

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 Supporting Documentation (if applicable)
<input 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: 7/20/22

Meeting Submitted For: 8/1/22

Regular or Suspension Agenda: Regular

Submitted By: Marquelle Middleton

Title of Legislation:

ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN
AUTHORIZING THE EXECUTION OF THE BOARD OF EDUCATION AGREEMENT
WITH SCHOOLMINT, INC. THE PERIOD OF JULY 1, 2022 TO JUNE 30, 2025.

Comments: Legistar File ID: LM-2022-0348

Coordinator's Signature:



Controller's Signature (if grant):



Mayor's Office Signature:



Call (203) 946-7670 with any questions.

bnmontalvo@newhavenct.gov

July 20, 2022

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

Re: NHBOE – 3-Year Software Agreement (SchoolMint)

Dear Ms. Walker-Meyers,

I respectfully submit the enclosed submission requesting the approval of the Board of Alders for a three-year Agreement Between the New Haven Board of Education and SchoolMint. As this is a multi-year contract, the approval of the Board of Alders is required.

New Haven Public Schools proudly offers a range of school choice options to its school-age residents via our school choice lottery. For the past several years this process has been managed via an electronic software, SmartChoice. New Haven Public Schools has been notified that the current SmartChoice product will no longer be supported by the vendor after June 30, 2022. The product has reached its shelf life and New Haven Public Schools will need to invest in a new lottery software product beginning with the 2022-2023 fiscal year.

The Agreement is for three years and covers July 1, 2022 through June 30, 2025. The three-year agreement generously waives a \$21,000 associated implementation fee. The cost of the product by year with all associated fees is stated in the enclosed proposal. As well, the vendor has pledged their commitment to collaborate with New Haven Public Schools and ensure that we are able to customize necessary lottery logic and process steps in their software.

As Director of School Choice & Enrollment, I am confident that this school lottery management software will help efficiently support school choice efforts in New Haven public schools, enhance the end-user experience for parents and allow for continued process improvement. I look forward to the Alders' prompt approval of the Agreement.

Thank you again for your time and attention.

Very truly yours,

Mr. Marquelle Middleton
Director of Choice & Enrollment Office

..title

ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN AUTHORIZING
THE EXECUTION OF THE BOARD OF EDUCATION AGREEMENT WITH
SCHOOLMINT, INC. THE PERIOD OF JULY 1, 2022 TO JUNE 30, 2025.

..body

WHEREAS, the New Haven Board of Education (the “Board”) and SchoolMint, Inc. (the “Contractor”) are the parties (collectively the “Parties”) to that certain agreement entitled Agreement Between the New Haven Board of Education and SchoolMint, Inc., July 1, 2022 – June 30, 2025 (the “2022-2025 Agreement”); and

WHEREAS, the Agreement expires by its term on June 30, 2025; and

WHEREAS, the Parties, over the course of several rounds of negotiation, secured a new Agreement that is considered fiscally responsible; and

WHEREAS, the Board Finance submitted the Agreement to the Board, which approved the 2022-2025 Agreement at its July 11, 2022 meeting; and

WHEREAS, the Charter of the City of New Haven requires the approval of the Board of Alders for contracts in excess of one-year.

NOW THEREFORE BE IT ORDERED, by the Board of Alders of the City of New Haven that the 2022-2025 Agreement is hereby approved.

BE IT FURTHER ORDERED, that the President of the Board of Education or the Mayor is authorized to execute the 2022-2025 Agreement.

PRIOR NOTIFICATION FORM

NOTICE OF MATTER TO BE SUBMITTED TO THE BOARD OF ALDERS

TO (list applicable alders of): ALL

WARD # ALL

DATE: **July 20, 2022**

FROM: Department/Office Choice & Enrollment Office
Person Marquelle Middleton Telephone 475-220-1435

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 THE BOARD OF EDUCATION
AGREEMENT WITH SCHOOLMINT, INC. THE PERIOD OF JULY 1, 2022 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: alderperson(s); sponsoring department; attached to submission to Board of Alders.

FISCAL IMPACT STATEMENT
TO BE FILED WITH SUBMISSION OF ITEM TO BOARD OF ALDERMEN

DATE: July 20, 2022

FROM: Marquelle Middleton, Choice & Enrollment Director

SUBMISSION ITEM: ORDER OF THE BOARD OF ALDERS OF THE CITY OF NEW HAVEN AUTHORIZING THE EXECUTION OF THE BOARD OF EDUCATION AGREEMENT WITH SCHOOLMINT, INC. THE PERIOD OF JULY 1, 2022 TO JUNE 30, 2025.

I. 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.

<u>General</u>	<u>Special</u>	<u>Capital/Bond</u>	<u>Line Item</u> <u>Dept/Act/Obl. Code</u>
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A. Personnel

- 1. Initial start-up
- 2. One-time
- 3. Annual

B. Non-Personnel

- 1. Initial start-up
- 2. One-time
- 3. Annual

[see below]

2022-2023 - \$33,320
2023-2024 - \$34,986
2024-2025 - \$36,735.30

II. List Revenues: Will this item result in any revenues for the City? Please list amount and type.

N/A



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: SchoolMint, Inc.

Doing Business As, if applicable:

Business Address: 214 Jefferson Street, Lafayette, LA 70501

Business Phone: 703-400-4132

Business email: jason.dolan@schoolmint.net

Funding Source & Acct # including location code: General Funds; 190-407-00-56694

Principal or Supervisor: Marquelle Middleton

Agreement Effective Dates: From 07/01/2022 To 06/30/2025

Hourly rate or per session rate or per day rate: 3 yr. contract: Yr. 1-\$33,320;

Yr. 2-\$34,986;

Yr. 3-\$36,735.30

Total amount: \$105,041.30

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

The acquisition of SchoolMint will replace the current use of the SchoolChoice lottery software for New Haven Public Schools. SchoolMint will provide a web-based software product that will electronically manage the school choice application and placement process. The acquired software will allow parents to complete school choice applications online, interface with the Office of School Choice & Enrollment and enable parents to receive their school placement results in real-time via the parent dashboard and email. Parents and applicants will be able to receive SMS text messages regarding their application and lottery results. This is anticipated 3-Year contract and in Year 1 would implement the new interface, migrate all lottery algorithm logic and support the annual lottery cycle. User training would be available in Year 1.

Submitted by: Marquelle Middleton Phone: 475-220-1435



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Marquelle Middleton
Date: June 28, 2022
Re: SchoolMint – Lottery Software Agreement

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:** *School Mint, Inc.*
2. **Description of Service:** *Lottery Software management to replace current product, SchoolMint will support the district's school choice application and placement process.*
3. **Amount of Agreement and hourly or session cost:** **Multi-Year Agreement**
Year 1 - FY 2022-2023 \$33,320;
Year 2 - FY 2023-2024 \$34,986;
Year 3 - FY 2024-2025 \$36,735.30;
For a total of \$105,041.30.
4. **Funding Source** and account number: *General Funds: 190-407-00-56694*
5. Approximate number of staff served through this program or service: *N/A*
6. Approximate number of students served through this program or service: *7,500 (Annually)*
7. **Continuation/renewal or new Agreement?** *New*
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: *N/A*
 - 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? *This is not a service existing staff in the Office of School Choice & Enrollment can provide. For the past several years this process has been managed via an electronic software, SmartChoice. New Haven Public Schools has been notified that the current SmartChoice product will no longer be supported by the vendor after June 30, 2022. The product has reached its shelf life and New Haven Public Schools will need to invest in a new lottery software product beginning with the 2022-2023 fiscal year. SchoolMint is now the parent company. District staff do not have the capacity to manage the process equitably without use of this software.*

evaluate the vendor's performance as well. We will look at text/SMS integration capabilities, ease of user access and overall parent user experience (e.g. how easy it is to submit and track your child's school choice application?)

*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? To create a more diverse educational environment. Reaching students throughout the district including the suburban areas.

12. Why do you believe this Agreement is fiscally sound? Yes, this contract is fiscally sound and will allow the district to continue the school choice lottery placement process.

13. What are the implications of not approving this Agreement? The implications of not approving this agreement will result in defunct district lottery process effective for the 2023 cycle. New Haven Public Schools would not be able to conduct the school lottery and thereby out of compliance with magnet school admissions requirements. There will ultimately be no applications received, projected lower enrollment and decreased revenue to our magnet schools. From a long-term perspective, programming would be impacted and there would be much confusion on how to offer admissions to over-subscribed schools in our district.

Rev: 8/2021