



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

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Please Type

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

Doing Business As, if applicable:

Business Address: **157 Church St New Haven, CT 06510**

Business Phone: **475-655-3117**

Business email: **chaka@higherheightsyouth.org**

Funding Source & Acct # including location code: **2553-6399-56697-0063**

Principal or Supervisor: **Shawn True**

Agreement Effective Dates: From **09/05/2023** To **06/07/2024**

Hourly rate or per session rate or per day rate: **\$33,000.00 for a full year of Higher Heights Youth Empowerment Programs, Inc. services, inclusive of \$2000.00 to fund college trips and \$500.00 college decision day not to exceed 175 days.**

Total amount: **\$33,000.00**

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."* Higher Heights Youth Empowerment Programs, Inc. will offer programming during school hours. Higher Heights Youth Empowerment Programs, Inc. will offer barrier-breaking, college access programming to Career High School juniors and seniors, including financial aid, budgeting, applications, parent workshops and support and motivation around academic achievement.

Submitted by: Shawn True Phone: 475-220-5000



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Shawn True, Principal
Date: July 27, 2023
Re:

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 Height Youth Empowerment Programs, Inc.
2. **Description of Service:** Higher Heights Youth Empowerment Programs, Inc. will provide advisors to give college access to support students at Career High School and to operate the College & Career Center at Career High School.
3. **Amount of Agreement and hourly or session cost:** \$33,000.00 for the School Year 2023-2024
4. **Funding Source and account number:** 2553 6399 56697 0063
5. **Approximate number of staff served through this program or service:** supporting all staff (100)
6. **Approximate number of students served through this program or service:** 350
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? **Continuation with and increase of \$4,000.00**
 - b. What would an alternative contractor cost: **Hiring a full-time NHBOE employee with benefits would surpass this agreement amount.**
 - c. If this is a continuation, when was the last time alternative quotes were requested? **Sole source for specific services provided**
 - d. For new or continuation: is this a service existing staff could provide. If no, why not? **The staffing is not available for this service**

8. Type of Service:

Answer all questions:

- a. Professional Development?
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? **N/A**
- b. After School or Extended Hours Program? **N/A**
- c. School Readiness or Head Start Programs? **N/A**
- d. Other: (Please describe)

9. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? **Yes, minority and women owned**
- b. Is the Contractor Local? **Yes, local to New Haven**
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? **Higher Heights Youth Empowerment Programs, Inc. is a Non-Profit operating as a 501c3 recognized by the IRS as a charitable organization**
- d. Is the Contractor a public corporation? **No**
- e. Is this a renewal/continuation Agreement or a new service? **Continuation of service**
- f. If it is a renewal/continuation has cost increased? If yes, by how much? **Increase of \$4,000.00 due to cost of living increase**
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: **Staff and students will benefit by having the additional resources and development of college readiness information accessible on a daily basis.**

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: **Higher Heights Youth Empowerment Programs, Inc. is an established college access organization with over 19 years of experience supporting students with the college planning process by providing additional support and access to programs, scholarship and FAFSA application completion and access to college tours. 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? **Sole Source for specific skill set and the established relationship with Career High School**
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? **Sole Source for specific skill set and the established relationship with Career High School**
- d. Who were the members of the selection committee that scored bid applications? **N/A**

- 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?

The organization will be evaluated by the number of students serviced (with a goal of a minimum of 1000) in the following areas:

- The number of college applications submitted
- The number of College acceptances
- The number of FAFSA applications completed
- The number of scholarships award

- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. (see below)

- c. How is this service aligned to the District Continuous Improvement Plan?

The program aligns with the district’s goal to support students to achieve their post-secondary goals by having additional support specifically geared to college and career readiness.

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

At \$188.57 per day, this agreement is extremely fiscally sound and financially supported for the services offered and number of students served.

13. What are the implications of not approving this Agreement? **This program is consistently improving with each year service has been provided.**

Summative Stats - New Haven Public Schools

Total Students Supported*

On Caseload	347
Archived	50
Not on Caseload	18

\$467.34K

PELL Grant Dollars Received
Students who were awarded Pell Grant Dollars received more on average than the national average \$6.7K vs \$4K**

**Milestones By the Numbers
(On Caseload)**

710

of 1:1 Session Conducted

3

Avg # of Applications submitted per student to 4yr institutions

233

Total number of college visits

146

of Students choosing to go to a 4yr institutions

83

of Students choosing to go to a 2yr institution

FASFA
(On Caseload)

Completed FAFSA or equivalent	204
Started but didn't complete	48
Never started	77
Not applicable	18
No Information	0

College Application
(On Caseload)

Completed	241
Completed for Some but not others	1
Never started	87
Working On It	18
No Information	0

* Supported is defined as a student being on a HHYEP Staff member's caseload (On Caseload), having met with HHYEP staff at least once (Not on

AGREEMENT
By And Between
The New Haven Board of Education
AND

Higher Heights Youth Empowerment Program, Inc.

FOR DEPARTMENT/PROGRAM:

Career High School

This Agreement entered into on the 21st day of August 2023, effective the 29th day of August, 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, 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 \$33,000.00 for the School Year 2023-2024 not to exceed 175 days.

The maximum amount the contractor shall be paid under this agreement: Thirty-Three Thousand Dollars and 00/100 (\$33,000.00).

Total Cost to Include:

College Access Advisor: \$31,500.00 (\$180.00 per day)

College Tours: \$1,000.00

FAFSA Celebration: \$250.00

Decision Day Celebration: \$250.00

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 ESSER III CARRYOVER** of the New Haven Board of Education, **Account Number:** 2553-6399-56697 **Location Code:** 0063

This agreement shall remain in effect from 9/5/2023 to 6/7/2024.

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

Higher Heights Youth Empowerment Program, Inc. will offer programming during school hours to Career High School juniors and seniors. Higher Heights Youth Empowerment Programs, Inc. will offer barrier-breaking college access programming including financial aid assistance (FAFSA application), budgeting, applications, parent workshops, college tours and support and motivation around academic achievement

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. Attached

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.


Contractor Signature

President
New Haven Board of Education

7/26/23
Date

Date


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 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.



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Financial Advisor

**Scope of Services for Hill Regional Career High School
SY 2023 - 2024**

During school hours, Higher Heights YEP, Inc. will offer barrier-breaking, college access programming to rising seniors and aspiring juniors at Hill Regional Career High School.

Our college access programming and supports will be delivered on-site at Hill Regional Career High School. Our team of dedicated college access advisors will support students in post-secondary education and training, financial aid informational sessions, budgeting workshops, completing college applications, facilitating parent workshops, and support and motivation toward improving academic achievement.

Our college access programming and supports will be delivered on-site at Hill Regional Career HS.

Higher Heights will also coordinate college trips for the students for a total of \$2,000

Cost: \$33,000. Supporting juniors and Seniors.

Decision Day Event - \$500

157 Church Street, 19th Floor ♦ New Haven, Connecticut 06510
Office (475) 655-3117 ♦ Fax (475) 655-3001
www.higherheightsyouth.org

