



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Antoine Billy
Date: February 27, 2024
Re: Agreement with MAJ Kiernan Shippee as an Instructor of the JROTC Program at Hillhouse High School

Answer all questions and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

Company Information		
Vendor Name:	Department of the Army, 2 nd ROTC Brigade U.S.Army Cadet Command	
Doing Business as: <small>(DBA)</small>	Department of Defense	
Vendor Address:	25 Charles Mary Dr., Middletown, CT 06457	
Vendor Contact Name:	MAJ Kieran Shippee	
Vendor Contact Email:	Shippee23@gmail.com	
Is the contractor a minority or women owned small business?	N/A	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	New	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 02/01/24	To 06/30/24
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	Army Portion: \$22,233.70 BOE Portion: \$22,233.70 Total amount of: \$44,467.40	
Funding Source Name: Acct. #:	2023-2024 Operating Budget 190-43362-50135	
Contract #: <small>(Local or State)</small>	Federal Program/ US Army	



Key Questions:

1. What specific service will the contractor provide:

The JROTC program is designed to teach high school students the value of citizenship, leadership, service to the community, personal responsibility, and a sense of accomplishment, while instilling in them self-esteem, teamwork, and self-discipline. The process goes through a rigorous vetting certification for exemplary retired military personal prior to interviewing. The Department of Defense fills a need for school districts that have developed a contract to have the JROTC program in high schools.

2. How was the contractor selected? **Attach appropriate supporting documents*

- Quotes
- Sealed Bid # _____
- Sole Source # _____
- RFP# _____
- State Contract #
- Exempt Professional
 - Accountant
 - Actuary
 - Appraiser
 - Architect
 - Artist
 - Dentist
 - Engineer
 - Expert Professional Consultant
 - Land Surveyor
 - Lawyer
 - Physician/Medical Doctor
 - Federal Program

3. If the vendor was selected through Solicitation (Bid/RFQ/RFP) process; answer the following:

a. Please explain how the vendor was chosen? **Attach Vendor Proposal*

b. Who were the members of the selection committee? *(Minimum 3 members required)*

N/A Federal Program



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4. If this is a renewal with a current vendor, has the vendor met all obligations under the existing agreement/contract?

All requirements were met and standards exceeded. The JROTC program has created a culture of family with the students and staff. The JROTC instructors have demonstrated their dedication to Hillhouse and our community in New Haven.

5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? *Attach Renewal Letters

No

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

No

7. Is this a service that existing staff could provide? Why or why not?

No, not only do the instructors have to be retired from the military, their curriculum focuses on leadership and soft skills that enhances the opportunities in today's workforce. The relationships developed and maintained with our JROTC program and our community, are long-lasting and beneficial for community service graduating requirements, future potential scholarships and internships.



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Agreement/Contract Processing Checklist

To ensure timely processing of the submitted Agreement/Contract it is imperative to collect and provide all of the required documentation noted below and provide with submission to board.

Forms/Documents are available in: Drive G:\F&O Agenda Minutes\Agreement_Contract_Checklist\2022-2023

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # _____
If No or New,	Vendor must provide completed W9
2. A quotes or proposal submitting regarding the agreement/contract.	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>It is the submitters responsibility to request the COI from the vendor and attach with submission; the COI from the Vendor <u>must match rider specifications outlined.</u></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</p>	
Rider 300	Professional Services – Onsite Umbrella; w/ Auto; w/ Workers Compensation
Rider 305	Professional Services – Onsite Umbrella; No Auto; No Workers Compensation
Rider 310	Professional Services – Onsite Umbrella; w/ Auto; No Workers Compensation
Rider 315	Professional Services – Onsite Umbrella; w/ Youth under 21
Rider 320	Professional Services – Offsite; No Auto; No Workers Compensation
Rider 325	Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21
Rider 330	Professional Services – Offsite Attorney; No Auto; No Workers Compensation
Rider 335	Professional Services – Onsite; Physician/Dentist; No Auto
Rider 340	Professional Services – Onsite Physician/Dentist w/ Youth under 21
Rider 345	Professional Services – Onsite Temp Nurses
Rider 350	Professional Services – Cyber – Onsite
Rider 355	Professional Services – Cyber – Offsite
<p>4. The City of New Haven requires the information requested in the <u>Disclosure Affidavit</u> before any City agency, department, or city official seeking agreement/contract shall obtain them, notarized.</p>	
Emailed Disclosures are acceptable.	

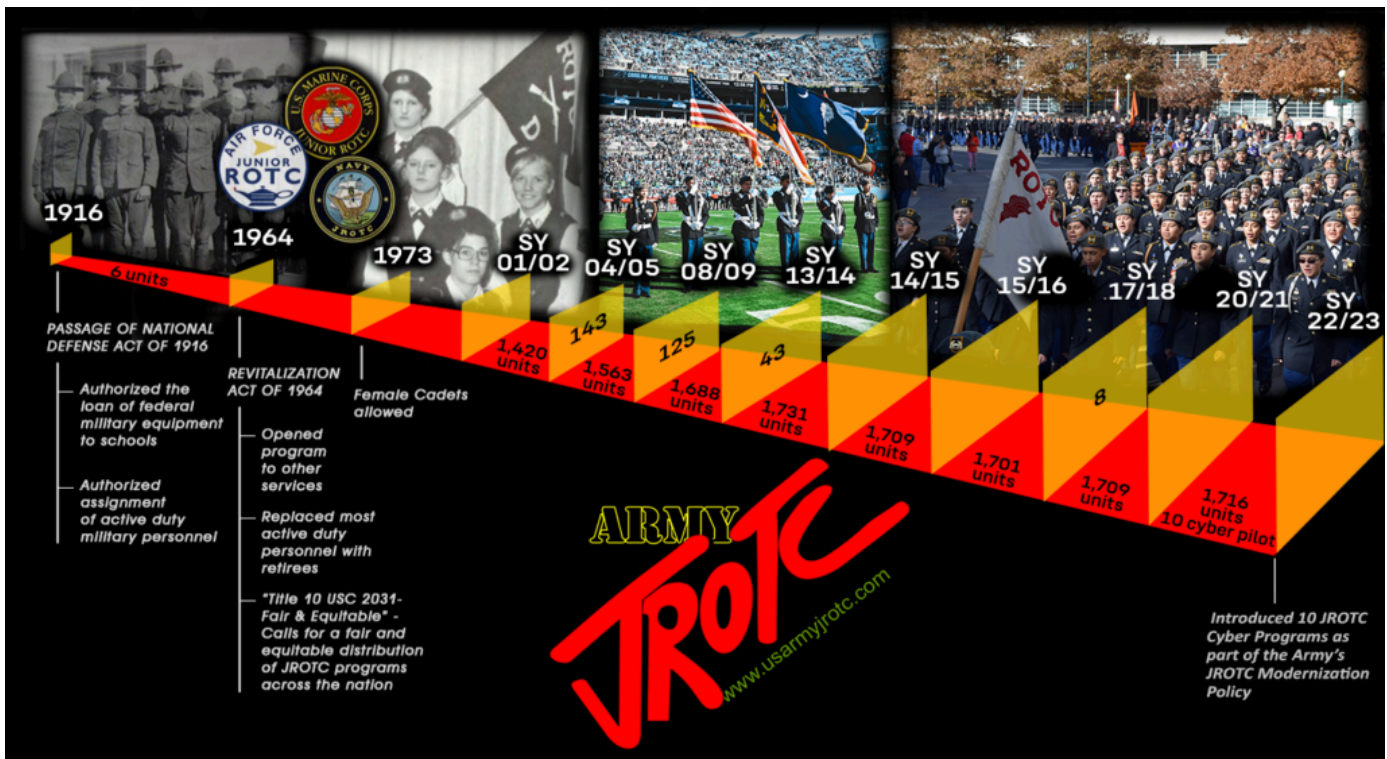


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Army Junior ROTC Program Overview

The U.S. Army Junior Reserve Officers' Training Corps (JROTC) is one of the largest character development and citizenship programs for youth in the world. The National Defense Act of 1916 established organized JROTC programs at public and private educational institutions. In 1964, Congress expanded the program to all military services and changed from active duty to shared support from the services and schools. As congressionally mandated by Title 10 United States Code, Section 2031, each military service must have a JROTC program to "instill in students in United States secondary educational institutions the values of citizenship, service to the United States, and personal responsibility and a sense of accomplishment." JROTC's mission, "To Motivate Young People to be Better Citizens", is the guide post for the program's success.

The U.S. Army's JROTC program currently operates in more than 1,700 public and private high schools, military institutions, and correctional centers throughout the United States and overseas. Approximately 40% of JROTC programs are in inner city schools, serving a student population of 50% minorities. As JROTC students (Cadets) progress through the program, they experience opportunities to lead other Cadets. A major component of the JROTC leadership and citizenship program is female Cadets. Female Cadets make up 40% of the Cadet population. The JROTC faculty is led by nearly 4,000 instructors who are retired from active duty, reserve duty, or National Guard Army service. Instructors are trained and qualified in accordance with the National Defense Authorization Act 2007 to teach and mentor approximately 314,000 JROTC Cadets annually.



The U.S. Army Junior ROTC Historical Snapshot

The Army JROTC Curriculum

Since 2005, the U.S. Army JROTC program has been accredited as a Special Purpose Program by the national accrediting agency now known as Cognia (www.cognia.org). JROTC curriculum provides equitable and challenging academic content and authentic learning experiences for all Cadets. All lessons are designed using a four part model to motivate the Cadet, allow the Cadet to learn new information, practice competency, and apply the competency to a real-life situation. Moreover, the four part model requires Cadets to collaborate, reflect, develop critical thinking skills, and integrate content with other disciplines. JROTC curriculum includes lessons in leadership, health and wellness, physical fitness, first-aid, geography, American history and government, communications, and emotional intelligence.

The curriculum is rigorous and relevant to 21st century education. In fact, many high schools grant core credits for some of the subjects taught in JROTC. Our curriculum meets the standards of Common Core State Standards and in many states it aligns with Career and Technical Education clusters. Cadets learn and apply the curriculum using technology in the classroom.

Instructors use technology in the classroom as an instructional strategy to engage Cadets in their learning. Examples of instructors using technology can be observed at the schools when they use our learning management tool, the Curriculum Manager (CM) which houses the instructors' lesson plans, classroom management strategies and techniques, references, and a myriad of other teacher help aids. Our partnership with Turning Technologies enables Cadets to engage in JROTC lessons using an interactive student response system (clickers). Cadets use these technologies to complete summative and formative assessments, present presentations, and play educational games to promote learning. Outside the

classroom, Cadets can extend their use of technology. When Instructors register their Cadets with the Conover Company using Conover Online, Cadets are able to assess their emotional intelligence and complete skill enhancement lessons using any mobile device. Cadets must participate in co-curricular activities to reinforce what is learned in the classroom.

JROTC Co-Curricular Activities

Cadets participate in a myriad of co-curricular activities to demonstrate their attainment of lesson outcomes. Some of these activities include precision and exhibition military drill competitions, air rifle competitions (optional), Raider Challenge competitions, JROTC Leadership and Academic Bowl (JLAB), Science, Technology, Engineering, and Mathematics (STEM) Camp, and a physical fitness competition known as JROTC Cadet Leadership Challenge (JCLC). Cadets who complete 4 years of JROTC co-curricular activities and its challenging curriculum will be more college and/or career ready.

College Opportunities

With assistance from an organization working independently of JROTC, the College Options Foundation can help Cadets locate colleges offering credits for completing JROTC. Additionally, Army ROTC (not JROTC) offers college scholarships to Cadets who qualify for their scholarship program. For more information, visit www.collegeoptionsfoundation.net or <https://www.goarmy.com/careers-and-jobs/find-your-path/army-officers/rotc.html>.

National Impact

Arguably, JROTC is one of the most successful and significantly impactful youth-oriented programs in American history. As educators and others measure success, we have identified five Quality Indicators used to measure the effectiveness of the program in high schools. These five Quality Indicators are attendance, graduation, indiscipline, drop-out rate, and GPA. JROTC exceeds schools' averages in each of these categories:

Quality Indicators

CATEGORY	SCHOOL	JROTC
Attendance	~87.5%	~91.3%

Graduation	~50%	~66%
Indiscipline	~2.6%	~<1%
Drop Out	~<1%	~<1%
GPA	~2.23	~2.50

Continuous Improvement

As an accredited Special Purpose Program, JROTC must adhere to Cognia's Standards of Quality. In 2015, JROTC implemented the JROTC Program Accreditation (JPA) evaluation program. The JPA provides a holistic review of Cadets' and instructors' performance with emphasis on documenting continuous improvement.



The official website of the United States Army Junior Reserve Officers' Training Corps.

U.S Army Cadet Command ROTC

About the U.S. Army JROTC

**Policy
&
Accessibility**