



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Yale Child Study Center

Doing Business As, if applicable:

Business Address: 230 South Frontage Road, New Haven CT 06520

Business Phone: 203-785-5536

Business email: faye.brown@yale.edu

Funding Source & Acct # including location code: Alliance Grant – Culture & Climate Account, account # 2547-6108-56694. Location Code: 0490

Principal or Supervisor: Typhanie Jackson, Executive Director

Agreement Effective Dates: From: September 18, 2023. To: June 30, 2024.

Hourly rate or per session rate or per day rate.

Total amount: \$325,000

Description of Service: Professional Development Opportunities: • PD re: child and adolescent development; and other social-emotional factors across developmental milestones for: central office staff, administrators, teachers, and other school staff • PD for new teachers focusing on infusing child development principles in curriculum, instruction, and other classroom practices; and on the importance of relationships for school and classroom practices. • Cost will be calculated at the following rates: a) whole district session @ \$6,000 per session; b) whole school session @ \$3,000 per session; and sessions for teams @ \$1,500 per session. Subtotal for this section: \$70,000. Meetings/Consultations: • Consultation between SDP faculty members and Central Office executives to review in a systemic manner, issues surfaced at schools' SPMTs and SSSTs • Consultation sessions with school administrators • Cost will be calculated @ \$2,000 per consultation Subtotal for this section: \$70,000 Working with School Planning and Management Teams (SPMTs) and Student and Staff Support Teams (SSSTs) • Monitoring, coaching/feedback and when needed, on-site professional development for School Planning and Management Teams

(SPMT) mandated by State legislation (Public Act 10-111), with some schools receiving more in-depth support based on needs and level of functioning @ a rate of \$500.00 per monitoring session. • Zoom-based strategy, problem solving, and resource sharing meetings with SPMT chairpersons across the district @ a rate of \$3,000 per session. • On-site monitoring and coaching of the Student and Staff Support Teams (SSST); with some schools receiving more in-depth support based on needs and level of team functioning @ a rate of \$500.00 per monitoring session. • Zoom-based strategy, problem solving, and resource sharing meetings with SSST chairpersons across the district @ a rate of \$3,000 per session. • Additional technical assistance to the teams as deemed appropriate by vendor and/or by NHPS' central office executives @ a rate of \$500.00 per session. Subtotal for this section: \$150,000 Team Leadership Cross-District Collaborative Sessions: • End-of-year PD and team assessment session with administrators and SPMT chairpersons for each participating school @ a rate of \$7,500 for the session. • End-of-year PD and team assessment session with administrators and SSST chairpersons from each participating school @ a rate of \$7,500 for the session. • Administration of SPMT and SSST surveys, analysis of data, and production of report @ a rate of \$20,000 for the combined services. Subtotal for this section: \$35,000

Submitted by: Typhanie Jackson Phone: 475-220-1760



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Typhanie Jackson, Executive Director of SPED and Student Services
Date: September 13, 2023
Re: Contract – Yale University (Child Study 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:** Yale University Child Study Center
2. **Description of Service:** Professional Development Opportunities: • PD re: child and adolescent development; and other social-emotional factors across developmental milestones for: central office staff, administrators, teachers, and other school staff • PD for new teachers focusing on infusing child development principles in curriculum, instruction, and other classroom practices; and on the importance of relationships for school and classroom practices. • Cost will be calculated at the following rates: a) whole district session @ \$6,000 per session; b) whole school session @ \$3,000 per session; and sessions for teams @ \$1,500 per session. Subtotal for this section: \$70,000. Meetings/Consultations: • Consultation between SDP faculty members and Central Office executives to review in a systemic manner, issues surfaced at schools' SPMTs and SSSTs • Consultation sessions with school administrators • Cost will be calculated @ \$2,000 per consultation Subtotal for this section: \$70,000 Working with School Planning and Management Teams (SPMTs) and Student and Staff Support Teams (SSSTs) • Monitoring, coaching/feedback and when needed, on-site professional development for School Planning and Management Teams (SPMT) mandated by State legislation (Public Act 10-111), with some schools receiving more in-depth support based on needs and level of functioning @ a rate of \$500.00 per monitoring session. • Zoom-based strategy, problem solving, and resource sharing meetings with SPMT chairpersons across the district @ a rate of \$3,000 per session. • On-site monitoring and coaching of the Student and Staff Support Teams (SSST); with some schools receiving more in-depth support based on needs and level of team functioning @ a rate of \$500.00 per monitoring session. • Zoom-based strategy, problem solving, and resource sharing meetings with SSST chairpersons across the district @ a rate of \$3,000 per session. • Additional technical assistance to the teams as deemed appropriate by vendor and/or by NHPS' central office executives @ a rate of \$500.00 per session. Subtotal for this section: \$150,000 Team Leadership Cross-District Collaborative Sessions: • End-of-year PD and team assessment session with administrators and SPMT chairpersons for each participating school @ a rate of \$7,500 for the session. • End-of-year PD and team assessment session with administrators and SSST chairpersons from each participating school @ a rate of \$7,500 for the session. •

Administration of SPMT and SSST surveys, analysis of data, and production of report @ a rate of \$20,000 for the combined services. Subtotal for this section: \$35,000

3. **Amount** of Agreement and hourly or session cost: \$325,000
4. **Funding Source** and account number: Alliance Grant – Culture & Climate Account, account # 2547-6108-56694, Location Code: 0490, (*pending receipt of funds*)
5. Approximate number of staff served through this program or service: 300
6. Approximate number of students served through this program or service: 800
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? Renewal/no increase, decrease by \$25,000
 - b. What would an alternative contractor cost: There is not alternate as this vendor is the creator of this service
 - c. If this is a continuation, when was the last time alternative quotes were requested? N/A
 - d. For new or continuation: is this a service existing staff could provide. If no, why not? No, it is a specific service provided by this vendor.
 - e.
8. **Type of Service:**
Answer all questions:
 - a. Professional Development? No
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No
 - b. After School or Extended Hours Program? No
 - c. School Readiness or Head Start Programs? No
 - d. Other: (Please describe) No
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? If yes, is it local or national? No
 - d. Is the Contractor a public corporation? No
 - e. Is this a renewal/continuation Agreement or a new service? No
 - 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 contract will build the capacity of buildings to refine leadership teams as well as to support this social emotional well-being for students.

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: This agency brings years of experience in child development and have been providing services and expertise nation-wide.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Quotes
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? N/A, this contractor was selected because of their years of expertise.
- 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? The specific need is to improve the need for refining of our school leadership teams as well as the ability to address student's social emotional issues. This contractor will be evaluated by way of student service evaluation checklist which includes elements like reports, writing, staff feedback and participation in meetings.
 - b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
 - c. How is this service aligned to the District Continuous Improvement Plan? This service is aligned to the district's continuous improvement plan where by addressing the whole child.
12. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound as the work will contribute to saving cost for students who may otherwise require extensive social and emotional learning support.
13. What are the implications of not approving this Agreement? The implications of not approving this agreement is that we would not have the ability to increase supports for staff and students social and emotional well-being.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Yale Child Study Center

FOR DEPARTMENT/PROGRAM:

Student Services/Special Education Department

This Agreement entered into on the 8th day of August 2023 effective (*no sooner than the day after Board of Education Approval*), the 28th day of August 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Yale Child Study Center located at, 230 South Frontage Road, New Haven, CT 06520 (“herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of **\$325,000 flat rate** per day, hour or session, for a total of **182** days, hours or sessions.

The maximum amount the contractor shall be paid under this agreement: **Three Hundred Twenty-five Thousand Dollars (\$325,000)**. 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 Alliance Grant - Culture & Climate Account Program of the New Haven Board of Education, **Account Number: 2547-6108-56694 Location Code: 0490**.

This agreement shall remain in effect from **September 18, 2023** to **June 30, 2024**.

SCOPE OF SERVICE FOR 38 SCHOOLS AND CENTRAL OFFICE STAFF:

Professional Development Opportunities:

- PD re: child and adolescent development; and other social-emotional factors across developmental milestones for: central office staff, administrators, teachers, and other school staff
- PD for new teachers focusing on infusing child development principles in curriculum, instruction, and other classroom practices; and on the importance of relationships for school and classroom practices.
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Subtotal for this section: \$70,000.

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Subtotal for this section: \$70,000

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Subtotal for this section: \$35,000

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.



Digitally signed by
Cheryl Magoveny
Date: 2023.09.13
09:17:38 -04'00'

Contractor Signature

President
New Haven Board of Education

September 13, 2023

Date

Date

Cheryl Magoveny, Associate Director

Contractor Printed Name & Title

Revised: 11/27/18



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

CONTRACTOR ASSESSMENT

Vendor Name: Yale University Child Study Center

Project Description: Child and Adolescent development and other social emotional factors across developmental milestones for central office staff, administrators, teachers and other school staff.

Evaluator: TYPHANIE JACKSON

Date: September 13, 2023

	Unacceptable			Excellent		Not applicable
	1	2	3	4	5	N/A
Quality of contractor's Work						
1. Attendance					X	
2. Effectiveness of Psychological Evaluations					X	
3. Ability to relate to parents and professionals during PPT's					X	
4. Monitor and maintain social emotional behavioral records					X	
5. Educational/psychological support					X	
Working relationship of contractors with district						
6. Timely submission of invoices					X	
7. Accuracy of invoices					X	
8. Collegial, collaborative relationships with building professionals					x	
Implementation of practice across the district						
9. Flexibility in scheduling					x	
10. Coverage when needed (substitution)						x
11. Team work with teacher and other professionals					X	