



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Higher Heights Youth Empowerment Programs, Inc.

Doing Business As, if applicable:

Business Address: 157 Church Street, 19th Floor, New Haven, CT 06510

Business Phone: 203-589-5828

Business email: chaka@higherheightsyouth.org

Funding Source & Acct # including location code:

- Title 1 C/O- 2531-5265-56694-0444

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.

- \$4,500.00 a week, \$90 per week, per student for 50 students

Total amount: \$18,000.00

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

- Higher Heights will be providing rising 12th graders the opportunity to be exposed and be further educated in steps needed to continue within post-secondary education. Higher heights aim to provide youth with aspirations of attending college (1) post-secondary education/training, and (2) parent workshops, through our proven ability to increase post-secondary placements, (3) improve academic achievement, (4) provide workshops/trainings for parents. This four-week summer program will provide students the ability to gain the financial literacy skills needed to be informed with the cost of post-secondary education, grants, and filling out FAFSA, and enhancing literacy and writing skills to assure the applicant is submitting quality personal states to increase their chances of being accepted. With one-one supports and group assistance for the students and parents to be involved, High Heights goal is to increase student and family knowledge of postsecondary education options, preparation, and financing.

Submitted by: Gemma Joseph Lumpkin Phone: 475-220-1061



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Gemma Joseph Lumpkin

Date: 06/05/23

Re: Higher Heights Youth Empowerment Programs, Inc.

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:** Higher Heights Youth Empowerment Programs, Inc.
2. **Description of Service:**
 - a. Higher Heights will be providing rising 12th graders the opportunity to be exposed and be further educated in steps needed to continue within post-secondary education. Higher heights aim to provide youth with aspirations of attending college (1) post-secondary education/training, and (2) parent workshops, through our proven ability to increase post-secondary placements, (3) improve academic achievement, (4) provide workshops/trainings for parents. This four-week summer program will provide students the ability to gain the financial literacy skills needed to be informed with the cost of post-secondary education, grants, and filling out FAFSA, and enhancing literacy and writing skills to assure the applicant is submitting quality personal states to increase their chances of being accepted. With one-one supports and group assistance for the students and parents to be involved, High Heights goal is to increase student and family knowledge of postsecondary education options, preparation, and financing.
3. **Amount** of Agreement and hourly or session cost: \$18,000
 - a. \$4,500.00 a week, \$90 per week, per student for 50 students
4. **Funding Source** and account number:
 - a. Title 1 C/O- 2531-5265-56694-0444
5. Approximate number of staff served through this program or service: 0
6. Approximate number of students served through this program or service: 50
7. **Continuation/renewal or new Agreement?**

Answer all questions:

 - a. If continuation/renewal, has the cost increased? If yes, by how much?

- i. N/A
- b. What would an alternative contractor cost:
 - i. Alternative contractors providing similar services will charge \$100-\$200 per week per student
- c. If this is a continuation, when was the last time alternative quotes were requested?
 - i. Not a continuation, quotes requested during 2023-2024 RFQ process.
- d. For new or continuation: is this a service existing staff could provide. If no, why not?

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. N/A
- d. Other: (Please describe)

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business?
 - i. Yes, Woman owned
- b. Is the Contractor Local?
 - i. Yes, New Haven Based
- 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. New Service
- f. If it is a renewal/continuation has cost increased? If yes, by how much?
 - i. N/A
- g. Will the output of this Agreement contribute to building internal capabilities? 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:
 - i. Higher Heights staff are experienced school counselors and educational leaders who have experience in preparing students for their post-secondary education. The advisors have similar educational and environmental experiences as the students we serve. Advisers primarily provide admissions and financial aid

advising to students and their families through one-on-one and group sessions that help students identify colleges that will serve them well; complete their admissions and financial aid applications; and enroll successfully at the schools they eventually choose.

ii. <https://www.higherheightsyouth.net/>

- 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. Yes, the contractor was selected due to their experience in successfully aiding New Haven Youth through the process of continuing their education into a four-year institute.
- d. Who were the members of the selection committee that scored bid applications?
 - i. Arthur Edwards, Lysie Rodriguez, Christian Tabares, Dianne Stewart, Frankie Roman, Jose Camacho, Adrienne Douglas
- 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 mentoring, one-on-one and group assistance with college planning and advising, coordinating and assisting with college tours and providing instruction on financial literacy to the high school students and their parents. The program 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. Data included
- c. How is this service aligned to the District Continuous Improvement Plan?
 - i. Participants engage in high-quality programming in which they receive support and attend various workshops which enhance their career planning and prepares them for the next steps beyond high school.

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

- a. This Agreement provides quality programming and support through a supportive and encouragement approach within individualized college and career planning and preparatory readiness program. The cost is inclusive of staffing, events, materials and supplies for the program.

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

- a. If this agreement is not approved, it will forfeit the opportunity for first-generation students to receive first-hand knowledge about college and other post-secondary options beyond high school. Additionally, not supporting this agreement will increase the likelihood for students to engage in or fall victim to negative behaviors and peer pressure. At Higher Heights engages students with their 3E model: empower, encourage, and equip, which helps reduce the statistics shared in the previous sentence

Rev: 8/2021



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

(Higher Heights Youth Empowerment Programs, Inc.)

FOR DEPARTMENT/PROGRAM:

(Youth, Family, And Community Engagement)

This Agreement entered into on the 6 day of June 2023, effective (*no sooner than the day after Board of Education Approval*), the 1 day of July, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Higher Heights Youth Empowerment Programs, Inc. located at, 157 Church Street, 19th Floor, 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 \$4,500 per week, for a total of 4 weeks.

The maximum amount the contractor shall be paid under this agreement: Eighteen Thousand Dollars (\$18,000.00). 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 Title 1 C/O **Program** of the New Haven Board of Education, **Account Number:** 2531-5265-56694 **Location Code:** 0444.

This agreement shall remain in effect from 07/01/2023 to 09/30/2023

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

- Higher Heights will be providing rising 12th graders the opportunity to be exposed and be further educated in steps needed to continue within post-secondary education. Higher heights aim to provide youth with aspirations of attending college (1) post-secondary education/training, and (2) parent workshops, through our proven ability to increase post-secondary placements, (3) improve academic achievement, (4) provide workshops/trainings for parents. This four-week summer program will provide students the ability to gain the financial literacy skills needed to be informed with the cost of post-secondary education, grants, and filling out FAFSA, and enhancing literacy and writing skills to assure the applicant is submitting quality personal states to increase their chances of being accepted. With one-one supports and group assistance for the students and parents to be involved, High Heights goal is to increase student and family knowledge of postsecondary education options, preparation, and financing.

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***. 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.

Chaka Felder-McEntire

Contractor Signature

President
New Haven Board of Education

6/5/23

Date

Date

Chaka Felder-McEntire, Executive Director

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.



**Summer Proposal for
New Haven Public Schools
May 5, 2023**



Higher Heights Youth Empowerment Programs, Inc. is a 501(c) (3) community-based **COLLEGE ACCESS PROGRAM**. Founded in 2004, is a New Haven based community organization that provides college preparation services to high school students, grade 9 thru 12, and their families.

The mission of Higher Heights Youth Empowerment Programs, Inc. is to change the lives of under-represented college bound students and empower, encourage, and equip them to obtain a post-secondary education.

Now, more than ever, it is critical to provide support and offer guidance to students within our community and encourage them to remain and graduate high school, further their education, and find the right career path. At Higher Height Youth Empowerment Programs, Inc, we believe that providing students with wraparound supports and services better prepares them for postsecondary education. Thus, our dedicated staff, volunteers, student peers, and families are members within our village to help us care for and care about the success of each student we serve.

Since 2004, Higher Heights Youth Empowerment Programs, Inc. has served more than 10,000 under-served college-bound youth and young adults throughout New Haven, Fairfield, Hartford and Waterbury Counties. At Higher Heights, we take pride in our 360-degrees support and encouragement approach via our individualized college and career planning and preparatory readiness program. Our uniqueness in service delivery affords us the most incredible opportunity to serve under-represented college-bound students and ensure they have equitable access to college resources and services through our successful partnerships with industry-leading professionals.

Higher Heights Youth Empowerment Programs, Inc. serves underserved populations, including at-risk, low-income, and first-generation students. We found that the students we serve benefit most from transition programs and are more successful in high school and less likely to drop out of school.

Our core programs help students and families navigate and gain access to college preparatory resources and engage them in the process of self-discovery and learn about careers and post-secondary education.

1. Year-round college access program
2. Tutoring
3. Summer collect application boot camp
4. College advisement
5. SAT Test prep
6. East Coast college tour

Many of these programs were instrumental in helping seniors graduating from our program secure more than \$10 million in scholarships and grants across the nation from Historically Black Colleges and Universities, e.g., Howard University, Spelman, Clark Atlanta University, to Ivy leagues, e.g., Yale University, University of Bridgeport.

HHYEP's history of collaborative partners includes: New Haven Public Schools, Kaplan Educational Services, CollegeBoard, Albertus Magnus College, BOOST!, New Haven Promise, Wilson Public Library, Grandparents Programs at the Consultation Center, Youth Rights Media, City Wide Youth Coalition of CT, City of New Haven Youth@Work Program, Quinnipiac University, Empower New Haven, Community Services Loan Fund of AT&T, The Architecture Resource Center, The Greater New Haven Community Foundation, People's Bank, Parent University of New Haven, Community Action Agency, the PAVE AmeriCorps VISTA Education Partnership and Public Allies.



Summer Program Proposal for New Haven Public Schools

For the purpose of this Summer RFP, HHYEP will provide our Summer College Application Bootcamp Program to approximately 50 rising 12th graders in New Haven demonstrate our ability to provide the following programming to youth in NHPS: (1) post-secondary education/training, and (2) parent workshops, through our proven ability to (1) increase post-secondary placements, (3) improve academic achievement, (4) provide workshops/trainings for parents.

Our Summer College Application Bootcamp staff will provide an intensive in-person 4-week summer program from July 5 - 28, Monday - Friday from 9:00am - 1:00pm.

Our College Advisors will play a critical role in providing mentoring, one-on-one and group assistance with college planning and advising, coordinating and assisting with college tours and providing instruction on financial literacy to the high school students and their parents.

The program is open to all rising 12th grade students and targets students in the academic middle–B, C, and even D students—with the desire to go to college and the willingness to work hard. Typically, they will be the first in their families to attend college, and come from groups traditionally underrepresented in higher education. These are students who are capable of completing their high school curriculum but are falling short of their potential.

The goals of the project are threefold.

First, the project will increase student and family knowledge of postsecondary education options, preparation, and financing.

Second, the project will increase student academic performance and preparation for postsecondary education.

Third, the project will increase the rate of high school graduation and enrollment in postsecondary education. With a current program success rate of 100% high school graduation and 100% college placement, this would complement current services and further the mission of Higher Heights and assist the school reform initiatives of New Haven Public Schools by providing additional services to under-served, college-bound high school students.

The success of our traditional College Access Program has proven to raise the level of academic preparation of all students, equip youth with the skills and qualities most valued by today's employers, and support the development of the personal resources necessary for success in postsecondary education and the workforce. In addition to having the necessary combination of knowledge, skills, and social and emotional development, our program will provide structures for students to be able to navigate complex application, selection, and financial aid processes in order to attend college. Low-income and first-generation college students often face particular challenges in making the step from readiness to enrollment, let alone persistence, in college.

The program component includes:

- Post-Secondary Planning Program
- One-on-one and group advising about specific post-secondary opportunities, financial aid, general readiness for post-secondary placement and the educational requirements of various careers



- Assistance with computerized college searches, admissions applications (electronic and paper), and financial aid forms
- Information regarding the differences amongst scholarships, loans, and grants
- Writing and study skills workshops
- College Campus visits and College fairs
 - Parent Workshops on:
 - Financial Aid, Budgeting, Debt/Credit Management

Anticipated outcomes

- An increase in the number of students applying to college and completing their FAFSA applications (based on a sample class of 50 students):
 - An average of **50** students serviced
 - One-on-one sessions will be provided. Sessions consisted of college prep coaching such as, university/technical school selection, resume building, FAFSA knowledge, scholarship assistance, SAT Prep, and personal statement assistance.
 - Increase in FAFSA Completion
 - Increase in College Applications Submitted

Explain how these outcomes will be measured

To ensure our program delivery and project approach remains effective and quality, our internal evaluation is geared toward program effectiveness and project integrity through these measurements:

- # of students successfully served annually
- # of parents successfully served annually
- # of college acceptance letters
- # of completed FAFSA applications
- # of scholarships applied for and successfully received
- Pre and post student and parent surveys
- Staff exit interviews
- Student assessments, i.e., report cards, test scores

The evaluation methods listed above are useful ways to measure student and parent satisfaction; it also allows us to capture data to support program effectiveness. These evaluation methods will enable us to make appropriate adjustments to ensure successful service delivery and overall utility in the community.

Qualifications of Staff:

Executive Director/Supervisor: Dr. Chaka Felder-McEntire is HHYEP's Executive Director who is a certified Connecticut School Counselor with a doctorate in Educational Leadership and a Connecticut Administrators Certification (092).

College Access Advisors: Are recent college graduates who work in collaboration with school counselors, teachers, and administrators to increase college-going enrollment rates in schools that they serve. Our advisors have similar educational and environmental experiences as the students we serve. Advisers primarily provide admissions and financial aid advising to students and their families through one-on-one and group sessions that help students identify colleges that will serve them well; complete their admissions and financial aid applications; and enroll successfully at the schools they eventually choose.



Summer Staff

Errol McDonald - holds a Bachelor's Degree from Central CT State University

Imani Setzer- holds a Bachelor's Degree from Delaware State University

Samiah Green - holds a Bachelor's Degree from Central CT State University

Summer College Application Camp	
Audience	Entering Grade 12* n= 50
Program Dates	Week 1 - July 5 - 7 Week 2 - July 10 - 14 Week 3 - July 17 - 21 Week 4 - July 24 -28 Monday – Friday
Program Hours	9:00 am - 1:00 pm

2021-22

POST-SECONDARY SUCCESS – "I DECIDED"

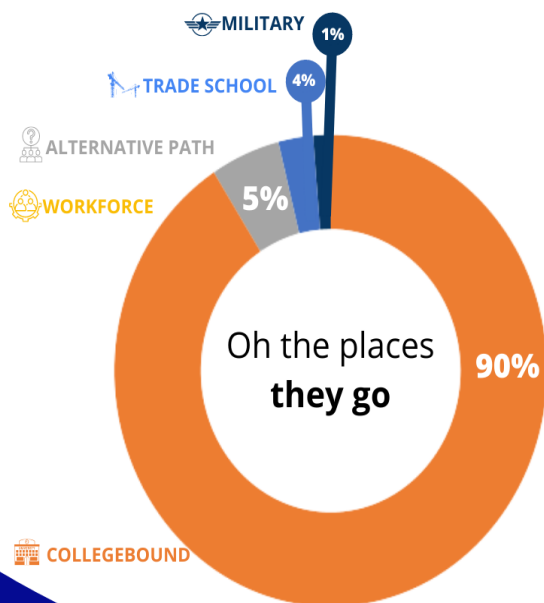
Hill Regional Career

Higher Heights Support Profile

At Higher Heights, our vision is for every under-represented student in the State of Connecticut to have full and equal access to post-secondary education. We provide underserved and underrepresented students with equitable access to college preparatory resources and services – with our support, they are empowered, encouraged, and equipped to go to college and to become leaders within the community.

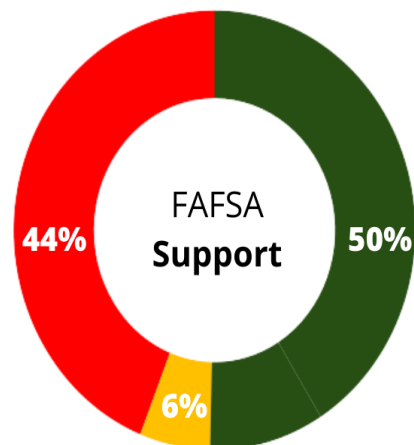
 **32 Females**  **23 Males**




 **55 Students Supported**



>>> 50%

of Students that Higher Heights supported completed their Free Application For Student Aid (FAFSA)



-  50% Completed their FAFSA
-  44% Did not Completed their FAFSA
-  6% In Progress

  / hhyep_




New Haven School Change
NEW HAVEN PUBLIC SCHOOLS

2021-22

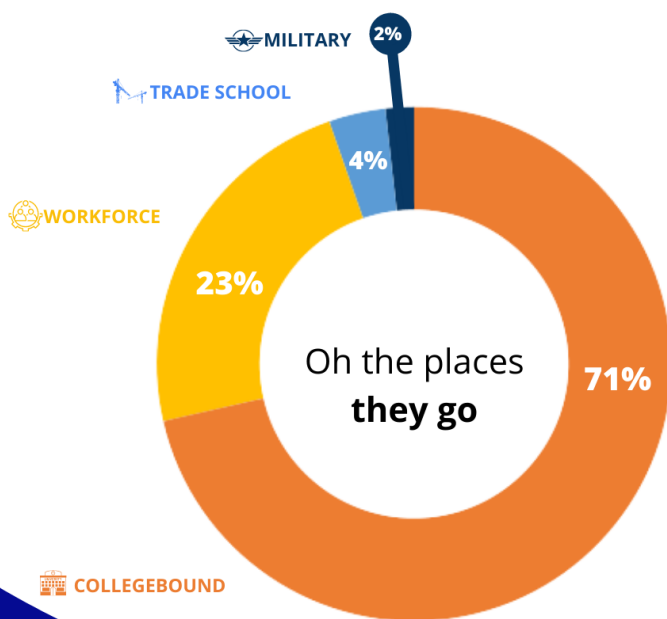
POST-SECONDARY SUCCESS – "I DECIDED"

High School in the
Community

Higher Heights Support Profile

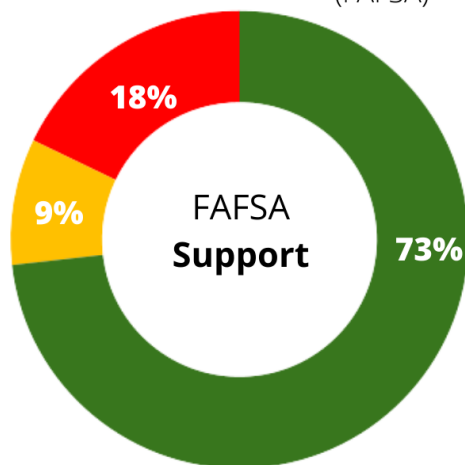
At Higher Heights, our vision is for every under-represented student in the State of Connecticut to have full and equal access to post-secondary education. We provide underserved and underrepresented students with equitable access to college preparatory resources and services – with our support, they are empowered, encouraged, and equipped to go to college and to become leaders within the community.

55 Students Supported



>>> 73%

of Students that Higher Heights supported completed their Free Application For Student Aid (FAFSA)



- ✓ 73% Completed their FAFSA
- ✗ 18% Did not Completed their FAFSA
- 🔄 9% In Progress

/ hhyep_



New Haven School Change
NEW HAVEN PUBLIC SCHOOLS