



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, New Haven, CT 06510

Business Phone: 475-655-3117

Business email: [chaka@higherheightsyouth.org](mailto:chaka@higherheightsyouth.org)

Funding Source & Acct # including location code: **2553-6399-56694-0062/ ARP  
ESSER CARRYOVER**

Principal or Supervisor: Daniel Bonet Ojeda/ Vice Principal

Agreement Effective Dates: From 10/12/2023 To 06/07/2024.

Hourly rate or per session rate or per day rate. \$33,000 for a full year of Higher Heights Youth Empowerment Programs, Inc. services (5 days/week), inclusive of \$2,000.00 to fund college trips and \$500.00 college decision day.

**Hourly rate or per session rat or per day rate. \$210.19/day for 34 weeks.  
Total amount: \$32,999.83**

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

*Our agency provides college preparatory for the seniors of the James Hillhouse High School. Throughout the year we will go on various college tours and help students gain college grants and scholarships.*

Submitted by: DANIEL BONET OJEDA Phone: 475-220-7500



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** DANIEL BONET OJEDA/  
**Date:** September 13, 2023  
**Re:** Higher Heights Youth Empowerment Programs, Inc. Agreement with James Hillhouse High School

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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:** Higher Heights Youth Empowerment Programs, Inc. will provide advisors to give college access support to students at James Hillhouse High School
3. **Amount of Agreement and hourly or session cost:** \$32,999.83 the School Year 2023-2024
4. **Funding Source and account number:** 2553-6399-56694-0062/ ARP ESSER CARRYOVER
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 an increase of \$2,000**
  - 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? **This 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 due to of \$2,000 due to the 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 established college access organization with over 20 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](http://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? **Contractor completed RFQ process through Office of Youth, Family and Community.**
- 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 James Hillhouse High School.**
- d. Who were the members of the selection committee that scored bid applications? **Christian Tabares, Arthur Edwards and YFC staff.**
- 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 100) 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 awarded

- 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 supports specifically geared to college and career readiness.**

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

**At \$2188.57 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**

<p><b>Total Students Supported*</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>On Caseload</td> <td style="text-align: right;"><b>347</b></td> </tr> <tr> <td>Archived</td> <td style="text-align: right;"><b>50</b></td> </tr> <tr> <td>Not on Caseload</td> <td style="text-align: right;"><b>18</b></td> </tr> </table>	On Caseload	<b>347</b>	Archived	<b>50</b>	Not on Caseload	<b>18</b>	<p><b>\$467.34K</b></p> <p>PELL Grant Dollars Received Students who were awarded Pell Grant Dollars received more on average than the national average \$6.7K vs \$4K**</p>	<p><b>Milestones By the Numbers (On Caseload)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>710</b></td> </tr> <tr> <td style="text-align: center;"># of 1 1 Session Conducted</td> </tr> <tr> <td style="text-align: center;"><b>3</b></td> </tr> <tr> <td style="text-align: center;">Avg # of Applications submitted per student to 4yr institutions</td> </tr> <tr> <td style="text-align: center;"><b>233</b></td> </tr> <tr> <td style="text-align: center;">Total number of college visits</td> </tr> <tr> <td style="text-align: center;"><b>146</b></td> </tr> <tr> <td style="text-align: center;"># of Students choosing to go to a 4yr institutions</td> </tr> <tr> <td style="text-align: center;"><b>83</b></td> </tr> <tr> <td style="text-align: center;"># of Students choosing to go to a 2yr institution</td> </tr> </table>	<b>710</b>	# of 1 1 Session Conducted	<b>3</b>	Avg # of Applications submitted per student to 4yr institutions	<b>233</b>	Total number of college visits	<b>146</b>	# of Students choosing to go to a 4yr institutions	<b>83</b>	# of Students choosing to go to a 2yr institution				
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\* Includes students who are currently on caseload or have been previously on caseload. \*\* National average based on Pell Grant data from the Department of Education.

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:

**(James Hillhouse High School)**

This Agreement entered into on the 12<sup>th</sup> day of October 2023, effective the 13<sup>th</sup> day of October 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 \$210.19 per day for a total of 34 weeks, and \$2,000.00 for college fund trips and \$500.00 college decision day, not to exceed 175 days.

The maximum amount the contractor shall be paid under this agreement: Thirty-three Thousand Dollars and 00/100\$32,999.83 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 **APR ESSER III Carryover** Program of the New Haven Board of Education, **Account Number: 2553-6399-56694** **Location Code: 0062.**

This agreement shall remain in effect from 10/12/2023 to 6/7/2024.

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

During school hours, Higher Heights YEP, Inc. will offer barrier-breaking, college access programming to rising seniors and aspiring juniors at James Hillhouse High School. Our college access programming and supports will be delivered on-site at James Hillhouse 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 James Hillhouse High School. 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

**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*. 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

8/18/23  
Date

\_\_\_\_\_  
Date

Chabela Lidda - 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 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





**Board of Directors**

**Chaka Felder-McEntire, Ed.D**  
*Founder/ Executive Director*

**Dontrell Latta**  
*President*

**Briana Belton-Robinson**

**Adia C. Jordan**

**Margaret Lopes**

**Kaussar Rahman**

**Garry Tinney**

**Angela Wardlaw**

**Susan Lamar, CPA**  
*Financial Advisor*

**Scope of Services for James Hillhouse 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 James Hillhouse High School.

Our college access programming and supports will be delivered on-site at James Hillhouse 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 James Hillhouse High School.

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

Cost: \$32,999.83 supporting juniors and Seniors.

Decision Day Event - \$500

157 Church Street, 19<sup>th</sup> Floor ♦ New Haven, Connecticut 06510  
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[www.higherheightsyouth.org](http://www.higherheightsyouth.org)

