

Memorandum

To: NHPS Finance and Operations Committee
From: Michael Crocco/ Dr. Lola Garcia Blocker
Re: Contract with Charles Williams
Meeting Date: November 2, 2015

Executive Summary:

Approval is requested for an Agreement by and between the New Haven Board of Education and Charles Williams, 643 Rosemount Lane, West Haven CT 06516 in order to provide support and administrative mentorship for Hillhouse High School.

Mr. Williams will provide support, coaching and mentorship to the leaders of the three academies at Hillhouse High School. He will support organizational growth, and leadership development by offering strategic and long-term assistance with goal-setting, planning, and day to day operations.

Amount of Agreement and Daily, Hourly, or Per Session Cost:

The Board shall pay the contractor at a rate of \$500 per day for up to 145 days. The maximum amount the contractor shall be paid under this agreement: **Seventy Two Thousand Five Hundred Dollars (\$72,500.00)**.

Funding Source:

Acct. #2531-5256-56694; Title 1

Key Questions:

1. Please describe how this service is **strategically aligned** with school or District goals:

Mr. Williams brings to bear years of successful High School Leadership to support the work of the principals at Hillhouse. This is of particular value during this year of transition for the building.

2. Please describe the **evidence of effectiveness** for this contractor. In addition, how is or will the contractor be evaluated? If a continuation service, what are the results of last year's evaluation?

Mr. Williams will be performing similar work to the work he performed at Lincoln Basset to help manage transition there in years past.

3. Why do you believe this agreement is **fiscally sound**? Include how the contractor was selected (various quotes vs. RFP vs. Sole Source), whether and why the cost has increased over last year (if continuation), and what an alternative might cost.

Mr. Williams' costs are no higher than those for his work 2 years ago, and are significantly lower than the cost of providing full time administrative support to Hillhouse.

The Agreement and complete scope of services are attached

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

Charles Williams

**For Department/Program:
Leadership Coach at Hillhouse High School**

This agreement entered into on the 26th day of October, 2015 effective the 26th day of October, 2015 by and between the New Haven Board of Education (herein referred to as the "Board") and, Charles Williams, located at 643 Rosemount Lane, West Haven CT 06516. (herein referred to as the "Contractor").

SCOPE OF SERVICE: Must be related to classroom studies and District Curriculum shall consist of (attach additional page if more space is needed):

- Supporting leadership, staff and students in day-to-day operations at Hillhouse High School for the remainder of the school year
- Support the Hillhouse in organizational growth and expanding their leadership bench
- Support and strengthen individuals targeted as future leaders
- Assist in supporting student behavior and classroom management issues
- Help the leaders set priorities, anticipate and overcome potential obstacles
- Push the staff and students at Hillhouse outside of their comfort zones to explore new options and solutions to problems
- Provide leadership with perspective based upon the coach's own experiences.
- Assist the leadership with goal setting and action planning.

Compensation: The Board shall pay the contractor for satisfactory performance of services in the required amount of \$500/Day for up to a maximum of 145 days. The maximum amount the contractor shall be paid under this agreement: **Seventy Two Thousand Five Hundred dollars (\$72,500.00)**.

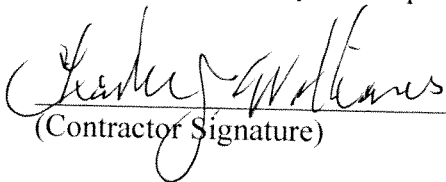
Fiscal support for this Agreement shall be by Title 1, Account Number: 2531-5256-56694

This agreement shall remain in effect from October 26, 2015 to June 30, 2016.

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.

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 Contract through the last day of thirty (30) day notice period.



(Contractor Signature)

New Haven Board of Education

Date

10/20/2015

Date

Federal I.D. or Social Security Number