



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

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

**Please Type**

Contractor full name: cARTie Corporation  
Art Museum Enrichment

Doing Business As, if applicable:

Business Address: 326 Navajo Loop  
Shelton, CT 06484

Business Phone: 203-505-0971  
Business email: ctcartie@gmail.com

Funding Source & Acct # including location code: ARP ESSER III Carryover 2553  
6399 56694 0029

Principal or Supervisor: Aurea Evelyn Jaca

Agreement Effective Dates: From 08/31/2023 To 06/30/2024

Hourly rate or per session  
Total amount: \$1,000.00

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

**This Museum-School Multi-Visit + Collaborative Mural Program offers a scaffolded series of three enrichment days over the course of the 2023-2024 school year for all four 1st and 2nd grade classes (each class has three visits with cARTie, in the Fall, early Spring, and late Spring) to introduce students to the art museum environment, integrate their prior knowledge and needs, nurture their critical and creative thinking, and create a collaborative mural for the whole school community celebrating the arts and museumbased learning (including 60-90 minute sessions per class per visit – timing may be modified as necessary)\***

Submitted by: Aurea Evelyn Jaca Phone: 475-220-2112



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Truman School  
**Date:** 7/25/23  
**Re:** cARTie Corp Art Museum Enrichment

---

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:** cARTie Corp

**Description of Service:** This Museum-School Multi-Visit + Collaborative Mural Program offers a scaffolded series of three enrichment days over the course of the 2023-2024 school year for all four 1st and 2nd grade classes (each class has three visits with cARTie, in the Fall, early Spring, and late Spring) to introduce students to the art museum environment, integrate their prior knowledge and needs, nurture their critical and creative thinking, and create a collaborative mural for the whole school community celebrating the arts and museum based learning (including 60-90 minute sessions per class per visit – timing may be modified as necessary)\*

**Amount** of Agreement and hourly or session cost: \$1,000.00

2. **Funding Source** and account number: ARP ESSER III Carryover 2553 6399 56694 0029

3. Approximate number of staff served through this program or service: 4

4. Approximate number of students served through this program or service: 105

5. **Continuation/renewal or new Agreement? New**

**Answer all questions:**

- If continuation/renewal, has the cost increased? If yes, by how much? N/A
- What would an alternative contractor cost: This is a one of a kind business
- If this is a continuation, when was the last time alternative quotes were requested? N/A
- For new or continuation: is this a service existing staff could provide. If no, why not?  
No, our staff or school do not have a traveling bus that provides an Art Museum inside

6. **Type of Service:** cARTie Corp Art Museum

**Answer all questions:**

- Professional Development?

- i. If this is a professional development program, can the service be provided by existing staff? If no, why not? No: This is to provide a museum experience connected to the Arts, along with a mural creation inside our building
- b. After School or Extended Hours Program? N/A
- c. School Readiness or Head Start Programs? N/A
- d. Other: (Please describe) N/A

**7. Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business? Yes
- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Yes, Local
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? New Service
- f. If it is a renewal/continuation has cost increased? If yes, by how much? N/A
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: No

**8. 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: The cARTie Curriculum is carefully aligned with the National Core Art Standards, English Language Arts Common Core State Standards, Early Learning and Development Standards, Social Emotional Learning Standards, Social Justice Standards, and 21st Century Skills, and inspired by The Reggio Emilia Approach, Artful Thinking, Studio Habits of Mind, Visual Thinking Strategies, and Inclusive and Mindfulness-Based Pedagogies standards
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? **They are previous Community working partners for our schools.**
- c. Is the contractor the lowest bidder? Yes, If not, why? Why was this contractor selected? They are a community partner offering a one-of-a-kind art experience for K-2, onsite at Truman.
- d. Who were the members of the selection committee that scored bid applications? BLDT and SPMT
- 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.

**9. 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? This community partner will provide art instruction and exposure for students not always able to attend museums within our city. **This program brings the museum to our school in a safe, developmentally appropriate way. They will also connect art with literacy, provide**

**family engagement when our parents come to celebrate with cARTie at the end of the year. Our BLDT and SPMT will monitor the effectiveness of the program designed by the manager. 1-2 teachers will support and oversee the program throughout the year and monitor and measure its effectiveness and work to help adjust if warranted.**

b. How is this service aligned to the District Continuous Improvement Plan? **We are working to continually motivate students to read, and connect the arts through their learning and to be inquisitive and share their learning through art. We are striving to move students forward by providing these experiences related to our TIGER pride model.**

10. Why do you believe this Agreement is fiscally sound? **This unit is fiscally sound because cARTie is working to provide a connected literacy and art program that travels to schools to help meet the needs of 1-2 students. They will provide family engagement and capacity building for our younger students and their families.**

11. What are the implications of not approving this Agreement? **We will not be able to provide the additional Literacy/Art enrichment opportunities that connect to curriculum and allow students to create a new mural within our building.**



NEW HAVEN PUBLIC SCHOOLS

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

**cARTie Art Museum**

FOR DEPARTMENT/PROGRAM:  
**Truman School**

This Agreement entered into on the \_\_31st day of \_Aug\_ 23 \_\_, effective (*no sooner than the day after Board of Education Approval*), the 30th day of \_\_June \_\_, 2024 \_\_, by and between the New Haven Board of Education (herein referred to as the “Board” and, cARTie Art Museum at, 326 Navajo Loop Shelton, CT 06484 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$ \$1,000.00 per 1-2 programming for the cARTie traveling Art Museum visits to Truman School.

The maximum amount the contractor shall be paid under this agreement: One Thousand Dollars and zero cents (\$1000.00). 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 ARP ESSR III Carryover Funds of the New Haven Board of Education, **Account Number:** ARP ESSER III Carryover 2553 6399 56694 0029  
**Location Code:** 0012.

This agreement shall remain in effect from 8/31/23 to 6/30/24.

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

This Museum-School Multi-Visit + Collaborative Mural Program offers a scaffolded series of three enrichment days over the course of the 2023-2024 school year for all four 1st and 2nd grade classes (each class has three visits with cARTie, in the Fall, early Spring, and late Spring) to introduce students to the art museum environment, integrate their prior knowledge and needs, nurture their critical and creative thinking, and create a collaborative mural for the whole school community celebrating the arts and museumbased learning (including 60-90 minute sessions per class per visit – timing may be modified as necessary)\*

***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 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

07-26-2023  
Date

\_\_\_\_\_  
Date

Clare Murray, cARTie Executive Director  
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.

Revised: 10/2/18