



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Footsteps2Brilliance, Inc.

Doing Business As, if applicable:

Business Address: 3125 Cathedral Ave NW, Suite 100, Washington, DC 20008

Business Phone: (202) 338-1223

Business email: anna@footsteps2brilliance.com

Funding Source & Acct # including location code:

- Title 1
 - o 2531-5208-56694-0444 (Saturday Academy)

Principal or Supervisor:

- Gemma Joseph Lumpkin

Agreement Effective Dates: From 11/28/23. To 06/30/24.

Total amount: \$18,500.00

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

- Footsteps2Brilliance, Inc. is a digital bilingual language and literacy platform that accelerates students' reading proficiency in English and Spanish. Its device-agnostic platform will be used during the NHPS Saturday academy sites to support a total of 250 students working to enhance their literacy skills. Footsteps2Brilliance also provides up to 3 days of professional development for 12 teachers at the 3 sites, Customized Services, Assigned Client Success Manager, Classroom Coaching, Parent Trainings, Monthly Check-In Calls, Community Outreach, Reporting, and Advisory Group Support Services.

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: 11/7/2023
Re: Footsteps2Brilliance, Inc.

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:** Footsteps2Brilliance, Inc.
2. **Description of Service:**
 - a. Footsteps2Brilliance, Inc. is a digital bilingual language and literacy platform that accelerates students' reading proficiency in English and Spanish. Its device-agnostic platform will be used during the NHPS Saturday academy sites to support a total of 250 students working to enhance their literacy skills. Footsteps2Brilliance also provides up to 3 days of professional development for 12 teachers at the 3 sites, Customized Services, Assigned Client Success Manager, Classroom Coaching, Parent Trainings, Monthly Check-In Calls, Community Outreach, Reporting, and Advisory Group Support Services.
3. **Amount** of Agreement and hourly or session cost: \$18,500
4. **Funding Source** and account number: Title 1
 - a. 2531-5208-56694-0444
5. Approximate number of staff served through this program or service: 12
6. Approximate number of students served through this program or service: 250
7. **Continuation/renewal or new Agreement?**

Answer all questions:

 - a. If continuation/renewal, has the cost increased? If yes, by how much?
 - i. Renewal, no increase
 - b. What would an alternative contractor cost:

- i. Alternative contractors with similar platforms and professional development opportunities will cost around \$20,000.00
- c. If this is a continuation, when was the last time alternative quotes were requested?
 - i. October, 2023
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
 - i. No, this a literacy platform used to aid students in improving their literacy skills during Saturday Academy. Also, they provide staff with the training needed to help support our students.

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, Footsteps2brilliance staff are literacy professionals who developed the program.
- b. After School or Extended Hours Program?
 - i. Extended Hours
- c. School Readiness or Head Start Programs?
 - i. N/A
- 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. No
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
 - i. No
- d. Is the Contractor a public corporation?
 - i. No
- e. Is this a renewal/continuation Agreement or a new service?
 - i. Continuation
- f. If it is a renewal/continuation has cost increased? If yes, by how much?
 - i. No increase
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:
 - i. Yes, it is expanding on the literacy instruction currently implemented in the district.

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. The contractor provides us with the software needed to support the literacy needs of students enrolled in the Saturday Academy, as well as training to current NHPS staff to support students as they complete their work
 - ii. <https://www.footsteps2brilliance.com/>
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
 - i. Quotes from the organization and continued partnerships with the district
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
 - i. Yes, contracted was selected due to their continued partnership with the district and effectiveness in providing services to our students and staff
- d. Who were the members of the selection committee that scored bid applications?
 - i. Gemma Joseph Lumpkin, Dianne Stewart, 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. Footsteps2brilliance is addressing the literacy needs of our students in the district. The contractor shares data monthly with Saturday Academy staff to evaluate effectiveness.
 - b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
 - i. Document attached
 - c. How is this service aligned to the District Continuous Improvement Plan?
 - i. The services align to the District Continuous Improvement Plan as it addresses literacy concerns within our student population and provides training to staff to support the student's needs
12. Why do you believe this Agreement is fiscally sound?
- a. The contract provides licenses, up to 3 professional development dates for staff, and data evaluation to the district to measure the success of the program.
13. What are the implications of not approving this Agreement?
- a. Implications of not approving this agreement include an impact on literacy supports and growth for students enrolled in the Saturday academy.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(Footsteps2brilliance, Inc)

FOR DEPARTMENT/PROGRAM:

(Youth, Family, Community Engagement)

This Agreement entered into on the 7th day of November 2023, effective (*no sooner than the day after Board of Education Approval*), the 28th day of November, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Footsteps2brilliance, Inc located at, 3125 Cathedral Ave NW, Suite 100, Washington, DC 20008 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$18,500.00

The maximum amount the contractor shall be paid under this agreement: Eighteen Thousand, Five Hundred Dollars (\$18,500.00). 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 Title 1 **Program** of the New Haven Board of Education, **Account Number:** 2531-5208-56694 **Location Code:** 0444

This agreement shall remain in effect from 11/28/2023 to 06/30/2024

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

- Footsteps2Brilliance, Inc. is a digital bilingual language and literacy platform that accelerates students' reading proficiency in English and Spanish. Its device-agnostic platform will be used during the NHPS Saturday academy sites to support a total of 250 students working to enhance their literacy skills. Footsteps2Brilliance also provides up to 3 days of professional development for 12 teachers at the 3 sites, Customized Services, Assigned Client Success Manager, Classroom Coaching, Parent Trainings, Monthly Check-In Calls, Community Outreach, Reporting, and Advisory Group Support Services.

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.

Ilene Rosenthal

Contractor Signature

President
New Haven Board of Education

November 7, 2023

Date

Date

Ilene Rosenthal

Contractor Printed Name & Title



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 to 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.



Big Brains for Little People

Footsteps2Brilliance, Inc.
 3125 Cathedral Ave NW, Suite 100, Washington, DC 20008
 Office: (202) 338-1223
 Fax: (202) 338-1227

INVOICE

Invoice Date: 11/1/23
Invoice Number: 110638
PO Number: TBD
Due Date: 12/1/23

Client Information

Account Name:	New Haven Public Schools	Client:	Gemma Lumpkin
District:	New Haven Public Schools	Title:	Chief of Youth, Family, and Community Engagement
Contract Start:	SY 2023 - 2024	Email:	GEMMA.JOSEPHLUMPKIN@new-haven.k12.ct.us
Contract End:	June 23 2024	Work Phone:	(475)220-1734
Time Zone:	EST		
Address:	54 Meadow St 4th floor New Haven, CT 06519		
Phone:	475-220-1734		

Order Information

Participating Schools

[School Name]

License Term	Item Number	Product	Cost	Quantity	Total
1 year	ELB202223	(1) Footsteps2Brilliance Enterprise App, School Edition – Bilingual Version, (2) Clever Kids University: Pre-Reader, (3) Clever Kids University: I Can Read (4) Professional Development and Services package includes up to 3 Professional Development Days to be used for Implementation Planning, Curriculum Alignment, Customized Services, Assigned Client Success Manager, Classroom Coaching, Parent Trainings, Monthly Check-In Calls, Community Outreach, Reporting, Advisory Group Support Services	\$ 18,500.00	250 enrolled PreK-3 grade students in NHPS' Saturday Adademy 12 teachers 3 sites	\$ 18,500.00
ORDER TOTAL					\$ 18,500.00

Please make all checks payable to

Footsteps2Brilliance, Inc.
3125 Cathedral Ave NW, Suite 100
Washington, DC 20008

Due and payable within 30 days.

Thank you for your business!



2022 – 2023

EOY

**Saturday Academy-
Footsteps2Brilliance
Data Walk**

School Achievement



Hours of Literacy

285

📅 Aug 1, 2022 - Jun 5, 2023



Words Read

722,635

📅 Aug 1, 2022 - Jun 5, 2023



Books Read

1,173

📅 Aug 1, 2022 - Jun 5, 2023



Games Played

4,193

📅 Aug 1, 2022 - Jun 5, 2023



Books Written

395

📅 Aug 1, 2022 - Jun 5, 2023



2022 – 2023 Growth

Phonological Awareness



Phonics



Language

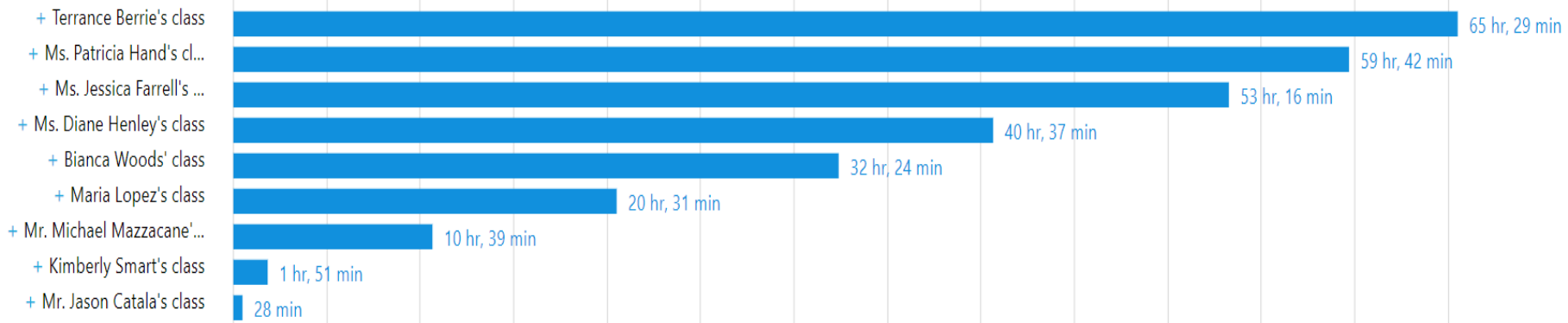


Reading Comprehension



Top classes in Saturday Academy

Total Hours Word Count Books Read Games Played Books Written





Number of Students Who Logged In

122