



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: United Way of Greater New Haven

Doing Business As, if applicable:

Business Address: 370 James Street, Suite 403, New Haven, CT 06513

Business Phone: 203-772-2010

Business email: [jheath@uwgnh.org](mailto:jheath@uwgnh.org)

Funding Source & Acct # including location code: Fund 2523 #900-5384-0442  
Location Code-56697

Principal or Supervisor: Vanessa Diaz-Valencia, Director of Early Learning

Agreement Effective Dates: From 10/11/2023 to 6/30/2024

Hourly rate or per session rate or per day rate: N/A

Total amount: Not to exceed \$80,000 (Eighty Thousand) per year. The average monthly rate is \$8,000 for 40 hours a week.

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

United Way of Greater New Haven will hire a full-time School Readiness Liaison. The liaison is responsible for the coordination, program evaluation and administration of the School Readiness Grant and serves as liaison between the local School Readiness Council and the CT Office of Early Childhood, as outlined in Office of Early Childhood General Policy GP C-01, February 2022.

Submitted by: Vanessa Diaz-Valencia

Phone: 475-220-1794



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Vanessa Diaz-Valencia, Director of Early Learning Programs  
**Date:** 9/15/2023  
**Re:** United Way of Greater New Haven

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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:** United Way of Greater New Haven
2. **Description of Service:** United Way of Greater New Haven (UWGNH) will hire a full-time School Readiness Liaison who will be responsible for the coordination, program evaluation and administration of the School Readiness Grant as outlined in Office of Early Childhood General Policy GP C-01, February 2022. This position will also serve as liaison between the local School Readiness Council (the New Haven Early Childhood Council) and the CT Office of Early Childhood. The Liaison will work with appropriate staff at New Haven Public Schools to manage the contractual and administrative aspects of the School Readiness grant.
3. **Amount of Agreement and hourly or session cost:** Not to exceed \$80,000 (Eighty Thousand) per year. The average monthly rate is \$8,000 for 40 hours a week.
4. **Funding Source and account number:** Fund 2523, Acct# 900-5384 0442
5. **Approximate number of staff served through this program or service:** 117 teachers working in School Readiness funded programs
6. **Approximate number of students served through this program or service:** 915 preschool students served through School Readiness funded programs
7. **Continuation/renewal or new Agreement? New Agreement**  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? If yes, by how much? N/A
  - b. What would an alternative contractor cost?
  - 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?  
There is not currently a School Readiness Liaison for New Haven. Per the Office of Early Childhood regulations, this position cannot be supervised by the Director of Early

Learning at NHPS due to a conflict of interest. Contracting the position out avoids this conflict

**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?
- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? Yes, School Readiness
- 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
- c. Is the Contractor a Not-for-Profit Organization? Yes If yes, is it local or national? Local
- 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? N/A
- g. Will the output of this Agreement contribute to building internal capabilities? Yes If yes, please explain: The School Readiness Liaison is responsible for supporting and monitoring all preschool programs that receive School Readiness funding, including the programs at New Haven Public Schools that receive School Readiness funding. The Liaison's role is intended to ensure that programs are high-quality.

**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:

The contractor understands the School Readiness program and requirements and understands the role of the New Haven Early Childhood Council (which serves as New Haven's School Readiness Council). In addition, the contractor works with the preschool programs receiving School Readiness funding through the work of the School Readiness Education Coordinator, a position already housed at UWGNH, and understands programs' needs and challenges.

Website: [www.uwgnh.org](http://www.uwgnh.org)

- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?  
The contractor was identified by the New Haven Early Childhood Council. This contractor was selected because UWGNH already houses the School Readiness Education Coordinator; the Liaison will work closely with this position, so having the

two positions co-located makes sense. In addition, UWGNH does not receive any School Readiness funds (because UWGNH does not provide preschool programming), which ensures that there is not conflict of interest as required by the Office of Early Childhood.

- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? N/A
- 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. 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?
  - b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness. N/A
  - c. How is this service aligned to the District Continuous Improvement Plan? Early Learning Goals
12. Why do you believe this Agreement is fiscally sound? This Agreement includes reasonable costs for a full-time position and the other expenses that are associated with the position (technology, mileage, etc.), and can be covered by the administrative grant associated with the School Readiness funding.
13. What are the implications of not approving this Agreement? As a recipient of School Readiness Funding from the CT Office of Early Childhood, New Haven is required to have a School Readiness Liaison. Not having a qualified individual in this full-time role puts the School Readiness program at risk of not meeting the expectations established by the state.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

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

**United Way of Greater New Haven**

**FOR DEPARTMENT/PROGRAM:**

**School Readiness**

This Agreement entered into on the 10th day of October 2023, effective (no sooner than the day after Board of Education Approval), the 11<sup>th</sup> day of October 2023, by and between the New Haven Board of Education (herein referred to as the "Board" and, United Way of Greater New Haven located at, 370 James Street, Suite 403, New Haven, CT 06513 (herein referred to as the "Contractor").

The Board will pay the Contractor for satisfactory performance of services an amount not to exceed \$80,000 (Eighty Thousand). The average monthly rate is \$8,000 for 40 hours a week. Compensation will be made upon submission of monthly reports for the services as outlined in *Exhibit A Scope of Service*

**Fiscal support** for this Agreement shall be by **School Readiness Program** of the New Haven Board of Education, Account Number: 2523 900 -5384 -0442 Location Code: 56697.

This agreement shall remain in effect from October 11, 2023 to June 30, 2024.

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

United Way of Greater New Haven (UWGNH) will hire a full-time School Readiness Liaison who will be responsible for the coordination, program evaluation and administration of the School Readiness Grant as outlined in Office of Early Childhood General Policy GP C-01, February 2022. This position will also serve as liaison between the local School Readiness Council (the New Haven Early Childhood Council) and the CT Office of Early Childhood. The Liaison will work with appropriate staff at New Haven Public Schools to manage the contractual and administrative aspects of the School Readiness 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 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's 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.



\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
President  
New Haven Board of Education

9.19.23

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Jennifer Heath, President & CEO, UWGNH

\_\_\_\_\_  
Contractor Printed Name & Title

Revised: 8/2021



United Way  
of Greater New Haven

### Scope of Services

#### General Policy C-01 Appendix Roles and Responsibilities in the Administration, Coordination and Evaluation of the School Readiness Program

The designated person(s) responsible for coordination, program evaluation and administration and who acts as liaison between the local or regional School Readiness Council (SRC) and the Connecticut Office of Early Childhood (OEC) shall:

- Maintain ongoing communication between the OEC, the local or regional SRC, the mayor (or designee), the superintendent (or designee) and the sub-grantees.
- Serves as staff to the SRC and be responsible for:
  - Meeting agendas
  - Meeting minutes
  - Completing reports, (e.g. unmet needs, utilization, fiscal), school readiness monthly reports, annual Quality Enhancement report and Connecticut School Readiness Preschool Program Evaluation System (CSRPPES).
  - Maintaining SRC membership
  - Communicating legislative requirements of the School Readiness grant
  - Providing resources to and guiding, reviewing and updating policy and procedure development with the SRC
- Oversee the School Readiness and Quality Enhancement grant application processes using the OEC template and following local procurement processes:
  - Author the Community School Readiness and Quality Enhancement requests for proposals
  - Coordinate the development of the Letters of Agreement
  - Organize the review of proposals and submit program allocation recommendations to the SRC for approval
  - Manage the delivery of the award letter to the city for the local acceptance and approval process
  - Provide technical assistance to individual programs applying for School Readiness funds
  - Work with the local fiscal agent to ensure the proper expenditure of funds
  - Develop contracts with School Readiness sub-grantees
- Provide outreach to the community to assist families in the enrollment process for School Readiness and other early care opportunities.
- Meet regularly with SR providers to provide a forum to:
  - Share information and best practices
  - Review and clarify policies
  - Disseminate information

- ◇ Assess needs and set priorities
- ◇ Problem solve
- ◇ Share resources
- ◇ Develop collaborative initiatives
- ◇ Provide technical assistance on policies and practices related to the School Readiness Quality Components or seek those with expertise to provide assistance.



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## 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.