



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: ARTE Inc.

Doing Business As, if applicable: N/A

Business Address: 26 Atwater Street, New Haven CT, 06513

Business Phone: 203-469-4536

Business email: arteinc@comcast.net

SS# OR Tax ID #: 2 336 302

Funding Source & Acct. #

21st Century # 2579-6354-56694-0000 –Central Office (\$42,000)

Principal or Supervisor: Gemma J- Lumpkin

Agreement Effective Dates: From 07/01/2021. To 09/30/2021.

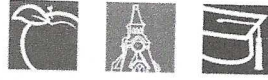
Hourly rate or per session rate or per day rate. \$600 per activity x 70

Total amount: \$42,000

Description of Service: Please provide a one or two sentence description of the service. ARTE Inc. will provide students and families' opportunities to participate in fun activities this summer, especially outdoors. We have developed a well-rounded roster of fun summer activities such as arts and crafts, family walks and bike rides, fishing and other health and wellness activities.

Submitted by Gemma J- Lumpkin

Phone: (475) 220-1061



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Arthur Edwards  
**Date:** June 2, 2021  
**Re:** Arte Inc. Agreement

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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:** ARTE Inc.

2. **Description of Service:**

ARTE will provide Summer of Fun '21 programs and events which include the following:

- Summer Arts Academy
- Vocal Voice Lessons
- St Lukes Steel Band
- Walks in Fair Haven, Dixwell, Downtown and the Hill Neighborhoods
- Capoeira - Martial Arts, Music and Dance
- Outdoor photography classes
- Puppet workshops
- Family nature walks at the Lighthouse, Edgewood Park and East Rock Park
- Kite Making and flying at Roberto Clemente School
- Live sheep shearing and wool spinning at Nathan Hale School
- Painting on the shore at the New Haven Lighthouse

The activities will be offered at various sites throughout the city and each activities will be offered twice per week. The activities will be able to accommodate approximately 1,200 participants and will occur from July 1, 2021 – August 20, 2021. ARTE will also

- Include virtual programs for families who need/desire.
- Coordinate all logistics.
- Utilize 21<sup>st</sup> Century sites, such as schoolyards or school parking as needed,
- Pull Permits with Park & Rec as needed.
- Create E-Registration forms and links.
- Promote & Market all programs.
- Hire Student Helpers to execute programs
- Create Snack Packs for sessions
- Manage food and beverages or giveaways as applicable.
- Liaise with NHPS staff for delivery of supplies/materials as needed.

3. **Amount** of Agreement and hourly or session cost: \$42,000; 70 activities x \$600 per activity 1.5 – 2 hrs. each.

4. **Funding Source** and account number: 21<sup>st</sup> Century # 2579-6354-56694-0000 – (\$42,000)

5. **Continuation/renewal or new Agreement?**

**Answer all questions:**

- a. If continuation/renewal, has the cost increased? N/A If yes, by how much? N/A
- b. What would an alternative contractor cost: \$500 – \$1,500 per activity.
- 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?  
No, The activities are community based events that provide students and families the opportunity to participate in fun activities which promote the arts, health and wellness, and community pride.

6. **Type of Service:**

**Answer all questions:**

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

7. **Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business? **Yes**
- b. Is the Contractor Local? **Yes**
- c. Is the Contractor a Not-for-Profit Organization? **Yes** If yes, is it local or national? **Local**
- d. Is the Contractor a public corporation? **Yes**
- 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? **N/A**
- g. Will the output of this Agreement contribute to building internal capabilities? **No**. If yes, please explain:

8. **Contractor Selection:**

**Answer all questions**

- a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume. Arte Inc. has worked with New Haven's students and as part of several evaluated school and summer programs. Rigorous evaluations by the 21st Century after school program have continuously validated this program. Arte has demonstrated an ability to engage and encourage some of our highest needs students in meaningful and engaging activities.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? RFQ
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: ARTE Inc. submitted the RFQ for NHPS and was selected

based on the experience working with various NHPS schools. ARTE has been a NHPS Partner for several years and engaged provided services through the Extended School Hours, 21<sup>st</sup> Century, and State Afterschool Grant programs.

## 9. 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? Arte Inc. has worked with New Haven's students and will engage students, families and NHPS staff in efforts to bring various 21<sup>st</sup> Century sites which are accessible to students and families. ARTE will plan and implement the outreach to students and families and ensure each activity is offered in a safe and positive environment.
  - 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? The service provides fun activities with the purpose of engaging students and families in their respective communities. ARTE will provide activities which provide enjoyment for participants and promote health and wellness activities.
10. Why do you believe this Agreement is fiscally sound? The agreement provides intensive community based activities to during a critical time. The programs decreases the amount of down time the participants have and allows a space for engagement and positive interaction in the communities.
11. What are the implications of not approving this Agreement? Student will not be engaged in positive activities which foster a sense of community pride, strengthen community bonds and provide positive activities for students and families to engage in.



NEW HAVEN PUBLIC SCHOOLS

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

*ARTE Inc.*

FOR DEPARTMENT/PROGRAM:

**Youth Family and Community Engagement**

This Agreement entered into on the 14<sup>th</sup> day of June 2021, effective (*no sooner than the day after Board of Education Approval*), the 1<sup>st</sup> day of July, 2021, by and between the New Haven Board of Education (herein referred to as the “Board” and, ARTE Inc. located at, located at, 26 Atwater Street, New Haven CT, 06513 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$600.00 per session, for a total of 70 sessions.

The maximum amount the contractor shall be paid under this agreement: forty-two thousand dollars and no cents (\$42,000). 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 21<sup>st</sup> Century **Program** of the New Haven Board of Education, **Account Number** 2579-6354-56694 **Location Code:** 0000

This agreement shall remain in effect from July 1, 2021 to September 30, 2021.

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

ARTE will provide Summer of Fun '21 programs at various 21<sup>st</sup> Century sites and other areas in the City of New Haven. Activities will be offered weekly and provide activities such as arts, music, walking dance and other engaging activities. The activities will be able to accommodate approximately 1,200 participants and will occur from July 1, 2021 – August 20, 2021.

**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*. 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

6/3/2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

David Greco / Director  
\_\_\_\_\_  
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.

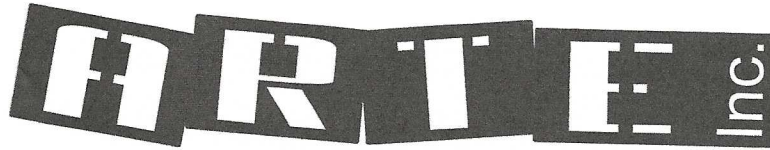
1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to 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.





26 Atwater St. New Haven, CT 06513 203-804-9175 [www.arte-inc.com](http://www.arte-inc.com)

### **ARTE Inc. Scope of Services for the Summer of Fun '21 Programming**

ARTE will provide Summer of Fun '21 programs at various 21st Century sites and other areas in the City of New Haven. Activities will be offered weekly and provide activities such as arts, music, walking tours, singing, kite making, book readings and other engaging activities. The activities will be able to accommodate approximately 1,800 participants and will occur from July 1, 2021 – August 20, 2021.

ARTE's scope of services will include the following:

- Develop and execute Summer of Fun '21 programs and events mainly outdoors
- Include Virtual programs for families who need/desire.
- Coordinate all logistics.
- Utilize 21<sup>st</sup> Century sites as needed in addition to city parks and sites,
- Pull Permits with Park & Rec as needed.
- Create E-Registration forms and links.
- Promote & Market all programs.
- Hire High School Student Helpers to execute programs
- Manage food and beverages or giveaways as applicable.
- Liaise with NHPS staff for delivery of supplies/materials as needed.