May 4, 2015
Connected Futures Academy
Chicago, IL

Mr. Giles,

Gateway to College National Network is pleased to support the development of Connected Futures Academy in Chicago, Illinois. As part of our support, Gateway to College commits to providing training, technical assistance and professional development activities to the staff and administrators of CFA as described in the attached Statement of Work.

Implementation of a Gateway to College program requires engagement with committed stakeholders throughout rigorous discovery, planning, and implementation processes. Programs are typically partnerships between local K-12 agencies and colleges. Careful examination of the priorities and capacity of each partnering institution is critical. Initial local decisions about program funding and governance are determined during the discovery process, but final details and the instruments that control them are typically developed during the planning period.

The budget, dates, and deliverables for this statement of work, as well as the terms and conditions of our partnership will be set forth in a Contract or Professional Services agreement to be signed before services commence.

Additionally, GtCNN is committed to the sustainability of each of its partner schools and programs and has successfully raised funds to support or supplement key initiatives with many of our partners. GtCNN is prepared to engage with CFA in joint fundraising efforts, as needed, to supplement available school start-up funds and ensure long-term sustainability.

Sincerely,

Nick Mathern,
Associate Vice President for Policy and Partnership Development
Gateway to College National Network

Gateway to College National Network (GtCNN) will provide CFA with training, technical assistance, key program design insights, partnership development support and access to the GtCNN database and program outcome analysis.

Leveraging experience from our work with more than 50 schools and colleges, the GtCNN team brings expertise in youth development, curriculum development, instruction, student support, and assessment. We support continuous improvement and professional development by providing tools, training, and coaching based on evidence-informed strategies; tailored to the needs and circumstances of each team. Our engagements are designed to support the way people learn—through periodic practice, reflection, and formative feedback—to sustain and deepen new strategies and practices.

GtCNN will provide its training, coaching, and technical assistance services to CFA through the following service delivery model:

1. **Negotiation of an evaluation plan** to address reporting and use of the evaluation data
2. **Welcome packet** for CFA team members to learn about the training strategies & begin self-assessment
3. **First on-site visit** by the GtCNN guide for relationship building and Face-to-face training for the team
4. **Calls and synchronous virtual meetings** between the GtCNN guide and the team leader
5. **Synchronous or asynchronous virtual delivery of content** for individuals and/or the team
6. **Synchronous virtual meetings** between the GtCNN guide and each participating CFA team member
7. **Implementation** of the strategy(s) selected by each team member.
8. **Additional on-site visits** by the GtCNN guide featuring classroom observation and celebration of success
9. **Continued reinforcement** via subscription learning
10. **Data collection and analysis** as part of the evaluation plan

NETWORK OF PEER PRACTICIONERS

CFA is joining a network of practitioners across the country who serve over five thousand off-track and out-of-school youth (opportunity youth) every year in college-based programs, supporting them to compete high school diplomas while preparing them and enrolling them in post-secondary courses and training programs. The Gateway to College National Network provides crucial professional development capacity and relationship building opportunities for faculty and student support staff who face uniquely challenging tasks preparing formerly unsuccessful students for post-secondary success and pursuit of meaningful career opportunities.

CFA staff will have access to the full range of GtCNN training and technical assistance. However, per the program design of CFA, we will focus deeper engagement on holistic student support and the college readiness framework.

HOLISTIC STUDENT SUPPORT

In addition to effective teaching practices in the classroom, GtCNN students receive holistic support rooted in an ecological framework and developmental approach *from their entire program team.* These five principles are the foundation of GtCNN's philosophy on supporting students in their individual growth and success:

1. **Caring Relationships**
2. **Safe Environments**
3. **Strengths-Based Mindset**
4. **Solution-Focused Approach**
5. **Community Connections**

COLLEGE READINESS FRAMEWORK

We define college readiness as multi-dimensional and a continuum, acknowledging that students come to school at various places in their lives and bring attitudes, behaviors, and skills that support college success as well as others that do not. College students, especially first generation college students, may not have a realistic understanding of what is necessary for success in college. Students need to recognize the attitudes, behaviors, and skills necessary to be successful in college; which of these skills they currently possess; and which they need to develop. We advocate the following *five dimensions of college readiness*:

1. **Higher Order Critical Thinking**
2. **Course Content**
3. **Learning Behaviors**
4. **College Culture**
5. **Meta-cognitive Factors**

STATEMENT OF WORK

Gateway to College National Network will grant all of the benefits of network membership, as well as provide the following services described below to CFA, and as directed, CCC, toward the full implementation of essential Gateway to College program elements at CFA.

GtCNN technical assistance and professional development provided by the GtCNN Education Services Team:

Institutional Alignment
- Program design and planning
- Stakeholder engagement (with emphasis on strong post-secondary partnership)
- Building a strong team

Holistic Student Support
- Student outreach, and enrollment
- Personalized student support, end-of-term transitions, support, and advising
- Services as students transition to a college campus and subsequent terms

Effective Curriculum and Classroom Instruction
- Curriculum and instruction best practices
- K-12 /college course and credit alignment

Program Evaluation, Data Collection, Continuous Improvement, and Best Practice Research
- Planning for management of student records
- An applicant tracking and student outcomes data system
- Student data analysis and support for using student outcomes to make program planning decisions and continuous improvement
- Evidence-based best practices for Gateway to College programs
- Opportunities to participate in national research on successful college programs

Communications Support
- Assistance with Contract announcement, press releases, and events
- Guidance on developing program brochures, web pages, and other marketing tools
- National Network publications for local distribution
- Ongoing communications and media outreach consultation and assistance

This Technical Assistance Plan includes the following:

Frequent Contact with the National Network:
Regularly scheduled contact between Partner Relations Contact & Principal; with more frequent contact depending on needs and preferences including regularly scheduled contact with the principal's supervisor.

For Year 1 –Planning
Sept 2015-August 2016
Frequent Contact is defined as:
Twice monthly calls with more frequent contact depending on needs and preferences Including:

- At least one per quarter that includes principal's supervisor
- At least one call per quarter that includes the college liaison

For Year 2 – Implementation
Sept 2016-August 2017
Frequent Contact is defined as:
Monthly calls with more frequent contact depending on needs and preferences. Including:

- At least one per quarter that includes principal's supervisor
- At least one call per quarter that includes the college liaison

For Year 3 – Continuation
Sept 2017-August 2018
Frequent Contact is defined as:
Monthly calls with more frequent contact depending on needs and preferences. Including:

- At least one per quarter that includes principal's supervisor
- At least one call per quarter that includes the college liaison

Site Visits:
- On-site Technical assistance as needed (per the joint determination of GtCNN and CFA)

Peer Collaboration:
- Partner Relations Contact facilitates connections with other directors & resource sharing with peer across the network
- End of term reflection call with other director(s) completing first semester implementation

Gateway Live!
- Gateway Live! is a web space that Gateway to College programs use to collaborate on projects, disseminate best practices, and share tools and resources across the network. Key members of the CFA team will be given a user name and password to access the site.

Implementation Planning:
- Partner Relations Contact guides director through the implementation and start-up process including documenting the programs' structure and practices

As Needed Support:
- Additional support provided as needed on emerging critical issues

The CFA Program Training Schedule will be determined and amended according to the need of the academy as determined jointly by GtCNN and CFA staff (and, as needed CCC personnel). It will include, at minimum, these initial training events:

Training Event	Date	Location
Onsite Kickoff Training	Winter 2015/16	Chicago, IL
Holistic Student Support Training	Spring 2016	Chicago, IL
Web Training: Using the GtC database	Spring 2016	Virtual
Web Training: Financial Sustainability Series	Spring 2016	Virtual