



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Music Haven

Doing Business As, if applicable:

Business Address: 315 Peck St, Box A10, New Haven, CT 06513

Business Phone: 203-745-9030

Business email: mildamusichaven@gmail.com

Funding Source & Acct # including location code:

- Extended School Hours- 2579-5326-56694-0444 (\$8,000.00)

Principal or Supervisor: Gemma Joseph Lumpkin

Agreement Effective Dates: From 04/11/2023. To 06/30/2023.

Hourly rate or per session rate or per day rate.

- \$200 a session for 40 total sessions

Total amount: \$8,000.00

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

- Music Haven will offer after school programming for up to (90) NHPS students Monday through Friday from 3:30pm – 5:30pm. Music Haven will provide music instruction including all instruments, supplies, and materials, as well as one-one mentoring and tutoring supports. Programming will be held at Music Haven's programming space in Erector Square. Students are provided buses to be transported from their school sites. Music Haven instructors are professionally trained musicians who also serve as long-term mentors with the goal of providing high quality music education for young people.

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: 3/17/2023
Re: Music Haven

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:** Music Haven
2. **Description of Service:**
 - Music Haven will offer after school programming for up to (90) NHPS students Monday through Friday from 3:30pm – 5:30pm. Music Haven will provide music instruction including all instruments, supplies, and materials, as well as one-one mentoring and tutoring supports. Programming will be held at Music Haven’s programming space in Erector Square. Students are provided buses to be transported from their school sites. Music Haven instructors are professionally trained musicians who also serve as long-term mentors with the goal of providing high quality music education for young people. Through music instruction, Music have aim to teach students the development of "soft" skills (focus, confidence, persistence, etc.) that are the foundations of long-term academic and economic success.
3. **Amount** of Agreement and hourly or session cost: \$8,000.00
 - a. **\$200 per session**
4. **Funding Source** and account number:
 - a. Extended School Hour- 2579-5326-56694-0444 (\$8,000.00)
5. Approximate number of staff served through this program or service:0
6. Approximate number of students served through this program or service: 91
7. **Continuation/renewal or new Agreement?**

Answer all questions:

 - a. If continuation/renewal, has the cost increased? If yes, by how much?
 - i. No
 - b. What would an alternative contractor cost:

- i. The market rate for one-on-one lessons in New Haven is approximately \$80/hr per student.
- c. If this is a continuation, when was the last time alternative quotes were requested?
 - i. RFQ process 2022
- d. For new or continuation: is this a service existing staff could provide. If no, why not?
 - i. No. The program provides music lessons from professionally trained musicians.

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. N/A
- 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
- 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
- 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. Music Haven's musicians and staff have the experience of serving on the faculties of organizations such as Yale University, Wesleyan University, Opus18 Harlem Center for Strings, Neighborhood School of Music, the 92nd Street Y, Point Counterpoint Chamber Music Camp, the People's Music School of Chicago, and Apple Hill Center for Chamber Music, Community Music

Works, and more. All Resident Musicians have either completed Suzuki teacher training and/or a 30-hour Advancing Youth Development course. All staff have also completed a Trauma 101 and Trauma 102 training through the New Haven Trauma Coalition. All teaching staff hold masters' degrees from top conservatories.

- ii. www.musichavenct.org
- 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. N/A- Music Haven has provided music lessons for NHPS students and has built a tremendous amount of trust and collaboration with NHPS leadership at the selected locations as well as students, and families involved with the program.
- d. Who were the members of the selection committee that scored bid applications?
 - i. Christian Tabares, Arthur Edwards, Lysie Rodriguez, 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.
 - 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. Music Haven instructors are professionally trained musicians who also serve as long-term mentors with the goal of providing high quality music education for young people. Through music instruction, Music have aim to teach students the development of "soft" skills (focus, confidence, persistence, etc.) that are the foundations of long-term academic and economic success.
 - ii. Services will be monitored using the APT tool, which assess the overall quality of the programs staffing, staff 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.
 - i. <https://www.musichavenct.org/s/221107-Music-Haven-Impact-Report-2021-22.pdf>
- c. How is this service aligned to the District Continuous Improvement Plan?
 - i. Music lessons significantly increase children’s cognitive skills, including language-based reasoning, short-term memory, planning and inhibition. In addition, these cognitive skills developed through music go on to positively influence students’ performance in completely unrelated subjects, resulting in improved academics across the board.

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

- a. The Agreement provides quality after school programming with a reputable organization at a reasonable cost. Music Haven will provide these services at rates which cost significantly less than similar providers.

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

- a. Students will have less opportunity to participate in activities that promotes mental and physical health. Students will not be engaged in activities, which allow them to express themselves in a positive manner. In addition, as students’ progress, from middle school to high school, the Music Haven Program provides opportunities for students to take on responsibilities as trained mentors, this continuum of engagement permits students to qualify for roles and engage in interactions which build leadership skills, provides real-world work experience, helps students meet community service hours requirements, while also providing the opportunity for students to go on special concert trips, college visits, and participate in other special programming.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(Music Haven)

FOR DEPARTMENT/PROGRAM:

(Youth, Family, and Community Engagement)

This Agreement entered into on the 21 day of March 2023, effective (*no sooner than the day after Board of Education Approval*), the 11 day of April, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and Music Haven, located at, 315 Peck St, Box A10, 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 \$200 per session, for a total of 40 sessions.

The maximum amount the contractor shall be paid under this agreement: Eight Thousand Dollars (\$8,000.00). 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 Extend School Hours **Program** of the New Haven Board of Education, **Account Number**2579-5326-56694 **Location Code:** 0444.

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

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

- Music Haven will offer after school programming for up to (90) NHPS students Monday through Friday from 3:30pm – 5:30pm. Music Haven will provide music instruction including all instruments, supplies, and materials, as well as one-one mentoring and tutoring supports. Programming will be held at Music Haven’s programming space in Erector Square. Students are provided buses to be transported from their school sites. Music Haven instructors are professionally trained musicians who also serve as long-term mentors with the goal of providing high quality music education for young people. Through music instruction, Music have aim to teach students the development of "soft" skills (focus, confidence, persistence, etc.) that are the foundations of long-term academic and economic success.

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. 130j - 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' 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.

Milde Torres McClain
Contractor Signature

President
New Haven Board of Education

3/17/22
Date

Date

Milde Torres McClain
Contractor Printed Name & Title

Revised: 9-27-21



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.



Music Haven 2023 Proposal

Organization

Music Haven is a 501(c)3 non-profit organization providing free individual music lessons, mentoring, group classes, ensemble and leadership development opportunities, and a safe, supportive place to play for young people (ages 6-18) in New Haven. Program eligibility is determined by family income, not by audition. Our teachers are professional, conservatory-trained musicians who also serve as long-term mentors for each of our students. Music Haven addresses the lack of access to high-quality music education for young people from low-income neighborhoods, and – through music – provides crucial development of "soft" skills (focus, confidence, persistence, etc.) that are the foundations of long-term academic and economic success. Students begin our program when they are in 1st or 2nd grade and stay in our program through completion of high school and beyond.

Project Period

April 17, 2023 – June 9, 2023

Project

Music Haven provides music instruction, including all instruments, supplies, and materials, as well as one-one mentoring five days per week from 3:00pm - 5:30pm. Students arrive at our 7,000 square foot programming space in Erector Square by school bus, where they are taught by professional musicians with masters' degrees from top conservatories. Music Haven also provides homework help, tutoring, and college prep workshops.

- All instruments, sheet music, and supplies provided free of charge
- Weekly one-on-one lessons in violin, viola, cello and bass with one of our Resident Musicians (ranging from 30 to 60 minutes depending on age)
- Weekly studio classes and Suzuki Playdown classes (60 minutes each)
- Age- and ability-grouped ensembles (chamber groups and orchestra)
- Homework help and tutoring
- College and Career Pathways program for high school students
- Programming and materials available in Spanish and English
- Workshops and performances from guest artists
- Performance opportunities at community organizations and neighborhood events
- Regular check-ins with parents and/or guardians
- Connections to supports for basic needs as necessary

Beyond our afterschool programming, we also work closely with parents and guardians to connect them to other resources that families might need, including scholarships to summer camps and other service providers for basic needs. Through the close relationships we build with families, we are also able to help with providing concert attire, winter coats, and other basic needs for our students when those needs arise. We have provided testimony in support of students at expulsion hearings, helped parents navigate the college application process with their high school students, and provided a space to come together around issues of concern for our parents. This level of engagement develops over a long-term relationship between Music Haven and the kids we serve.

The successes of Music Haven's program are not only audible in the recital hall – they are evident in the long-term well-being and achievements of our students based on surveys, feedback from students and parents, and college matriculation rates – currently 95%.

of Students: 91

Sessions: Monday – Friday, 3:00-5:30pm

of Sessions and Price per Session (April 17, 2023-June 9, 2023): 40 sessions x \$200 a session = \$8,000

Board of Directors

Marc Mann, *Chair*
Kafi Rouse, *Vice Chair*
Nickia Corley, *Secretary*
Tyler Yanosy, *Treasurer*
Laura Altshul
Anna Garsten
Ian Melchinger
Wendy Marans
Jamillaah Roberson
Noel Mitchell
Fatima Rojas

Executive Director

Milda McClain

Teaching Faculty

Haven String Quartet

Yaira Matyakubova, *violin*
Gregory Tompkins, *violin*
Annalisa Boerner, *viola*
Philip Boulanger, *cello*

Resident Musician

Patrick Doane, *violin*

315 Peck Street, Box A10
New Haven, CT 06513
203-745-9030
www.musichavenct.org
info@musichavenct.org

Schools Served

Betsy Ross

Celentano Biotech and Magnet School

Clinton Avenue School

Cooperative Arts and Humanities

Davis Academy

East Rock Magnet

Elm City Montessori

ESUMS

Fair Haven

FAME

Hillhouse

John C. Daniels

John Martinez

King-Robinson

Mauro-Sheridan

Nathan Hale School

New Haven Academy

Sound School

Troup

Wexler Grant

Wilbur Cross High School

Worthington Hooker School

Music Haven commits to participate in all state activities, including, but not limited to: evaluations, data collection and reporting, networking meetings and all of the state mandated Professional Learning, technical assistance, trainings and meetings associated with the grant program for the duration of the grant.