

MEMORANDUM OF UNDERSTANDING
New Haven Public Schools and
Yale New Haven Hospital
Virtual Career Awareness Program

The Memorandum of Understanding shares the intent of the New Haven Public Schools (hereinafter the "District") and the Yale New Haven Hospital, Inc. (hereinafter YNHH), led by Dorinda Manner and Cynthia Lowman, to offer the **Yale New Haven Hospital, Virtual Career Awareness Program** (after school program) to high school students at the New Haven Public School System. This program will be launched on **Tuesday, February 20, 2024, through Thursday, March 28, 2024**, with the intention to offer this program on an annual basis. Due to the 2020 – 2022 COVID Pandemic, YNHH developed an additional means to educate students on careers identified as "In Demand" within the Yale New Haven Health System.

1. This after school program will have students log on to view videos of hospital professionals who will share information about a variety of "In Demand" positions, their duties, required education and other qualifications.
2. Each Student will complete interest inventories, work skills assessments, and a work values assessment. Students will identify up to three careers of interest and develop a presentation to share with their peers in the program.
3. Virtual Career Awareness participants will log on Tuesday, Wednesday 3:30 – 5:30 pm and Thursday 3:30 – 4:30 pm for facilitated discussion related to career exploration, career review and resources. Participants will complete assessments, research careers and complete their presentations independently for up to 3 hours per week.
4. This opportunity is offered to sophomores, juniors and seniors within the District.
5. After approval, this term of understanding will become effective immediately, with the second spring session beginning on February 20th. All agreement terms are those established by the executed "Student Educational Affiliation Agreement."
6. New Haven Public Schools will pay students for time documented in program participation and will follow New Haven Public Schools' employment and / or payroll procedures. YNHH will provide New Haven Public Schools funding for up to 6 students from New Haven Public School system for this particular program, totaling no more no more than **\$4,760.00** upon receipt of the invoice. This includes hourly wages **\$15.69** per hour plus the required federal taxes.

New Haven Public Schools

Name: _____

Title: _____

Signature: _____

Yale New Haven Hospital, Inc.

Name: Cynthia Lowman

Title: Career Counselor

Signature: Cynthia Lowman

DATE: November 21, 2023
TO: New Haven Board of Education, College and Career Department
Dina Natalino
FROM: Cynthia Lowman
C: Dorinda Manner
RE: Agreement to pay minimum wage for the
High school participants of the
YNHH, Virtual Career Awareness Internship
(Those students who complete the required NHBOE
Application and Payroll Documents)

We will accept up to **6 New Haven High School Students** from the **New Haven Public School System** for the **Yale New Haven Hospital, Virtual Career Awareness Program**; dependent upon how many students are accepted.

Each Student will participate in the program for up to 8 hours per week for an hourly wage of \$15.69 per hour. Additional cost of FICA, obligation New Haven Board of Education incurs will be included in the cost per student reimbursement.

Estimated cost for each student for the 6 weeks for the Spring Session: \$15.69 per hour including the required federal taxes, for up to 8 hours per week for 6 weeks is \$753.12 per student including FICA, Medicare and Workers Compensation taxes, the total cost will be up to \$4,760.00 for up to 6 students for six weeks, depending on how many hours are worked.

We can reimburse up to \$4,760.00 to the **New Haven Board of Education**, **upon receipt of the invoice** showing how much was paid to the virtual career awareness students according to this budget.

Contact me if you should have any questions, 203.688.1085.

Sincerely,
Cynthia Lowman
Cynthia Lowman

C: Dorinda Manner