



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use Please Type

Contractor full name: Leadership, Education and Athletics in Partnership, Inc.
(LEAP)

Doing Business As, if applicable:

Business Address: 31 Jefferson Street, New Haven, CT 06511 Business Phone:
(203) 773-0770

Business email: hfernandez@leapforkids.org Funding Source & Acct # including
location code: Title I: 2531-5265 56905

Principal or Supervisor: Viviana Conner Agreement Effective Dates: From
02/01/24. To 06/09/24.

Hourly rate or per session rate or per day rate: \$1,162.79 per day Total amount:
\$50,000

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

As a state contractor, Leadership, Education and Athletics in Partnership will be
supporting at least 245 New Haven Public Schools students in 1st-8th grade
through our after-school literacy-based enrichment program. LEAP will provide
each program participant with approximately 48 hours of literacy instruction, 48
hours of enrichment activities in the arts and athletics, and 48 hours of homework
assistance at 7 Title I NHPS schools from February 1st, 2024 to June 9th, 2024.

Submitted by: Michaela Seales | Phone: (203) 802-7973



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee From: Viviana Conner Date: 12/18/2023 Re: Leadership, Education and Athletics in Partnership (LEAP)

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:** Leadership, Education and Athletics in Partnership, Inc. (LEAP)

2. **Description of Service:**

As a state contractor, Leadership, Education and Athletics in Partnership will be supporting at least 245 New Haven Public Schools students in 1st-8th grade through our afterschool literacy-based enrichment program. LEAP will provide each program participant with approximately 48 hours of literacy instruction, 48 hours of enrichment activities in the arts and athletics, and 48 hours of homework assistance at 7 Title I NHPS schools from February 1st, 2024 to June 9th, 2024.

3. **Amount** of Agreement and hourly or session cost: \$1,162.79 per day/session

4. **Funding Source** and account number: Title I: 2531-5265 -56905

5. Approximate number of staff served through this program or service: 0

6. Approximate number of students served through this program or service: 245

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

a. New agreement **Answer all questions:**

b. If continuation/renewal, has the cost increased? If yes, by how much?

i. N/A

c. What would an alternative contractor cost:

i. As far as we are aware, there is no other organization in New Haven that provides a comparable range and scope of services to children.

d. If this is a continuation, when was the last time alternative quotes were requested?

i. N/A

e. For new or continuation: is this a service existing staff could provide. If no, why not?

- i. It is our opinion that LEAP programs are not a readily replicable service due to the unique youth-led nature of our programs and training. We hire and train local high school and college students to deliver an evidence-based literacy curriculum that centers experiences relevant to young children of color. Our programs see results that are unique to our near-peer mentorship model, which provides children with a supportive learning environment.

8. Type of Service:

Answer all questions:

- a. Professional Development?
 - i. No
 - ii. If this is a professional development program, can the service be provided by existing staff? If no, why not?
 - iii. N/A
- b. After School or Extended Hours Program?
 - i. Yes, we are an after school program serving students from Monday-Thursday from 3:00 p.m. – 6:00 p.m.
- c. School Readiness or Head Start Programs?
 - i. No
- d. Other: (Please describe)
 - i. N/A

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, we are based in New Haven.
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
 - i. Yes, we are a Not-for-Profit Organization based locally.
- d. Is the Contractor a public corporation?
 - i. No
- e. Is this a renewal/continuation Agreement or a new service?
 - i. This is a 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. No

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. LEAP brings thirty years of experience working with New Haven Public School students at Title I schools to the project. LEAP has extensive experience providing culturally relevant learning opportunities via our evidence-based literacy curriculum. LEAP has a full-time curriculum design team that carefully structures the curriculum to be developmentally appropriate and culturally relevant.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
 - i. LEAP is an approved state contractor
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
 - i. N/A
- d. Who were the members of the selection committee that scored bid applications?
 - i. N/A
- 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.
 - i. 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?
 - i. The contractor will address the need for out-of-school time programming focused on academic enrichment and social-emotional learning. Because of the pandemic, several children in the district are not reading at grade level and are behind in developing social-emotional skills that come from socializing with peers. LEAP will address these issues through a two-prong programming approach that both aims to promote literacy skill-building in children and social-emotional skills such as communicating about emotions.
 - ii. Performance will be measured and monitored using a Results-Based Accountability (RBA) framework to guide decision making and evaluate programming. LEAP relies on weekly progress reports from site-based staff to assess progress and program quality during a programming component. This information includes attendance rates, family interactions, and solution-oriented problem solving. LEAP strives towards a wide range of social and academic outcomes for participants in our program, so we monitor program success through an equally diverse set of measures. Some of the measures we rely on include (but are not limited to): attendance rates by age group, average number of books read per child, and percentages of children who reported seeing their counselor as a trustworthy mentor. LEAP gathers such information through our programs staff and also through a formalized survey process at the end of every component where program participants and LEAP families provide program feedback. Additionally, LEAP staff collect qualitative testimonials from children and youth to better inform the lived experience that the quantitative data represents.

- 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. LEAP provides students with a supportive learning environment that both engages and challenges students to develop social-emotional and literacy skills, which are essential to timely school progression, engagement in school, and academic success.

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

- a. LEAP is unique in its approach and offers its services to the district at a fraction of total program cost.

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

- a. Without out-of-school-time support, children will not have the requisite support to bridge the gaps widened by loss of learning and social time during the pandemic. Every additional hour of support a child receives places them that much closer to reading on grade level again and doing well in school.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Leadership, Education and Athletics in Partnership, Inc.

FOR DEPARTMENT/PROGRAM:

Title I

This Agreement entered into on the 18th day of December 2023, effective (*no sooner than the day after Board of Education Approval*), the 1st day of February 2024, by and between the New Haven Board of Education (herein referred to as the “Board” and, Leadership, Education and Athletics in Partnership located at, 31 Jefferson Street, New Haven, CT 06511 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$1,162.79 per day, for a total of 43 days.

The maximum amount the contractor shall be paid under this agreement: fifty thousand dollars and zero cents (\$50,000). 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 Title I Program of the New Haven Board of Education, Account Number: 2531-5265-56694 Location Code: 00.

This agreement shall remain in effect from 2/01/2024 to 6/09/2024.

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

Leadership, Education and Athletics in Partnership will be supporting at least 245 New Haven Public Schools students in 1st-8th grade through our after-school literacy-based enrichment program. LEAP will provide each program participant with approximately 48 hours of literacy

hours of enrichment activities in the arts and athletics, and 48 hours of homework assistance at 7 Title I NHPS schools from February 1st, 2024 to June 9th, 2024. These Title I NHPS school sites include the following: August Lewis Troup, Conte West Hills, Family Academy of Multilingual Excellence (F.A.M.E), King/Robinson, Roberto Clemente, Ross Woodward, and Wexler Grant.

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



Contractor Signature

President
New Haven Board of Education

December 18th, 2023

Date

Date

Henry Fernandez, LEAP Executive Director

Contractor Printed Name & Title

Revised: 9-27-21



Exhibit A: Scope of Service

Leadership, Education and Athletics in Partnership, Inc. (LEAP) and New Haven Public Schools (NHPS) have had a long and mutually beneficial relationship serving young people across the city. We are thrilled to continue our partnership with NHPS this spring. LEAP will offer academic and social enrichment programming for at least 245 children across seven Title I NHPS school sites (listed in the contract section of this submission) from February 1st, 2024 to June 9th, 2024. Our free after-school program will run 4 days a week, 3 hours a day for the duration of the school year at all seven sites. A site coordinator and assistant site coordinator will work at each school site to facilitate day-to-day operations and coordinate with school staff. Each school will have up to 20 high school and college students as youth counselors who will guide, mentor, and teach the children at their school site. Additionally, LEAP will solicit the services of several contractors to provide services such as enrichment activities in arts and crafts, chess, dance, yoga, and more to children in the program.

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Henry Fernandez

LEAP Program Overview

LEAP's program is designed to close the literacy gap, support children's socialemotional needs, and expand their creative horizons. In this entirely free program, low-income children ages 7 to 12 receive homework help, practice literacy skills through an engaging literacy-based curriculum, and explore their interests through a wide variety of enrichment activities. The program's thematic curriculum is centered on literacy and builds children's reading abilities through books that highlight characters of color and evidence-based activities that help them synthesize

- **Literacy:** LEAP's programs have a strong literacy focus. Each age-appropriate, thematic curriculum is built around several books and incorporates literacy strategies for students to improve fluency and reading comprehension as well as develop an interest in reading. Curriculum themes and books are chosen to be representative of students' cultural backgrounds and include activities and discussions on topics relevant to their lives. Each LEAP child reads an average of 14-19 books per programming component and receives several brand-new books to take home and build their home libraries. Some school sites will also be receiving a new phonics-based literacy curriculum as part of LEAP's phonics pilot program, which aims to complement current efforts in NHPS to help every child become strong readers.
- **Social-Emotional Learning:** The relationships built in LEAP between children and their college and high school student mentors are an essential part of our model. These relationships are facilitated by training, diverse hiring and recruitment practices, and a 5-to-1 counselor-to-student ratio. LEAP counselors incorporate social-emotional learning and mindfulness techniques into their daily agenda. Counselors are

Creating a New Haven for Our Children

Leadership, Education, and Athletics in Partnership, Inc. (LEAP)
31 Jefferson Street • New Haven, CT 06511 • Phone: 203.773.0770 • Fax: 203.773.1695

leapforkids.org

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supported by LEAP's curriculum, training, counselor development, and social work staff.

- **Enrichment:** Through partnerships with local instructors, LEAP children and teens experience a variety of enrichment activities that range from photography to chess to swimming to computer coding. Youth participate in four or more activities each week to facilitate their exploration of new opportunities, creative outlets, and healthy physical pursuits.
- **Cultural Competency:** LEAP identifies books, materials, and activities that center on the cultural backgrounds of our child population. We specifically ensure that LEAP's curriculum embraces the cultural experiences of African American and Latino children, who are the overwhelming majority of our kids. LEAP's staff (both full-time and part-time) are primarily people of color, with significant experience providing programming in New Haven neighborhoods.




Costs and Use of Funds

We will use funds to support the salaries of full-time LEAP programs staff, who are critical to the successful operation of our program across all seven school sites. Funds may also go toward the provision of enrichment activities and youth counselor wages as needed. The total cost of operating our program in the spring is \$443,992.32.

LEAP requests \$1,162.79 per day, for up to a maximum of 43 days (accounts for school breaks, holidays, and contract start date), for our literacy-based programming and enrichment services that will serve at least 245 NHPS students attending Title I schools.

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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.

Contractor's Declaration Attesting to Compliance with Executive Order No. 13G

Contractor / Vendor Name	Leadership, Education & Athletics in Partnership, Inc. (LEAP)	
Contractor Address	31 Jefferson Street, New Haven, CT 06511	
PeopleSoft ID (for state contractors) or other information*		

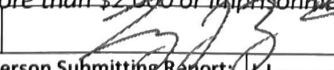
*If PeopleSoft ID does not apply, provide information directed by the covered state agency, school board, or childcare facility

As of this date, provide the number of contract workers subject to Executive Order No. 13G who:

- a. Total number of contract workers as defined in Executive Order No. 13G provided under your contract 65
- b. Are fully vaccinated against COVID-19 (at least 14 days have elapsed since a person has received a single-dose vaccine or the second dose of a two-dose COVID-19 vaccine) 65
- c. Are required to submit to and provide the results of COVID-19 testing because they are not fully vaccinated 0
 - 1. Of those required to submit and provide the results of COVID-19 testing, are partially vaccinated (received first dose and have either received second dose or have an appointment for second dose in a two-dose series vaccination, such as Pfizer or Moderna vaccines, or received a single-dose vaccine, such as Johnson & Johnson vaccine, but 14 days has not elapsed since final dose) _____
 - 2. Of those required to submit and provide the results of COVID-19 testing, have been granted a medical exemption to vaccination based upon documentation from a physician, physician's assistant, or advanced practice registered nurse stating that the administration of COVID-19 vaccine is likely to be detrimental to the person's health _____
 - 3. Of those required to submit and provide the results of COVID-19 testing, have been granted an exemption to vaccination on the basis of a sincerely held religious or spiritual belief _____
 - 4. Are temporarily excused from COVID-19 testing because they have provided documented proof of having a COVID-19 infection in the previous 90 days _____

HF I affirm that all of the covered workers indicated in Section (a), except those who are fully vaccinated (a) or have had a documented case of COVID-19 in the past 90 days, will (1) have had a negative test for COVID-19 in the 7 days prior to initially accessing any work site related to this contract that is subject to Executive Order No. 13G, (2) continue to be tested once every 7 days for the duration of this contract, and (3) not be allowed to access any work site that is subject to Executive Order No. 13G if they either receive a positive test or fail to be tested at least once per week.

HF I declare and attest that I am authorized by the Contractor to provide the information contained in this report and that the information included in this report is true and accurate, to the best of my knowledge. I understand that it is a crime under Connecticut law to provide false information in response to the provisions of this Executive Order, punishable pursuant to Section 53a-157b of the Connecticut General Statutes by a fine of not more than \$2,000 or imprisonment of not more than one year.

		Date:	<u>12/18/23</u>
Authorized Person Submitting Report:	Henry Fernandez		
Title:	Executive Director		
Email Address:	hfernandez@leapforkids.org	Phone:	203-773-0770