



NEW HAVEN PUBLIC SCHOOLS  
AGREEMENT COVER SHEET

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**Please Type**

Contractor full name: Marcella Monk Flake

Doing Business As, if applicable: The Monk Center for Academic Enrichment and Performing Arts

Business Address: 150 Fountain Terrace, New Haven, CT 06515

Business Phone: (203) 675-3155

Business email: monkcenter2015@gmail.com

Funding Source & Acct # including location code:

- ESSER II: 2552-6364-56697-SS34

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.

- 33 students at \$39 per student, \$1287 per day, total of 23 days.

Total amount: \$29,60.00

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

- The Monk Center for Academic Enrichment and Performing Arts will provide summer programming for up to 33 students at Davis School grades 1-8 from July 5, 2023 – August 4, 2023. Monk Center will support NHPS students by offering STEM, and enrichment activities such as Visual and Performing Arts. All enrichment activities are designed to nurture and develop critical thinkers, creative problem solvers, and productive members of a pluralistic society. Students will be provided the opportunity to engage in Human anatomy and Physiology where they learn about the human body and its various functions, Pre-engineering and Coding will use various building sets and STEM toys such as, Think Fun Gravity Maze, Lego Chain Reaction, Magnetic Balls and Rods, Dominoes, and various coding robots to encourage critical thinking and creative problem solving. Literacy and Video Production where students will participate in book clubs and will re-write all or portions of books for adaptation to film, and dance where students will learn various genres of dance not limited to, but including Hip Hop. Fields trips will also be provided to students and families to encourage parent activities and engagement.

Submitted by: Gemma Joseph Lumpkin Phone: 475-220-1060

*Gubia Lopez*

*8-1436*



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee

**From:** Gemma Joseph Lumpkin

**Date:** 5/16/23

**Re:** The Monk Center for Academic Enrichment and Performing Arts

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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:** The Monk Center for Academic Enrichment and Performing Arts

2. **Description of Service:**

- a. The Monk Center for Academic Enrichment and Performing Arts will provide summer programming for up to 33 students at Davis School grades 1-8 from July 5, 2023 – August 4, 2023. Monk Center will support NHPS students by offering STEM, and enrichment activities such as Visual and Performing Arts. All enrichment activities are designed to nurture and develop critical thinkers, creative problem solvers, and productive members of a pluralistic society. Students will be provided the opportunity to engage in Human anatomy and Physiology where they learn about the human body and its various functions, Pre-engineering and Coding will use various building sets and STEM toys such as, Think Fun Gravity Maze, Lego Chain Reaction, Magnetic Balls and Rods, Dominoes, and various coding robots to encourage critical thinking and creative problem solving. Literacy and Video Production where students will participate in book clubs and will re-write all or portions of books for adaptation to film, and dance where students will learn various genres of dance not limited to, but including Hip Hop. Fields trips will also be offered to students and families to encourage parent activities and engagement.

3. **Amount** of Agreement and hourly or session cost: \$29,601.00

- a. 33 students at \$39 per student, \$1287 per day, total of 23 days

4. **Funding Source** and account number:

- a. ESSER II: 2552-6364-56697-SS34

5. Approximate number of staff served through this program or service: 0

6. Approximate number of students served through this program or service: 33

7. **Continuation/renewal or new Agreement?**

**Answer all questions:**

- a. If continuation/renewal, has the cost increased? If yes, by how much?
  - i. Renewal. no cost increases.
- b. What would an alternative contractor cost:
  - i. Based on local vendors, providing like services, the cost would range from approximately \$1,000 - \$1,750 per student for a comparable five-week program.
- c. If this is a continuation, when was the last time alternative quotes were requested?
  - i. 2023 RFQ process
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
  - i. No, The Monk Center program offers specific enrichment activities, which require specific training(s) in areas such as music and dance

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

**9. Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business?
  - i. Yes, Minority Woman
- b. Is the Contractor Local?
  - i. Yes, New Haven
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
  - i. Yes, Local
- d. Is the Contractor a public corporation?
  - i. No
- e. Is this a renewal/continuation Agreement or a new service?
  - i. Renewal
- f. If it is a renewal/continuation has cost increased? If yes, by how much?
  - i. No increase. \$6.13 decrease from last years summer contract
- 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. Marcella Monk Flake is a retired NHPS teacher with thirty-seven years of experience, with nearly thirty of those teaching years in the Talented and Gifted Program. The Monk Center has worked with New Haven's students and continue to provide programming specific to the New Haven Public Schools. The Monk Center has demonstrated an ability to engage and encourage our students in meaningful and engaging activities. The summer program provides opportunities for students to participate in dance and music activities which allow them to express themselves and learn the historical content of the dance and music.
- 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. No, the contractor was selected due to a successful partnership serving both students and families during after school hours. Program efforts draw in high retention numbers and consistently engages students in various lessons provided by the contractor.
- d. Who were the members of the selection committee that scored bid applications?
  - i. Christian Tabares, Lysie Rodriguez, Arthur Edwards, Frankie Roman, Dianne Stewart, Adrienne Douglas, Jose Camacho.
- 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 provides quality enrichment programming such as dance, STEM, chess, arts and crafts and other activities which are the bases of summer camp programming. The Monk Center 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.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
  - i. APT-O evaluation to be conducted and implementing for future partnership with the district.
- c. How is this service aligned to the District Continuous Improvement Plan?
  - i. The Monk Center activities engage all students in purposeful, supportive and meaningful learning experiences that coherently support and challenge students to improve in academics and engage in positive enrichment activities

12. Why do you believe this Agreement is fiscally sound?
  - a. This agreement provides quality service from a reputable vendor at a reasonable cost. The cost associated with the program are in line with contractors providing similar services inclusive of literacy and enrichment activities such as dancing, music, arts and crafts, and creative writing.
  
13. What are the implications of not approving this Agreement?
  - a. Students may not be able to attend an afterschool program 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 summer experience.

**Rev: 8/2021**



NEW HAVEN PUBLIC SCHOOLS

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

*(The Monk Center for Academic Enrichment and Performing Arts)*

FOR DEPARTMENT/PROGRAM:

*(Youth, Family, and Community Engagement)*

This Agreement entered into on the 16<sup>th</sup> day of May 2023, effective (*no sooner than the day after Board of Education Approval*), the 13<sup>th</sup> day of June, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, The Monk Center for Academic Enrichment and Performing Arts located at, 150 Fountain Terrace, New Haven, CT 06515 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$1,287 per day, for a total of 23 days.

The maximum amount the contractor shall be paid under this agreement: Twenty-Nine Thousand, Six Hundred and One Dollars (\$29,601.00). 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 ESSER II **Program** of the New Haven Board of Education, **Account Number:** 2552-6364-56697 **Location Code:** SS34

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

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

- The Monk Center for Academic Enrichment and Performing Arts will provide summer programming for up to 33 students at Davis School grades 1-8 from July 5, 2023 – August 4, 2023. Monk Center will support NHPS students by offering STEM, and enrichment activities such as Visual and Performing Arts. All enrichment activities are designed to nurture and develop critical thinkers, creative problem solvers, and productive members of a pluralistic society. Students will be provided the opportunity to engage in Human anatomy and Physiology where they learn about the human body and its various functions, Pre-engineering and Coding will use various building sets and STEM toys such as, Think Fun Gravity Maze, Lego Chain Reaction, Magnetic Balls and Rods, Dominoes, and various coding robots to encourage critical thinking and creative problem solving. Literacy and Video Production where students will participate in book clubs and will re-write all or portions of books for adaptation to film, and dance where students will learn various genres of dance not limited to, but including Hip Hop. Fields trips will also be provided to students and families to encourage parent activities and engagement.



**Exhibit A: Scope of Service:** Please attach contractor's detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.

**Exhibit B: Student Data Privacy** - attached

**Exhibit C: Contractor's Declaration Attesting to Compliance with Executive Order No. 13G** - form must be completed by the contractor. See attached form for contractors who are working with students or staff in school or in after school programs, regardless of location.

**APPROVAL:** This Agreement must be approved by the New Haven Board of Education **prior to service start date**. Contractors **may begin service no sooner than the day after Board of Education approval**.

**HOLD HARMLESS:** The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor's breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

**TERMINATION:** The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.

  
Contractor Signature

\_\_\_\_\_  
President  
New Haven Board of Education

May 13, 2023  
Date

\_\_\_\_\_  
Date

Marcella Monk Flake Executive Director/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 to 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.

## **Monk Center Talented and Creative Youth Summer Program Proposal 2023**

The Monk Center will provide a five-week performing arts and STEM summer program for up to 50 students, Monday through Friday, 8:30 am.- 3:00pm. 40 of 50 seats will be reserved for NHPS students. Emphasis will be on the introduction to and learning of Old School R&B, music from stage and film, jazz, and gospel music.

These services will be provided at a cost of \$6.00 per student per hour @ 6.5 hrs. per day =\$39.00 per day/per child. This is less than a \$1.00 per hr. increase per child over last year's contract. The cost includes salaries, supplies etc.

Students will also learn various genres of dance including ballet, HBCU Style Dance, and Hip Hop. As a culminating activity, students will participate in a stage performance where they will perform for family, friends, and the community. At the recital, all musical selections will be performed with a live band.

There will also be time for outdoor, unstructured, and structured play. Students will play softball, participate in sack races, and enjoy various outdoor games. Students will go on family field trips (parents and siblings are always invited) and all participants will be awarded trophies at summer's end.

Additional Activities:

### **Human Anatomy and Physiology:**

Students will learn about the human body and its various functions. Using play and technology as teaching and learning mediums, students will explore the various systems, the proper functioning of such systems, disease and treatment.

### **Pre-engineering and Coding:**

Students will use various building sets and STEM toys such as, Think Fun Gravity Maze, Lego Chain Reaction, Magnetic Balls and Rods, Dominoes, and various coding robots to encourage critical thinking and creative problem solving.

### **Literacy and Video Production:**

Students will participate in book clubs and will re-write all or portions of books for adaptation to film.