



NEW HAVEN PUBLIC SCHOOLS

## AGREEMENT COVER SHEET

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

### Please Type

Contractor full name: Our World. Care 4 Your Own LLC.

Doing Business As, if applicable: N/A

Business Address: 3000 Whitney Avenue, Hamden CT 06518

Business Phone: (203) 633-4599

Business email: ourworld651@gmail.com

SS# OR Tax ID #: 23-2285797

Funding Source & Acct # including location code:

ESSER II: 2579-6363-56697 Location Code: 0000 (Central Office)

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 07/01/2021. To 08/08/2021.

Hourly rate or per session rate or per day rate. \$275.00 per 2 hour session x 15 sessions

Total amount: \$4,125.00

Description of Service: Please provide a one or two sentence description of the service. "Our World LLC" will provide two hours of programming, which will include arts and crafts, theatre activities, and health and wellness activities such as walking and cycling on the Farmington Canal.

Submitted by: Gemma Joseph Lumpkin

Phone (475) 220-1060



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Gemma Joseph Lumpkin  
**Date:** June 22, 2021  
**Re:** Our World Care 4 Your Own 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:** Our World Care 4 Your Own LLC

2. **Description of Service:**

Sessions will consist of (2) 1 hour activities and serve up to 20 students per session at the Learning Corridor located in Newhallville.

3. **Amount of Agreement and hourly or session cost:**

\$4,125.00; \$275.00 per 2 hour session x 15 sessions

4. **Funding Source and account number:**

ESSER II: 2579-6363-56697 Location Code: 0000

**Continuation/renewal or new Agreement?**

**Answer all questions:**

- a. If continuation/renewal, has the cost increased? No - If yes, by how much? N/A
- b. What would an alternative contractor cost: comparable programs cost approximately \$250 – \$350.00 dollars.
- c. If this is a continuation, when was the last time alternative quotes were requested? N/A  
Alternative quotes are solicited from organizations annually.
- d. For new or continuation: is this a service existing staff could provide. If no, why not?  
No, The Our World program provides an array of enrichment activities facilitated by staff with training and certifications in cycling, puppeteering, and robotics.

5. **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? If no, why not? N/A
- b. After School or Extended Hours Program? Extended School Hours Program
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe)

## 6. Contractor Classification:

### Answer all questions:

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

## 7. 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.  
Our World staffs are certified in robotics and other domains, which allows them to provide hands on experiences that bring science and math to life for Troup students needing to strengthen STEM skills. The program also engages students in theatre and activities, which stimulate positive engagement and community cohesion. They also employ a staff with experience and certified training in cycling.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source?  
RFP/RFQ
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: The contractor presented a proposal and qualifications to the YFCE Department and the proposal met the criteria required to provide a variety of services for NHPS after school and extended school programs at a reasonable cost.

## 8. 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?
- b. The contractor provides enrichment programming and homework support, which are the bases of afterschool programming. The services will be monitored using the Afterschool Program Practices Tool ("APT"), which assess the overall quality of the programs staffing, staffs engagement with students and families, collaboration with NHPS staff, transitioning of students and activities offered. APT raters observe and score staff interactions (manner, affect, and tone of voice) with youth and families. The observers rate areas such as:
  - Are staffs greeting students and families
  - Transitioning of students
  - Does the space provide appropriate room for all youth and staff,
  - The ability of staffs to communication with youth and/or their families in their language(s).
  - The support staff provide in assisting youth with organizing and preparing themselves to do their homework.
  - staffs adjustments and accommodations for students based on their experiences

- Staffs use of simple reminders and redirection to support positive behaviors.
- Dismissal process

The information gathered from the observation is used to create a plan of action to improve in areas and identify the successful modules of the program.

- c. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness.
- d. How is this service aligned to the District Continuous Improvement Plan?  
The theatre, science, and health and wellness activities are hands-on activities which will increase the student's cognitive skills, problem solving skills, creative skills, planning and organization and promote physical fitness. In addition, these skills developed through hands-on projects, positively influence students' performance in various subjects, resulting in improved academics and attendance across the board.

**9. Why do you believe this Agreement is fiscally sound?**

The Agreement provides quality after school programming at a reasonable cost. Our World LLC will provide scientific based hands on programming as well as arts and crafts, cycling and theatre activities at rates that are significantly more expensive with similar providers.

**10. What are the implications of not approving this Agreement?**

Participants will not be able to participate in a dynamic summer program that provides a safe and nurturing environment while exploring and using New Haven landmarks. Students will miss an opportunity which allows them to develop skills, express and share experiences through forums such as acting, music and puppetry.



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

**Our World. Care 4 Your Own**

FOR DEPARTMENT/PROGRAM:

**Youth Family and Community Engagement**

This Agreement entered into on the 28th day of September 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, Our World. Care 4 Your Own located at, 3000 Whitney Avenue, Hamden CT 06518 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$275.00 per session, for a total of 15 sessions.

The maximum amount the contractor shall be paid under this agreement: four-thousand, one-hundred twenty five dollars and no cents (\$4,125.00). 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 the ESSER II **Program** of the New Haven Board of Education,  
Acct#: 2579-6363-56697 Location Code: 0000

This agreement shall remain in effect from July 1, 2021 to August 8, 2021.

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

The contractor shall provide a community based summer programming focused on arts and crafts, cycling, theatre and robotics. The sessions will consist of (2) 1 hour activities and serve up to 20 students per session at the learning Corridor which is located between Hazel and Starr Streets. The two hours of programming will be presented in (2) 1 hour activities and will include scientific based hands on programming as well as arts and crafts, health and wellness and theatre activities for the participants. Supplies and instructors are included in the cost.

***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.

Joseph Inigo

Contractor Signature

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

June 21, 2021  
Date

\_\_\_\_\_  
Date

Joseph Inigo/Director  
Contractor Printed Name & Title

Revised: 11/27/19



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## 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.

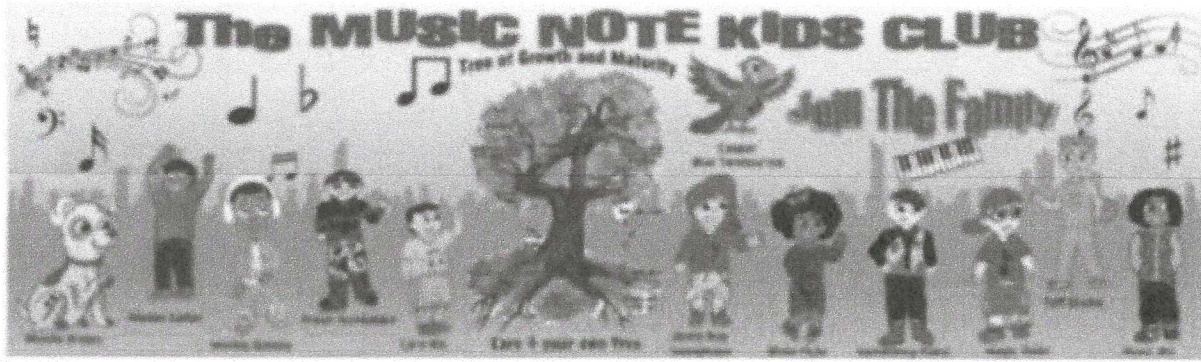
1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to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





## **DETAILED SCOPE OF SERVICE:**

Beginning July 1st 2021 Saturday and Sunday's until August 8th 2021 at the Newhallville Learning Corridor on the corner of Shelton ave. and Hazel street children will be able to engage in Care 4 Your Own Tree LLC Educational Career Development program titled, The Music Note Kids Club. Care 4 Your Tree will provide a community-based program focused on experimentation activities arts and crafts painting and creating, environmental studies planting and bird watching, Social-Emotional learning puppet workshop where students will engage in scriptwriting, voice-over, acting, comedy, film/video, music, and dance along with Cycling and walking for health awareness. Sessions will consist of (2) 1 hour activities and serve up to 20 children at a session cost of \$275.00 per 2 hour session x 15 sessions = \$4,125 We shall provide a community based program focused on experimentation and design with hands on activities for the children at the Newhaville Learning Corridor on the corner of Shelton ave. and Hazel street.

Sincerely,  
Care 4 Your Own Tree LLC.

Joseph Inigo - President - (203)633-4599  
Donald Bertrand - Stem Director - (203)430-3141