



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT

By And Between

The New Haven Board of Education

AND

New Haven Parks, Recreation and Trees Department

FOR DEPARTMENT/PROGRAM:

Youth Family and Community Engagement

This Agreement entered into on the 24th day of September, 2019, effective (*no sooner than the day after Board of Education Approval*), the 24th day of September, 2019, by and between the New Haven Board of Education (herein referred to as the “Board”) and, New Haven Parks, Recreation and Trees Department located at, 720 Edgewood Ave, 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 173.33 per day x 111 days at Wexler (\$19,239.63) and 15.00 per hr. for 2-hour shifts, per lifeguard, for up to a maximum of \$120.00 per day for each 2 hr. sessions (\$3, 960.00) total amount: (\$23,199.63)

The maximum amount the contractor shall be paid under this agreement: twenty-three thousand - one hundred ninety-nine dollars and sixty-three cents (\$23,199.63) 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 21st Century **Program** of the New Haven Board of Education,

Account Number: 21st Century #2579-6325 -56694 **Location Code:** 0032 (\$19,239.63)

Account Number: State Afterschool Grant #2579-6205 -56697 **Location Code:** 0032 (\$3, 960.00)

This agreement shall remain in effect from September 23, 2019, to June 30, 2020.

SCOPE OF SERVICE:

The City of New Haven Department of Parks, Recreation, and Trees will provide programming four days per week (Monday-Thursday) for 50 students, K-8, in the Wexler 21st Century after school program. NHPRT will also provide four lifeguards to staff the pool and support the swimming program for John Martinez after school program from 3pm-5pm twice per week for 37 sessions serving 50 students weekly.

Exhibit A: Scope of Service Attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable.

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*. 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.

William Carone
Contractor Signature

President
New Haven Board of Education

3/6/2020
Date

Date

William Carone, Acting Director
Contractor Printed Name & Title New Haven Parks



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Gemma Joseph Lumpkin
Date: September 1, 2020
Re: New Haven Parks, Recreation, and Trees Department

The New Haven Park, Recreation and Trees Department (NHPRT) have provided enrichment activities for New Haven Public Schools for many years. The Agreement, which is being presented today, represents services that were provided at Wexler Grant School during the 2019-20 fiscal school year. The New Haven Parks, Recreation, and Trees Department (NHPRT) provided several enrichment activities for the students at Wexler inclusive of arts & crafts, open gym, dance and supported the theater program. NHPRT staffs provided activities four days per week (Monday through Thursday) to an estimated 50 Wexler Grant students in grades K-8. The initial Agreement was deferred when presented and inadvertently not resubmitted for presentation to the Finance Committee. NHPRT began services on October 7, 2019 under the belief services between city entities only required a memorandum. Another factor influencing the decision to begin was to prevent further delay in providing after school services for students. The delay in processing would have pushed the start date into November of 2019, which would have negatively affected students and families. Prior practices permitted the city department's to sign a memorandum in order to agree to the type of services, length of time, and cost agreed upon between New Haven Public Schools and the New Haven Parks, Recreation, and Trees Department.

This misunderstanding was not intentional and simply intended to provide necessary services for the students and families of Wexler while further allowing NHPS to meet grant requirements regarding the number of days served. The misunderstanding was in no way an attempt to circumvent the Finance Committee nor the Board of Education process.

Thank you for your consideration regarding the request to pay NHPRT for services provided and further Agreements will be submitted according to the established procedures.

**City of New Haven Department of
Parks, Recreation & Trees
720 Edgewood Avenue
New Haven, CT 06515
203-946-8020
203-946-8024-FAX**



INVOICE

INVOICE:00- 20 0001 2020 AFTER SCHOOL—
CENTURY 21 PROGRAM

TO: ARTHUR EDWARDS

Office of Youth, Family & Community Engagement New Haven Public Schools
54 Meadow Street
New Haven CT, 06519

DESCRIPTION	Quantity	RATE	AMOUNT
21 st Century Program Wexler Grant #2579-6325-56694-0032	85 days@	\$173.33 per day	\$14,733.05
Please make checks payable to: Treasurer, City of New Haven Mail to: 720 Edgewood Avenue New Haven, CT 06515 Attn: Felicia Shashinka If you are doing a transfer of funds, please provide me with details as to when the funds will be transferred into the account.			
		TOTAL	\$14,733.05
Please make checks payable to: Treasurer, City of New Haven Mail to:			

EDWARDS, ARTHUR

From: EDWARDS, ARTHUR
Sent: Friday, September 20, 2019 1:50 PM
To: Felicia Shashinka
Cc: RBombero@newhavenct.gov
Subject: New Haven Parks and Rec_Wexler -2019

Felicia,
Mr. Diah decided to start on Monday, October 7. I appreciate your patience during this process.

Enjoy your vacation!

Art

From: Felicia Shashinka [mailto:FShashinka@newhavenct.gov]
Sent: Monday, September 02, 2019 4:19 PM
To: EDWARDS, ARTHUR
Subject: FW: Reminder: New Haven Parks and Rec_Wexler -2019

Please see below.

Felicia

Sent from [Mail](#) for Windows 10

From: Rebecca Bombero <rbombero@newhavenct.gov>
Sent: Friday, August 30, 2019 12:00:27 PM
To: Felicia Shashinka <FShashinka@newhavenct.gov>
Subject: RE: Reminder: New Haven Parks and Rec_Wexler -2019

Can't they convert this into a letter like Martinez. We started in the same place with them. I can kick it to legal but we currently don't have an attorney assigned to the department so I am at the mercy of free time.

From: Felicia Shashinka <FShashinka@newhavenct.gov>
Sent: Friday, August 30, 2019 11:47 AM
To: Rebecca Bombero <rbombero@newhavenct.gov>
Subject: FW: Reminder: New Haven Parks and Rec_Wexler -2019

Someone needs to sign this.

Thanks,

F

From: EDWARDS, ARTHUR [mailto:ARTHUR.EDWARDS@new-haven.k12.ct.us]
Sent: Friday, August 30, 2019 9:30 AM

To: Felicia Shashinka <FShashinka@newhavenct.gov>
Subject: Reminder: New Haven Parks and Rec_Wexler -2019

Good morning Felicia,
Sending a reminder, and hope you have a wonderful holiday!

Art

From: EDWARDS, ARTHUR
Sent: Monday, August 26, 2019 11:35 AM
To: Felicia Shashinka
Subject: FW: New Haven Parks and Rec_Wexler -2019

Felicia,

The daily average came to 173.33 per day. As discussed, when the days were added up for 4 days per week, the number of days were extended nine additional days due to 9 weeks consisting of only 3 days of programming due to holidays, trainings, ½ days etc... I have revised the proposed Agreement to include those nine days and the additional 21 days up until June 4, 2019.

The total number of days of service 173.33 per day x 117 days (\$20,279.61)

Please review, sign and scan the signature page back to me if in agreement. I will fill in the account # when I receive it from the business office. I am trying to get a jump on the approval process and be ready to present to the Finance Committee as soon as possible. If the proposed agreement requires any changes I will revise and send it over to you for approval and signature.

Thanks for your help,

Art

Program Coordinator
Extended School Hours
Office of Youth, Family and Community Engagement
New Haven Public Schools
P: (475)220-1061
Fax (203)946-7630

EDWARDS, ARTHUR

From: EDWARDS, ARTHUR
Sent: Monday, April 6, 2020 11:17 PM
To: LUMPKIN, GEMMA JOSEPH
Subject: FW: State ASP Parks and Rec Martinez Letter Template
Attachments: wexler after school.pdf

From: Rebecca Bombero <rbombero@newhavenct.gov>
Sent: Monday, September 30, 2019 2:00 PM
To: EDWARDS, ARTHUR <ARTHUR.EDWARDS@new-haven.k12.ct.us>; Felicia Shashinka <FShashinka@newhavenct.gov>
Subject: RE: State ASP Parks and Rec Martinez Letter Template

Here you go. I'm still not sure that the Parks Department (a component unit of the city) can enter into a legal agreement with the Board of Education (a component unit of the city). As we have done on past grants it is an inter-departmental transfer.

From: EDWARDS, ARTHUR <ARTHUR.EDWARDS@new-haven.k12.ct.us>
Sent: Wednesday, September 18, 2019 12:25 PM
To: Rebecca Bombero <rbombero@newhavenct.gov>; Felicia Shashinka <FShashinka@newhavenct.gov>
Subject: State ASP Parks and Rec Martinez Letter Template

Good afternoon Rebecca,

The attached letter is regarding the services Park and Rec will provide for Wexler-Grant. I will send a revised Agreement for signature. The Agreement has to be signed in order for the funds to be approved by Finance and the Board of Education. I know it is a tedious process but I want to ensure Park and Rec are paid. Be advised, The committee is now hearing proposed Agreements once a month as opposed to twice.



**City of New Haven
Department of Parks, Recreation & Trees**

Toni N. Harp, Mayor Rebecca Bombero, Director

DAVID R. BELOWSKY, PRESIDENT, BOARD OF PARK COMMISSIONERS



September 30, 2019

Dr. Carol D. Birks
Superintendent of Schools
New Haven Public Schools
54 Meadow Street
New Haven, CT 06511

Dear Dr. Birks,

New Haven's Department of Parks, Recreation and Trees is responsible for the stewardship of the City of New Haven's entrusted assets for the enhancement of the City, the enjoyment of its citizens and for initiating and conducting recreational programs and activities for all New Haven citizens. The Department delivers a host of physical and non-traditional activities geared to promote health and well-being for families and individuals through recreational activities. Our goal is to promote a healthy, safe, fun-filled environment that encourages a lifetime of wellness.

The Department is excited to participate in the proposed State After-School Grant Program at the Wexler – Grant School and will assist the New Haven Public Schools in implementing the Wexler-Grant after-school program by offering an array of enrichment activities such as, intramural sports, community exploration, arts & crafts and theatre to approximately 50 Wexler-Grant students in grades 1-5 every Monday - Thursday from 3:00 p.m. to 5:00 p.m. Our experienced staff will provide engaging activities which will promote health, safety, community while improving their physical fitness, and increasing their self-confidence.

The Department of Parks, Recreation and Trees will (as necessary and appropriate) participate in all state activities, including, but not limited to: evaluations, data collection and reporting, networking meetings and all of the state mandated professional development, technical assistance, data collection, trainings and meetings associated with the grant program for the duration of the grant. The Department commits to provide safe and accessible facilities, equipment, supplies, and other resources.

We look forward to working with you on this valuable program.

Best,

A handwritten signature in black ink, appearing to read "RB", written over a faint, larger signature.

Rebecca Bombero
Director: Parks, Recreation & Trees
City of New Haven

CC: Felicia Shashinka, Coordinator of Community Recreation
Martin Torresquintero, Outdoor Adventure Coordinator
William Dixon, Deputy Director, Recreation

EDWARDS, ARTHUR

From: EDWARDS, ARTHUR
Sent: Friday, March 6, 2020 10:33 AM
To: Felicia Shashinka
Subject: New Haven Parks and Rec_Wexler.Martinez-2019.20
Attachments: New Haven Parks and Rec_Wexler.Martinez-2019.20.pdf

Good Morning Felicia,

The agreement for Wexler and Martinez is attached. Please sign and scan it back to me.

Thanks,

Arthur

EDWARDS, ARTHUR

From: EDWARDS, ARTHUR
Sent: Monday, April 6, 2020 11:17 PM
To: LUMPKIN, GEMMA JOSEPH
Subject: FW: State ASP Parks and Rec Martinez Letter Template
Attachments: State ASP Parks and Rec Martinez Letter Template.doc

From: EDWARDS, ARTHUR
Sent: Wednesday, September 18, 2019 12:25 PM
To: RBombero@newhavenct.gov; Felicia Shashinka <FShashinka@newhavenct.gov>
Subject: State ASP Parks and Rec Martinez Letter Template

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