance specialist(s) will create a virtual series to consist of 2 or 3, 90 minute sessions/month, totaling 10 sessions.</i></p> <p><u>Audience</u></p> <ul style="list-style-type: none"> <li>● Title I Schools (approx. 20 schools)               <ul style="list-style-type: none"> <li>○ Building leadership</li> <li>○ 4-5 attendance team members/school</li> </ul> </li> <li>● Approximately 100 participants/session</li> </ul> <p><i>Customized content will be framed in partnership with New Haven Public Schools via:</i></p> <ol style="list-style-type: none"> <li>1. an explicit focus on family partnerships and family engagement</li> <li>2. a thematic, seasonal approach (based on time of the school year, e.g. “Spring Slump”)</li> <li>3. a mindset shift away from a truancy-focused, punitive model to an equity-centered, culturally-responsive, “all hands on deck” approach</li> </ol> <p><i>Outcomes will be focused on:</i></p> <ul style="list-style-type: none"> <li>● Building context: attendance and engagement fundamentals</li> <li>● Aligning and integrating efforts for a comprehensive approach</li> <li>● Strengthening foundational supports which promote positive conditions for learning</li> <li>● Creating equitable district-wide systems, policies, and procedures</li> <li>● Improving function and fidelity of district and school attendance teams</li> <li>● Bolstering data management systems</li> <li>● Identifying patterns, trends, and barriers</li> <li>● Making informed, data-driven decisions - effectively using new data dashboard</li> <li>● Designing and implementing a multi tiered system of supports including selecting and monitoring appropriate interventions</li> </ul>	<p>2023-2024 school year</p> <p><u>Tentative Dates</u> Based on anticipated date of fully executed contract, first and last potential dates of service: Dec. 12, 2023- June 28, 2024</p> <p><i>Exact dates/times TBD by mutual agreement</i></p> <p><u>Series 1</u> 12/13* <i>Special session with Gemma’s Team</i> 1/10 1/24</p> <p><u>Series 2</u> 2/8 2/22</p> <p><u>Series 3</u> 3/13* <i>Special session with Gemma’s Team</i> 3/20 3/27</p>	<p>1 specialist @ \$725 for 1 half day (up to 4 hours)</p> <p>1 specialist @ \$1,450 for 1 full day (up to 8 hours)</p> <p>100 participants →3 virtual facilitators</p> <p><i>Generally a half day of facilitation/coaching requires a half day of prep.</i></p> <p><i>For example-</i> <u>Session 1:</u> ½ day prep, ½ day workshop</p>

<ul style="list-style-type: none"> <li>● Leverage relational home visiting to strengthen school-family partnerships</li> </ul> <p><i>EdAdvance specialists will</i></p> <ul style="list-style-type: none"> <li>● provide tangible, concrete resources to help participants in their daily work</li> <li>● provide “do now” action-oriented takeaways</li> <li>● create opportunities for district and CSDE partners to share their expertise at sessions</li> <li>● create opportunities for participants to reflect, dialogue, and collaborate in small groups with building colleagues (breakout rooms)</li> <li>● record virtual sessions and incorporate a procedure for participants to share session information with colleagues to contribute to the “all hands on deck” mindset shift</li> <li>● include participant feedback surveys to leverage participant input and inform next steps</li> <li>● collaborate with New Haven School District personnel via virtual planning and coordination meetings between sessions to inform next steps</li> </ul>	<p>(no April dates)</p> <p><u>Series 4</u> 5/8 5/15</p>	<p style="text-align: right;"><b>Sessions &amp; Prep</b></p> <p>3 specialists for 10 full days @ \$4,350/day Cost: \$43,500</p> <p style="text-align: right;"><b>Planning &amp; Coordination Meetings</b></p> <p style="text-align: right;"><i>13 New Haven &amp; EdAdvance Planning &amp; Coordination Meetings</i></p> <p style="text-align: right;">1 specialist for \$500/half day Cost: \$6,500</p> <p style="text-align: right;"><b>Total Cost: \$50,000</b></p>
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*All workshop fees will be billed by EdAdvance, a non-profit educational resource center.*

*(Revised 11/17/2023)*