



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: NSIP, National SAM Innovation Project

Doing Business As, if applicable: SAM, NSIP

Business Address: 9100 Shelbyville Road, Suite 280. Louisville KY

Business Phone: 502 509-9774

Business email: Mark@SamsConnect.com

SS# OR Tax ID #: 454454376 (501c3 non-profit, sole provider of SAM services)

Funding Source & Acct # including location code: **ARP ESSER III Carryover 2553-6399 0012-56694**

Principal or Supervisor: Dr. Nicholas Perrone

Agreement Effective Dates: From . 10/2/23 To 6/30/24

Hourly rate or per session rate or per day rate: subscription and access to PD

Total amount: \$9,490

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

SAM is a cloud-based software set of tools school leaders use each day. Coaching and other professional development supports are included. All tools are trademark and copyright protected. This unique set of tools change a principal's focus from school management tasks to instructional leadership—activities directly connected to improving teaching and learning. Principal use of time to improve teaching and learning is increased significantly with the SAM process. Research shows this as the largest lever to increase student performance that a district can control.

Submitted by: Dr. Nicholas Perrone Phone: 475-220-8000



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Dr. Nicholas Perrone
Date: August 21, 2023
Re: National SAM Innovation Project

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:** NSIP, Nation SAM Innovation Project

2. **Description of Service:**

SAM is a cloud-based software set of tools school leaders use each day. Coaching and other professional development supports are included. All tools are trademark and copyright protected. This unique set of tools change a principal's focus from school management tasks to instructional leadership—activities directly connected to improving teaching and learning. Principal use of time to improve teaching and learning is increased significantly with the SAM process. Research shows this as the largest lever to increase student performance that a district can control.

3. **Amount of Agreement and hourly or session cost:** \$9490.00

4. **Funding Source & Account #:** ARP ESSER III Carryover 2553-6399-0012-56694

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

Answer all questions:

- If continuation/renewal, has the cost increased? If yes, by how much? No
- What would an alternative contractor cost: n/a
- If this is a continuation, when was the last time alternative quotes were requested? n/a
- For new or continuation: is this a service existing staff could provide. If no, why not? No, this program includes access to software with copyright by NSIP.

6. **Type of Service:**

Answer all questions:

- Professional Development?
 - If this is a professional development program, can the service be provided by existing staff? If no, why not? The SAM program includes significant

professional development to encourage instructional leadership with direct access to a wide array of top educators in the field (e.g., Kim Marshall from the Marshall Memo, Ken Williams of Ruthless Equity, Jenn David-Lang from the Main Idea, etc.). It also includes alternative observation methods by coaches and administrators that support learning in real time. This program helps leverage principal effectiveness as one of the most significant methods to improve teaching and learning.

- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe)

7. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? No
- b. Is the Contractor Local? No
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Not-for-Profit; national
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? Renewal
- f. If it is a renewal/continuation has cost increased? If yes, by how much? No
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: Yes, this program builds instructional leadership capacity within the school with the principal, assistant principal, and instructional coaches who will influence all staff in effective instructional practices.

8. Contractor Selection:

Answer all questions

- a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume. They created the software that provides the time management structure for the program.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? Continuation of previous services; this organization is the only one who offers this service
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: Same as above

9. 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? Increase instructional leadership effectiveness to improve teaching and learning; the software embeds extensive data including percentage of instructional, managerial, and personal time allocations for all users; it tracks time and frequency of interactions between the instructional manager and staff.
- b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness. (See Exhibit C)

- c. How is this service aligned to the District Continuous Improvement Plan? Improving the amount and quality of instructional leadership time most closely connects with three District Improvement Goals: 1) Strong foundation in early learning; 2) High achievement for all learners; and 3) Unwavering commitment to equity, growth, and progress.
10. Why do you believe this Agreement is fiscally sound? Research shows a significant impact that instructional leaders have on teaching and learning that directly impacts student achievement. This program improves instructional leadership effectiveness for a cost that is less than a part-time tutor working for 8-hours per week.
11. What are the implications of not approving this Agreement? It will prevent the high rigor of professional development for a team of four instructional leaders.

Rev: 8/10/2020



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

NSIP, National SAM Innovation Project

FOR DEPARTMENT/PROGRAM:

Edgewood Magnet School

This Agreement entered into on the 25th day of September, 2023, effective (*no sooner than the day after Board of Education Approval*), the 2nd day of October, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, NSIP, National SAM Innovation Project located at, Louisville KY (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$9,490 for SAM process services for the academic year.

The maximum amount the contractor shall be paid under this agreement: \$9,490. Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service (See Attachment).

Fiscal support for this Agreement shall be by **ARP ESSER III Carryover 2553-6399-0012-56694**

This agreement shall remain in effect from October 2, 2023 to June 30, 2024.

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

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.** 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.

Mark Shelling
Contractor Signature

President
New Haven Board of Education

8/22/2023
Date

Date

Mark Shelling, Director
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 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.

Exhibit C

SAM Program Data for Edgewood Magnet School

Time Codes	Baseline (SY2021)	Mid-Year	EOY
Management	26.3%	22.8%	22.2%
Instructional	60.1%	58.3%	60%
Personal	1.6%	5.3%	5.1%

Reflection on SAM Process:

The most important outcome for our SAM work centers on increasing our instructional leadership time as administrators. My average for SY2019 was 52% (562 hours) and SY2021 it went up to 60.1% (838 hours), so the increase is significant - over 276 additional hours of additional time spent on instructional leadership versus management. That's an extra seven week's worth of full time work devoted to instructional leadership. We continue to grow in our leadership team by keeping the focus on instructional leadership. Time spent on instructional leadership sustained at 60+% for SY2022; this shows a sustainable portion of the day was spent focusing on instructional leadership. The next phase of development is to find more effective ways to impact teaching and learning. We identified three teachers for SY2023 who we will focus our efforts to provide regular and intensive feedback that supports improvement and capacity building.

Dr. Perrone's TimeTrack Dashboard w/ snapshot of data:





INVOICE

INVOICE # 2024-34
DATE: JULY 15, 2023

National SAM Innovation Project

9100 Shelbyville Road, Suite 280 Louisville, KY 40222
Phone 502 509-9774 Fax 502 266-2813

TO	New Haven Public Schools Edgewood Creative Thinking School	
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			DUE DATE
			July 15, 2023

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	SAM process services, tech site license, for the remainder of 2023-24 school year: Use of online services, TimeTrack, NoteTrack and First Responders. Tech support, training, coaching and professional development support (see service list, next page)	\$4,500	\$4,500
	17 th Annual National SAM Conference, two seats, all costs covered except airfare	\$2,495	\$4,990

Make check payable to: National SAM Innovation Project			\$9,490

SAM services include:

- Subscription for use of TimeTrack® cloud-based software at each school site for the principal and other leaders in the school the principal supervises.
- Subscription for use of NoteTrack® cloud-based software at each school site for the principal and other leaders in the school the principal supervises.
- Subscription for use of First Responders® cloud-based software at each school site for the principal and other leaders in the school the principal supervises.
- Subscription includes access to online and in-person technical support for TimeTrack, NoteTrack and First Responders, as needed, each school site.
- Initial training, online for three two-hour sessions; (all day, in-person option available depending on pandemic restrictions)
- Implementation support, ten days at each school site for the SAM Daily Meeting, more as needed, via Zoom
- Monthly remote coaching, two-hours, each school site, via Zoom
- Weekly online coaching review of TimeTrack with email and/or phone feedback, or Zoom
- Subscription, professional development, The Marshall Memo
- Subscription, professional development, The Main Idea
- Month online professional development sessions, SAM Talks, featuring national speakers
- Access, NSIP HD recordings and support materials from past conferences