

CLAY COUNTY SCHOOL BOARD - GRANT REVIEW

Grant Originator: Alice Paulk School/Dept: CTE
Grant Title: WorkSource 2010 Summer Youth Services
Grant Source: WorkSource- First Coast Workforce Development, Inc.
Grant Proposal Amount: \$145,390.00 Required Matching Funds: \$146,800.00 (In-kind)

Goal(s): To provide paid internships and work experiences for CTE students this summer. 75 students will participate in classroom activities in Carpentry, Culinary Arts and Business while earning an industry certification. 25 students will be out on paid internships. Students will get paid, earn high school credit and earn an industry certification.

Goals are related to: School Improvement Plan, Technology Plan, Sunshine State Standards, Other School Grade - Industry Certifications

Target Population: CTE students (at least 14 years old) that fit the Worksource income criteria
If project will differ from current Board approved curriculum, state how it will differ: N/A

- Specify staff development activities requiring expenditures outside of School Board guidelines:
- Consultants (Object 0310, other than Board approved rate): none
- Staff Participants (Object 0100, other than Board approved hourly rate): none
- Per Diem/Travel (Object 0330, other than Board approved mileage rate): none

- Will there be any:
- Additional personnel: No Yes, please list
- Maintenance required: No Yes, please list
- Contract service: No Yes, please list
- Add. Equip./furniture: No Yes, please list
- Plant Modifications: No Yes, please list
- Add. Tech. needs: No Yes, please list

If yes to any of the above, please explain resources, cost, and any other district impact (attach additional pages if necessary):
A current Career Specialist will be paid to work the summer and oversee the project
Money in the grant will be used to provide any needed equipment or consumable supplies
Classes will be held at MHS and we've already talked with Mr. Broskie about this.

Signatures indicate:
- All aspects of the proposal have been reviewed.
- The proposal is within current stand and board rules and regulations.
- The proposal directly relates to the school's identified needs and goals.

Person(s) applying for grant:
Signature(s): Alice Paulk Date: 3-23-2010
Principal/Director of affected cost center:
Signature: Paul Parker Date: 3-23-2010

Upon securing the proper signatures at your school, please make 5 copies of this form, attach a copy of the grant and return to Kelly Mosley - CTE Specialist, HC Long Building at least 10 business days prior to grant submission deadline.

FOR DISTRICT USE ONLY

Division Section: HR SS INST BA
Signature of Assistant Superintendent: [Signature] Date: 3/26/10
District Approval to Proceed:
Signature of Superintendent: [Signature] Date: 3/29/10

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Division Section: HR SS INST BA
Signature of Assistant Superintendent: [Signature] Date: 3/25/10
District Approval to Proceed: Approved Disapproved
Signature of Superintendent: Date:

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Division Section: HR SS INST BA
Signature of Assistant Superintendent: George F. Cepelard Date: 3-25-10
District Approval to Proceed:
Signature of Superintendent: Date:

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Division Section: HR SS INST BA Signature of Assistant Superintendent: Sharon Chasmas Date: 3/23/10 Approved Disapproved

District Approval to Proceed: Signature of Superintendent: Date: Approved Disapproved

Narrative Response to the Introduction

The Clay County School Board (CCSB) serves over 35,000 students in Pre-K to Adult Education. The student population of CCSB is diverse ranging from well affluent areas to low income individuals, as defined in the WIA Section 101(25). A number of these student are also deficient in basic literacy skills; a school dropout; homeless, runaway, or foster child; pregnant or parenting; an offender; or is an individual (including a youth with an Individualized Education Plan - IEP) who requires additional assistance to complete an educational program. Programs funded under this proposal will provide the additional assistance to improve youth programs that are linked more closely to local labor market needs and community youth services. Opportunities for training will be in high skill/high wage areas in our local labor market. This program focuses on strong connections between academic and Career Academy learning strategies. With the funding, CCSB will be able to provide more complete youth programs which include activities that promote youth development and citizenship; leadership development through voluntary community service opportunities; adult mentoring through paid internships; obtain industry certifications; earn credit towards high school graduation; and targeted opportunities for youth living in high poverty areas.

The main project areas we will be focusing on are:

- Summer Internships
- NCCER Green Module with the Summer Construction Academy
- Photoshop Industry Certification with the Summer Business Academy

- ServeSafe Industry Certification with the Summer Culinary Arts Academy
- On-going Career Shadowing and Community Based Learning Projects
- Career Specialist to carry out the activities

The program will start on June 21, 2010 and end on July 31, 2010. There will be an orientation day before the 21st and a follow-up day after July 31st. The Career Specialist would go to the schools and recruit through the Career and Technical Education teachers and Academy Teachers, describe the program, provide career education training and then provide an application for enrollment. The specialist would then determine eligibility based on the information provided in TERMS and other documentation collected. With the help of the culinary arts program, the 75 students housed at Middleburg High School will be served lunch and those on internships will be given gift cards to purchase lunch. When there is a field trip, transportation will be provided using Clay County School Board Buses and lunch will be provided. A number of Industry Certifications will be offered – NCCER Green Module, ServSafe and Adobe Photoshop along with access to take the Florida Ready to Work credential. Ready to Work will be used as a pre and post test to measure the short term results in reading and math skills.

The number of youth to be served through this offering is 100 and of those: 100 are in-school youth.

1. What is the service you are offering?

Our summer program will be comprised of four different areas:

Summer Internships

25 students who are currently enrolled in a Career and Technical Education Program of study will be given the opportunity to participate in an internship that will connect their classroom learning to real life application. This project will provide hands on practical training that is directly tied to high growth/high skill occupations in our local labor market. Students that meet the requirements and participate will be offered a paid internship during the summer along with transportation and meal allowance based on the current CCSB reimbursement schedule. Students will work a minimum of 20 hours for six weeks on the job and will also earn academic credit for grade promotion and graduation from high school. Students will be placed in an internship according to their current high school program of study. Assistance will be given to students who need to have a certification, clearance or specific clothing to participate in the internship (flu shot, fingerprinting, scrubs, industry certification, etc.) Gift cards for lunch will be provided to the students. We would also need to update some of our equipment and textbooks to meet the current industry standards so the students are prepared to enter the current workforce. One teacher will be employed to check on the students in their businesses and to meet periodically with the students.

Summer Construction Academy with the NCCER Green Module

One Construction teacher will be paid to supervise and work with 25 construction academy students during the summer program. Students will work with the teacher to complete the NCCER Green Module in a hands-on classroom setting. Field trips to current green construction projects will be provided along with new green construction materials and resources. Students will have the opportunity to participate in community service projects through North East Florida Builders Association, BASCA and Builders Care. The students will earn academic credit towards graduation as part of their summer program. Transportation and lunch will be provided. In order to carry out the projects, consumable construction supplies and materials will need to be purchased along with new National Center for Construction Education and Research (NCCER) green module to help students earn their industry certification to enter the workforce when they graduate.

Summer Business Academy with Photoshop Industry Certification

One Business teacher will be paid to supervise and work with 25 business students during the summer. Students will complete the Adobe Photoshop Industry Certification which will help them enter the workforce. Field trips to businesses will be provided along with exposure to new trends and equipment in the business industry. Students will have the opportunity to participate in community service projects through local businesses by providing documents, web site design, digital design and general office assistance. The students will

earn academic credit towards graduation. Transportation and lunch will be provided. In order to carry out the projects consumable supplies, industry certification fees and books will need to be purchased.

Summer Culinary Arts Academy with ServSafe Industry Certification

One Culinary Arts teacher will be paid to supervise and work with 25 culinary arts students during the summer. Students will complete the ServSafe Industry Certification which will help them enter the workforce immediately. Students will plan, prepare and serve the lunches to the other summer youth participants that are on site (construction and business). This will include a total of 75 meals prepared most days. Trips to restaurants, hotels and post secondary institutions will be provided along with exposure to new trends and equipment in the industry. Students will have the opportunity to participate in community service projects through local businesses by providing food products and hospitality services. The students will earn academic credit towards graduation. Transportation and lunch will be provided. In order to carry out the projects consumable food supplies, small kitchen equipment, industry certification fees and books will need to be purchased.

Career Shadowing, Community Based Learning and Post-Secondary Visits

Through Career Academies, students will have the opportunity to take field trips to do career shadowing as an individual and in small groups, participate in community based learning and participate in instruction at business partner's

offices. Students will be placed by staff in businesses that relate to their current academy classes. Business supervisors will evaluate students and provide feedback on their promptness, attire, attitude, work ethic, etc. Students will write thank you notes to follow-up with business partners. Students will also be given the opportunity to participate in open house activities at post-secondary institutions; career or job fairs and participate in leadership development opportunities. Buses will be provided, substitutes for the teachers to accompany their class will be arranged and lunch for the students if they miss lunch at school for all activities.

Career Specialist

The career specialist is a 10 month employee so this person would be hired to work for the summer and over see the Summer Youth Program. The Career Specialist would go to the schools and recruit through the Career Academy Lead Teacher, describe the program, provide career education training and then provide an application for enrollment. The specialist would then determine eligibility based on the information provided in TERMS and other documentation collected. The career specialist would oversee all of the above mentioned projects with the help of the other career specialist, CTE Specialist, CTE Supervisor and CTE Director. This person would develop a strong working relationship with WorkSource and local business contacts. The Career Specialist would administer the Florida Ready to Work program and communicate attendance, program information and deadlines to students and parents. A

newly developed web site would also foster communication. This person would have an office in the CCSB facilities and would be a CCSB employee and follow the guidelines of other employees.

All programs will provide students incentives to succeed in the programs they participate in. We will use pre and post tests in each area to prescribe a program for individual student success.

2. Who will you serve?

CCSB will provide cost effective strategies that provide career development opportunities for youth, with the ultimate goal of reaching economic self-sufficiency. The youth that we serve will be ages 14 to 24 in our junior and senior high schools. We will offer the opportunity for services at 14 different schools including 6 junior highs, 6 high schools and 2 alternative schools - Florida Youth Challenge and Bannerman Learning Center. Students who apply and meet the criteria will receive career development training. Strong recruitment will be provided in the Career Academy classes and ESE programs with a Career Education based theme. A total of 100 in school youth will be served in each of the 4 parts of the program based on need, interest and current CTE program they are enrolled in.

We plan to reach out and serve the students through the Career Specialist at the high schools and through our career shadowing opportunities. The career specialist would go to the schools and recruit through the Career Academy Lead Teacher, describe the program, provide career education training

and then provide an application for enrollment. The specialist would then determine eligibility based on the information provided in TERMS and other documentation collected. Students will take the industry certification exam or the Florida Ready to Work as their pre and post test. When one isn't available, Ready to Work will be used. We have in place a comprehensive Individual Service Strategy that includes a way to track and monitor workplace skills, documented mentoring and leadership development activities. The program will run from June 21, 2010 to July 31, 2010.

3. What results are you committed to achieving?

A. Outcomes:

Short term changes: Students who participate in the program will be better prepared to enter the workforce after high school and be more successful in their current classes as well as better prepared for postsecondary success. Students will improve their basic skills, attendance, behavior, interviewing skills and work place readiness through career shadowing, internships (paid and unpaid), community service, leadership opportunities, community based project learning activities and remediation.

100% of the Youth participants will maintain or increase their basic skills level in work readiness and occupational skills;

80% of the students who are eligible to sit for an industry certification will earn the certification.

Long term changes: We commit that our youth participants will have improved attendance & academic grades during the school year, eventually graduate from school, earn their industry certification, be better prepared to enter and complete post-secondary training and education and entry and retention into high skill/high wage occupations.

80% of the Youth participants will attain a secondary school diploma or recognized equivalent when appropriate.

B. Measure Success:

We will measure the short term and the longer term results by using our current Total Educational Resource Management System (TERMS) and through the Florida Education and Training Placement Information Program (FETPIP) to identify students who are being served and their progress in school and the workforce.

(1) Industry certifications will be a measure of success.

(2) We plan to administer the pre & post test for Florida Ready to Work.

(3) We will measure longer term results such as subsequent school year attendance and academic grades by using our TERMS program which is already in place.

(4) We are willing to provide data on attendance, academic grades, discipline, FCAT scores, postsecondary education, employment data and other factors on a follow up basis to measure longer term changes.

4. Who is going to do it?

Paul Parker, Director of Career and Technical Education (CTE) will serve as the lead person to oversee the program and will be responsible for achieving program results. Paul has served in a CTE leadership capacity for 14 years and has a reputation of excellence and achievement in programs.

Other members of the service delivery team include an administrative assistant, 4 current Career Specialist, CTE Specialist and CTE Supervisor. Combined, this team has over 106 years of experience working in education with students in Career and Technical Education programs and Career Academies. These team members are constantly working in the schools and with other agencies to see that Clay County students have the best education and preparation for work possible. These capabilities will help us achieve our results as we already have a strong foundation laid at the school and the community to forge ahead with the projects mentioned above. We also have a strong support from our School Board Members, Superintendent and Senior Staff.

The CCSB has the capability and commitment to achieve the results we have stated above by the support we have from our board, superintendent and community. The Career and Technical Education department has been very aggressive in preparing our students so they are prepared to be successful in high school, post-secondary education and in the workforce. We currently have 12 Career Academies that are based on the National Career Academy Coalition (NCAC) standards and 35 Career and Professional (CAPE) academies. Clay County School District ranked 5th in the state for reporting earned industry

certifications for the 2008-09 school year and tested over 1,000 students for Ready to Work in the 2008-09 school year.

Yes, the Clay County School Board has an approved Affirmative Action Plan along with other additional hiring practices in place. Affirmative action in program planning and staffing administration at all levels of programs will be offered. The Clay County School Board policy 2.02 D – “Conflict of Interest” addresses the steps to resolve a conflict of interest.

5. How much money will you need and how will you spend it?

The majority of the budget will be used to provide stipends, lunch and materials for the 100 students enrolled in the summer program.

WORKSOURCE

First Coast Workforce Development

Clay County School Board Worksheet

NOTE: Submit Budget Worksheet(s) for FY 2010

ATTACHMENT D Budget Form 4

In-School Summer Youth Services

Category: Charge To:	Position or Description	Salary or Total Cost	Allocation Percentage	In-Kind or Other Sources	WorkSource	Total
1. Personnel – Salaries	Career Specialist	3,000.00	100.00%	0.00	3,000.00	3,000.00
	Carpentry Teacher	4,500.00	100.00%	0.00	4,500.00	4,500.00
	Business Teacher	3,500.00	100.00%	0.00	3,500.00	3,500.00
	Culinary Arts Teacher	4,500.00	100.00%	0.00	4,500.00	4,500.00
	Intern Supervisor	3,500.00	100.00%	0.00	3,500.00	3,500.00
	CTE office Staff	20,000.00	20.00%	20,000.00	4,000.00	24,000.00
	CTE Staff (before June)	20,000.00	0.00%	20,000.00	0.00	20,000.00
Total Fringe Benefits	Retirement (9.85%)	2,000.00	100.00%	0.00	2,000.00	2,000.00
	Social Security (7.65%)	1,500.00	100.00%	0.00	1,500.00	1,500.00
	Workmans Comp (1.00%)	190.00	100.00%	0.00	190.00	190.00
2. Travel/Transportation	Local Staff Travel	1,000.00	100.00%	500.00	1,000.00	1,500.00
3. Building Space/ Utilities -	MHS- 3 rooms, CS office	7,000.00	0.00%	7,000.00	0.00	7,000.00
	Building Cost	1,000.00	0.00%	1,000.00	0.00	1,000.00
	Electric	300.00	0.00%	300.00	0.00	300.00
	Phones	1,000.00	0.00%	1,000.00	0.00	1,000.00
	Internet					
4. Materials/Supplies/Postage						
	shop provided	35,000.00	15.00%	30,000.00	5,250.00	35,250.00
Supplies - Green Construction	computers provided	27,000.00	10.00%	25,000.00	2,700.00	27,700.00
Supplies - Business	kitchen provided	35,000.00	15.00%	30,000.00	5,250.00	35,250.00
Supplies - Culinary Arts		500.00	100.00%	0.00	500.00	500.00
Postage	copier, computers, etc	5,000.00	20.00%	5,000.00	1,000.00	6,000.00
Office Supplies	new green mod	5,000.00	50.00%	2,500.00	2,500.00	5,000.00
Textbooks - NCCER		5,000.00	50.00%	2,500.00	2,500.00	5,000.00
Textbooks - ProStart/ServSafe					0.00	0.00

5. Printing					500.00	500.00	1,000.00
6. Advertising					500.00	500.00	1,000.00
7. Other Expenses							
Bus Travel					1,000.00	1,000.00	2,000.00
Student Stipends	\$7.25 hr X 20 hrs X 6 wks				0.00	87,000.00	87,000.00
Student Incentives					0.00	2,000.00	2,000.00
Student Lunches					0.00	4,000.00	4,000.00
Industry Certification Fees					0.00	3,000.00	3,000.00
8. Total					\$ 146,800.00	\$ 285,490.00	\$ 292,190.00

Note: Insert Rows as Necessary (This document should not exceed two pages)

LEGEND		Definition of Categories
POSITION		Title of staff person charged/allocated to the contract
DESCRIPTION		Description of service or product(s) if additional space is needed
SALARY:		Total salary of staff person
TOTAL COST:		Complete cost of service or product(s)
ALLOCATION %:		The % of funds that represent the cost to WorkSource
IN-KIND/SOURCES		Funds and/or resources that the Offeror provides
WORKSOURCE:		Actual cost charged to WorkSource
TOTAL		Total cost of project

I certify that the above is true and correct. Allocated percentages are base on an allocation plan, time study and/or time sheets.

Signature Paul Rae Date 3/18/10