



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: Grace Fixins, LLC

Doing Business As, if applicable:

Business Address: 432 Eastern St, Apt. 2B, New Haven, CT, 06513

Business Phone: 203-892-9085

Business email: [gracefixins@gmail.com](mailto:gracefixins@gmail.com)

Funding Source & Acct # including location code:

- 21<sup>st</sup> Century- 2579-6354-56694-0048

Principal or Supervisor: Gemma Joseph Lumpkin Agreement

Effective Dates: From 02/14/2023. To 06/30/2023.

Hourly rate or per session rate or per day rate.

- \$180 a session for a total of 47 sessions

Total amount: \$8,460.00

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

- Grace Fixins, LLC will provide after school programming to (20) students from Celentano school. Grace Fixins will be servicing youth (3) times a week for a total of 47 sessions from February 14, 2023 to June 30, 2023. The contractors Little Creatives Program will provide enrolled youth and their families with life skills training and cooking classes. Sessions will consist of activities that teach students multitasking, home care essentials, cooking fundamentals, and the promotion of healthy habits. Grace Fixins programming aims to support students by enhancing character and development, as well as exposing them to new skills and talents they are able to apply within their homes.

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:** 12/6/22  
**Re:** Grace Fixins, LLC

---

Please ***answer all questions and attach any required documentation as indicated below.*** Please have someone ready to discuss the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name:** Grace Fixins, LLC
2. **Description of Service:**
  - a. Grace Fixins, LLC will provide after school programming to (20) students from Celentano school. Grace Fixins will be servicing youth (3) times a week for a total of 47 sessions from February 14, 2023 to June 30, 2023. The contractors Little Creatives Program will provide enrolled youth and their families with life skills training and cooking classes. Sessions will consist of activities that teach students multitasking, home care essentials, cooking fundamentals, and the promotion of healthy habits. Grace Fixins programming aims to support students by enhancing character and development, as well as exposing them to new skills and talents they are able to apply within their homes.
3. **Amount of Agreement and hourly or session cost:** \$8,460.00
  - a. \$180 a session for a total of 47 sessions
4. **Funding Source and account number:**
  - a. 21st Century- 2579-6354-56694-0048
5. **Approximate number of staff served through this program or service:** 0
6. **Approximate number of students served through this program or service:** 20
7. **Continuation/renewal or new Agreement?**

**Answer all questions:**

  - a. If continuation/renewal, has the cost increased? If yes, by how much?
    - i. None, new contract
  - b. What would an alternative contractor cost:
    - i. Based off local vendors, similar services range approximately from \$250-\$350 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, Grace Fixins programming provides specific culinary skills and other home care training that exposes our youth to unique learning opportunities.

**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. None
- d. Other: (Please describe)

**9. Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business?
  - i. Yes
- b. Is the Contractor Local?
  - i. Yes, New Haven Based
- 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. Grace Fixins programming provides specific culinary skills and other home care training that exposes our youth to unique learning opportunities. The aim of their programming is enhancing students' character and teach new skills students can apply outside of after school time.

- 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 process
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
  - i. Yes. Contractor was identified by Celentano's Principal and After School building lead to support the needs of the students enrolled in programming.
- d. Who were the members of the selection committee that scored bid applications?
  - i. Christian Tabares, Arthur Edwards, Lysie Rodriguez, Jose Camacho, Dianne Stewart, Darrell Brown
- 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. The contractor will address the needs to enhance character development and fundamental culinary skills to assure students are able to apply this information outside of schools hours.
  - 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. **Students will engage in programming that will improve critical thinking skills while learning cooking fundamental skills. Opportunities that are important to the child's development. Programs like these are especially important in urban areas where children do not have the same access, exposure, and experiences as their suburban peers.**

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

- a. **This agreement provides students and families the opportunity to engage in programming while learning new skills that will enhance their development. At a price of \$180 a session, this agreement provides tremendous values to the needs of students at Celentano at an affordable price.**

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

- a. **Students at Celentano 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 increased 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**

***(Grace Fixins, LLC)***

FOR DEPARTMENT/PROGRAM:

***(Youth, Family, and Community Engagement)***

This Agreement entered into on the 6<sup>th</sup> day of December 2022, effective (no sooner than the day after Board of Education Approval), the 10<sup>th</sup> day of January, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Grace Fixins, LLC located at, 432 Eastern St, Apt. 2B, New Haven, CT, 06513 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$ 180.00 per session, for a total of 47sessions.

The maximum amount the contractor shall be paid under this agreement: Eighty Thousand, Four Hundred and Sixty Dollars (\$ 8,460.00). 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:** 2579-6354-56694 **Location Code:** 0048

This agreement shall remain in effect from 02/14/2023 to 06/30/2023

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

- Grace Fixins, LLC will provide after school programming to (20) students from Celentano school. Grace Fixins will be servicing youth (3) times a week for a total of 47 sessions from February 14, 2023 to June 30, 2023. The contractors Little Creatives Program will provide enrolled youth and their families with life skills training and cooking classes. Sessions will consist of activities that teach students multitasking, home care essentials, cooking fundamentals, and the promotion of healthy habits. Grace Fixins programming aims to support students by enhancing character and development, as well as exposing them to new skills and talents they are able to apply within their homes.

**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

12/6/2022  
Date

\_\_\_\_\_  
Date

Ruthann Luvers / Owner  
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



# GRACED FIXINS LLC

- **Scope of work being offered-**

Graced Fixins LLC is a program that offers life skills classes to children and families. Graced Fixins LLC has a Little Creatives Program that is for children ages 9-15. Little Creatives serves the community with cooking classes. During these sessions children will learn; multitasking, time management, home care and healthy habits. Our goal is to enhance character and create new talents.

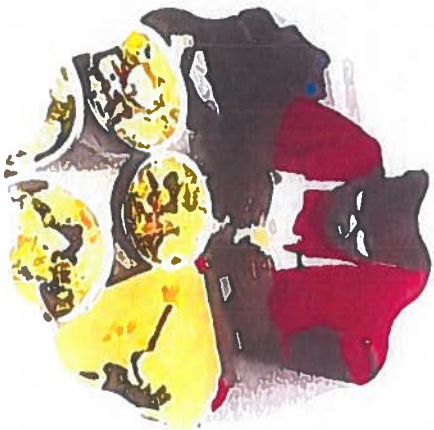
- **Number of sessions-60**
- **Number of students being served -20**
- **Budget (per session) \$180 per session/ \$540 ( 3 days a week)**
- **Location of work- Celentano Cafe**
- **Other important information regarding students or scope of work.**

Our mission is to enhance the character and creative talents of our community. Grace Fixins LLCs goal is to provide hands-on resources to our community. Our Little creatives program is designed to build a better community

	<p>ENHANCING CHARACTER AND CREATIVE TALENT +1 (203) 892-9085</p>	
--	--	--

WHO ARE

WE?



Graced Fixins LLC is a program that offers life skills classes to children and families. Graced Fixins LLC has a Little Creatives Program that is for children ages 9-15. Little Creatives serves the community with cooking classes. During this service children will learned: multitasking, time management, home care and healthy habits. Our goal is to enhance character and create new talents.

LET'S TALK ABOUT  
SKILLS



CLEANLINESS

MULTITASKING



MISSION

Our mission is to enhance the character and creative talents of our community. Graced Fixins LLC's goal is to provide hands-on resources to our community. Our little Creatives program is designed to build a better community.

GOALS

1. Our goal is to enhance the skill of children that have a culinary interest.
2. Build the character of children to have strong leadership skills.

**CONTACT US**



 203-892-9085

 [gracedfixins@gmail.com](mailto:gracedfixins@gmail.com)



**ENROLL  
TODAY**

**LET'S**

**MAKE**

**CREATIVE**

**FOOD**

ENHANCING CHARACTER  
AND



**Celentano Biotech, Health, & Medical Magnet School**  
400 Canner Street  
New Haven, CT 06511  
Mrs. Y.J. Generette, Principal  
Mrs. Lisa Pietrosimone, Assistant Principal  
Phone: 475-220-3400

---

To whom it may concern:

I welcome the opportunity to express my interest in inviting Ruthann Lowers-Smith (Graced Fixins LLC) to provide home economics and life skill services to the students at Celentano Biotech, Health and Medical Magnet School. I had the pleasure of meeting Mrs. Lowers-Smith in 2019 when I was the principal of West Rock Stream Academy. Mrs. Lowers-Smith volunteered her time providing cooked meals for families who were food insecure. Unfortunately, the school closed due to air quality issues related to Covid-19 building standards. However, Mrs. Lowers-Smith would drop off meals for families in need and work privately with some families to teach their children how to make healthy meals for themselves as most parents were working two jobs and students were often home alone.

In 2021, I became the principal of Celentano School and Mrs. Lowers-Smith contacted me to let me know she started a small business teaching students how to cook healthy meals, mentoring tween and teenage students as a life coach. Mrs. Lowers-Smith also expressed she realized after volunteering her cooking and mentoring talents with members of her neighborhood and church communities, she wanted to turn this passion into a business to reach more youths. She also stated she wanted to work with students in an afterschool program to provide a home economic experience for students. I feel this program would benefit the students at Celentano to provide another opportunity for our middle school students to engage in positive socialization and emotional development.

At Celentano, we have a high percentage of families who are food insecure and although two meals are provided daily, a percentage of my students leave my school not knowing if they will have a meal at home. I believe that Graced Fixins would be another layer of support for these students. They would be able to not only learn how to prepare healthy meals for themselves and discuss life skills but, they would leave the school having had another meal.

Sincerely,

Mrs. Yolanda Jones-Generette  
Principal and Lead Learner

Referral for Ruthann Lowers-Smith  
Calls Made: 1/06/2023  
Caller: Frankie Roman

Parent:

- What experience do you have in working with Ruthann Lowers-Smith?

Ruthann was with her son-very positive influence for her son he was acting out and he really enjoyed working her. Has a motherly presence for her son and she was able to get through to her son. Very organized and follows through with excitement and structure

- What impact did the Grace Fixins LLC program have for students and families that participated?

Changed the way my son viewed things and his outlook. Was more open and positive after the programming. Her son was very shy and closed off and being able to work with them in smaller groups with no judgement really allowed her son to open up and be himself and be open about things around him

- What strengths would this partnership bring to the New Haven Public School System?

It would change children and teens going through things. It would bring a lot of structure and something to look forward to. Being able to work in a group with positive influence and something new.

What feedback would you give about this program positive or negative? –

“No change the feedback is keep going, be open to change and would recommend this to any parent that is looking for something for their child”

Youth Pastor

- What experience do you have in working with Ruthann Lowers-Smith?

Programming with church doing home economic, cooking, life skills.

- What impact did the Grace Fixins LLC program have for students and families that participated?

The impact was opening up life skills to learn to live, learn home economics & kids are asking when is the program coming back because they really enjoyed it

- What strengths would this partnership bring to the New Haven Public School System?

A lot of kids are lacking these skills in today's age so this will open up learning life skills home skills, washing clothes etc.

Feedback

- “No feedback for improvement very charming, very knowledgeable, and knows what's she's doing “

## Youth Group Home Owner

- **What experience do you have in working with Ruthann Lowers-Smith?**

Working with youth and teens teaching them live skills, how to cook, food safety, life safety, life coaching

- **What impact did the Grace Fixins LLC program have for students and families that participated?**

Felt more confident after receiving the knowledge for learning food safety and what to do in the kitchen

- **What strengths would this partnership bring to the New Haven Public School System?**

It would bring enrichment after learning life skills. For the age group 9-13 to learn not to eat junk food and eat healthier. Life skills would be to be self-aware

## Feedback?

"I would promote it to the community and to families because it allows kids to learn balance. We should allow our kids to learn things we "expect" them to know in a safe space."