



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: New Haven Reads Community Bank

Doing Business As, if applicable:

Business Address: 45 Bristol Street, New Haven, CT 06511

Business Phone: 203-752-1923

Business email: [information@newhavenreads.org](mailto:information@newhavenreads.org)

Funding Source & Acct # including location code: 2553-6399-56694-0043

Principal or Supervisor: Florence Crisci

Agreement Effective Dates: From 10/24/23 To 6/14/24.

Hourly rate or per session rate or per day rate. Four sessions of \$2500.

10/23/23 – 12/15/23

12/18/23 – 2/16/24

2/19/24 – 4/5/24

4/8/24 – 5/23/24

Total amount: \$10,000

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

New Haven Reads will provide academic support with a goal of improving students' grades and attendance.

Submitted by: *Florence Crisci* Phone: *475-220-7300*



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Bishop Woods Architecture & Design Magnet School  
**Date:** 10.03.23  
**Re:** New Haven Reads

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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:** New Haven Reads
2. **Description of Service:** New Haven Reads will provide academic supports in reading and writing with a goal of improving students' grades and attendance through on-site tutoring at Bishop Woods School after school. The program will service will serve 24 students, over 4 days each week.
3. **Amount of Agreement and hourly or session cost:** \$10,000. Four sessions of \$2500. 10/23/23 – 12/15/23, 12/18/23 – 2/16/24, 2/19/24 – 4/5/24, 4/8/24 – 5/23/24
4. **Funding Source and account number:** ARP ESSER III C/O 2553-6399-56694-0043
5. **Approximate number of staff served through this program or service:** 0
6. **Approximate number of students served through this program or service:** 24
7. **Continuation/renewal or new Agreement?**
  - Answer all questions:**
    - a. If continuation/renewal, has the cost increased? If yes, by how much?  
Continuation
    - b. What would an alternative contractor cost:  
There is not an alternative contractor to partner in this work with Bishop Woods.
    - 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?  
Existing staff could not provide this level of service to students. New Haven Reads provides an after school program for participants to engage in intensive tutorial services.

**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?  
This is not a professional development program.
- b. After School or Extended Hours Program?  
After school hours.
- c. School Readiness or Head Start Programs?  
Bishop Woods does not participate in 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?  
No
- b. Is the Contractor Local?  
Yes, the Contractor is local and based in New Haven.
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?  
The Contractor is a local Not-for-Profit Organization.
- 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?  
New Service
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:  
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:  
New Haven Reads delivers a research-based, one-on-one literacy tutoring program for students in grades one through twelve. The program is rooted in the science of reading and provides an individualized program for each child in a safe and caring setting. Students must be reading below grade level when they join the program. The program is rich in phonics, which is often a knowledge gap for below-grade level readers. Our tutors in the one-on-one program are trained and supported by our staff team.

- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?  
Sole Source
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?  
This contractor was selected because of their continued to the students and families of New Haven. They possess the knowledge base, resources, and motivation to support literacy in New Haven. No other contractors were considered for this partnership.
- d. Who were the members of the selection committee that scored bid applications?  
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.

## 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?  
The program focuses on working with students who read below grade level and giving them the skills and confidence to become fluent readers. It is an individualized program and one-on-one. A trained volunteer tutor works at least once a week across the year with the child on his particular literacy needs. New Haven Reads works and supports students so they can be academically successful and break the cycle of illiteracy.  
  
The programs performance will be measured through student report cards, the Consortium on Reading Excellence (CORE) Test, and monitoring student progress through the online phonics program (Lexia) and the students' workbooks (e.g. Explode the Code, Wordly Wise, Reasoning and Reading).

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

- b. How is this service aligned to the District Continuous Improvement Plan?  
New Haven Reads is closely aligned with the District's Plan because they are focused on reducing educational gaps for our students and ensuring that they have the skills to be successful both at school and subsequently in life. Research has shown that appropriate interventions will reduce the dropout rate for students who are not grade level readers. New Haven Reads provides targeted, individualized literacy support and interventions that lead to student success.
- c. Why do you believe this Agreement is fiscally sound?  
This agreement is fiscally sound because it provides a comprehensive service to the students of Bishop Woods. New Haven Reads is currently in its twenty first year of serving the New Haven community. The one-on-one literacy tutoring program is well-established and has a proven track record of successful program delivery and of impressive gains demonstrated by participants. The cost of providing quality, one-on-one tutoring to students is a sensible investment compared to the costs to the student, his

family, community, and the state if students do not become successful readers. Furthermore, New Haven Reads does much more than enable a child to become a reader. With the help of a personal tutor teaching and encouraging students on to greater levels, the confidence and the aspirations of students grows by leaps and bounds.

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

Students will not have an opportunity to engage in an extended school hour's program that provides a safe and nurturing environment. Students will lack the academic assistance, which may support and encourage them to greater academic levels.



NEW HAVEN PUBLIC SCHOOLS

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

*New Haven Reads*

FOR DEPARTMENT/PROGRAM:

*Bishop Woods Architecture & Design Magnet School*

This Agreement entered into on the 13<sup>th</sup> day of September 2023, effective (no sooner than the day after Board of Education Approval), the 24<sup>th</sup> day of October 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, New Haven Reads located at, 45 Bristol 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 \$10,000.

The maximum amount the contractor shall be paid under this agreement: \$10,000.

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 \_\_ARP ESSER III C/O\_\_ Program of the New Haven Board of Education, **Account Number 2553-6399-56694 Location Code: 0043.**

This agreement shall remain in effect from 10/24/23 to 5/23/24.

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

Please see attached.

**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*

**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.

*Kirsten Levinsohn*

Contractor Signature

\_\_\_\_\_  
President

New Haven Board of Education

**October 4, 2023**

Date

\_\_\_\_\_  
Date

**Kirsten Levinsohn, Executive Director**

Contractor Printed Name & Title

Revised: 8/2021



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.