



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: Alliance Children's Theater, Inc.

Doing Business As, if applicable:

Business Address: 43 Beers Street, New Haven, CT 06511

Business Phone: 203-435-4651

Business email: a.c.t.withus1978@gmail.com

Funding Source & Acct # including location code:

- 21<sup>st</sup> Century: 2579-6396-56694-0041 (\$5,000.00)

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 12/13/2022 To 06/30/2023

Hourly rate or per session rate or per day rate.

- 50 session at \$100 a session

Total amount: \$5,000.00

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

- Alliance Children's Theater will provide after school programming for up to (50) students from Family Academy of Multilingual Exploration (FAME). Alliance Children's Theater will be providing 50 sessions from December 13, 2022 to June 30, 2023. Activities aim to provide students the opportunity develop leadership skills, social emotional learning skills, academic instruction, language acquisition and collaboration among peers and staff through theater concepts. These skills will be implemented through concepts involving dramatic readings, improvisation, expression, speech/diction, dance, expressive arts, and costume/set design. (2) Performances will be held for students to show case their work to parents and staff towards the end of the school year.

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:** 11/22/22  
**Re:** Alliance Children's Theater, Inc.

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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:** Alliance Children's Theater, Inc.
2. **Description of Service:**
  - a. Alliance Children's Theater will provide after school programming for up to (50) students from Family Academy of Multilingual Exploration (FAME). Alliance Children's Theater will be providing 50 sessions from December 13, 2022 to June 30, 2023. Activities aim to provide students the opportunity develop leadership skills, social emotional learning skills, academic instruction, language acquisition and collaboration among peers and staff through theater concepts. These skills will be implemented through concepts involving dramatic readings, improvisation, expression, speech/diction, dance, expressive arts, and costume/set design. (2) Performances will be held for students to show case their work to parents and staff towards the end of the school year.
3. **Amount of Agreement and hourly or session cost:** \$5,000.00
  - a. 50 sessions at \$100 a session
4. **Funding Source and account number:**
  - a. - 21st Century: 2579-6396-56694-0041 (\$5,000.00)
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. N/A
  - b. What would an alternative contractor cost:

- i. Based off local vendors, similar services range approximately from \$250-\$400 a session.
- 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. No, Alliance Children's Theater offers specific theater skills for students that NHPS staff are not trained implement without proper experience and training.

**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. After School
- 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. No
- 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, local
- d. Is the Contractor a public corporation?
  - i. No
- e. Is this a renewal/continuation Agreement or a new service?
  - i. New Service
- 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. No

**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. Alliance Children's Theater brings an array of skills involving theater and arts to engage students in methods that encourage expressive arts and tie it into the

importance of academic advancement.

- 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. Contractor provided competitive rates for the theater activities they will be providing our students. Contractor has a good working relationship with FAME staff, who have encouraged the agency to come service the needs of their students.
- d. Who were the members of the selection committee that scored bid applications?
  - i. Christian Tabares, Jose Camacho, Lysie Rodriguez, Darrell Brown, Dianne Stewart, Arthur Edwards
- 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. Alliance Children's Theater will provide academic and performing arts classes the contribute to the needs of each student's development. These skills will enhance the students artistic talents and needs to aid in literacy needs inside the classroom.
  - ii. Services will be monitored using the APT tool, which assess the overall quality of the programs staffing, staff's engagement with students and families, collaboration with NHPS staff, transitioning of students and activities offered. The evaluation team consist 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.

c. How is this service aligned to the District Continuous Improvement Plan?

- i. Participants will engage in activities that enhance developmental skills and academic concerns through theater concepts. Exposing our youth to activities that give them methods to express/interact with staff and peers will prepare them for the next steps in their academic journey. Also, the agency will offer free tickets to the Alliance Children's Theater free of charge. Exposing them to activities across the city to enjoy with their families.

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

- a. The agreement is fiscally sound as it address current concerns for our youth at a reasonable price of \$100 a session for up to 50 students at a cost of \$2 per child in participation. Other contractors charge \$250 or more for similar services.

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

- a. Students at FAME will not be granted the opportunity to participate in activities that build important developmental factors. Without these types of opportunities, we are limiting the activities we provide to our youth. Lack of support could lead to increase risk of youth engaging in negative activities outside of their parents/guardian's supervision.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

## AGREEMENT

By And Between

The New Haven Board of Education

AND

*(Alliance Children's Theater, Inc.)*

FOR DEPARTMENT/PROGRAM:

*(Youth, Family, and Community Engagement)*

This Agreement entered into on the 22 day of November 2022, effective (no sooner than the day after Board of Education Approval), the 13 day of November, 2022, by and between the New Haven Board of Education (herein referred to as the "Board" and, Alliance Children's Theater, Inc. located at, 43 Beers Street, New Haven, CT 06511 (herein referred to as the "Contractor").

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$100.00 per session, for a total of 50 sessions.

The maximum amount the contractor shall be paid under this agreement: Five Thousand Dollars and Zero Cents (\$5,000.00). 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 21<sup>st</sup> Century Program of the New Haven Board of Education, **Account Number:** 2579-6396-56694 **Location Code:** 0041

This agreement shall remain in effect from 12/13/2022 to 06/30/2023

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

- Alliance Children's Theater will provide after school programming for up to (50) students from Family Academy of Multilingual Exploration (FAME). Alliance Children's Theater will be providing 50 sessions from December 13, 2022 to June 30, 2023. Activities aim to provide students the opportunity develop leadership skills, social emotional learning skills, academic instruction, language acquisition and collaboration among peers and staff through theater concepts. These skills will be implemented through concepts involving dramatic readings, improvisation, expression, speech/diction, dance, expressive arts, and costume/set design. (2) Performances will be held for students to show case their work to parents and staff towards the end of the school year.

**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's 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

11/22/22  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Ellen P. Maust Executive 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.

Revised: 10/2/18



# *Alliance Children's Theatre, Inc.*

43 Beers Street New Haven, Ct 06511 (203)435-4651

November 10, 2022

Scope of Service

New Haven Public Schools Youth, Community and Family Engagement

## Description of work to be performed:

**Alliance Children's Theatre, Inc.** will provide a an outside of school hours program, *Dramatic Character Development*, at Family Academy for Multilingual Explorers.

## Description of work to be performed:

Afterschool theater program for F.A.M.E. students and other New Haven Public School students. Program will promote leadership development, social emotional learning, academic skills, collaboration, communication and language acquisition. There will be an emphasis on self-awareness, perseverance, attention to excellence, collaboration, and positive expression of emotions. Workshops will be held in theater concepts and skills including, but not limited to dramatic reading, improvisation, expression, speech and diction, body mechanics, dance, singing staging, costume and set design. The program will include involvement in 2 performances held by Alliance Children's Theatre- The Pied Piper of Hamelin and Jack and the Giant.

- 50 hours of theater experience
  - afterschool, evenings and Saturdays, and possibly school days off
- \$100.00/hour
- A maximum of 50 students
- All expenses including scripts, royalties, costumes, sets, employee salaries and high school student stipends will be included in the budget for the program.
- All participants are invited to be part of Alliance Children's Theatre year-round evening program free of charge

## Itemized Breakdown of Expenses:

### Staffing:

- 1 adult drama teacher/directors - \$1,600.00, 50 hours x \$32 hour
- 2 student workers - \$1,400.00 \$700/student 50 hours each x \$14 hour
- Scripts, rights and royalties - \$1,500 \$750/show
- Snacks \$500

In-kind donations - sound and lighting, costumes, clinicians and teaching artists

**Total Amount of Request \$5000.00**