



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: MakeHaven

Doing Business As, if applicable:

Business Address: 770 Chapel St New Haven, CT 06510

Business Phone: 203-936-9830

Business email: Ashley.Zdeb@makehaven.org

Funding Source & Acct # including location code: Hill Central School 2552 6363 56697 0007

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From April 11, 2023 – June 30, 2023

Item	Cost
Sewing machines x 8 (\$140/ person)	\$1,120
Instructor / prep, up to 30 hrs x \$62.50 per hour	\$1,875
Translator, 28 hours x \$25 per hour	\$700
Student Membership Access to Textile lab 3 months @\$50 x 8 people (+1 month after complete program included)	\$1,200
Student Parking Pass 10 trips (\$15.75) x 8	\$300
Materials \$50pp x 8	\$400
MakeHaven Administrative	\$1,000
Total for program	\$6,595

Description of Service: New Haven Public Schools aims to increase parent engagement for parents in Hill Central, Brennan-Rogers and Wexler-Grant School YFCE Family Resource Centers. Parents attend an instructional session (online or in-person) and in-person, 1 instructor, 2 participant, hour long skill practice sessions.

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:** March 1, 2023  
**Re:** MakeHaven Inc. Hill Central, Brennan-Rogers, Wexler-Grant Agreement

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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:** MakeHaven Inc.
2. **Description of Service:**  
MakeHaven Inc. will provide afterschool programming at the Hill Central, Brennan-Rogers and Wexler-Grant YFCE Family Resource Centers which will be a parent engagement activity. Activities will include sewing lessons and projects. The program will provide opportunities to engage parents and provide an activity which will benefit the Hill/Newhallville/Dixwell community.
3. **Amount of Agreement and hourly or session cost:** \$6,595 at \$165.87 per 1-hour session x 40 sessions
4. **Funding Source and account number:** Hill Central School 2552 6363 56697 0007
5. **Approximate number of staff served through this program or service:** 2
6. **Approximate number of students served through this program or service:** 8
7. **Continuation/renewal or new Agreement?**  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? If yes, by how much? N/A
  - b. What would an alternative contractor cost: An alternative contractor would cost between \$250.00 and \$400.00 per session.
  - 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? N/A
8. **Type of Service:**  
**Answer all questions:**
  - e. Professional Development? No



- i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No. If no, why not? Sewing and textiles is a specialized area.
- f. After School or Extended Hours Program? Yes
- g. School Readiness or Head Start Programs? No
- h. Other: (Please describe)

**9. Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business? No
- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? Yes. If yes, is it local or national? Local
- 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? No. If yes, by how much?
- g. Will the output of this Agreement contribute to building internal capabilities? No. If yes, please explain:

**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: MakeHaven Inc. provides qualified seamstress who have extensive experience with sewing and textiles. MakeHaven also provides training at the MakeHaven facilities which participants can also utilize for further trainings and projects. The continuum of lessons at MakeHaven are available outside of the Hill, Brennan-Rogers and Wexler-Grant School program at minimal to no cost for participants in the Hill, Brennan-Rogers and Wexler-Grant Family Resource Center afterschool program.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? MakeHaven Inc. submitted the annual Request for Qualifications (RFQ) forms and attended meetings with Youth, Family and Community engagement staff and Hill Central, Brennan-Rogers and Wexler-Grant FRC leadership team.
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? The sewing program will be facilitated by staff who specialized in sewing and textiles.
- d. Who were the members of the selection committee that scored bid applications? Gemma Joseph Lumpkin, Daniel Diaz and Lysie Rodriguez
- 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

**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? MakeHaven Inc. has worked with the New Haven community, most recently with the Fair Haven School YFCE Family Resource Center and provides a unique experience while participants learn to make items and continually hone their skills during the program and/or at the

MakeHaven facilities which provides continued training and experience working with textiles.

- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. Attached
  - c. How is this service aligned to the District Continuous Improvement Plan? The MakeHaven Inc. program provides a great opportunity to engage students and families in activities which may provide cost savings through making and repairing items as well as the potential for becoming a stream of income. The proposed activities engage students and parents in purposeful, supportive and meaningful learning experience that support hands on skills and opportunities for positive family engagement.
12. Why do you believe this Agreement is fiscally sound? Due to the extensive relationship and collaboration between MakeHaven and the Youth, Family and Community Engagement (YFCE) Department, MakeHaven has accommodated its cost to fit the available funds of the Youth, Family and Community Engagement (YFCE) Department. The cost is less than MakeHaven would charge to other agencies. MakeHaven will continue to collaborate and support the YFCE with their services. They will provide great services for NHPS students and families which promote positive interaction and expression.
13. What are the implications of not approving this Agreement? Families and students will not have access to a program which provide positive skills and cost savings for families during these challenging times. The program allows the participants a life altering experience.

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS



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

FOR DEPARTMENT/PROGRAM:

**Youth, Family, and Community Engagement**

This Agreement entered into on the 11 day of April 2023, effective (*no sooner than the day after Board of Education Approval*), the 12 day of April, 2023, by and between the New Haven Board of Education (herein referred to as the "Board" and, Make Haven Inc. located at, 770 Chapel Street, New Haven CT, 06510 (herein referred to as the "Contractor").

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$ 164.87 per 1-hour sessions, for 40 sessions for a total of \$6,595.00.

The maximum amount the contractor shall be paid under this agreement: Six Thousand-Five Hundred Ninety-Five and no cents (\$6,595). 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 Family Resource Center Grant of the New Haven Board of Education, **Account Number:** 2552-6363- 56697 **Location Code:** Hill Central 0007,

This agreement shall remain in effect from April 11, 2023 to June 30, 2023.

**SCOPE OF SERVICE:** *Please provide brief summary of service to be provided.*

New Haven Public Schools aims to increase parent engagement through the community sewing program for parents in Hill Central, Brennan-Rogers and Wexler-Grant YFCE Family Resource Centers. MakeHaven was approached because of our experiences hosting a community sewing shop, based on the history of sewing activities and a pilot program at the Fair Haven School YFCE FRC. Parents will alternate weekly between attending an online instructional session and in-person, 1 instructor, 2 participant, hour long skill practice sessions. In addition, the MakeHaven in-person textile lab will be available for access and practice on the machines 24/7. MakeHaven textile area volunteers will be available on a scheduled basis to advise and assist.

**Exhibit A: Scope of Service:** *See attached*

**Exhibit B: Student Data and Privacy Agreement:** *Attached*

**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.

***Exhibit A: Scope of Service: See attached***

***Exhibit B: Student Data and Privacy Agreement: Attached***

**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

February 15, 2023  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Ashley Zdeb, Education Coordinator  
\_\_\_\_\_  
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.



## The Art of Sewing/El Arte de la Costura 2022-23

### Scope of Work

#### Summary

New Haven Public Schools aims to increase parent engagement through the community sewing program for parents in the Hill Central, Brennan-Rogers and Wexler-Grant School YFCE Family Resource Centers. MakeHaven was approached because of our experiences hosting a community sewing shop based on its history of sewing activities. Parents will alternate weekly between attending an online instructional session and in-person, 1 instructor, 2 participant, hour long skill practice sessions. In addition, the MakeHaven in-person textile lab will be available for access and practice on the machines 24/7. MakeHaven textile area volunteers will be available on a scheduled basis to advise and assist.

#### Two Week Topics:

- Hand Sewing - Practical technique (buttons and hems) for sewing by hand
- The Machine - Knowing how to sew with your machine (make a pillow or pouch)
- Textiles Materials - Types of materials, how to sew them (make an apron)
- Putting it together - Hemming and Repairing Cloths (basic alterations)

#### Program Characteristics

- Classes to be held over 8 consecutive weeks, to be scheduled once funding is approved
- Kit of supplies for hand sewing will be available for pickup at school first day of program. (prepared by instructor)
- Participants may apply to receive a refurbished used sewing machine.
- Program Audience: Parents in Hill Central, Brennan-Rogers and Wexler-Grant Schools participating in afterschool programs.
- Student and parent involvement encouraged during remote sessions.
- In person sessions are scheduled and limited up to 3 participants + 1 instructor.
- To limit gatherings parents may bring a maximum of 1 child to accompany during live session.
- Cohort of up to 8 people
- Cost to Participate: \$0, Competitive application process.
- Two-month commitment to program alternating one in person session, one online session.
- Participants get 3-month membership to access MakeHaven textile area and tools
- Participants may optionally do self-directed learning on their own time at MakeHaven to earn microcredentials (badges). (Sewing, Serging, Heavy Duty Sewing, Digital Embroidery, Mechanical Knitting, Tufting, Quilting, Screen Printing)
- Successful program participants will receive a MakeHaven certificate (unaccredited).

#### Staffing

- Instructor - Ceresa Newsome brings over 10 years of knit, crochet, and sewing experience. She's a Fashion Designer by trade who was once an integral member of the design team at Lion Brand Yarn Company. Her work has been featured in publications for Lion Brand and other craft companies.

- Assistance Translation - MakeHaven will provide a multi-lingual assistant to attend and translate during sessions.
- Administration / Registration / Technical Support - MakeHaven staff will procure supplies, coordinate conferencing technology, coordinate scheduling, pay the instructor, arrange repair of used sewing machines, collect donated sewing machines, manage registration and set up participants' makerspace access.

#### **Next Steps for Graduates**

- Continue Independent Learning at MakeHaven - Participants can apply for scholarship to reduce membership after 3-month program membership has expired.
- Request a Sewing Machine - Chapel Street Sewing Repair or Branford Sewing and Vacuum. - Refurbish older sewing machines.

<b>Total for program</b>	<b>\$6,595</b>
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## Post-Course Debrief

### Attendance Spreadsheet:

[https://docs.google.com/spreadsheets/d/1LvXW51A1038c7i12fBqToqfuddGrP0EM-5xgGP\\_O2sY/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1LvXW51A1038c7i12fBqToqfuddGrP0EM-5xgGP_O2sY/edit?usp=sharing)

### MakeHaven Blog Review:

<https://www.makehaven.org/blog/sewing-success>

### What went well with this project? Why?

- Students really enjoyed the course and learned practical skills.
- Students enjoyed getting a certificate/ celebration at end.
- Instructor was able to communicate with students to reach goals (make projects)
- Students used MakeHaven facilities effectively
- Scope of projects seemed appropriate and relevant to the students.
- The class hours seemed to work very well for participants. They didn't seem to have much availability any earlier than 9:30 or later than noon
- Materials provided were adequate
- Class size was optimal. 4-7 participants in class allowed for social distancing

### What didn't go so well? What was the cause?

- Language barrier was significant obstacle for logistics communication. Translation services did not work out as hoped.
- Students required a lot of one-on-one time which was difficult to do when everyone was there.
- There was some confusion about who got bus passes and who would ride over together. Could have managed that info more clearly.
- A couple students dropped out during the course.
- We did not anticipate school vacations during the course, this meant several classes were bumped back.
- Might be difficult for students to use other aspects of MakeHaven with language barrier.
- New participants were added weeks into the program and the Instructor had to spend a significant amount of time catching them up.
- Participants didn't have materials before first class and weren't able to work along with Instructor during the first few sessions.
- Not enough sewing machines. There were times when participants had to wait to use a sewing machine because all were occupied.



## What should we do differently in the future?

- The online portion was changed to in person in later sessions to assist with communication. Consider what the right mix is.
- Perhaps schedule more one on one time.
- MakeHaven can work on more spanish language translation of documents/ signage.
- Allow more time/hours for class preparation/development of curriculum. Possibly some materials for participants to take home as reference.
- All MakeHaven onboarding complete during the first week.
- Incorporate time with textile facilitators during the program so participants are better acquainted and more comfortable working at MakeHaven independently following the program.
- Materials were great. However, the rulers made some measurements difficult to gauge once we got into more pattern making. Would recommend a transparent ruler with up to 16th of an inch measurement.

## NOTES from Meeting:

- Ceresa available Mondays/Fridays during summer, Tues/Thurs during school year
- Group lessons, each student has individual time slot each week
  - Consider an assistant/intern to be able to do this
- Cater lessons to interests, what they want to make
- Zoom translate options (per Ceresa)
- 6 weeks of lessons may be more reasonable, could use last 2 weeks
- In person class in general but have recorded lessons available for people who miss or for review
- Necchis were more popular, and they had more features that were missing from (zigzag, button functions)
- How to get them into the space? Perhaps a project/homework to get them into the space other times. Also had concerns about coming into the space without Ceresa, cultural? Look to break those concerns early
- Facilitators can cancel their hours that week and come to class to get to know students, rotating through to encourage introductions
- +10 hours of prep for Ceresa, parking pass
- If majority are Spanish speakers, it is helpful to have some students with more English to help (variety of levels)