



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Alpha to Omega Management Group Inc.

Doing Business As, if applicable: Brown Girls Cooking and Conversation

Business Address: 139 Orange street, suite 401, New Haven 06510

Business Phone: 203-464-8429

Business email: inspire@browngirlscc.com

Funding Source & Acct # including location code:

- Title 1 C/O: 2531-5265-56694-0444

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 07/01/2023. To 09/30/2023.

Hourly rate or per session rate or per day rate.

- \$4,066.00 a week, 25 total students, \$162.64 per week per student

Total amount: \$20,330.00

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

- Alpha to Omega Management Group Inc. will provide summer programming to (25) female students grades 8- 11 through mentorship, academic enrichment and social emotional supports. The Brown Girls Cooking and Conversations provides enrichment activities and positive role models to strengthen the academic and interpersonal skills, self-awareness, confidence, inner strength, and responsible decision, making of girls of color as they pursue their goal. The focus of the group will work with participants to improve their school attendance, behavior, and grades to ensure that they are prepared for college, career-tech, military, or the workforce. Through the facilitation of daily "Girl Power" group sessions, Alpha to Omega Management Group Inc. will provide a safe space for developing confidence, inner strength, and leadership skills necessary to overcome barriers. Through bonding activities (e.g., group discussions, cooking, trips, yoga, swimming), participants will be empowered to continue to work on achieving their dreams and goals. Program participants will also enjoy learning about healthy food recipes and safe cooking techniques that produce delicious meals.

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: 06/05/2023
Re: Alpha to Omega Management Group Inc.

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:** Alpha to Omega Management Group Inc.
2. **Description of Service:**
 - Alpha to Omega Management Group Inc. will provide summer programming to (25) female students grades 8- 11 through mentorship, academic enrichment and social emotional supports. The Brown Girls Cooking and Conversations provides enrichment activities and positive role models to strengthen the academic and interpersonal skills, self-awareness, confidence, inner strength, and responsible decision, making of girls of color as they pursue their goal. The focus of the group will work with participants to improve their school attendance, behavior, and grades to ensure that they are prepared for college, career-tech, military, or the workforce. Through the facilitation of daily “Girl Power” group sessions, Alpha to Omega Management Group Inc. will provide a safe space for developing confidence, inner strength, and leadership skills necessary to overcome barriers. Through bonding activities (e.g., group discussions, cooking, trips, yoga, swimming), participants will be empowered to continue to work on achieving their dreams and goals. Program participants will also enjoy learning about healthy food recipes and safe cooking techniques that produce delicious meals.
3. **Amount of Agreement and hourly or session cost:** \$20,330.00
 - a. \$4,066.00 a week, 25 total students, \$162.64 per week per student
4. **Funding Source and account number:**
 - a. Title 1 C/O: 2531-5265-56694-0444
5. Approximate number of staff served through this program or service: 0
6. Approximate number of students served through this program or service: 25
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. Alternative contractors providing similar services would range from \$200-\$300 a student per week.
 - 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, the contractor is deep rooted into the community and has a long lasting history of providing mentorship, culinary arts and career development training to youth in the community.

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. Extended School Hours
- 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/women 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. 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. The contractor provides the district with experience working with New Haven Public School students in various programming's efforts, and provides the district with deep community connections that leads to an effective mentorship relationship. Aiding the personal and academic progression of those students involved in the program.
- 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. Yes, contractor was selected due to their work revolving student and community engagement at an affordable rate per student.

- d. Who were the members of the selection committee that scored bid applications?
 - i. Christian Tabares, Arthur Edwards, Dianne Stewart, Frankie Roman, Lysie Rodriguez, Jose Camacho, Adrienne Douglas
- 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 provide meaningful interpersonal relationships to young woman in need of extra supports. By exposing the students to an array of educational and community-based experience, the agency is foster positive interpersonal relationships to encourage academic and developmental success.
 - b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
 - i. Alpha to Omega Management Group has a history 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 assure the community partner is providing effective programming. The program will be monitored using the APT tool, which assess the overall quality of the programs staffing, staff's engagement with students and families, collaboration.
 - c. How is this service aligned to the District Continuous Improvement Plan?
 - i. This service aligns with the needs of the Continuous Improvement Plan as it targets the social emotional, developmental and academic needs of our youth. By providing mentorship to young woman in the school district, we are providing them with the opportunity to become involved in programming that will assist continued growth and progress as they prepare for the next grade level.
12. Why do you believe this Agreement is fiscally sound?
- a. This agreement provides interactive mentorship with both adults and older peers that will provide a wealth of knowledge to our youth. The cost per student per day is around \$33 a day for five and half hours of effective programming efforts. Similar programs will charge \$50-\$100 a day per student.
13. What are the implications of not approving this Agreement?
- a. Students may not be able to participate in summer programming which supports them and provides a safe and nurturing environment. Students will lack the academic assistance, which is provided on a daily basis, and the lack of enrichment activities may negatively affect students overall educational and enrichment experience. Young women in need within our district will not be provided the level of care and support needed to make positive strides to their overall growth.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(Alpha to Omega Management Group Inc.)

FOR DEPARTMENT/PROGRAM:

(Youth, Family, and Community Engagement)

This Agreement entered into on the 5 day of June, 2023, effective (no sooner than the day after Board of Education Approval), the 1 day of July, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Alpha to Omega Management Group Inc. located at, 139 Orange street, suite 401, New Haven 06510 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$4,066.00 per week, for a total of 5 weeks

The maximum amount the contractor shall be paid under this agreement: Twenty Thousand, Three Hundred and Thirty Dollars (\$20,330). 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 Title 1 C/O **Program** of the New Haven Board of Education, **Account Number:** 2531-5265-56694 **Location Code:** 0444

This agreement shall remain in effect from 07/01/2023 to 09/30/2023

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

- Alpha to Omega Management Group Inc. will provide summer programming to (25) female students grades 8- 11 through mentorship, academic enrichment and social emotional supports. The Brown Girls Cooking and Conversations provides enrichment activities and positive role models to strengthen the academic and interpersonal skills, self-awareness, confidence, inner strength, and responsible decision, making of girls of color as they pursue their goal. The focus of the group will work with participants to improve their school attendance, behavior, and grades to ensure that they are prepared for college, career-tech, military, or the workforce. Through the facilitation of daily “Girl Power” group sessions, Alpha to Omega Management Group Inc. will provide a safe space for developing confidence, inner strength, and leadership skills necessary to overcome barriers. Through bonding activities (e.g., group discussions, cooking, trips, yoga, swimming), participants will be empowered to continue to work on achieving their dreams and goals. Program participants will also enjoy learning about healthy food recipes and safe cooking techniques that produce delicious meals.

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**. 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.


Contractor Signature

President
New Haven Board of Education

6/4/23

Date

Date

Demetria McMillian
CEO & Founder BGCC

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.

BROWN GIRLS



COOKING & CONVERSATION

Demetria McMillian, Founder & President

inspire@browngirlscc.com

203-464-8429 (Cell Phone)

GOALS & OBJECTIVES

1.4 College and Career Readiness: Ensure that all students have access to learning opportunities that are specifically aligned to the skills needed for a range of future work and life experiences. Increase student enrollment and success in college-level courses. Support students in seamless transitions from middle school to high school and high school to life.

2.1 Safe School Environments: Strengthen and sustain safe, engaging, responsive environments within each of our schools and all district departments.

2.3 Equity and Excellence: Provide school experiences that are culturally relevant and promote equitable resources for all schools.

3.4 Attendance and Chronic Absenteeism: Increase the number of students arriving to school on-time, every day, and ready to learn

Mission

Brown Girls Cooking & Conversation (BGCC) was founded in 2020 to provide a trauma-informed mentorship program that is designed to support the social, emotional, spiritual, and physical well-being of teenage girls of color. BGCC provides enrichment activities and positive role models to strengthen the academic and interpersonal skills, self-awareness, confidence, inner strength, and responsible decision, making of girls of color as they pursue their goals.

Overview of the Organization's Scope of Services

BGCC will facilitate daily "Girl Power" group sessions providing a safe space for developing confidence, inner strength, and leadership skills necessary to overcome barriers. Through bonding activities (e.g., group discussions, cooking, trips, yoga, swimming), participants will be empowered to achieve their dreams and goals. Program participants will also enjoy learning about healthy food recipes and safe cooking techniques that produce delicious meals. BGCC participants will also improve their school attendance, behavior, and grades to ensure that they are prepared for college, career-tech, military, or the workforce.

ASSESSMENTS: The attendance of every participant will be tracked and recorded. Each student will be expected to maintain a 90% or better school attendance rate. Through qualitative data, we will assess the success of the program. Each participant will be required to maintain a weekly

BROWN GIRLS



COOKING & CONVERSATION

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journal (written or video) that provides a description of their experiences. Participants will also be required to complete a survey at the end of the program.

SUMMER SCHOOL PROGRAM

BUDGET:

CATEGORY	DESCRIPTION
DURATION OF PROGRAM	Monday, July 3, 2023, through Friday, August 4, 2023
DAYS OF THE WEEK	Monday through Friday
TIME OF OPERATION	8:30 AM to 2:00 PM
15 - 25 STUDENT PARTICIPANTS	8 th -11 th Grade Females
2 TEACHER	1 Teacher = \$45 per hr. \$45 X 5.5 Hrs. per day X 5 days = \$ 247.50 per week \$247.50 X 5 wks. = \$1,237.50 2 teachers = \$2,475.00
2 NON-CERTIFIED ASSISTANTS	1 Non-Certified Assistant = \$22.50 per hr. \$22.50 X 5.5 Hrs. per day X 5 days = \$123.75per week \$123.75 X 5 wks. = \$615.00 2 Non-Certified Assistant = \$1,230.00
5 STUDENT MENTORS	1 Student Mentor = \$12 per hour \$12 X 5.5 Hrs. per day X 5 days = \$330 \$330 X 5 wks. = \$1,500 5 Student Mentors X \$1,500= \$7,500.00
STUDENT TO MENTOR RATIO	3:1
SUPPLIES FOR 5 WKS.	\$500. in Food Supply per week X 5 Wks. = \$2,500. \$15 per T-Shirt X 25 T-Shirts* = \$375 \$20 per Apron X 25 Aprons* = \$500 (* = cost includes print design) Supply Total = \$3,375.
EDUCATIONAL MATERIALS	\$1,000
BUSES FOR 5 TRIPS	1 Bus = \$450 \$450 X 5 Buses = \$2,250 5 Total Buses = \$2,250
ENTRY FEES FOR 5 TRIPS	Entry Fee = \$20 per person \$20 Entry Fee X 25 People = \$500 per trip

BROWN GIRLS



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	\$500 Entry Fees X 5 Trips = \$2,500
EQUIPMENT FOR 5 WKS.	In-Kind Items at Hillhouse
BUDGET SUBTOTAL	\$20,330