



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Schlechty Center

Doing Business As, if applicable:

Business Address: P.O. Box 6929 Louisville, KY 40206

Business Phone: 502.895.1942

Business email: msolomon@schlechtycenter.org

Funding Source & Acct # including location code: 2553-6398-56694-0043

Principal or Supervisor: Florence Crisci

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

Hourly rate or per session rate or per day rate.
Total amount: \$10,000

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

The Schlechty Center will provide technical assistance and consultation to Bishop Woods School leaders utilizing The Schlechty Center frameworks and toolkits to develop professional learning sessions to nurture a culture of engagement that will result in better outcomes for students, their families, and the school community.

Submitted by: Shanna Dewey Phone: 502-445-3377



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Bishop Woods Architecture & Design Magnet School
Date: 9/21/23
Re: Schlechty Center

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:** Schlechty Center
2. **Description of Service:** Utilizing the expertise of the Schlechty Center, the school will design systems to increase both student and staff engagement so that students can learn at profound levels. The service will include the development of student, parent, and staff surveys, the creation of professional learning sessions focused on student engagement, and a customized toolkit of learning modules, protocols, debriefing tools, assessment tools, and facilitation guides.
3. **Amount of Agreement and hourly or session cost:** \$10,000
4. **Funding Source and account number:** 2553-6398-56694-0043
5. **Approximate number of staff served through this program or service:** 45
6. **Approximate number of students served through this program or service:** 460
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much?
New Agreement
 - 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?
There is not an alternative contractor to partner in the work, so quotes have not been requested from other contractors.
 - 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. The Schlechty Center possesses the knowledge and expertise in creating engagement focused schools and offers additional programming that cannot be replicated by current staff.

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?

No, it cannot be replicated. The Schlechty Center provides a unique set of knowledge and resources that existing staff could not provide.

b. After School or Extended Hours Program?

No.

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?

The Contractor is a Not-For Profit organization.

b. Is the Contractor Local?

No, the contractor is not local.

c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?

The Contractor is a National 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?

g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:

Yes, the Agreement will support the capacity of teachers to design engaging lessons and experiences and better understand the needs of our students through the creation of surveys and engaging units of study.

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:

Since its founding in 1987, the Schlechty Center has provided strategic consultation,

targeted advice, and technical assistance to districts and school leaders. The Center offers frameworks as opposed to programs and prescriptions, providing tools, training experiences, networking opportunities, and advice on strategy and process to nurture a culture of engagement.

- 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 commitment to Bishop Woods School and the engagement of staff around engagement. They possess the knowledge base, resources, and motivation to support Bishop Woods. 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?
Performance will be evaluated by teacher and student feedback as well as program review by the school Leadership Team.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
Renewal
- c. How is this service aligned to the District Continuous Improvement Plan?
This contract supports the school goals of Design Thinking as well as introducing and supporting project based learning through hands-on, minds-on collaborative projects and experiences. District goals are supported through the development of 21st century competencies including problem solving, critical thinking, and collaboration while developing the habits of mind to be ready for high school and beyond.
- d. 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.

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

By not approving the agreement, Bishop Woods students and staff would not be exposed to the depth of expertise of the Schlechty Center to support teachers and staff in professional learning and increasing levels of engagement for all students.

ACQUITTANCE

ON AND BETWEEN

The New Jersey Board of Education

and

Rev: 8/2021

Schlechty Center

FOR THE AGREEMENT PROGRAM

Bishop Woods School District

This Agreement entered into this 22nd day of August, 2021, by and between the Board of Education of the Bishop Woods School District, located at 1000 Bishop Woods Road, Bishop Woods, NJ 08815, and the Schlechty Center for Learning, located at 1000 Bishop Woods Road, Bishop Woods, NJ 08815.

Whereas the Board of Education of the Bishop Woods School District desires to enter into an agreement with the Schlechty Center for Learning for the purpose of providing professional learning and support for all students;

The Board of Education of the Bishop Woods School District hereby agrees to pay to the Schlechty Center for Learning a fee of \$10,000 per year for the purpose of providing professional learning and support for all students.

Board copy of this document shall be by the 22nd day of August, 2021, to the Board of Education of the Bishop Woods School District, located at 1000 Bishop Woods Road, Bishop Woods, NJ 08815.

Witness my hand and seal this 22nd day of August, 2021.

Superintendent of Schools

The Board of Education of the Bishop Woods School District hereby certifies that the Superintendent of Schools has provided a true and correct copy of this Agreement to the Board of Education of the Bishop Woods School District, located at 1000 Bishop Woods Road, Bishop Woods, NJ 08815.

Board of Education of the Bishop Woods School District

Superintendent of Schools



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Schlechty Center

FOR DEPARTMENT/PROGRAM:

Bishop Woods Architecture & Design Magnet School

This Agreement entered into on the 22nd of August 2023, effective (*no sooner than the day after Board of Education Approval*), the 11th day of October, 2023, by and between the New Haven Board of Education (herein referred to as the "Board" and, Schlechty Center located at P.O. Box 6929 Louisville, KY 40206, (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 ESSER II Program of the New Haven Board of Education, Account Number 2553-6398-56694 Location Code: 0043.

This agreement shall remain in effect from 10/11/23 to 6/14/24.

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

Utilizing the expertise of the Schlechty Center, the school will design systems to increase both student and staff engagement so that students can learn at profound levels. The service will include the development of student, parent, and staff surveys, the creation of professional learning sessions focused on student engagement, and a customized toolkit of learning modules, protocols, debriefing tools, assessment tools, and facilitation guides.

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.

ShubDunn
Contractor Signature

President
New Haven Board of Education

9-23-2024
Date

Date

SHANNA Dewey, Controller
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.

Revised: 10/2/18



**New Haven Public Schools
Bishop Woods Elementary School
Schlechty Center
DRAFT Proposal August 22, 2023**

The Schlechty Center (www.schlechtycenter.org) is a private, non-profit organization committed to partnering with education leaders who are interested in nurturing a culture of engagement in their organizations, with the ultimate goal of increasing profound learning for students. Since its founding in 1987, the Schlechty Center has provided strategic consultation, targeted advice, and technical assistance to district and school leaders at all levels. The Schlechty Center support leaders in creating engagement-focused schools and school districts that result in better outcomes for students, their families, and the communities in which they live.

The Schlechty Center offers frameworks as opposed to programs and prescriptions, providing tools, training experiences, networking opportunities, and advice on strategy and process. The goal is to learn with clients and to leave them with tools that make it more likely that they will continue to learn long after we have departed. What the Schlechty Center offers is more than a program; it is a new way of doing the business of schooling.

Background

Leaders at Bishop Woods Elementary School, a New Haven Public School, requested this proposal to revisit a previous partnership with the Schlechty Center which began in 2013 and continued through 2017. Since then, the school became a magnet school focused on architecture and design. Principal Flo Crisci and Assistant Principal Cara Campo continue to use Schlechty Center frameworks in some capacity, especially those focused on the school **culture** (beliefs, vision, mission), and **structures** (roles, rules, and relationships), **student engagement**, and **design** (10 Design Qualities).

Recognizing that the school, with district support, has clear state and local standard and curriculum roadmaps and mechanisms to assess student learning, this proposal builds on this partnership, but places a particular focus on **designing systems to increase both student and staff engagement** so that student learn at profound levels.

Schlechty Center Proposals (I and II)

Two options for delivering virtual learning, consultation, and technical assistance to Bishop Woods Elementary School leaders, including administrators, teachers, and support staff are provided. In collaboration with Bishop Woods leaders, the Schlechty Center will design virtual learning experiences for teachers and provide digital frameworks and structures for facilitating and documenting professional learning. These sessions could be in the form of grade-level teams, professional learning communities, cross-grade level teams, and the school leadership team.

Product Focus and Intended Results:

- **Teacher and Staff Survey:** co-designed, issued, reviewed and analyzed, development of a work plan to increase staff engagement and design professional learning.
- **Toolkit and Facilitation Guide of Schlechty Center Resources and Materials:** customized consistent with the school's vision and mission; accessible to school leaders, teachers, and staff; flexible and adaptable to be used as a "handbook" for current and future educators.

- **Virtual and/or onsite Consultation:** Virtual consultation sessions are designed to familiarize school leaders with the Schlechty Center frameworks and resources and to learn the contents of the toolkit, including application, implementation and assessing staff engagement.

Teacher and Staff Survey

The Schlechty Center will provide consultation to schools leaders (Design Team) to co-design an electronic (online) survey for teachers and support staff to determine the needs interests of individuals specifically related to professional learning and the climate, culture, and structure of the school. Through a facilitated process, the Design Team will analyze the results and develop a work plan to increase collegiality and collaboration among teachers and staff consistent with the school's vision and mission.

Toolkit and Facilitation Guide of Schlechty Center Resources and Materials

A customized toolkit of Schlechty Center resources and materials will be provided to Bishop Woods Elementary School and be accessible to school leaders. The toolkit includes learning modules consisting of passages from Phillip C. Schlechty's book *Engaging Students*, study guides, protocols, group activities, individual reflections, debriefing tools, resources to assess engagement, and facilitation guides. The toolkit leverages the Schlechty Center's frameworks focused on the **learning organization, engagement, design, and leadership development**. Schlechty Center frameworks encourage colleagues to reflect, analyze, discuss, and to strategically identify and support organizational capacity building.

This toolkit is designed to be used in flexible and adaptive ways, initially led by school and grade-level team leaders (Design Team) with the ultimate goal of supporting all teachers in identifying, assessing, and increasing student engagement so that students learn at profound levels. The content and organization of the toolkit are interchangeable and adaptive. Each section of the toolkit is in a separate electronic file and can be used as a module individually. Users may choose to print out each section creating a binder that can be used in flexible and adaptive manner, depending on the setting and designation of a particular audience.

Examples of Toolkit Contents:

- **Bishop Woods Elementary Beliefs.** Leveraging the school's mission and vision to design a collaborative process to develop a set of compelling beliefs to gain staff and student commitment and engage the larger school community.
- **The Learning Organization.** Images of School identifies the characteristics of a school in a learning organization versus a bureaucracy, supporting school leaders in assessing where they are and where they want to be.
- **Staff Engagement.** Builds the capacity of teachers as leaders, designers, and guides to instruction. Demonstrates how teacher and staff engagement is inextricably linked to the school's overall performance.
- **Student Engagement.** Design systems to assess student engagement (persistence, commitment, meaning, and value) thereby uplifting student voice and advocacy; focuses on building relationships with students and designing high-quality, engaging experiences for them.
- **Designing Professional Learning.** Through surveys and interviews, understand teacher and staff needs and interests at a profound level to ensure professional learning is meaningful, application, and engaging.

Virtual and/or Onsite Consultation: Proposal I and Proposal II

Proposal I includes the development of a Bishop Woods customized tool kit (see content above), the co-development of a teacher and staff survey, and virtual consultation and coaching to build capacity of the Design Team and/or grade level team leaders. Virtual consultation sessions are designed to familiarize school leaders with the Schlechty Center frameworks and resources and to learn the contents of the toolkit, including application, implementation and assessing staff engagement.

Proposal I Cost: \$5,000

Proposal II includes deliverables as stated in Proposal I, but allows for one onsite consultation visit from Schlechty Center's Monica Solomon to support the Design Team in the application and facilitation of the customized toolkits (see contents above), analyze the results of the teacher and staff survey, and design a series professional learning activities based on teacher and staff needs as determined by the survey results. While onsite, Monica could conduct student focus groups, as well as parent and community focus groups to support the school's development of a compelling set of beliefs.

In lieu of an onsite consultation visit, Proposal II would allow for additional virtual consultation sessions including Design Team capacity building and designing and facilitating grade-level team meetings using various aspects of the Schlechty Center toolkit, as well as coaching sessions with school leaders (principal, assistant principal, Design Team members).

Proposal II Cost: \$10,000

Both proposals include Bishop Woods' digital access to Schlechty Center frameworks, materials, tools, and resources.

Monica Solomon

msolomon@schlechtycenter.org

513.477.3470

www.schlechtycenter.org