



Hawai'i P-20 Request for Proposals: 6-16 College and Career Guidance Program

Introduction

Hawai'i P-20 Partnerships for Education is a statewide partnership led by the Executive Office on Early Learning, the Hawaii Department of Education (HIDOE), and the University of Hawai'i System (UH) that works to strengthen the educational pipeline so all students, from early childhood through postsecondary education and training, achieve college, career, and community success. Recent research conducted by the Georgetown University Center on Education and the Workforce has projected that, by 2018, 65% of jobs in Hawai'i will require some college education, and, according to the U.S. Census, currently, just under 43% of Hawai'i adults hold a two- or four-year college degree. To ensure that Hawai'i is economically competitive in the 21st century, educational leaders in Hawai'i, including Hawai'i P-20, have set a goal of having 55% of working age adults hold a two- or four-year postsecondary degree by the year 2025; this is the crux of the "55 by '25" campaign. Hawai'i P-20 seeks to attain this goal by: having all children read at grade level by third grade, strengthening the rigor of the high school curriculum, increasing student access and success in college, and facilitating research and data-driven program and policy development.

In line with Hawai'i P-20's objectives, research has shown that counselors serve in a pivotal role as a major source of information and support for students from low socioeconomic backgrounds who aspire to go to college. In their every day interactions with teachers, administrators, students, and families, school counselors are the professionals who can connect students and their families to resources and information about preparing and applying for college that are linked to students' career aspirations. In addition, school counselors can be strong advocates for their students, using their skills to drive positive change in schools and conveying the expectations that all students, regardless of their background and economic status, can and should succeed in college.

An investment in school counselors and a comprehensive college and career guidance program that begins in middle school and continues through high school into postsecondary education is a high leverage investment. This will build capacity and infrastructure in schools that will, over time, impact many students and their families. The development of a comprehensive college and career guidance program will allow secondary and postsecondary institutions to work in tandem and deliver consistent information and assistance to students in planning for their careers and academic journey.

Schools and colleges are just beginning to explore intentional planning and counseling for students at earlier stages in their education. Public middle schools and high schools have discussed expanding the Personal Transition Plan (PTP) to start earlier (in the middle grades) to ease the transition of students from middle schools to the academy structures in high schools.

Postsecondary education partners, in order to help their students graduate on time and earn postsecondary credentials, are also experimenting with meta-majors/exploratory majors that will help first and second-year college students focus their course selection and academic journey. The rapid expansion of Early College and dual credit programs also calls for early academic and college advising for high school students as they enroll in college level classes. These new developments highlight the importance of a comprehensive college and career guidance program that spans from sixth grade to college completion (6-16 model).

General Information about 6-16 College and Career Guidance Program Grant

To increase the preparation of students for college and careers, the Harold K.L. Castle Foundation, a non-profit organization that works to build resources for Hawai'i's future, recently awarded a grant to Hawai'i P-20 to assist in the development of a comprehensive college and career guidance program for Hawai'i students. To achieve this goal, Hawai'i P-20 will partner with the Harold K.L. Castle Foundation to offer a one-year planning grant (with the potential for a subsequent two-year implementation grant) to support technical assistance, professional development, and program expenses for selected 6-16 partnerships.

The purpose of this grant is to help high schools develop and begin implementation of a 6-16 college and career guidance program in partnership with their feeder middle schools and postsecondary education partners (UH campuses). A 6-16 model is unique in that it allows middle schools to begin college and career exploration early, giving younger students direction and aspirations as they pursue their academic courses. This will promote close collaboration between middle schools and their high school partners to develop aligned pathways and academic expectations to create a smoother educational pipeline for students. High schools will also begin to receive incoming students who are focused on potential post-secondary opportunities and who understand that more careers expect some post-secondary education or higher. Similarly, a 6-16 model will encourage more students to enroll in post-secondary education programs connected with their career aspirations, which will assist postsecondary institutions in their efforts to ensure that students enroll, persist, and graduate on-time.

This grant will span one school year (2017-18) with the potential for extension for two additional school years (2018-19 and 2019-20). Year 1 of the grant is a planning year; by the end of Year 1, each partnership team is expected to develop a comprehensive college and career guidance program with grade level learner outcomes, guidance activities, and identified goals. (It is expected that each partnership team will propose implementing the program in varying ways, dependent on school and college demographics, location, partners, and culture.) The partnership team will also be asked to draft a two-year work plan and budget for implementation of the program. This plan will specify the partnership's implementation goals (through the end of the proposed third year of the grant), as well as resources and professional development needed. Hawai'i P-20 will review these documents and use them to request additional funding from the Harold K.L. Castle Foundation for costs associated with implementation of each partnership's program. If additional funding is approved, it is anticipated that, by the end of the third year of the grant, the grant's community of practice will identify bright spots, lessons learned, and proof points that can be scaled to impact future school teams who are interested in developing their own college and career guidance programs. These

outcomes and program models will be shared with HIDOE leadership and may be used in informing statewide work on a college and career guidance program aligned with the definition of college, career, and community readiness for Hawai'i high school graduates (<http://p20hawaii.org/coretocollege/#college-career-and-community-readiness-definition>).

Selected partnership teams will participate in four convenings throughout the school year, one of which will be a national conference. The purpose of attending a national conference is for team participants to be exposed to a wide variety of best practices in college and career advising, learn from other schools who are experiencing similar challenges and expectations, and gain exposure to emerging trends and issues in proactive advising. The other three convenings will be local technical assistance workshops facilitated by Hawai'i P-20. Partnerships will also participate in a series of planning meetings designed for teams to set aside time to convene and plan together to create a meaningful guidance program that is tailored to their school, community, and family needs. Partnership teams will have the opportunity to meet both within their teams, as well as to learn from other school teams, as they share ideas, best practices, and issues. Local and national speakers, including representatives from the American School Counselor Association (ASCA), the National Association for College Admissions Counseling (NACAC), the College Board's National Office for School Counselor Advocacy (NOSCA), and the Educational Policy Improvement Center (EPIC), as well as speakers from UH campuses and Chaminade University, will provide information, direction, and facilitation.

Partnerships selected to participate in the 6-16 College and Career Guidance Program grant will be expected to:

- Attend four convenings, one of which is a national conference
- Have monthly meetings among partnership team members (which may involve securing release time for teachers or counselors on the partnership team, as needed)
- Develop a comprehensive college and career guidance program, as well as a work plan and budget connected with program implementation, prior to the end of Year 1.
- Implement the college and career guidance program the partnership develops in Year 2 and Year 3, if funding is secured.
- Agree that administration of all activities and services conducted as part of the grant will be by or under the supervision of the applicants (i.e. school principal and/or UH Chancellor), that the project will comply with all applicable Hawai'i state laws, that information about program models and bright spots will be shared with HIDOE leaders, and that the school will keep project records and afford access to these records at any time Hawai'i P-20 and/or the Harold K.L. Castle Foundation may find it necessary to assure correctness and verify reports.

All HIDOE middle and high schools are eligible to participate in the 6-16 College and Career Guidance Program grant. Successful proposals will answer all questions included in the attached proposal form and clearly articulate a strong need, readiness, and vision for the program (at the school level and across all partners), as well as a developed relationship between the middle school(s), high school, and post secondary partner. A selection committee will choose up to four (4) partnerships for participation in the 6-16 College and Career Guidance Program grant.

Please direct any questions regarding this request for proposal to:

Angela Jackson, Associate Director & GEAR UP Hawai'i Project Director
Hawai'i P-20 Partnerships for Education
Phone: (808) 956-3250
Email: angela.jackson@hawaii.edu

OR

Nicole Atwood, Early College High School Program Manager
Hawai'i P-20 Partnerships for Education
Phone: (808) 956-3771
Email: nicolesw@hawaii.edu

Proposal Format

All proposals must include answers to the following sections:

1. Title Page
2. Vision Statement & Readiness Narrative

Deadline and Submission Instructions

Applicants must submit:

- 1) One signed original proposal; and
- 2) One electronic Word version of the proposal via email to angela.jackson@hawaii.edu

Proposal format requirements:

- 1) Please use 12-point font.
- 2) Lines must be double-spaced.
- 3) Total proposals should be no longer than 8 pages, including the title page.

The deadline to submit proposals is Friday, **May 26, 2017**. Proposals must be emailed AND postmarked or delivered to the Hawai'i P-20 office no later than **5:00 pm HST** on May 26. Proposals should be mailed or delivered to:

Attn: Angela Jackson, Associate Director & GEAR UP Hawai'i Project Director
Hawai'i P-20 Partnerships for Education
2425 Campus Road, Sinclair Library, Room 504
Honolulu, HI 96822
(808) 956-3250
angela.jackson@hawaii.edu

Notifications will be provided to selected schools by Tuesday, June 13, 2017.

Timeline

May 26	Deadline to submit proposals by interested schools.
June 13	Notification of awards provided to selected schools.
Fall 2017	Community of Practice: First technical assistance meeting occurs
Fall 2017	Individual planning meetings occur at each school
Winter 2017	Community of Practice: Second technical assistance meeting occurs
Spring 2018	Community of Practice: Third technical assistance meeting occurs
May 2018	Model program and milestones unveiled; lessons learned and proof points documented and disseminated
Summer 2018	(Pending Year 2 and 3 funding) Year 2 kick-off meeting occurs

Based on selected proposals and discussions with partnerships, Hawai'i P-20 will determine which national conference or training will best fit partnerships' needs during the school year and provide opportunities for school teams to participate.

**Hawai'i P-20 Request for Proposals:
6-16 College and Career Guidance Program Title Page**

PROJECT TITLE: _____

CONTACT PERSON (NAME): _____

TITLE: _____ EMAIL: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

LEGAL NAME OF PARTNERING HIDOE HIGH SCHOOL:

LEGAL NAME OF PARTNERING HIDOE MIDDLE SCHOOL(S):

LEGAL NAME OF PARTNERING UH CAMPUS:

To the best of my knowledge and belief, all information and data provided in this application are true and correct. The governing bodies of the applicants have duly authorized the application and will comply with statutory and regulatory requirements, assurances, certifications, etc.

Printed Name of **High School** Principal

Signature of High School Principal

Date

Printed Name of **Middle School** Principal

Signature of Middle School Principal

Date

Printed Name of **Middle School** Principal (if second middle school participating)

Signature of Middle School Principal

Date

Printed Name of **Complex Area Superintendent**

Signature of Complex Area Superintendent

Date

Printed Name of **UH Campus Chancellor**

Signature of UH Campus Chancellor

Date

**Hawai'i P-20 Request for Proposals:
6-16 College and Career Guidance Program
Vision Statement & Readiness Narrative**

Please respond to the questions below to explain why participation in the 6-16 College and Career Guidance Program grant is important for the three partnering schools/campuses.

1. What is the vision for your school community and student accomplishments over the next 3-5 years? How is the 6-16 College and Career Guidance Program connected to this vision? Please ensure that your answer includes information about school/campus vision and student accomplishments for each partner (middle school(s), high school, and UH campus), as well as details about any collective vision that the three partners share.

2. Please illustrate the demonstrated need of all three partners for the 6-16 College and Career Guidance Program. Reference student and institutional needs of the partnering middle school(s), high school, and UH campus. Please provide specific examples of gaps between the services provided through current counseling models and student needs. In addition, please specifically highlight why your partnership should be selected to participate in the grant.

3. Please demonstrate the organizational readiness and commitment of the listed middle school(s), high school, and UH campus related to the 6-16 College and Career Guidance Program. Specifically, please explain why this initiative will be successful at each school/campus.

4. This grant requires close collaboration among middle schools, high schools, and UH campuses. Please provide detailed examples of past projects, partnerships, and/or communication that have occurred between the middle school(s), high school, and UH campus listed in this proposal.

5. Please provide the names and titles of key personnel who will be involved in the implementation of the 6-16 College and Career Guidance Program grant at the listed middle school(s), high school, and UH campus. Have all partners already been engaged regarding this plan for participation in the 6-16 College and Career Guidance Program grant?