



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

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Please Type

Contractor full name: Marcella Monk Flake

Doing Business As, if applicable: The Monk Center for Academic Enrichment and Performing Arts

Business Address: 150 Fountain Terrace, New Haven, CT 06515

Business Phone: (203) 675-3155

Business email: monkcenter2015@gmail.com

Funding Source & Acct # including location code:

- Learn Engage and Attendance Program C/O: 2556-6451-56694-0444

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 11/14/2023. To 06/14/2024.

Hourly rate or per session rate or per day rate.

- 50 total students, \$1,500.00 a week, 32 weeks

Total amount: \$48,000.00

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

- The Monk Center will support the Youth, Family, and Community Engagement department's Youth Connect program to address students who are currently 15 or more days absent from school. The Monk Center will assist our district's initiative in addressing Chronic Absenteeism by providing outreach and case management for a total of 50 students identified in the Tier 4- Severe (15- 17 absences) and Tier 5- Extreme (18+ absences). As a Youth Connect partner, The Monk Center will invest (1) hour of grassroots efforts each week, per student for a total of (32) weeks to help understand why the identified student is chronically absent. Utilizing the CSDE Learner Engagement and Attendance Program (LEAP), support personnel will go directly to homes, to engage with families and students, help return them to a more regular form of school attendance, and assist with placement in programs within the community. The project enables NHPS staff to address other critical student needs, including behavioral and mental health issues, housing, childcare, lack of technology, and other educational needs. Leveraging community partners' resources will help bridge the connection needed to address the concerns keeping students from attending school

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: 11/17/23
Re: The Monk Center for Academic Enrichment and Performing Arts

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:** The Monk Center for Academic Enrichment and Performing Arts
2. **Description of Service:**
 - The Monk Center will support the Youth, Family, and Community Engagement department's Youth Connect program to address students who are currently 15 or more days absent from school. The Monk Center will assist our district's initiative in addressing Chronic Absenteeism by providing outreach and case management for a total of 50 students identified in the Tier 4- Severe (15- 17 absences) and Tier 5- Extreme (18+ absences). As a Youth Connect partner, The Monk Center will invest (1) hour of grassroots efforts each week, per student for a total of (32) weeks to help understand why the identified student is chronically absent. Utilizing the CSDE Learner Engagement and Attendance Program (LEAP), support personnel will go directly to homes, to engage with families and students, help return them to a more regular form of school attendance, and assist with placement in programs within the community. The project enables NHPS staff to address other critical student needs, including behavioral and mental health issues, housing, childcare, lack of technology, and other educational needs. Leveraging community partners' resources will help bridge the connection needed to address the concerns keeping students from attending school
3. **Amount** of Agreement and hourly or session cost: \$48,000.00
 - 50 total students, \$1,500.00 a week, 32 weeks
4. **Funding Source** and account number:
 - a. Learn Engage and Attendance Program C/O: 2556-6451-56694-0444
5. Approximate number of staff served through this program or service: 0
6. Approximate number of students served through this program or service: 50
7. **Continuation/renewal or new Agreement?**

Answer all questions:

 - a. If continuation/renewal, has the cost increased? If yes, by how much?
 - i. Renewal, no increase
 - b. What would an alternative contractor cost:
 - i. This initiative does not have an alternative cost. Hourly rate determined as a competitive rate to attract community partners to assist the Youth Connect Initiative.
 - c. If this is a continuation, when was the last time alternative quotes were requested?

- i. N/A
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
 - i. Staff are currently assisting with the initiative. Leveraging community partners provides the district with deep community connections to help link students with the YFCE department to address concerns regarding Chronic Absenteeism.

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. N/A
- 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, minority owned
- b. Is the Contractor Local?
 - i. Yes, New Haven.
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
 - i. Yes
- d. Is the Contractor a public corporation?
 - i. No
- e. Is this a renewal/continuation Agreement or a new service?
 - i. No
- 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, the project enables NHPS staff to address other critical student needs, including behavioral and mental health issues, housing, childcare, lack of technology, and other educational needs.

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. The contractor provides the district with experience working with New Haven Public School students in various programming efforts and provides the district with deep community connections to help link students with the YFCE department to address concerns regarding Chronic Absenteeism.
- 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. No, the Contractor was selected due to their work revolving around community engagement and interest in participating in the Youth Connect program.
- d. Who were the members of the selection committee that scored bid applications?
 - i. Christian Tabares, Arthur Edwards, Dianne Stewart, Adrienne Douglas, Frankie Roman, Lysie Rodriguez, 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.
 - i. 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?
 - i. The contractor will address Chronic Absenteeism by providing outreach and case management to the number of students identified. Through the Case Management component, notes will be added into a data management software managed by the YFCE department to ensure the connections are being made to the number of students assigned to the contractor. Data will be monitored daily by the YFCE department to ensure outreach efforts are being made.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
 - i. The Monk Center has a history of working with NHPS youth within the school system and in the community. Reports from teachers and principals at various schools support the work they do with youth. A continuation of observation methods from YFCE staff and NHPS staff will be used to ensure the community partner is providing effective programming.
- c. How is this service aligned to the District Continuous Improvement Plan?
 - i. This service will address Chronic Absenteeism by providing the students with the resources needed to find their way back into the classroom.

12. Why do you believe this Agreement is fiscally sound?

- a. This will be providing outreach and case management to students whom the district has not been able to connect with to address concerns regarding absences. The competitive rate allows the district to use the resources and connections within the community to successfully engage the student and their families to come back to school.

13. What are the implications of not approving this Agreement?

- a. The implications of not approving this agreement revolve around the current situation regarding Chronic Absenteeism. Without the ability to reconnect and engage with a student, Absenteeism rates will continue to increase. Most importantly, we are losing the opportunity to provide a student the ability to learn, socialize and grow within the educational system.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(The Monk Center for Academic Enrichment and Performing Arts)

FOR DEPARTMENT/PROGRAM:

(Youth, Family, and Community Engagement)

This Agreement entered into on the 17 day of October 2023, effective (*no sooner than the day after Board of Education Approval*), the 14 day of November 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, The Monk Center for Academic Enrichment and Performing Arts located at, 150 Fountain Terrace, New Haven, CT 06515 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$1,500 per week, for a total of 32 weeks

The maximum amount the contractor shall be paid under this agreement: Forty-Eight Thousand Dollars (\$48,000). 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 Learner Engage and Attendance Program **Program** of the New Haven Board of Education, **Account Number:** 2556-6451-56694 **Location Code:** 0444

This agreement shall remain in effect from 11/14/2023 to 06/14/2024

SCOPE OF SERVICE: *In the space below, please provide brief summary of service.*

- The Monk Center will support the Youth, Family, and Community Engagement department’s Youth Connect program to address students who are currently 15 or more days absent from school. The Monk Center will assist our district's initiative in addressing Chronic Absenteeism by providing outreach and case management for a total of 50 students identified in the Tier 4- Severe (15- 17 absences) and Tier 5- Extreme (18+ absences). As a Youth Connect partner, The Monk Center will invest (1) hour of grassroots efforts each week, per student for a total of (32) weeks to help understand why the identified student is chronically absent. Utilizing the CSDE Learner Engagement and Attendance Program (LEAP), support personnel will go directly to homes, to engage with families and students, help return them to a more regular form of school attendance, and assist with placement in programs within the community. The project enables NHPS staff to address other critical student needs, including behavioral and mental health issues, housing, childcare, lack of technology, and other educational needs. Leveraging community partners' resources will help bridge the connection needed to address the concerns keeping students from attending school

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 Privacy - attached

Exhibit C: Contractor's Declaration Attesting to Compliance with Executive Order No. 13G – form must be completed by the contractor. See attached form for contractors who are working with students or staff in school or in after school programs, regardless of location.

APPROVAL: This Agreement must be approved by the New Haven Board of Education *prior to service start date*. Contractors **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

10/17/23

Date

Date

Marcella Monk Flake Executive Director/owner
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.



NEW HAVEN PUBLIC SCHOOLS

New Haven Public Schools
Office of Youth Family and Community Engagement

2023-2024 Youth Connect- Community Partnership Outreach Compensation

Studies show that increasing family and community involvement in student schooling can positively impact student attendance. We need your help with the following:

- Youth Connect Partners will invest 1 hour of grassroots effort each week per student to understand why the student is severely and extremely chronically absent
- It is up to the agency to determine the student capacity they can take on to assist the Youth, Family, and Community Engagement department in reaching students identified as Chronically Absent.
- Service per student will consist of Outreach: Home visits, Phone calls, Virtual contacts, and Case Management: Referrals, Documenting notes, and Communication with the YFCE team.
- The following engagement scale is available for our community partners:

| <u>Total Students per week</u> | <u>Weekly Rate of Pay per student roster (\$30 per student)</u> | <u>Total Hours per Caseload</u> | <u>Total weeks (November 14th- June 14th)</u> | <u>Total Compensation</u> |
|--------------------------------|---|---------------------------------|---|---------------------------|
| 10 | \$300 | 10 | 32 | \$9,600.00 |
| 20 | \$600 | 20 | 32 | \$19,200.00 |
| 30 | \$900 | 30 | 32 | \$28,800.00 |
| 40 | \$1,200 | 40 | 32 | \$38,400.00 |
| 50 | \$1,500 | 50 | 32 | \$48,000.00 |
| 60 | \$1,800 | 60 | 32 | \$57,600.00 |
| 70 | \$2,100 | 70 | 32 | \$67,200.00 |
| 80 | \$2,400 | 80 | 32 | \$76,800.00 |
| 90 | \$2,700 | 90 | 32 | \$86,400.00 |
| 100 | \$3,000 | 100 | 32 | \$96,000.00 |

Please let us know how many students your agency is able to work with. We appreciate your continued support as we work to positively impact the students across the district.