



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

**Cover Sheet is an Internal Document for Business Office Use**

**Please Type**

Contractor full name: ALK Mindfulness LLC

Doing Business As, if applicable: The ALK Mindfulness Initiative

Business Address: 350 Hill Street, Hamden, CT 06514

Business Phone: 203-627-8022

Business email: alkmindfulness@gmail.com

Funding Source & Acct # including location code:

- ARP ESSER III C/O
  - o 2553-6399-56694-0444

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 12/12/2023 To 06/30/2024

Hourly rate or per session rate or per day rate.

- \$750 per session, 80 students per session, 3 sites (Wexler, Roberto Clemente, and Fair Haven), 20 sessions each site (\$15,000 per site)

Total amount: \$45,000.00

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

- The ALK Mindfulness Initiative will service students at (3) sites (Wexler Grant, Roberto Clemente, and Fair Haven) in the Saturday Success Academy starting December 16<sup>th</sup>, 2023 until June 8, 2024. ALK Mindfulness will be offering two hours of pro-social activities to 80 K-8 students per site. Programming is based on the Developmental Assets Framework, which is guided by the principle that students develop stronger social and emotional competencies, such as motivation and responsible decision-making when they have developmental relationships with their teachers. The program will rotate through various activities at all three school sites, including Respect Hoops basketball, martial arts, fine arts (such as music, dance, journaling, and painting), mindfulness and yoga, robotics, and restorative circles work, to support these goals.

Submitted by: Gemma Joseph Lumpkin Phone: 475-220-1061



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Gemma Joseph Lumpkin  
**Date:** 11/21/23  
**Re:** ALK Mindfulness LLC

---

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:** ALK Mindfulness LLC
2. **Description of Service:**
  - a. The ALK Mindfulness Initiative will service students at (3) sites (Wexler Grant, Roberto Clemente, and Fair Haven) in the Saturday Success Academy starting December 16th, 2023 until June 8, 2024. ALK Mindfulness will be offering two hours of pro-social activities to 80 K-8 students per site. Programming is based on the Developmental Assets Framework, which is guided by the principle that students develop stronger social and emotional competencies, such as motivation and responsible decision-making when they have developmental relationships with their teachers. The program will rotate through various activities at all three school sites, including Respect Hoops basketball, martial arts, fine arts (such as music, dance, journaling, and painting), mindfulness and yoga, robotics, and restorative circles work, to support these goals.
3. **Amount** of Agreement and hourly or session cost: \$45,000.00
  - a. \$750 per session, 80 students per session, 3 sites (Wexler, Roberto Clemente, and Fair Haven), 20 sessions each site (\$15,000 per site)
4. **Funding Source** and account number:
  - a. ARP ESSER III C/O
    - i. 2553-6399-56694-0444
5. Approximate number of staff served through this program or service :0
6. Approximate number of students served through this program or service: 240
7. **Continuation/renewal or new Agreement?**  
**Answer all questions:**

- a. If continuation/renewal, has the cost increased? If yes, by how much?
  - i. New Contract
- b. What would an alternative contractor cost:
  - i. Based on similar programming efforts, alternative contracts will range from \$700-\$1000 per session
- c. If this is a continuation, when was the last time alternative quotes were requested?
  - i. N/A. Quote requested during 2023 RFQ process
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
  - i. No, ALK Mindfulness brings experience from various training and certificate programs revolving around mindfulness and social-emotional learning techniques to implement in the classroom setting.

**8. Type of Service:**

**Answer all questions:**

- a. Professional Development?
  - i. No
  - ii. If this is a professional development program, can the service be provided by existing staff? If no, why not?
- b. After School or Extended Hours Program?
  - i. Extended Hours
- c. School Readiness or Head Start Programs?
  - i. No
- d. Other: (Please describe)

**9. Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business?
  - i. Yes
- b. Is the Contractor Local?
  - i. Yes
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
  - i. Not-for-profit, local
- d. Is the Contractor a public corporation?
  - i. No
- e. Is this a renewal/continuation Agreement or a new service?
  - i. New
- f. If it is a renewal/continuation has cost increased? If yes, by how much?
  - i. N/a
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain:
  - i. Yes, this will be a supplemental program provided to students during the Saturday academy.

**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:
  - i. ALK Mindfulness brings experience from various training and certificate programs revolving around mindfulness and social-emotional learning techniques to implement in the classroom setting. Also, the contractor has experience servicing students in the NHPS system.
  - ii. <https://alkmindfulness.com/>
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
  - i. RFQ
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
  - i. Yes, having worked with Saturday Academy students, ALK Mindfulness brings experience from various training and certificate programs revolving around mindfulness and social-emotional learning techniques to implement in the classroom setting.
- d. Who were the members of the selection committee that scored bid applications?
  - i. Christian Tabares, Arthur Edwards, Frankie Roman, Lysie Rodriguez, Adrienne Douglas, Jose Camacho.
- 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.

## 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?
  - i. The Contract will address the social-emotional learning by using the Developmental Assets Framework, which is guided by the principle that students develop stronger social and emotional competencies, such as motivation and responsible decision-making when they have developmental relationships with their teachers.
  - ii. Services will be monitored using the APT tool, which assesses the overall quality of the program's staffing, staff's engagement with students and families, collaboration with NHPS staff, transitioning of students, and activities offered. The evaluation team consists of the Building Leader with a team, which may consist of other NHPS staff, parents, and community members. APT raters observe and score staff interactions (manner, affect, and tone of voice) with youth and families. The observers rate areas such as:
    1. Are staffs greeting students and families
    2. Transitioning of students
    3. Does the space provide appropriate room for all youth and staff,
    4. The ability of staffs to communication with youth and/or their families in their language(s).
    5. The support staff provide in assisting youth with organizing and preparing themselves to do their homework.
    6. Staffs adjustments and accommodations for students based on their experiences and needs and that

7. Staffs use of simple reminders and redirection to support positive behaviors.
  8. Dismissal Process
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
    - i. Data will be collected during 23-24 programming
  - c. How is this service aligned to the District Continuous Improvement Plan?
    - i. The Service aligns with the District's Continuous Improvement Plan as it addresses the social-emotional well-being of students in our district with the goal of improving behaviors that will positively impact students' ability to learn.
12. Why do you believe this Agreement is fiscally sound?
- a. Yes, 80 students per site will be serviced by the contractor on the weekend for a 2-hour period. Students will be engaged in pro-social activities that encourage learning.
13. What are the implications of not approving this Agreement?
- a. Implications of not approving this agreement include not being able to provide mindfulness activities to students during Saturday Success Academy, which is an essential component to the curriculum provided to student attending Saturday programming.

**Rev: 8/2021**



NEW HAVEN PUBLIC SCHOOLS

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

*(ALK Mindfulness LLC)*

FOR DEPARTMENT/PROGRAM:

*(Youth, Family, and Community Engagement)*

This Agreement entered into on the 21<sup>st</sup> day of November 2023, effective (*no sooner than the day after Board of Education Approval*), the 12<sup>th</sup> day of December, 2024, by and between the New Haven Board of Education (herein referred to as the “Board” and, ALK Mindfulness LLC located at, 350 Hill Street, Hamden, CT 06514 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$750 per session, for a total of 20 sessions, at (3) sites (Wexler Grant, Roberto Clemente, and Fair Haven).

The maximum amount the contractor shall be paid under this agreement: Forty-Five Thousand dollars (\$45,000.00). 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 ARP ESSER III C/O **Program** of the New Haven Board of Education, **Account Number:**2553-6399-56694 **Location Code:** 0444.

This agreement shall remain in effect from 12/12/2023 to 06/30/24

**SCOPE OF SERVICE:** *Please provide brief summary of service to be provided.*

- The ALK Mindfulness Initiative will service students at (3) sites (Wexler Grant, Roberto Clemente, and Fair Haven) in the Saturday Success Academy starting December 16<sup>th</sup>, 2023 until June 8, 2024. ALK Mindfulness will be offering two hours of pro-social activities to 80 K-8 students per site. Programming is based on the Developmental Assets Framework, which is guided by the principle that students develop stronger social and emotional competencies, such as motivation and responsible decision-making when they have developmental relationships with their teachers. The program will rotate through various activities at all three school sites, including Respect Hoops basketball, martial arts, fine arts (such as music, dance, journaling, and painting), mindfulness and yoga, robotics, and restorative circles work, to support these goals.

**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.

  
Contractor Signature

\_\_\_\_\_  
President  
New Haven Board of Education

11/20/2023  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Aisha L. Knox, President CEO  
\_\_\_\_\_  
Contractor Printed Name & Title



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.



The ALK Mindfulness Initiative

## **Proposal for Saturday Academy SY 2023-24 Programming**

### **Scope of Services**

The ALK Mindfulness Initiative (TALKMI) is a breakthrough program for inner city children and young people that teaches mindfulness and social and emotional learning (SEL) that began during the COVID-19 pandemic. The mission of TALKMI is to create a culture of mindfulness in inner city schools where children and young people can positively express themselves through self-reflection, mindful communication and compassionate action. Its founder and president is Mrs. Aisha L. Knox. She is a dedicated leader and advocate in the effort to help children and young people reconnect with their innate healing ability, wisdom and vitality. TALKMI uses cultural humility as an integral component of its mindfulness programs. Issues that TALKMI addresses that have been worsened by the pandemic include opportunity gaps in education, the adverse impact of chronic absenteeism.

In the past two years, TALKMI has partnered with Farnam Neighborhood House, a program of Clifford W. Beers Guidance Clinic, Inc. (also known as Clifford Beers Community Care Center), to expand its collaboration with New Haven Public Schools (NHPS). Through the Fun Clubs and Saturday Success Academy, TALKMI has provided approximately 2000 NHPS students with access to a range of enrichment, social-emotional, and recreational activities that prioritize mindfulness. Given the positive outcomes of these programs, TALKMI seeks to offer additional Saturday Success Academy programs throughout the New Haven Public Schools (NHPS) district. By engaging with students and families that participate in the program, TALKMI is eager to build on its relationship with NHPS and provide a variety of pro-social activities for Saturday Academy.

TALKMI seeks to collaborate with NHPS to offer pro-social programming to K-8 students who have registered for the Saturday Academy program. The Saturday Academy program is scheduled to run for 20 Saturdays from October 2023 to June 2024, between the hours of 8:30 am to 12:30 pm. During this time, TALKMI will provide two hours of pro-social activities at three (3) sites that will be determined based on the needs of NHPS. Each Saturday Academy site will serve up to 80 students, resulting in a total of 240 students being served by the program. The TALKMI staff at each site will comprise of two (2) facilitators, and a Mindfulness Coordinator who will act as the program director will split their time between the designated sites throughout the duration of the program.

Our programming is based on the Developmental Assets Framework, which is guided by the principle that students develop stronger social and emotional competencies, such as motivation and responsible decision-making, when they have developmental relationships with their teachers. This, in turn, reduces the occurrence of risk behaviors. In collaboration with NHPS



The ALK Mindfulness Initiative

certified teachers, Saturday Academy programming will focus on nurturing and educating youth, promoting positive development, and strengthening family and community engagement. The program will rotate through various activities at all three school sites, including Respect Hoops basketball, martial arts, fine arts (such as music, dance, journaling, and painting), mindfulness and yoga, robotics, and restorative circles work, to support these goals.

Additionally, our program will prioritize pro-social activities, including social bonding and peer-to-peer mediation. The highlight of our program will be the Countdown to Success Festival at the end of the year, which will be a community-wide event that the Saturday Academy students will conceptualize, plan, and run. The location of the event will be determined by the students, and the TALKMI facilitators will guide them in designing a carnival or festival-type framework for the event. This festival will not only be a celebration of the students' successes but also promote social bonding and encourage collaboration among the students as they work together to organize a successful and fun event.

### **Price Per Session**

Saturday Academy charges \$750 per session. *Example: 20 sessions at 3 sites would cost \$45,000. (\*Note: Individual one-on-one care available at \$28 per hour per student.)*

### **Number of Students**

Each designated site for Saturday Academy can accommodate up to 80 students per session, resulting in a total capacity of up to 240 students served by the program, if the program were implemented at three (3) sites. The breakdown for each site is four (4) groups of twenty (20) students per each group; each group in a one (1) hour class).

### **Duration**

Saturdays during SY 2023-34 (October 2023 – June 2024). Programming will begin on January 6<sup>th</sup> 2024 and take place between the hours of 8:30 am – 12:30 pm, with TALKMI providing two hours (2) of pro-social activities, to the above listed group breakdown, during this timeframe.

### **Age/grade groups of students**

The target population for Saturday Academy is students in grades K – 8th (ages 6- 14) attending New Haven Public Schools.

### **Program Faculty - Qualified Staff management (QSM)**

*Program Manager, Site manager, Program facilitators, Care Technician (Ratio 1:1 available for additional cost)*



The ALK Mindfulness Initiative

## **Training & Certifications**

Mindfulness Training, Restorative Circles, Restorative Practices, First Aid & CPR, Protective factors, Anti-Racist Training, Asset Framework, Mandated Reporter, Sexual Harassment, Code of Conduct, HIPAA, FERPA, Emergency procedures, Intruder Safety, Biohazards Safety & Infection Control, Behavior Management Practice, Incident Reporting.



The ALK Mindfulness Initiative

## End of Year Reporting for The ALK Mindfulness Initiative (TALKMI) Programming

Over the past few years, TALKMI has expanded its partnership with New Haven Public Schools (NHPS) in collaboration with Farnam Neighborhood House, a program of Clifford W. Beers Guidance Clinic. The partnership has resulted in various programs, such as spring and winter Fun Clubs, Saturday Academy, and Camp Farnam, that have collectively served around 2,000 NHPS students and their families. It is important to note that some students may have participated in multiple programs, so the count is not mutually exclusive.

<b>Saturday Academy (October 2022-June 2023)</b>	125 students per site at 3 sites = 375 per week; The Saturday Academy program takes place over twenty-five (25) Saturdays
<b>Farnam Camp (July 2022)</b>	400 campers (100 campers per week for four weeks in Summer 2022)
<b>Farnam Camp Family Fun Days (August 2022)</b> Day of fun at Camp Farnam for New Haven Public Schools Families.	300 families (100 families per day for three days August 2022)
<b>Fun Clubs</b> Provided access to a variety of enrichment, social-emotional, and recreational activities during school break for New Haven Public Schools students.	2022 Winter and Spring Fun Clubs served over 600 NHPS students.  2023 Spring Fun Clubs at Beecher, FAME, WEXLER Grant, and Roberto Clement from April 10, 2023 - April 14, 2023 from 8 am – 3 pm served approximately 500 students.



The ALK Mindfulness Initiative

## Background Check Process

At TALKMI, we prioritize the safety and reliability of our employees. To ensure this, we conduct comprehensive background checks on all candidates before they are hired. Our background check process involves the following steps:

**Reference Check:** We conduct a reference check on all candidates to gather feedback from their previous employers or colleagues.

**Criminal Records Check:** We run a criminal records check on all candidates to ensure that they have no criminal history that would make them unsuitable for the position.

**Sex Offender Registry Check:** The objective of conducting a sex offender registry check is to identify individuals who have been legally mandated to register with their local law enforcement agency due to a conviction for a sexual offense.

**Education Verification:** We verify the educational credentials of all candidates to ensure that they have the necessary qualifications for the position.

**DCF Check:** The Department of Children & Families Background Checks Unit will conduct a thorough search of their Central Registry and Child Abuse & Neglect history on individuals who are either directly or indirectly providing services to children and families. This is to ensure the safety and protection of vulnerable children and families.

We conduct all of our background checks in accordance with relevant laws and regulations, and we ensure that the results are kept confidential. We take the privacy and security of our candidates very seriously, and we use secure channels to store and transmit any sensitive information.

We are confident that our background check procedure aids us in upholding a secure and safe work environment and assures that our staff members are of excellent quality.



The ALK Mindfulness Initiative

### End of Year Reporting for The ALK Mindfulness Initiative (TALKMI) Programming

Over the past few years, TALKMI has expanded its partnership with New Haven Public Schools (NHPS) in collaboration with Farnam Neighborhood House, a program of Clifford W. Beers Guidance Clinic. The partnership has resulted in various programs, such as spring and winter Fun Clubs, Saturday Academy, and Camp Farnam, that have collectively served around 2,000 NHPS students and their families. It is important to note that some students may have participated in multiple programs, so the count is not mutually exclusive.

<b>Saturday Academy (October 2022-June 2023)</b>	125 students per site at 3 sites = 375 per week; The Saturday Academy program takes place over twenty-five (25) Saturdays
<b>Farnam Camp (July 2022)</b>	400 campers (100 campers per week for four weeks in Summer 2022)
<b>Farnam Camp Family Fun Days (August 2022)</b> Day of fun at Camp Farnam for New Haven Public Schools Families.	300 families (100 families per day for three days August 2022)
<b>Fun Clubs</b>  Provided access to a variety of enrichment, social-emotional, and recreational activities during school break for New Haven Public Schools students.	2022 Winter and Spring Fun Clubs served over 600 NHPS students.  2023 Spring Fun Clubs at Beecher, FAME, WEXLER Grant, and Roberto Clement from April 10, 2023 - April 14, 2023 from 8 am – 3 pm served approximately 500 students.