

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

**Please Type**

Contractor full name: Sean Thomas Allen Sr.

Doing Business As, if applicable:

Business Address: 17 Glen Ridge Court, New Milford CT 06776

Business Phone: 860-491-0790

Business email: Seanallensr@sharedparenting.org

Funding Source & Acct # including location code: Title I / 2531 5256 56694

Principal or Supervisor: Viviana Conner

Agreement Effective Dates: From: May 1, 2023 – June 10, 2023

Hourly rate or per session rate or per day rate. \$250 per 60-90 min session/

Total amount: 6 sessions: \$1,500.00

Description of Service: Interactive presentation by Keynote speaker to inform, to persuade, and to entertain the audience on Implicit Bias and Equity within the education system and struggles children & parents deal with statewide. Mr. Sean Allen encourages the audience to look at things from a different lens through experiential trainings and exercises.

Submitted by: Viviana Conner

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Viviana Conner, Assistant Superintendent of Instructional Leadership and School Improvement  
**Date:** March 23, 2023  
**Re:** Mr. Sean Thomas Allen Sr., Motivational Speaker

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:** Sean Thomas Allen Sr.

**Description of Service:**

Interactive presentation by Keynote speaker to inform, to persuade, and to entertain the audience on Implicit Bias and Equity within the education system and struggles children & parents deal with statewide. Sean encourages the audience to look at things from a different lens through experiential trainings and exercises.

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

\$250 per 60-90 min session

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

4. **Approximate number of staff served through this program or service:**



5. Approximate number of students served through this program or service:

6. Continuation/renewal or new Agreement? New

Answer all questions:

- a. If continuation/renewal, has the cost increased? If yes, by how much? New
- b. What would an alternative contractor cost: There is no alternative contractor for the on-site work provided here.
- 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? Mr. Allen has a unique perspective on the topic with a lens from outside the school district yet relevant to our school population.

7. Type of Service:

Answer all questions:

- a. Professional Development? Yes
  - If this is a professional development program, can the service be provided by existing staff? No
- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? No
- d. Other: (Please describe): Motivational speaker for middle school and high school students

8. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? Yes. The owner and founder is an African American Male.



- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? No
- d. Is the Contractor a public corporation? No.
- e. Is this a renewal/continuation Agreement or a new service? New
- 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? Yes. Ongoing educational development for Admin, Staff, and Students

**9. 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: Resume and biography attached.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Quotes with other local speakers. Quotes
- c. Is the contractor the lowest bidder? N/A If no, why? Why was this contractor selected: The speaker has unique background knowledge on the topic and experience with motivational speaking at the state level and nationally to high schools and college students.
- d. Who were the members of the selection committee that scored bid applications? N/A



- 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. N/A

## 10. 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? The speaker will provide a unique story through his speeches that will motivate students on attendance, making positive choices for their future, and impact on college and career ready decisions. In addition, he will provide staff with data and different perspectives on implicit bias and how it may affect decisions made at the school level with students from single family households.

b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. N/A

c. How is this service aligned to the District Continuous Improvement Plan? The speeches are aligned to the following:

#### Core Values:

1. Equitable opportunities create the foundation necessary for every child to succeed Core Values
2. A culture of continuous improvement will ensure that all staff are learners and reflective practitioners
3. High expectations and standards are necessary to prepare students for college and career
4. Collaboration and partnerships with families and the New Haven community will enhance learning and achievement

#### Priorities:

2. Climate and Culture
3. Youth and Family Engagement



**11. Why do you believe this Agreement is fiscally sound? The contract will be paid from Title I funds and the goals are aligned to the grant submitted and approved for services to Title I Schools.**

**12. What are the implications of not approving this Agreement? Staff and students at title I schools will lack from access to topics related to their success at overcoming challenges they face while make choices at school that may impact their future decisions in life.**

Rev: 8/2021

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

**Sean Thomas Allen Sr.**

FOR DEPARTMENT/PROGRAM:  
6 Title I Schools

This Agreement entered into on the 1 day of MAY, 2023, effective (*no sooner than the day after Board of Education Approval*), the 10th day of June, 2023, by and between the New Haven Board of Education (herein referred to as the "Board" and, Mr. Sean Allen Sr.. (herein referred to as the "Contractor").

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$225 class (3 sessions per week for 20 weeks. The maximum amount the contractor shall be paid under this agreement: Thirteen thousand, five hundred dollars (\$13,500). Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and dates of service.

**Fiscal support** for this Agreement shall be by Title I Program of the New Haven Board of Education, Account Number: 2531 5256 56694 Location Code:. 0108

This agreement shall remain in effect from May 1, 2023 to June 10, 2023.

**SCOPE OF SERVICE:** *In the space below, please provide brief summary of service. services including travel and supplies, if applicable.*

6 sessions of motivational speaking to students in grades 7-8 in order to help them make better choices in future decisions and select positive pathways for career and college ready tracks at high school.

6 Title I Schools - 60-90 minute interactive speeches

Assembly setting

Dates will be scheduled with school administration

Materials/Supplies needed: AV equipment such as a projector and microphone

***Exhibit A: Scope of Service:*** Please attach contractor's detailed ***Scope of Service*** on contractor letterhead with all costs for

***Exhibit B:***

***Exhibit C:***

**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.

DocuSigned by  
  
\_\_\_\_\_  
Contractor Signature

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

March 20, 2023  
Date

3/20/2023  
\_\_\_\_\_  
Date

Sean Thomas Allen Sr., Speaker  
Contractor Printed Name & Title





Revised: 9-27-21

SEAN THOMAS ALLEN SR.

17 GLEN RIDGE COURT

NEW MILFORD, CT 07667

860-491-0790

SCOPE OF SERVICES

March 20, 2023

OVERVIEW

1. Project background and description

<input checked="" type="checkbox"/>	Sean has worked with students from over 500 high schools on college preparedness and post educational life choices. His unique story paints a picture of hope for students struggling in poverty ridden areas and gives them motivation from a person of color who has faced many obstacles in life. Through learned experiences and numerous accomplishments Sean is a positive role model and example that can relate to a demographic strongly represented in the New Haven School District.
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2. Project scope

<input checked="" type="checkbox"/>	6 Session of motivational speeches for 7-8 grade students in Title I Schools
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	\$250.00 * 6 = \$1,500
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3. Alignment with District Priorities

	<p>Core Values:</p> <ul style="list-style-type: none"><li>1. Equitable opportunities create the foundation necessary for every child to succeed</li><li>2. A culture of continuous improvement will ensure that all staff are learners and reflective practitioners</li><li>3. High expectations and standards are necessary to prepare students for college and career</li><li>4. Collaboration and partnerships with families and the New Haven community will enhance learning and achievement</li></ul> <p>Priorities:</p> <ul style="list-style-type: none"><li>2. Climate and Culture</li><li>3. Youth and Family Engagement</li></ul>
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4. Deliverables

<input checked="" type="checkbox"/>	(6) 60-90 speeches in an assembly setting to 7th-8th grade students at Title I Schools
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5. Outcomes

<input checked="" type="checkbox"/>	Students who attend the workshops offered will be motivated to continue to attend school and make better choices. This will lead to increasing attendance at the school level and impact the overall rate of chronic absenteeism for the
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	schools and the district. In addition, it will improve in a positive way the school climate and culture.
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# Sean T. Allen Sr

ENTREPRENEUR, MOTIVATIONAL SPEAKER  
& SHARED PARENTING ADVOCATE



Sean Thomas Allen Sr never envisioned himself in front of crowds and audiences sharing his story but the custody battle for his two daughters to stay in the state they were born and raised gave Sean a voice he never knew he had.

After the loss of his father in 1998, Sean knew that his success depended primarily on his own ability to make it happen. He learned how to repurpose his pain into actionable items that substantiated large scale change. He knew that in order to get what he wanted he would have to reach further even if it cost him his life.

Sean has always had a passion for public speaking and self-designed a communications major while he pursued his bachelor's degree in Manhattanville College. Shortly after graduating and due to businesses trying to bounce back after 9/11 it was hard to find any internships in the field, he took a job at Coachman Family Shelter working in the recreation dept. It was in the shelter where he was able to begin changing lives of inner-city children facing poverty and growing up in single parent homes.

He discovered that lived experience was key in relating to these children and families but that there had to be a certain level of respect shared to gain trust. This got Sean thinking if he could have such a positive impact on the lives of the children he served on such a short scale, then how could he implement this statewide and eventually nationwide?

Sean then went on to work for his Alma Mater, Manhattanville College as an Admissions Counselor. He covered the entire state of New Jersey and all the high schools and consortiums within Long Island, NY. Sean interviewed students, gave speeches and workshops and accepted or denied students college applications. He worked tirelessly with school counselors, teachers and parents on making sure students were taking the necessary steps to achieve their individual successes.

After his son Sean Jr was born, Sean Sr went on to join the White Plains Fire Dept. Longing for a career that would benefit his future and family he put his fears on the back burner to make sure that he could give his son a life he always wished he had. In 2010 he transferred to Larchmont Fire Dept becoming the first and only Career Firefighter in the history of the century old dept. While working for the fire dept Sean has earned lifesaving awards and many accolades throughout his career. By seeing all stages of life, it has changed the way he parents and has guided his outlook on life itself. He often uses a lot of life lessons in his presentations and firefighter analogies to point realities for his audience.

Sean currently lives in CT. He is a proud father of 4 children, Sean Jr, Teagan, Tate & Sean Anthony.

## Professional Profile

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Driven leadership professional with broad knowledge of business, communications, marketing and human resources operations • Experience in private, non-profit and unionized environments • Demonstrated ability to independently manage projects and surpass goals in a high pressure, matrixed environment • Known for taking a proactive approach and having a holistic view of the organization • Understands the big picture with the ability to remain detail-oriented and precise • Ability to function with complete discretion and regularly handle highly confidential information • Team player, exceptional communicator and collaborator

## Skills

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- Excellent ability to prioritize tasks and manage them in an orderly manner
- Demonstrated critical thinking and problem-solving skills
- Highly motivated and executes assigned tasks in a timely manner
- Adept at scheduling events and managing calendars
- Reputation for working well with all levels of managers, staff, clients and vendors
- Proficient user of payables lockbox, MS office (Mac & PC), Adobe Photoshop & Lightroom & Social Networking sites

## Work Experience

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### **RIVER GLEN CONDOMINIUMS HOA–** President, New Milford, CT - Dec 2021 - PRESENT

- Confer with board members, committee members, or township officials to discuss issues, coordinate activities, or resolve problems.
- Prepare yearly budgets for approval, including those for funding or implementation of services.
- Review and analyze township codes and public policy and recommend changes to support interests of the association.
- Negotiate or approve contracts or agreements with suppliers, distributors, or other organizational entities to ensure annual dues remain consistent.
- Prepare and present reports concerning activities, expenses, budgets, government statutes, or other items affecting association.
- Interpret and explain policies, rules, regulations, or bylaws to individuals.
- Deliver speeches, write articles, or present information at meetings accomplish objectives

### **FREELANCE PHOTOGRAPHER –** Sean Thomas Allen Photography, New York, NY - June 2010 - Present

- Capture images as directed, taking all aspects into consideration, including outside lighting, shadows, and lens requirements.
- Edit and pre-edit images to ensure they are high quality and properly color corrected.
- Communicate effectively with clients or producers at all times to guarantee satisfaction and maximize chances of return business.
- Direct photographer's assistants to complete administrative duties and provide assistance, while fostering their photography skills.
- Increased brand awareness and social media growth for companies.
- Clients include Mandarin Duck, Bacardi, Adorne, Radisson Hotels, Hap Investments, Aberfeldy, Flynyon, HRLM, Oxygen Magazine, Food & Wine Magazine, Nike, Big Fig, Samsung, Woodstack Ivy, Black Pyramid, Zeta Phi Beta Sorority, HDM Tax Group, Conrad Miami and many more.
- Featured in Food & Wine as well as Oxygen Magazine.

## **FIREFIGHTER – Village of Larchmont, Larchmont, NY - Nov 2010 - Present**

- Rescue and fire suppression operations.
- Assess fire-related situations and communicate with crew and supervisor on action plans.
- Conduct building inspections for evidence of fire hazards and to ensure compliance with fire safety codes.
- Provide emergency medical services as required and perform light to heavy rescue functions at emergencies.
- Control environmental accidents involving hazardous chemicals risking fires or toxic spills / leaks.
- Respond to life-threatening emergencies ranging from 1 to 5 alarm fires, flooding, and accidents.
- Attend in-service training classes to remain current in knowledge of codes, laws, ordinances, and regulations.

## **THE LITTLE GYM – Program Director, Eastchester, NY - March 2007 - June 2008**

- Oversaw gym curriculum and taught staff to implement to their classes.
- Hired staff and scheduled employees.
- Taught motor skill development to children 4months - 12 years of age.
- Managed student enrollment & assigned teachers to classes.

## **MANHATTANVILLE COLLEGE – Admissions Counselor, Purchase, NY - 2004 - 2006**

- Served as an in-house college admissions counselor for a caseload of over 1000 incoming student applications
- Public Speaking at numerous events through-out the state
- Traveled throughout Long Island and New Jersey to various high schools and college fairs
- Reviewed applications and accept or denied students
- Oversee admissions department administration and supported the VP

## **Education**

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### **BACHELOR OF ARTS, - Manhattanville College, Purchase, NY**

Self-Design Communications Major, Concentration in Public Relations

### **Continued Education & Certifications:**

#### **Westchester County Academy (10/08 - 1/09)**

- HAZMAT
- EMT
- Auto Extrication
- SCBA
- Rope Rescue
- Rapid Intervention

## **Interests & Affiliations**

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- National Parents Organization, State Chair 2021-Present
- Fatherhood Engagement Leadership Team, Board Member 2021-Present



## Professional Profile

- Dynamic and engaging speaker with over 20 years of experience inspiring audiences of all sizes and backgrounds.
- Known for delivering powerful and impactful messages that leave audiences feeling motivated and empowered.
- Expert in a variety of topics, including leadership, personal development, and team building.
- Skilled in tailoring speeches to meet the specific needs and goals of each audience.
- Experienced in delivering speeches in a variety of settings, including conferences, corporate events, and educational institutions.
- Strong ability to connect with audiences and build rapport, resulting in high levels of engagement and positive feedback.
- Consistently receives high ratings and positive feedback from clients and event organizers.
- Proven track record of helping individuals and organizations achieve their goals through motivational speaking and coaching.

## Relevant Experience

### **NATIONAL PARENTS ORGANIZATION, CT CHAPTER** – Board Chair – Dec 2021 – PRESENT

- Serve as the primary spokesperson for the National Parents Organization in Connecticut
- Develop and implement strategies to advance the organization's mission and goals in the state
- Build relationships with key stakeholders, including legislators, policymakers, and community leaders
- Advocate for shared parenting and family law reform in Connecticut
- Organize and lead events and activities to raise awareness of the importance of shared parenting and family law reform
- Collaborate with other organizations and individuals who share the organization's mission and goals
- Develop and maintain relationships with local media outlets to promote the organization's message and activities
- Represent the organization at public events, hearings, and meetings related to shared parenting and family law reform
- Monitor and analyze legislation and policies related to shared parenting and family law reform in Connecticut
- Participate in regular meetings and conference calls with other state chairs and the National Parents Organization National office

### **FATHERHOOD ENGAGEMENT LEADERSHIP TEAM** – Advisory Council, Statewide, CT – March 2022 – PRESENT

- Serve as a member of the advisory council for the Fatherhood Engagement Leadership team for the Department of Children and Families in Connecticut
- Provide guidance and advice to the F.E.L.T. on issues related to fatherhood and family engagement.
- Participate in regular meetings and conference calls with the advisory council and the Fatherhood Engagement Leadership team.
- Provide feedback and recommendations on policies, programs, and initiatives
- Advocate for the importance of fatherhood engagement and family involvement in the child welfare system to other stakeholders, including policymakers, community leaders, and service providers.
- Participate in training and professional development opportunities
- Represent the advisory council and the Fatherhood Engagement Leadership team at public events, hearings, and meetings

### **PROFESSIONAL FIREFIGHTER** – Village of Larchmont, Larchmont, NY – Nov 2010 – PRESENT

- Rescue and fire suppression operations.
- Assess fire-related situations and communicate with crew and supervisor on action plans.
- Conduct building inspections for evidence of fire hazards and to ensure compliance with fire safety codes.
- Provide emergency medical services as required and perform light to heavy rescue functions at emergencies.
- Control environmental accidents involving hazardous chemicals risking fires or toxic spills / leaks.
- Respond to life-threatening emergencies ranging from 1 to 5 alarm fires, flooding, and accidents.
- Attend in-service training classes to remain current in knowledge of codes, laws, ordinances, and regulations.
- Public speaking at college fairs and in high schools with students looking to apply for a job in the fire service.



## **THE LITTLE GYM** – Program Director, Eastchester, NY – March 2007 – June 2008

- Coordinated and managed daily operations of The Little Gym program, ensuring smooth and efficient functioning of the facility
- Developed and implemented program curriculum, incorporating age-appropriate activities and exercises to promote physical and cognitive development of children
- Conducted regular training sessions for instructors and staff, ensuring adherence to safety protocols and program standards
- Maintained positive relationships with parents and guardians, addressing concerns and providing updates on children's progress
- Managed scheduling and registration of classes, ensuring accurate record-keeping and timely communication with clients
- Collaborated with marketing team to develop and implement promotional campaigns
- Conducted regular assessments of program effectiveness, identifying areas for improvement and implementing changes to enhance program quality
- Coordinated special events and activities, including birthday parties and holiday events, ensuring a fun and memorable experience for children and families
- Managed inventory and ordering of program supplies and equipment, ensuring adequate stock levels and timely delivery

## **MANHATTANVILLE COLLEGE** – Admissions Counselor, Purchase, NY – 2004 – 2006

- Conducted individual and group admissions counseling sessions for prospective students and their families
- Reviewed and evaluated applications for admission, including transcripts, test scores, essays, and letters of recommendation
- Maintained up-to-date knowledge of Manhattanville's academic programs, admission requirements, and financial aid policies
- Represented Manhattanville College at college fairs, high school visits, and other recruitment events
- Collaborated with faculty, staff, and other admissions counselors to develop and implement recruitment strategies and initiatives
- Provided customer service to prospective students and families responding to inquiries
- Assisted with the planning and execution of on-campus events, including open houses, information sessions, and admitted student
- Utilized technology and data analysis to track and monitor recruitment efforts and outcomes
- Conducted interviews with prospective students and provided feedback to the admissions committee
- Contributed to the development and implementation of marketing and communication plans to support recruitment efforts
- Maintained accurate and complete records of all interactions with prospective students and their families in the admissions database.

### **Education**

## **BACHELOR OF ARTS** - Manhattanville College, Purchase, NY

- Communications Major, Concentration in Public Relations

### **Interest & Affiliations**

- Public speaking and presentation skills
- Leadership development and training
- Personal growth and self-improvement
- Communication and interpersonal skills
- Business & Entrepreneurship
- Social Justice & Advocacy
- Toastmasters International
- Barnum Square Toastmasters

### **Educational Speaking Experience**

- Bronx Academy of Promise Charter School
- Bushwick Outreach
- Invest In Success Manhattanville College
- Bronx Works
- City School District of New Rochelle
- M.S. 203, South Bronx