

NEW HAVEN PUBLIC SCHOOLS AMENDMENT TO AGREEMENT

CONTRACTOR: Westville Community Nursery School **AMENDMENT #:** 3

GRANT # if applicable: 11000-1674-2024-83014-7002 **AGREEMENT #:** 95384044

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: CT Office of Early Childhood School Readiness Priority **DATE:** 2/7/24

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-5384-56697/Loc Code 0442

ORIGINAL AMOUNT OF AGREEMENT: \$ 63,000.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$ 66,720.00

X **ACTUAL** OR _____ **ESTIMATE**

AMOUNT OF THIS AMENDMENT: \$6000.00

X **INCREASE** OR _____ **DECREASE**

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$72,720.00

FUNDING SOURCE & ACCT # FOR AMENDMENT: CT Office of Early Childhood/ 2523-6432-5667

DESCRIPTION AND NEED FOR AMENDMENT: The New Haven Early Childhood Council approved reallocating 2 school day spaces. The rate is \$6000.00 per space. This is a prorated rate from February to June at a rate of \$1200.00.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: _____ DocuSigned by:
Shannon Knudsen _____ 2/8/2024
C7A3ADC30F0C4D7... (Name) (Date)

Director

(Title)

NEW HAVEN BOARD OF EDUCATION:

President _____ 2/8/2024
(Date)

CONTRACTOR: Westville Community Nursery School

AMENDMENT #: 2

GRANT # if applicable: 11000-1674-2024-83014-70002

AGREEMENT #: 95384044

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: CT Office of Early Childhood School Readiness -Priority

DATE: 12/15/23

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-5384-56697/ Loc Code 0442

ORIGINAL AMOUNT OF AGREEMENT: \$ 63,000

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$ 69,720.00

ACTUAL OR **ESTIMATE**

AMOUNT OF THIS AMENDMENT: \$-3,000.00

INCREASE OR **DECREASE**

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$ 66,720

FUNDING SOURCE & ACCT # FOR AMENDMENT: CT Office of Early Childhood/ 2523-6432-56697

DESCRIPTION AND NEED FOR AMENDMENT: The New Haven Early Childhood Council approved to convert two part day spaces to one school day school year space.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S
SIGNATURE: _____

DocuSigned by:
Shannon Knudsen
G7A3ADC30F0C4D7...

(Name)

12/18/2023

(Date)

Director

(Title)

NEW HAVEN BOARD OF EDUCATION:

President

12/18/2023

(Date)

NEW HAVEN PUBLIC SCHOOLS AMENDMENT TO AGREEMENT

CONTRACTOR: Westville Community

AMENDMENT #: 1

GRANT # if applicable: 11000-16274-2024-83014-70002

AGREEMENT #: 95384044

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: CT Office of Early Childhood School Readiness- Priority

DATE: 11/16/23

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-5384-56697/ Loc Code 0442

ORIGINAL AMOUNT OF AGREEMENT: \$63,000.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$63,000.00

 X ACTUAL OR ESTIMATE

AMOUNT OF THIS AMENDMENT: \$6,720.00

 X INCREASE OR DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$69,720.00

FUNDING SOURCE & ACCT # FOR AMENDMENT: CT Office of Early Childhood/ 2523-6432-56697

DESCRIPTION AND NEED FOR AMENDMENT: School Readiness Priority Enrollment Grant funds released in October therefore amendment needed for original amounts due to increased funding.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: _____ (Name) _____ (Date)

(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)

PAYMENT INSTRUCTIONS

To expedite the payment process of your agreement please make sure invoices are submitted to your account executive and contain the following information:

- Contact Information (name, address and telephone number)
- Agreement number
- Invoice number
- Invoice date
- Full description of work performed, including dates
- Itemized breakdown of expenses
- Total amount of request
- Original receipts(if requesting reimbursement for expenses incurred as part of the agreement)

Upon submission of invoice(s) please review your agreement and make sure all information on invoices(s) are within the agreement guidelines.



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Please Type

Contractor full name: Westville Community Nursery School

Doing Business As, if applicable:

Business Address: 3 Tour Avenue, New Haven, CT 06515

Business Phone: 203-387-6660

Business email: patty@wcnsplay2learn.org

Funding Source & Acct # including location code: School Readiness Program
 2523-5384-56697 Loc Code 0442

Principal or Supervisor: Shubhra Gupta, School Readiness Coordinator

Agreement Effective Dates: 09/05/23 TO 06/30/24

Hourly rate or per session rate or per day rate.

<u>Rate set by State</u>	<u>Spaces approved for this Contractor</u>	<u>Totals</u>
School Day/School Year: \$6,000/child	6	\$36,000.00
Part Day/School Year: \$4,500	6	\$27,000.00
TOTAL	12	\$63,000.00

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

To provide an early care and education program for New Haven children between the ages of 3-4years old as stated in the policies and procedures outlined by the CT Office of Early Childhood and the New Haven School Readiness Council and described in Exhibit A Scope of Service.

Submitted by:

Shubhra Gupta, School Readiness Coordinator Phone: 475-220-1470

Exhibit A: Scope of Service: Please attach the contractor's detailed Scope of Service 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 negligent 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.

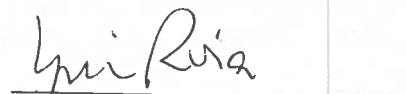
TERMINATION: The Board may cancel this agreement for any reason upon thirty (30) days written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided, however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the 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.

The Contractor may cancel this agreement for any reason upon thirty (30) days written notice sent to the School Readiness Office and the Business Office.


Contractor Signature

5/19/23
Date

Patricia O'Hanlon, Director
Contractor Printed Name & Title



President
New Haven Board of Education

6/26/2023
Date

B. EDUCATIONAL SERVICES

1. Learning environment, curriculum, and assessment
 - a. The Contractor will provide a developmentally appropriate, play-based early care and education program for children aged 3 to 4 years and eligible 5-year-olds.,
 - b. For each classroom, weekly Learning Experience Plans will be developed, followed, and archived. The content of each plan will be based on children's interests and the CT Early Learning and Development Standards (ELDS). Curriculum standards that have been cross-walked with the ELDS may also be used.
 - c. A developmental screening tool will be used within the first 45 days of a child's entry into the program. Acceptable screening tools include the Ages and Stages Questionnaire and the Ages and Stages Social/Emotional Questionnaire (ASQ); the Gesell Institute Developmental Screen, Early Screening Inventory (ESI), and Temperament and Atypical Behavior Scale TABS).
 - d. Classroom staff will document children's growth, understanding, and skill in the areas of cognition; social; emotional; physical health; language and literacy; creative arts; mathematics; science; and, social studies. Documentation should include teacher observations, work samples, and parent input. Teachers will document how children's ideas are incorporated into the curriculum.
2. Family participation
 - a. Ongoing documentation will culminate in two annual assessment periods. Teachers will share the assessment with parents at 2 parent-teacher conferences annually. At least 80% of parents will attend 2 annual conferences. Documentation will include conference times and length, the comments, and the signatures of parents.

C. QUALITY COMPONENTS

As outlined in CT General Statutes **Sections 10-16o through 10-16u**, each program will:

1. Develop a plan for collaboration with other community programs, including public libraries. Coordinate resources to facilitate full-day and full-year child care and education programs for children of working parents and parents in education or training programs;
2. Encourage family involvement, parenting education, and outreach;
3. Provide referrals for health services, including referrals for appropriate immunizations and screenings;
4. Provide nutrition services;
5. Provide referrals to family literacy programs that incorporate adult basic education and provide for the promotion of literacy through access to public library services;
6. Develop admission policies that promote enrollment of children from different racial, ethnic, and economic backgrounds and from other communities;
7. Develop a transition plan for children moving from the School Readiness program to kindergarten. This includes provisions for the transfer of records from the program to the kindergarten program;
8. Develop a plan for professional development for staff; including, but not limited to, training in pre-literacy skills development, and designed to assure respect for racial and ethnic diversity;
9. Use the OEC designated sliding fee scale for families participating in the program;
10. Implement an annual evaluation of the effectiveness of the program; and

E. CONSULTATION

As required by NHECC Policies, all Contractors must have an education consultant who provides consultation to teachers and program leaders for a minimum of 2 hours per month. This may be the education consultant on the Contractor's OEC License or maybe another qualified consultant with expertise in curriculum, assessment, classroom management, and supervision. The Contractor will notify the SRO of the education consultant selected. The consultant's time and focus will be recorded monthly.

SECTION 2: REPORTING REQUIREMENTS AND RECORD-KEEPING

A. REPORTING REQUIREMENTS

1. All reports are to be submitted by the due date. The monthly reporting periods and due dates are listed on the chart below. Monthly Reports include:
 - Priority School Readiness Monthly Report
 - Site Data Report
 - Withdrawal Report
 - Financial Report, including accounting for the collection and use of parent fees and Care for Kids funds consistent with the terms of this Contract. School Readiness funds cannot be used for paying staff bonus.
2. All Contractors are to update their program's information on the CT Registry and the ECE Reporter systems on a monthly basis.
3. Any staff changes are to be reported to the SRO within 5 business days, by updating the Staffing Coverage Plan.
4. Using the protocol established by the OEC, all state-funded programs are to email the SRO the required NAEYC, OEC, and DCF documents.
5. Annual evaluations, surveys, or other documents requested by OEC or by the SRO on behalf of the New Haven Board of Education and/or the New Haven Early Childhood Council.

B. RECORD KEEPING

1. Staff files contain a cover sheet listing completion dates of professional development training, staff self-evaluation, annual PD goals, and annual evaluations with supporting documentation on file. Staff in programs that are exempt from licensing must have a minimum of 15 hours of professional development. Notes of education leaders' and/or their designees' classroom observations, meetings with individual teachers, teaching teams and full staff are documented and outline the next steps and a timeline.
2. Child files Enrollment: contain a checklist listing all the documents required by OEC Licensing Unit and the SRO, with supporting documents on file. Records of the daily family sign-in/out sheets and daily attendance are kept on file and agree with the data submitted on the Site Data Report and in the ECIS.
Child files Assessment: there is a system to track teachers' observation notes and assessments to ensure that all domains are assessed with ample supporting documentation. Assessments should be completed at least twice a year.
3. The Contractor will maintain books, records, documents, program and individual service records, and evidence of its accounting and billing procedures and practices for a period of 3 years.

SECTION 3: PROGRAM MONITORING

The Contractor will make all records and documents required under this Agreement as outlined here, in OEC Policies and NHECC Policies available to the SRO or its designee, the SR Fiscal Officer or their designee and the OEC. Scheduled monitoring visits will take place twice a year. The SRO and OEC reserve the right to make unannounced visits.

SECTION 5: COMPENSATION FOR SCHOOL READINESS FUNDED PROGRAMS

Compensation for services is based on the approved maximum number of children served each reporting period (see below for report periods) where each child is in attendance at least one day during the reporting period. For each child served, programs will be reimbursed at the rates established by the CT Office of Early Childhood.

Compensation will be made upon the submission of an invoice and is contingent on the timely receipt of expenditure reports, invoices, and all program and service reports outlined in this Contract. In the event that reports have not been submitted by the deadlines stipulated in the Contract, the Board will delay payment until such time the report(s) are submitted and approved. The current rates are:

Full day/full-year services will be paid at the rate of \$743.66 per month not to exceed \$8,924 per child per year. Full day/full year is defined as 10 hours/day, 50 weeks/year, legal holidays excluded, where children regularly attend 5 days/week for at least 6 hours/day.

School day/school year services will be paid at the rate of \$600.00 per month, not to exceed \$6,000 per child per year. School day/school year is defined as 6 hours/day, 10 months/year, where children regularly attend 5 days/week for a minimum of 6 hours/day.

Part-day/school year services are to be paid at the rate of \$450.00 per month, not to exceed \$4,500 per child, per year. Part-day/school years is defined as a minimum of 2.5 hours/day, 10 months/year, where children regularly attend 5 days/week.

Monthly Reporting Due Dates—

PSRMR, SDR, Withdrawal REPORTING PERIODS		# of wks	DUE DATES
From	End Date		
August 28, 2023	September 29, 2023	5	October 6
October 2, 2023	October 27, 2023	4	November 3
October 30, 2023	November 24, 2023	4	December 1
November 27, 2023	December 29, 2023	5	January 5
January 1, 2024	January 26, 2024	4	February 2
January 29, 2024	February 23, 2024	4	March 1
February 26, 2024	March 29, 2024	5	April 5
April 1, 2024	April 26, 2024	4	May 3
April 29, 2024	May 24, 2024	4	May 31
May 27, 2024	June 28, 2024	5	June 28



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.



New Haven Public Schools
DEPARTMENT OF SPECIAL FUNDS

PAYMENT INSTRUCTIONS

To expedite the payment process of your agreement please make sure invoices are submitted to your account executive and contain the following information:

- Contact Information (name, address and telephone number)
- Agreement number
- Invoice number
- Invoice date
- Full description of work performed, including dates
- Itemized breakdown of expenses
- Total amount of request
- Student Sign in sheet(s) required (Medical Service Exempt)
- Original receipts(if requesting reimbursement for expenses incurred as part of the agreement)

Upon submission of invoice(s) please review your agreement and make sure all information on invoices(s) are within the agreement guidelines.

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Westville Community

AMENDMENT #: 1

GRANT # if applicable: 11000-16274-2024-83014-70002

AGREEMENT #: 95384044

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: CT Office of Early Childhood School Readiness- Priority

DATE: 11/16/23

FUNDING SOURCE FOR AGREEMENT: CT Office of Early Childhood

ACCT # FOR AGREEMENT: 2523-5384-56697/ Loc Code 0442

ORIGINAL AMOUNT OF AGREEMENT: \$63,000.00

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$63,000.00

X ACTUAL OR ESTIMATE

AMOUNT OF THIS AMENDMENT: \$6,720.00

X INCREASE OR DECREASE

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$69,720.00

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ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: Shannon Knudsen 11/21/23
(Name) (Date)

Director
(Title)

NEW HAVEN BOARD OF EDUCATION:

Yuri Ruiz
President

11/27/2023
(Date)



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Please Type

Contractor full name: Westville Community Nursery School

Doing Business As, if applicable:

Business Address: 3 Tour Avenue, New Haven, CT 06515

Business Phone: 203-387-6660

Business email: patty@wcnsplay2learn.org

Funding Source & Acct # including location code: School Readiness Program
 2523-5384-56697 Loc Code 0442

Principal or Supervisor: Shubhra Gupta, School Readiness Coordinator

Agreement Effective Dates: 09/05/23 TO 06/30/24

Hourly rate or per session rate or per day rate.

<u>Rate set by State</u>	<u>Spaces approved for this Contractor</u>	<u>Totals</u>
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Submitted by:

Shubhra Gupta, School Readiness Coordinator Phone: 475-220-1470

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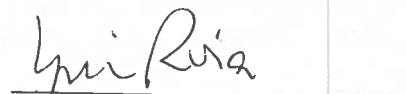
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Contractor Signature

5/19/23
Date

Patricia O'Hanlon, Director
Contractor Printed Name & Title



President
New Haven Board of Education

6/26/2023
Date

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PSRMR, SDR, Withdrawal REPORTING PERIODS		# of wks	DUE DATES
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January 1, 2024	January 26, 2024	4	February 2
January 29, 2024	February 23, 2024	4	March 1
February 26, 2024	March 29, 2024	5	April 5
April 1, 2024	April 26, 2024	4	May 3
April 29, 2024	May 24, 2024	4	May 31
May 27, 2024	June 28, 2024	5	June 28



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.