



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Eli Whitney Museum

Doing Business As, if applicable

Business Address: 915 Whitney Ave, Hamden CT 06517

Business Phone: 203-777-1833

Business email: KZ@eliwhitney.org

Funding Source & Acct # including location code:

ESSER II Grant Program of the New Haven Board of Education,

Account Number: 2552-6363-56697 Location Code: 0048 (Celentano - \$10,350.00)

Account Number: 2552-6363-56697 Location Code: 0032 (Wexler - \$8,625.00)

Account Number: 2552-6363-56697 Location Code: 0009 (Davis - \$10,695.00)

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 11/15/2022. To 06/30/2023.

Hourly rate or per session rate or per day rate. \$345.00 per session x 86

Total amount: \$29,670.00

Description of Service: Please provide a one or two sentence description of the service.

The contractor shall provide a school-based afterschool program focused on hands on STEM for the students of Celentano, Wexler and Davis schools. STEM education creates critical thinkers and increases science literacy.

Submitted by: Jubia Lopez

Phone: 8-1436



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Gemma Joseph Lumpkin
Date: November 7, 2022
Re: Eli Whitney Museum (Wexler, Celentano, and Davis Schools)

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:** Eli Whitney Museum
2. **Description of Service:** The contractor shall provide a school-based afterschool program focused on experimentation and design for the students of Celentano, Wexler and Davis schools. Sessions will be 1.5 hours in length and serve up to 15 students per session at Celentano, Wexler and Davis schools. Eli Whitney Museum activities will engage all students in purposeful, supportive and meaningful hands-on learning experiences that coherently support and challenge students to imagine and create projects which promote and stimulate creativity and problem-solving opportunities. The program promotes participants development in the STEM areas, which aligns with, and supports the district priorities. In the event social distance mandates require the activity offered via a virtual platform such as google meets/classrooms. The virtual content will be presented live as well as recorded sessions available for students and families. The recorded sessions will be updated weekly with relevant information. In the event of schools reopening after mandated closures, the program will commence programming at Celentano, Wexler and Davis schools.
3. **Amount of Agreement and hourly or session cost:** \$345.00 per session x 86
4. **Funding Source and account number:**
ESSER II Grant Program of the New Haven Board of Education
Account Number: 2552-6363-56694 Location Code: 0048 (Celentano - \$10,350.00)
Account Number: 2552-6363-56694 Location Code: 0032 (Wexler - \$8,625.00)
Account Number: 2552-6363-56694 Location Code: 0009 (Davis - \$10,695.00)
5. **Approximate number of staff served through this program or service:** 0
6. **Approximate number of students served through this program or service:** 45

7. Continuation/renewal or new Agreement? Continuation

Answer all questions:

- a. If continuation/renewal, has the cost increased?
 - i. Yes. If yes, by how much? \$15.00
- b. What would an alternative contractor cost?
 - i. \$300 - \$450 per hr.
- c. If this is a continuation, when was the last time alternative quotes were requested?
 - i. Alternative quotes are requested annually through the NHPS Request For Qualifications (RFQ) process
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
 - i. ELI Whitney staff provide specific STEM programming through the Eli Whitney curriculum design, through hands-on activities that provide opportunities for participants to create, fix, gain, and apply knowledge of science, technology, engineering and math.

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? N/A
- 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
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
 - i. Local
- d. Is the Contractor a public corporation?
 - i. No
- e. Is this a renewal/continuation Agreement or a new service?
 - i. Continuation
- f. If it is a renewal/continuation has cost increased? If yes, by how much?
 - i. Yes, \$15.00
- 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?
 - i. Eli Whitney Museum has worked with New Haven's students and as part of several evaluated school programs. Rigorous evaluations by the 21st Century after school program have continuously validated this program. Eli Whitney Museum has demonstrated an ability to engage and encourage our students in meaningful and engaging activities.
- b. How was the Contractor selected?
 - i. RFQ
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
 - i. N/A: The Celentano, Davis and Wexler Leadership teams interviewed and selected the Eli Whitney museum as a partner for their after-school programs. The organization submitted a Proposal Memo and Request for Qualifications forms which are included in the selection process.
- d. Who were the members of the selection committee that scored bid applications?
 - i. The members were staff that have extensive experience with academic and enrichment programs in the City of New Haven.
- 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. Eli Whitney Museum activities engage all students in purposeful, supportive and meaningful learning experiences that coherently support and challenge students to academic development in support of district priorities.
 - i. The program will be evaluated based on the grantor provided assessment tool. The APT tool indicates whether students are engaged in meaningful enrichment activities and that program staff appropriately interacted with students in an effective manner. 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. Eli Whitney Museum activities engage all students in purposeful, supportive and meaningful learning experiences that coherently support and challenge students to academic development in support of district priorities.

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

- a. The Eli Whitney program provides a locally developed STEM curriculum, which will engage up to 90 NHPS students. The students participate in activities based on increasing their knowledge in the areas of STEM that stimulate their respective interest. The program encourages students to engage in high quality hands-on activities.

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

- a. Students will not benefit from the unique hands-on experience provided by the Eli Whitney Museum. The program provides an opportunity for NHPS students to engage in STEM activities, which stimulate critical thinking and promote creativity. The students will not be involved in a program that offers the opportunity to support their development in the areas of STEM.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND
(Eli Whitney Museum)

FOR DEPARTMENT/PROGRAM:

(Youth, Family and Community Engagement)

This Agreement entered into on the 14th day of November 2022, effective (*no sooner than the day after Board of Education Approval*), the 15th day of November, 2022, by and between the New Haven Board of Education (herein referred to as the “Board” and, Eli Whitney Museum located at, 915 Whitney Avenue, Hamden, CT 06517 (herein referred to as the “Contractor.”

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$345.00 per session, for a total of 86 sessions; 30 sessions at Celentano (\$10,350.00), 25 sessions at Wexler (\$8,625.00), and 31 sessions at Davis (\$10,695).

The maximum amount the contractor shall be paid under this agreement: twenty nine thousand, six-hundred- seventy dollars and no cents (\$29,670.00). 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 Grant Program of the New Haven Board of Education,

Account Number: 2552-6363-56694 Location Code: 0048 (Celentano - \$10,350.00)

Account Number: 2552-6363-56694 Location Code: 0032 (Wexler - \$8,625.00)

Account Number: 2552-6363-56694 Location Code: 0009 (Davis - \$10,695.00)

This agreement shall remain in effect from November 15, 2022 to June 30, 2023.

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

- The contractor shall provide a school-based afterschool program focused on experimentation and design for the students of Celentano, Wexler and Davis schools. Sessions will be 1.5 hours in length and serve up to 15 students per session at Celentano, Wexler and Davis schools. Eli Whitney Museum activities will engage all students in purposeful, supportive and meaningful hands-on learning experiences that coherently support and challenge students to imagine and create projects which promote and stimulate creativity and problem-solving opportunities. The program promotes participants development in the STEM areas, which aligns with, and supports the district priorities. In the event social distance mandates require the activity offered via a virtual platform such as google meets/classrooms. The virtual content will be presented live as well as recorded sessions available for students and families. The recorded sessions will be updated weekly with relevant information. In the event of schools reopening after mandated closures, the program will commence programming at Celentano, Wexler and Davis schools.

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

10/18/22

Date

Date

Kiran Zaman, Director of Programming

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.



September 26, 2022

Scope of Services for New Haven Public Schools After School Programs:

We are a Workshop: we build things. We are in name, a Museum: we collect things. We collect essential experiments. We also collect the materials that experiments require. We collect tools and clever ways of building.

Experiments are a way of learning things. They require self-guided trial and error, active exploration, and testing by all the senses. Experiments begin with important questions, questions that make you think or that inspire you to create. So perhaps it's questions that we collect.

Essential Experiments are lessons you are much more likely to find in a workshop or a studio than in a classroom. Experiments can be messy, noisy, and time-consuming. The color and sound and feel of their learning is essential. In our Workshop, we educate your senses to be prepared to understand... to really understand... the ideas you encounter in a classroom and in the world.

With each of the experiments we bring to New Haven Public Schools after school students, materials are handed out and instructions given to construct and understand the goal and topic of the day. Time is given to explore and build and test.

For example, One of the experiments we might offer is the Rubber band Car. Inspired by a spring car design of Leonardo da Vinci, students are given materials to construct a simple car: a chassis, 2 axles, 4 screw eyes, rubberbands, and four wheels. Everyone has exactly the same materials. But why, when we begin to test the cars, does everyone's car perform differently? Some go straight ahead, some veer to the right or left, some go forward and then yo-yo back towards the experimenter.

This is the first test. Do you see what's wrong? It's the first step in design thinking. Why does my car not work as well as my friend's car? The solution requires a child to really look, observe, and discern any difference in construction (or design)

between their car and one that runs more accurately, or faster or further...

Then comes the second test. How do I correct this? This next step is one that must be repeated over and over until the problem they have found is solved. Design thinking is a process that requires patience, procedure and persistence.

This process is valid for every age group and every project we offer. With additional time for elaboration – a personal artistic component – every student has the opportunity to learn, have fun doing it, and own it.

Offerings and Pricing:

We will work with groups of up to 15 students for 1- 1.5 hour segments. We will provide sessions at New Haven Public Schools for 15 students a session for \$345/session.

Additionally we will offer 8 one week scholarships for summer programs, whether Virtual or at The Workshop @EWM for 4 students from each school.

The schools we have worked with in the past are Davis Street, Wexler, and Brennan Rogers. We are happy to work with any New Haven Schools and are not limited to only the ones we have worked with in the past.

<https://www.eliwhitney.org/7/workshop/school-programs>

Contact for bookings and questions:

Kiran Zaman

Director of Programming, The Eli Whitney Museum, 915 Whitney Ave, Hamden, CT 06517