

CHECK LIST FOR ALDERMANIC SUBMISSIONS

<input checked="" type="checkbox"/>	Cover Letter
<input checked="" type="checkbox"/>	Resolutions/ Orders/ Ordinances
<input checked="" type="checkbox"/>	Prior Notification Form
<input checked="" type="checkbox"/>	Fiscal Impact Statement - Should include comprehensive budget
<input checked="" type="checkbox"/>	Supporting Documentation (if applicable)
<input checked="" type="checkbox"/>	E-mailed Cover letter & Order

IN ADDITION (IF A GRANT):

<input type="checkbox"/>	Notice of Intent
<input type="checkbox"/>	Grant Summary
<input type="checkbox"/>	Executive Summary (not longer than 5 pages without an explanation)

Date Submitted: March 1, 2023

Meeting Submitted For: March 20, 2023

Regular or Suspension Agenda: Regular

Submitted By: Lynn Brantley, Literacy Supervisor NHPS

Title of Legislation:

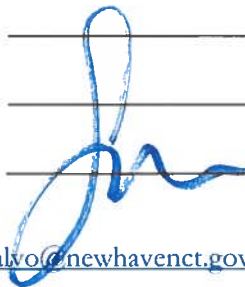
ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN
AUTHORIZING THE EXECUTION OF LEXIA LEARNING AGREEMENT WITH
THE BOARD OF EDUCATION FOR THE PERIOD OF JANUARY 24, 2023 TO JUNE
30, 2025.

Comments: Legistar File ID: LM-2023-0142

Coordinator's Signature:

Controller's Signature (if grant):

Mayor's Office Signature:



Call (203) 946-7670 OR bmontalvo@newhavenct.gov with any questions.

CHECK LIST FOR ALDERMANIC SUBMISSIONS

<input checked="" type="checkbox"/>	Cover Letter
<input checked="" type="checkbox"/>	Resolutions/ Orders/ Ordinances
<input checked="" type="checkbox"/>	Prior Notification Form
<input checked="" type="checkbox"/>	Fiscal Impact Statement - Should include comprehensive budget
<input checked="" type="checkbox"/>	Supporting Documentation (if applicable)
<input checked="" type="checkbox"/>	Disk or E-mailed Cover letter & Order

IN ADDITION IF A GRANT:

<input type="checkbox"/>	Notice of Intent
<input type="checkbox"/>	Grant Summary
<input type="checkbox"/>	Executive Summary (not longer than 5 pages without an explanation)

Date Submitted: March 1, 2023

Meeting Submitted For: March 20, 2023


Regular or Suspension Agenda: Regular

Submitted By: Lynn Brantley, Literacy Supervisor NHPS

Title of Legislation:

Agreement between the New Haven Board of Education for LETRS training from Lexia Learning, January 24, 2023 through June 30, 2025.

Comments: _____

Coordinator's Signature: 

Controller's Signature (if grant): _____

Mayor's Office Signature: _____

Call (203) 946-7670 with any questions.
bmONTALVO@newhavenct.gov



March 1, 2023

Tyisha Walker-Myers
President, Board of Alders
City of New Haven
165 Church St. 2nd Floor
New Haven, CT 06520

Re: LETRS Training for NHPS Staff

Dear President Walker-Myers,

I respectfully put forth the enclosed submission requesting the approval of the Board of Alders for the recently approved Agreement between the New Haven Board of Education and Lexia Learning LETRS training, from January 24, 2023 to June 30, 2025. AS this is a multi-year contract, the approval of the Board of Alders is required.

The Board of Education has used this vendor in the past for other services, and a multi-year agreement would be beneficial to implement due to their status. After discussing options with the vendor, the presented a quote for 2 years.

The multi-year agreement is for a total of 2 years and covers January 24, 2023 through June 30, 2025. Overall the total monetary cost is \$124,865.00.

The Board of Education believes this is a fair contract, and it was approved by the Full Board of Education at its January 23, 2023 meeting. Thank you for your consideration of this new agreement which provides professional development within our early literacy programs. I look forward to the Alder's prompt approval of the Agreement.

Thank you again for your time and attention.

Sincerely,

Lynn Brantley
Supervisor of Literacy

ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN AUTHORIZING
THE EXECUTION OF LEXIA LEARNING AGREEMENT WITH THE BOARD OF
EDUCATION FOR THE PERIOD OF JANUARY 24, 2023 TO JUNE 30, 2025.

WHEREAS, the New Haven Board of Education (the “Board”) and Board of Education, Lexia Learning (the “Vendor”) are the parties (collectively the “Parties”); and

WHEREAS, the Parties reached a tentative agreement entitled Agreement between New Haven Board of Education and Lexia Learning, January 24, 2023 to June 30, 2025 (the “2023-2025] Agreement”); and

WHEREAS, the district staff submitted the Lexia Learning, January 24, 2023 to June 30, 2025 to the Board, which was approved at its January 23, 2023 Board of Education meeting; and

WHEREAS, the Charter of the City of New Haven requires the approval of the Board of Alders for a multi-year contract.

NOW THEREFORE BE IT ORDERED, by the Board of Alders of the City of New Haven that the Lexia Learning January 2023 to June 2025 Agreement is hereby approved.

BE IT FURTHER ORDERED, that the President of the Board of Education or the Mayor is authorized to execute the 2023-2025 Agreement as well as such additional instruments as may be deemed necessary or expedient to implement the terms of the 2023-2025.

PRIOR NOTIFICATION FORM

NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERS

TO (list applicable alders of): ALL

WARD # **ALL**

DATE: **March 1, 2023**

FROM: Department/Office Board of Education, Literacy Supervisor
Person Lynn Brantley Telephone 475-220-1212

This is to inform you that the following matter affecting your ward(s) will be submitted to the Board of Alders in the near future:

ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN
AUTHORIZING THE EXECUTION OF LEXIA LEARNING AGREEMENT WITH THE
BOARD OF EDUCATION FOR THE PERIOD OF JANUARY 24, 2023 TO JUNE 30, 2025.

Check one if this an appointment to a commission

☐ Democrat

☐ Republican

☐ Unaffiliated/Independent/Other _____

INSTRUCTIONS TO DEPARTMENTS

1. Departments are responsible for sending this form to the alder(s) affected by the item.
2. This form must be sent (or delivered) directly to the alder(s) **before** it is submitted to the Legislative Services Office for the Board of Alders agenda.
3. The date entry must be completed with the date this form was sent the alder(s).
4. Copies to: alder(s); sponsoring department; attached to submission to Board of Alders.

FISCAL IMPACT STATEMENT

DATE: March 1, 2023
FROM (Dept.): Literacy Department, NHPS
CONTACT: Lynn Brantley PHONE 475-220-1212

SUBMISSION ITEM : LETRS Contract

ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN AUTHORIZING
THE EXECUTION OF LEXIA LEARNING AGREEMENT WITH THE BOARD OF
EDUCATION FOR THE PERIOD OF JANUARY 24, 2023 TO JUNE 30, 2025.

List Cost: Describe in as much detail as possible both personnel and non-personnel costs; general, capital or special funds; and source of funds currently budgeted for this purpose.

	GENERAL	SPECIAL	BOND	CAPITAL/LINE ITEM/DEPT/ACT/OBJ CODE
A. Personnel				
1. Initial start up				
2. One-time				
3. Annual				
B. Non-personnel/Training				
1. Initial start up				
2. One-time		\$124,865.00		
3. Annual				

List Revenues: Will this item result in any revenues for the City? If Yes, please list amount and type.

NO	<input checked="" type="checkbox"/>
YES	<input type="checkbox"/>

1. One-time
2. Annual

Other Comments: Funding Source ARP ESSER III 2553-6399-56694-0105

QUOTE



Lexia Learning Systems LLC

300 Baker Avenue, Suite 320

Concord, MA 01742 USA

Phone: (978) 402-3620

Fax: (978) 402-3621

Quote #: Q-541123-1
Created Date: 11/29/2022

Prepared By: Leah Klein
Email: leah.klein@lexialearning.com

Ship To:
New Haven Public Schools
54 Meadow Street
New Haven, CT 06519 US

Bill To:
Keisha Redd-Hannans
New Haven Public Schools
Attn: Dept of General Funds
54 Meadow Street
New Haven, CT 06519 US

Quantity	Line Item Description	Product Code	Version	Volume	Term	Sales Price	Total Price
40	LETRS Participant Materials Bundle (Print + License) with Live Online Professional Learning	382504	3E	1+2	2 year	\$1,267.00	\$50,680.00
50	LETRS Participant Materials Bundle (Print + License) with Live Online Professional Learning	382539	Administrator		2 year	\$826.00	\$41,300.00
1	LETRS Success Partnership Silver	382408	3E	1+2	2 year	\$9,900.00	\$9,900.00
15	LETRS Facilitator Bundle (Print + License) with Face-to-Face or Live Online Professional Learning	382547	3E	1	1 year	\$1,532.33	\$22,985.00

Total Price \$124,865.00
Est. Tax \$0.00
Total Due \$124,865.00

Prices quoted are inclusive of Shipping and Handling.

If you are Tax-Exempt, please send a copy of your Tax-Exempt Certification with your PO. Please note that if you have previously provided this certificate to Voyager Sopris, we will need a new certificate issued to Lexia Learning Systems.

Fax or email Purchase Orders with quote number Q-541123-1 to the following:

Attn: Leah Klein

Email: leah.klein@lexialearning.com

Fax: 978-287-0062

PLEASE NOTE THE QUOTE NUMBER MUST APPEAR ON PURCHASE ORDER(S) IN ORDER TO PROCESS.

TERMS AND CONDITIONS

****Prices included herein are exclusive of all applicable taxes, including sales tax, VAT or other duties or levies imposed by any federal, state or local authority, which are the responsibility of Customer. Any taxes shown are estimates for informational purposes only. Customer will provide documentation in support of tax exempt status upon request. Pricing is valid for 60 days. Unless otherwise provided herein, Lexia will invoice the total fees set forth above upon receipt of customer's PO/acceptance. Payment is due net 30 days of invoice.**

1-Year licenses expire 12 months from the date of activation; 2-Year licenses expire 24 months from the date of activation

- Additional Support Services purchased separately from subscription licenses/packages (e.g., webinars or additional onsite and/or virtual training hours) must be used within 12 months from the received date of the PO acceptance of the applicable quote
- A customer-designated account administrator contact name and email address are required for all subscriptions and service orders.

ORDER TERM

This quote and the associated confirming purchase order or other customer confirmation of this quote serve as an agreement for this order, which becomes effective upon its acceptance by both parties. Unless otherwise agreed by Lexia and customer in writing, the licenses, products and/or services purchased pursuant to this order will begin on or about the start date and continue in effect for the applicable period set forth in this quote. Unless otherwise set forth herein or agreed to by Lexia and customer in writing, all subscriptions and services are deemed delivered upon provisioning of license availability, and all subscription licenses and services must be used within the applicable subscription or service period herein; unused subscription licenses or services are not eligible for refund or credit. Onsite training is fulfilled with virtual training as needed. Without prejudice to its other rights, Lexia may suspend delivery of the subscriptions, products and/or services in the event that customer fails to make any payment when due following notice.

ORDER PROCESS

To submit an order, please fax this quote along with the applicable Purchase Order to: (978) 287-0062, or send by email to your sales representative's email address listed above.

NOTE: EACH PURCHASE ORDER MUST INCLUDE THE CORRECT QUOTE NUMBER PROVIDED ON THIS QUOTE, AND THE QUOTE SHOULD BE ATTACHED.

ACCEPTANCE

All subscriptions, products and services hereunder are offered subject to the Lexia Application License Agreement terms, available at <https://lexialearning.com/privacy/eula> (the "License"), as supplemented by the terms herein. By placing any order, customer confirms its acceptance of the License and the terms and fees in this quote, which, together with any previously awarded proposal and/or any other associated agreement entered into by Lexia and customer regarding the subscriptions, products and services in and as supplemented by this quote, constitute the entire agreement between customer and Lexia regarding such subscriptions, products and services (the "Agreement"). Customer and Lexia agree that the terms and conditions of this Agreement supersede any additional or inconsistent terms or provisions in any customer drafted purchase order, which shall be void and of no effect, or any communications, whether written or oral, between customer and Lexia relating to the subject matter hereof. In the event of any conflict, the terms of this Agreement shall govern.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Lexia Learning

Doing Business As, if applicable: VENDOR

Business Address: 300 Baker Ave, Ste. 320, Concord, MA 01742;
1-800-435-3942

Business email: *Leah.Klein@lexialearning.com*

Funding Source & Acct # including location code: 2553-6399-56694-0105

Principal or Supervisor: Lynn Brantley

Agreement Effective Dates: From 01/24/23 To 06/30/25.

Hourly rate or per session rate or per day rate.
Total amount: \$124,865.00

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

The LETRS Suite is a curriculum of 8 modules for comprehensive professional learning designed to provide elementary educators and administrators with deep knowledge to be literacy and language experts in the science of reading. LETRS for Educators course will practically, systematically, and methodically address the systems of language underlying literacy (phonology, orthography, semantics, syntax, discourse, and pragmatics) through blended format units. LETRS for Administrators equips instructional leaders to create systems and structures includes how to build capacity, collaborate with school leadership teams, manage goal setting, develop assessment plans, and make effective data-based decisions to have a systemic impact on student literacy achievement.

Submitted by:

Lynn Brantley

Phone:

475-320-1212



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Lynn Brantley
Date: November 24, 2022
Re: Letrs Training

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:** Lexia Learning
2. **Description of Service:** The LETRS Suite is comprehensive professional learning designed to provide elementary educators with deep knowledge to be literacy and language experts in the science of reading. LETRS for Educators course practically, systematically, and methodically addresses the systems of language underlying literacy (phonology, orthography, semantics, syntax, discourse, and pragmatics) through blended format units.
3. **Amount** of Agreement and hourly or session cost:\$124,865.00
 - 40 educators/participants provided with 8 LETRS Modules:
 - curriculum material bundles
 - 6 hour online sessions
 - 12-15 hours of practicum
 - 50 Administrator training provided with 8 on line sessions:
 - curriculum materials bundles
 - 15 Facilitator Modules:
 - curriculum material bundles
 - 4 days of unit sessions
 - LETRS success partnership:
 - dedicated customer success management team
4. **Funding Source** and account number: ARP ESSER III 2553-6399-56694-0105
5. Approximate number of staff served through this program or service: 90
6. Approximate number of students served through this program or service: 5000

7. Continuation/renewal or new Agreement?

Answer all questions:

- a. If continuation/renewal, has the cost increased? If yes, by how much? No
- b. What would an alternative contractor cost: N/A
- c. If this is a continuation when was the last time alternative quotes were requested? No
- d. For new or continuation: is this a service existing staff could provide? If no, why not? No, it is a service that must be provided by only certified consultants from Lexia.

8. Type of Service:

Answer all questions:

- a. Professional Development? Yes but is reliant on a specialized curriculum through the Lexia Learning Company.
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No, it is a service that must be provided by only certified consultants from Lexia
- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? No
- 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? No
- 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? 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 contract will provide training enhance educator knowledge around comprehensive literacy practices that will applied in the classroom.

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 a link to the contractor's website if a company: This contractor is knowledgeable of the content and methodology of research-based explicit, structured literacy instruction, has an understanding of cognitive and language factors that shape learning, language structure, and development in how reading is acquired. (<https://www.lexialearning.com/letrs>)
- 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 because this training is built on a curriculum and is program agnostic.
- 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. Due to this course being built upon a specialized curriculum/modules for educators and administrators this must be considered for Sole Source.

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? Surveys from all participants will be provided after training. The training includes assessments for each participant in order to ensure mastery of learning.
 - 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 strengthens the knowledge of Instructional Coaches in order to impact the teaching of early literacy and the academic outcomes for NHPS students in grades K-3.
12. Why do you believe this Agreement is fiscally sound? This item is essential to provide our K-2 staff training that improves their ability to provide instruction based on the Science of Reading.
13. What are the implications of not approving this Agreement? Knowledge gaps regarding early literacy instruction and how Science of Reading supports student literacy acquisition.