



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: The Eli Whitney Museum

Doing Business As, if applicable:

Business Address: 915 Whitney Ave. Hamden, CT 06517

Business Phone: 203-777-1833

Business email: Kzeliwhitney.org

Funding Source & Acct # including location code: ARP ESSER III C/O 2553-6399-56694-0038

Principal or Supervisor: Margaret Mary Gethings

Agreement Effective Dates: From 9/12/23. To 6/15/23.

Hourly rate or per session rate or per day rate: Per session rate: \$522.23

18 sessions K-8

Total amount: \$10,276

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

Hands-on learning workshops for K-8th graders. These workshops will enhance the curriculum implemented. Applied learning, along with engineering and artful invention will solidify skills, promote critical thinking, problem solving and creativity.



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Submitted by:

M M Gethings

Phone:

475-220-7200

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Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Margaret Mary Gethings, Principal of Worthington Hooker School
Date: August 25, 2023
Re: The Eli Whitney Museum

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: The Eli Whitney Museum
2. Description of Service: Hands-on learning workshops for K-8th graders. These workshops will enhance the curriculum implemented. Applied learning, along with engineering and artful invention will solidify skills, promote critical thinking, problem solving and creativity.
3. Amount of Agreement and hourly or session cost: \$522.23 per session for 18 sessions: \$10, 276. Funding Source and account number: ARP ESSER III C/O #2553-6399-56694-0038
4. Approximate number of staff served through this program or service: 20 teachers
5. Approximate number of students served through this program or service: 375 K-8 Students
6. Continuation/renewal or new Agreement? Continuation
Answer all questions:
 - a. If continuation/renewal, has the cost increased? No If yes, by how much? N/A
 - b. What would an alternative contractor cost:
 - c. If this is a continuation, when was the last time alternative quotes were requested?
 - d. For new or continuation: is this a service existing staff could provide. If no, why not?

Eli Whitney staff will work in collaboration with classroom teachers to choose from over 100 projects to implement that best aligns with current and relevant instruction. Eli Whitney staff will work in-house to provide teacher training and implementation support of each chosen project



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7. Type of Service:

Answer all questions:

- a. Professional Development? Yes — Eli Whitney staff will work directly with students as well as model project implementation of science concepts in action. We will hold a Staff Meeting in September at Eli Whitney Museum that will provide all teachers with the opportunity to explore all projects and align topics to enhance and support the curriculum. There will also be 2 teacher focused sessions with Eli Whitney Staff to provide project implementation support and curriculum alignment.
- b. If this is a professional development program, can the service be provided by existing staff? If no, why not? Existing staff do not have the expertise to model these teaching strategies.
- c. After School or Extended Hours Program? No
- d. School Readiness or Head Start Programs? No
- e. Other: (Please describe)

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? If yes, is it local or national? Yes, Eli Whitney Museum is a non-profit 501 (C)3, local.
- d. Is the Contractor a public corporation? Non-profit incorporated in 1976
- e. Is this a renewal/continuation Agreement or a new service? Continuation
- f. If it is a renewal/continuation has cost increased? Yes. Price per child has increased by 50 cents (\$12.50 to \$13.00 per student)
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: This program will build capacity among teachers and engage students in hands-on projects. WHS teachers and Eli Whitney staff will collaborate, co-plan lessons and work together to implement projects.

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: 'The Eli Whitney Museum and Workshop is a leader in experimental learning workshops for students and teachers. The program collects, interprets, and teaches experiments that are the roots of design and invention.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Contractor completed RFQ process through the Office of Youth, Family & Community Engagement. WHS is in close proximity to the museum and a partnership will strengthen the Scientific application of concepts aligned with Common Core and NGSS. Prior trips to Eli Whitney demonstrated a high interest from students.



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- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
Yes. WHS provided a budget allocated for this partnership and Eli Whitney was able to accommodate our spending in our previous agreement. Now that we would like to establish an ongoing partnership, we are charged the regular price of \$13.00 per student. Eli Whitney will come to WHS on-site and wave the per visit charge of \$200
- d. Who were the members of the selection committee that scored bid applications? We considered Common Ground and Eli Whitney. Through SPMT, we evaluated the effectiveness of both partnerships, and the committee chose Eli Whitney as the most engaging activities that align and support our curriculum.
- 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

I 1. 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 service engages students in project-based learning through hands-on learning experiences. Essential Experiments are lessons more likely to find in a workshop or a studio than in a classroom. They prepare young minds for a deep understanding of ideas encountered in the world. All projects will be assessed through a rubric. With each of the experiments, materials are handed out and instructions given to construct and understand the goal and topic. Time is given to explore, build, test and re-test.

For example, one of the experiments we might offer is the Rubber band Car. Inspired by a spring car design of Leonardo da Vinci, students are given materials to construct a simple car: a chassis, 2 axles, 4 screw eyes, rubber bands, and four wheels. Everyone has exactly the same materials. But why, when we begin to test the cars, does everyone's car perform differently? Some go straight ahead, some veer to the right or left, some go forward and then yo-yo back towards the experimenter.

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

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

The project addresses all five Overarching Goals of the Strategic Plan. Enriching experiences provide a strong foundation in early learners. This proposal utilizes highly engaging materials to deepen teacher practice and student achievement. Interdisciplinary lessons support the development of the whole child. The service prepares students to be the next generation of leaders, innovators and problem-solvers through the development of



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social-emotional, critical thinking, and collaboration skills. Offering the program to all students at the school supports our commitment to equity.

13. Why do you believe this Agreement is fiscally sound? Yes

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

Students and staff would not be able to build skills and apply learning concepts through constructing models.

Rev: 8/2021



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AGREEMENT

By And Between

The New Haven Board of Education

AND

The Eli Whitney Museum

FOR DEPARTMENT/PROGRAM:

Worthington Hooker School

This Agreement entered into on the 12th day of August 2023, effective (no sooner than the day after Board of Education Approval), the 12th day of September, 2023, by and between the New Haven Board of Education (herein referred to as the "Board" and, The Eli Whitney Museum located at 915 Whitney Ave. Hamden, CT 06517 (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of 18 sessions (2 Sessions per grade K-8) \$13.00 per student: \$9,776 and two teacher sessions for \$250.00 each for a total of \$500.00= \$10, 276

The maximum amount the contractor shall be paid under this agreement: \$10, 276 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 Carryover Program of the New Haven Board of Education, Account Number: 2553-6399-56694 Location Code: 0038

This agreement shall remain in effect from September 12th, 2023 until June 15th, 2024

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

We will work with all grade levels K-8 at Worthington Hooker School totaling 18 sessions. We will be visiting the school site for these programs from September 2023 until the end of the school year. We will charge \$514.53 per visit for a total of \$9,776 for 18 visits. This price includes all our services, including but not limited to: materials, teaching time, and travel. We have worked with an



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abundance of the New Haven Public Schools for the last few decades. We are thrilled to engage in a partnership with Worthington Hooker School this year.

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

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

8/25/23

Date

Date

Kiran Zaman, Director of Programming
Contractor Printed Name & Title



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Revised: 8/2021

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. Stats 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



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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



August 25, 2023

Scope of Services for Worthington Hooker School, 180 Canner St, New Haven, CT 06511:

We are a Workshop: we build things. We are in name, a Museum: we collect things. We collect essential experiments. We also collect the materials that experiments require. We collect tools and clever ways of building.

Experiments are a way of learning things. They require self-guided trial and error, active exploration, and testing by all the senses. Experiments begin with important questions, questions that make you think or that inspire you to create. So perhaps it's questions that we collect.

Essential Experiments are lessons you are much more likely to find in a workshop or a studio than in a classroom. Experiments can be messy, noisy, and time consuming. The color and sound and feel of their learning is essential. In our Workshop, we educate your senses to be prepared to understand... to really understand... the ideas you encounter in a classroom and in the world.

With each of the experiments we bring to New Haven Public Schools after school students, materials are handed out and instructions given to construct and understand the goal and topic of the day. Time is given to explore and build and test.

For example, One of the experiments we might offer is the Rubber band Car. Inspired by a spring car design of Leonardo da Vinci, students are given materials to construct a simple car: a chassis, 2 axles, 4 screw eyes, rubber bands, and four wheels. Everyone has exactly the same materials. But why, when we begin to test the cars, does everyone's car perform differently? Some go straight ahead, some veer to the right or left, some go forward and then yo-yo back towards the experimenter.

This is the first test. Do you see what's wrong? It's the first step in design thinking. Why does my car not work as well as my friend's car? The solution requires a child



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to really look, observe, and discern any difference in construction (or design) between their car and one that runs more accurately, or faster or further...

Then comes the second test. How do I correct this? This next step is one that must be repeated over and over until the problem they have found is solved. Design thinking is a process that requires patience, procedure and persistence.

This process is valid for every age group and every project we offer. With additional time for elaboration — a personal artistic component — every student has the opportunity to learn, have fun doing it, and own it.

Offerings and Pricing:

We will work with all grade levels K-8th at Worthington Hooker School totaling to 18 sessions. We will be visiting the school site for these programs from January 2023 until the end of the school year. We will charge \$514.53 per visit for a total of \$9,776 for 18 visits. This price includes all our services, including but not limited to: materials, teaching time, and travel.

We have worked with an abundance of the New Haven Public Schools for the last few decades. We are thrilled to engage in a partnership with Worthington Hooker School again this year.

<https://eliwhitneymuseum.org/7/workshop/school-programs>

Contact for bookings and questions:

Kiran Zaman

Director of Programming, The Eli Whitney Museum, 915 Whitney Ave, Hamden, CT 06517



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QUOTE

For

Worthington Hooker School Partnership

In School Programs

2023-2024

2 workshop sessions with each grade level

K-8th grades

2 Workshops with Teachers @ \$250 each

Total number of students approx 376

Project cost \$13 per student

18 total sessions

\$9,776 + \$500 (teacher sessions) = \$10,276

(Per Session visit charge @ Hooker School - \$200 waived)

Contact info:

Kiran Zaman

Director of Programming, kz@eliwhitney.org

The Workshop @ EWM, 203.777.1833, www.eliwhitney.org