

SCHOOL DISTRICT OF CLAY COUNTY – GRANT REVIEW

Grant Originator: Kelly Mosley School/Dept: CTE
Grant Title: Building an Adult Ed Career Pathways System for Transitioning to Post Secondary Education
Grant Source: Florida Department of Education
Grant Proposal Amount: \$ 75,713 Required Matching Funds:
Goal(s): increase the number of adult education students who attend post secondary education
increase the number of adult education students who earn an industry certification

Goals are related to: [ ] School Improvement Plan [ ] Sunshine State Standards
[ ] Technology Plan [ ] Other

Target Population:
If project will differ from current Board approved curriculum, state how it will differ:

Specify staff development activities requiring expenditures outside of School Board guidelines:

- Consultants (Object 0310, other than Board approved rate):
Staff Participants (Object 0100, other than Board approved hourly rate):
Per Diem/Travel (Object 0330, other than Board approved mileage rate):

Will there be any:

- Additional personnel: [ ] No [x] Yes, please list
Maintenance required: [x] No [ ] Yes, please list
Contract service: [x] No [ ] Yes, please list
Sub. coverage required: [x] No [ ] Yes, please list
Plant Modifications: [x] No [ ] Yes, please list
Add. Tech. needs: [x] No [ ] Yes, please list
Add. Equip./furniture: [x] No [ ] Yes, please list

Please Note: If teachers will require a substitute for grant initiatives, funds must be budgeted into the grant.

If yes to any of the above, please explain resources, cost, and any other district impact (attach additional pages if necessary):

Additional personnel - Career Specialist that will be paid for by the grant.

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, School Improvement Plan or District Strategic Plan.

Person(s) applying for grant:

Signature(s): Kelly Mosley Date: 3/2/11
Principal/Director of affected cost center:
Signature: Paul Parker Date: 3/2/11

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 CIS
Signature of Assistant Superintendent/CIS: [Signature] Date: 3-4-11
District Approval to Proceed:
Signature of Deputy Superintendent: [Signature] Date: 3-9-11

SCHOOL DISTRICT OF CLAY COUNTY – GRANT REVIEW

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Signature(s): Kelly Mosley Date: 3/2/11

Principal/Director of affected cost center: Paul Parker Date: 3/2/11

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FOR DISTRICT USE ONLY

Division Section: HR (SS) INST BA CIS
Signature of Assistant Superintendent/CIS: [Signature] Date: 3/3/11

District Approval to Proceed: [Signature] Date: 3-9-11

**SCHOOL DISTRICT OF CLAY COUNTY – GRANT REVIEW**

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 Technology Plan  Other \_\_\_\_\_

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**Will there be any:**

- Additional personnel:  No  Yes, please list
- Maintenance required:  No  Yes, please list
- Contract service:  No  Yes, please list
- Sub. coverage required:  No  Yes, please list
- Plant Modifications:  No  Yes, please list
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*Please Note: If teachers will require a substitute for grant initiatives, funds must be budgeted into the grant.*

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**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, School Improvement Plan or District Strategic Plan.

**Person(s) applying for grant:**

Signature(s): Kelly Mosley Date: 3/2/11

Principal/Director of affected cost center:  
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**FOR DISTRICT USE ONLY**

Division Section: HR SS INST BA CIS

Signature of Assistant Superintendent/CIS: [Signature] Date: 3/8/11  Approved  Denied


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District Approval to Proceed: [Signature] Date: 3-9-11  Approved  Denied

# FLORIDA DEPARTMENT OF EDUCATION

TAPS Number  
11B034

## Project Application

Please return to: Florida Department of Education Bureau of Grants Management Room 325B Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498	Program Name: <b>Adult Education and Family Literacy                  Building an Adult Education Career Pathways                  System for Transitioning to Postsecondary                  Education                  Competitive                  Fiscal Year 2010-2012</b>	<b>DOE USE ONLY</b>  Date Received
B) Name and Address of Eligible Applicant:  Clay County School District 900 Walnut Street Green Cove Springs, FL 32043		Project Number (DOE Assigned)
C) Total Funds Requested:  \$ 75,713.00	D) Applicant Contact Information	
<b>DOE USE ONLY</b>  Total Approved Project:	Contact Name: John Chappell	Mailing Address: 2306 Kingsley Avenue, OP, FL 32073
	Telephone Number: (904) 272-8170	SunCom Number:
	Fax Number: (904) 272-8164	E-mail Address: jchappell@mail.clay.k12.fl.us
<b>CERTIFICATION</b>  I, <u>Ben H. Wortham</u> , (Please Type Name) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.  Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.		
E)  Signature of Agency Head		

DOE 100A  
Revised 12/07



A) Clay County School District - Adult Education  
 Name of Eligible Recipient/Fiscal Agent

C) TAPS Number

B) DOE Assigned Project Number

FLORIDA DEPARTMENT OF EDUCATION  
 BUDGET NARRATIVE FORM

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
FUNCTION	OBJECT	ACCOUNT TITLE AND NARRATIVE	FTE POSITION	AMOUNT	ALLOCATED to this PROJECT	ALLOWABLE DOE USE ONLY	REASONABLE DOE USE ONLY	NECESSARY DOE USE ONLY
5400	390	Other Purchase Services: newspaper ads		\$ 1,000.00	100			
5400	391	Printing: in-county		\$ 1,000.00	100			
5400	510	Consumable items: paper, folders, pens, pencils, markers, notebooks, etc. for presentations		\$ 1,000.00	100			
5400	730	TABE Tests: 100 tests at \$9 each		\$ 900.00	100			
6100	160	Salary: Full time hourly salary for 1 career specialist to provide transition services in Adult Ed. Programs	1.0	\$ 46,770.00	100			
6100	210	Employee Benefits: Retirement - contributions for the above full time position at 10.77%		\$ 5,037.13	100			
6100	220	Employee Benefits: Social Security - contributions for the above full time position at 7.65%		\$ 3,577.91	100			
6100	240	Employee Benefits: Worker's Compensation - contributions for the above full time position at 1.00%		\$ 467.70	100			
6100	230	Employee Benefits: Insurance - Contributions to the above full time position		\$ 8,622.20	100			
6100	643	Computer: Career Specialist		\$ 1,100.00	100			
6100	644	Printer: Career Specialist		\$ 300.00	100			
6100	692	Software: Microsoft Office for Career Specialist computer		\$ 50.00	100			
6300	330	Milage: in-county		\$ 1,000.00	100			
6400	330	Travel: Career Specialist to attend Adult Ed conference and other professional development		\$ 1,000.00	100			
7200	790	Indirect Cost: 3.27%		\$ 2,475.82	100			
7800	160	Bus Driver Salary - Field trips to postsecondary institutions		\$ 400.00	100			
7800	210	Bus Driver Retirement - Field trips to postsecondary institutions		\$ 43.08	100			
7800	220	Bus Driver Social Security - Field trips to postsecondary institutions		\$ 30.60	100			
7800	450	Gasoline - Field trips to postsecondary institutions		\$ 400.00	100			
7800	560	Fuel (diesel) - Field trips to postsecondary institutions		\$ 538.56	100			
<b>D) TOTAL</b>				<b>\$ 75,713.00</b>				

**DOE USE ONLY (Program)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**DOE USE ONLY (Grants Management)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**DELIVERABLES FORM** (Examples: Manuals, reports, videos, CD ROMs, training materials, brochures, and any other tangible product to be developed by the project.)

(1) Name of Deliverable and Brief Description	(2) Standard(s) for Acceptance	(3) Due Date(s)
Brochure	Attractive Content Accurate Content Complete	12/15/11
Display	Attractive Content Accurate Content Complete	12/15/11

**TRAINING, TECHNICAL ASSISTANCE, AND DISSEMINATION FORM** (All training and technical assistance (TA) activities whether provided onsite, through distance learning media, conferences, workshops, or other delivery strategies.)

(1) Name of Activity and Brief Description	(2) Quantity and Quality Standards for Acceptance	(3) Method of Documentation	(4) Critical Timelines
Workshop - CHOICES	Appropriately Organized Participant Feedback indicative of usefulness	List of Participants Sign-in sheets	12/15/11
Coaching - CHOICES	Appropriately Organized Participant Feedback indicative of usefulness	List of Participants Sign-in sheets	12/15/11

**STUDENT PERFORMANCE FORM** (Any measure that is specific to student performance; e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. Students may include pre-k, K-12, and adult learners.)

(1) Name of Performance and Brief Description	(2) Method of Evaluating Performance	(3) Method of DOE Verification	(4) Timelines for Data Collection
Increase Enrollment	Participation records	Analysis of requests and responses	6/30/2012
Increased Academic Achievement -- Reading	Participation records	Analysis of requests and responses	6/30/2012
Increased Academic Achievement -- Math	Participation records	Analysis of requests and responses	6/30/2012

**SERVICE DELIVERY FORM** (Delivery of intended services to target population; e.g., adult literacy services, child find services, student evaluation services, etc.)

(1) Name of Service and Brief Description	(2) Standard(s) for Acceptance	(3) Method of DOE Verification	(4) Timeline for Service Delivery
Career, Technical Education -- The project will provide: -Career specialist to work with adult education students to transition to postsecondary -CHOICES training to all adult education teachers	Quality of service meets generally accepted guidelines Quality of service meets generally accepted guidelines	NRS Sign-in sheets	6/30/2012 6/30/2012



**Florida Department of Education, Division Career and Adult Education**

**Detailed Projected and Purchased Equipment Form**  
(Purchasing/Tracking/Disposition of Equipment)

Equipment planned and/or purchased with funds from this grant **must** be submitted on this form **or** in a format that contains the information appearing on this form.

A) Clay County School District  
Name of Eligible Recipient

B) \_\_\_\_\_  
Project Number (DOE USE ONLY)

<b>TAPS Number</b> 11B034
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**PROJECTED EQUIPMENT PURCHASES**  
(Cells will expand when text is typed.)

#	DESCRIPTION	ITEM 1	ITEM 2	ITEM 3
1	Function Code	6100		
2	Object Code	643		
3	Account Title	Capitalized computer hardware		
4	Detailed Description	laptop Computer		
5	School/Program	Adult Ed. 9008		
6	Number of Items	1		
7	Unit Cost	\$ 1070.00		
8	Total Amount	\$ 1070.00		

**ACTUAL EQUIPMENT PURCHASES**

9	Purchase Order Number and Date			
10	Date Invoice Paid			
11	Brand/Model/Make			
12	Serial Number			
13	Property/Decal Number			
14	Inventory/Location			
15	Disposal Date			
16	Method of Disposal			
17	Sale Price of Property (if sold)			

Person completing form: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Management review: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**SCOPE OF WORK  
AND  
PERFORMANCE-BASED PROJECT DELIVERABLES FORM**

**Building an Adult Education Career Pathways System  
for Transitioning to Postsecondary Education**

Complete and return with the application

<b>A. Project Information</b>	
Agency: Clay County School District Adult Education	Telephone: (904) 272-8170
County: Clay	E-Mail: jchappell@mail.clay.k12.fl.us
Contact Person: John Chappell	Fax: (904) 272-8164
Title: Supervisor of Adult Education	Grant Amount: \$75,713.00

**Instructions for completing Section B:**

1. In Column 1 identify the project's performance measures/criteria.
2. Column 2 lists the evidence/deliverables to be submitted as proof of the project goals and performance measures achieved.
3. In Column 3 the applicant is to list the dollar amount allocated for each of the performance measures identified.
4. Use only the number of rows necessary. Add rows as necessary. Cells will expand when text is typed.

**Definitions:**

**Performance Measures/Criteria**

Program goals that are quantifiably measured.

**Evidence/Deliverables**

Information submitted by the fiscal agency's program coordinator documenting proof of performance measures/criteria achievement.

**B. Performance Goals (See definitions for Performance Measures and Deliverables above.)**

(1) Performance Measures/Criteria	(2) Evidence/Deliverables	(3) Estimated Amount
Hire Career Specialist	signed contract	\$ 65474.94
Field trips taken to postsecondary institutions	flyer advertising trip	\$ 1412.24
Increased enrollment in adult ed.	recruitment materials, flyers, etc.	\$ 1000.00
High school recruitment visits	travel log	\$ 1000.00
Purchase equipment for Career Specialist	purchase orders	\$ 1450.00
Administer TABE tests	enrollment data	\$ 900.00
Conduct workshops, trainings, etc.	meeting materials	\$ 1000.00
Run ads in media for recruitment	ads, invoices	\$ 1000.00
		\$
		\$
		\$
	<b>Total</b>	\$ 73237.18

**REGIONAL WORKFORCE BOARD  
COORDINATION ASSURANCE FORM**

Complete Section A or B as appropriate and include in application package.

----Section A

The Superintendent or Agency Head certifies that this application has been submitted to the Regional Workforce Board and that the activities outlined in the application are consistent with current Regional Workforce Board plans.

\_\_\_\_\_  
Signature of Superintendent/Agency Head

2 | 17 | 11  
\_\_\_\_\_  
Date Submitted to Regional Workforce Board

*Regional Workforce Boards are invited to submit comments regarding the application to the Division of Workforce Education, Grants Administration office by February 1, 2011.*

**Note:** Section 112 (b) (8) and 121 (c), Title I, Workforce Investment Act (WIA), sets expectations for providers of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

----Section B

The Superintendent or Agency Head certifies that this application covers more than one Workforce Development Region. The activities outlined in this application are related to Workforce Development and are consistent with the current Regional Workforce Board plans for all regions included in this application. ***Application submission to the Regional Workforce Board is not required.***

\_\_\_\_\_  
Signature of Superintendent/Agency Head

\_\_\_\_\_  
Date

**Note:** Section 112 (b) (8) and 121 (c), Title I, Workforce Investment Act (WIA), sets expectations for providers of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

### **General Education Provisions Act (GEPA)**

In accordance with Section 427 of GEPA, Clay County School District assures equitable access to, and participation in, all its adult education programs: (ABE), (ESOL), GED, and (AHS). These programs are available to participants (whether student, faculty, or staff) regardless of gender, race, national origin, color, disability, or age.

The project proposes to use Adult General Education Grant funds to provide ABE and LEP students with supplemental services which will assist learners in becoming literate; obtaining knowledge and skills necessary for employment and self-sufficiency; becoming full partners in the education development of their children; completing high school equivalency or transitioning to a post-secondary institution, the military, or competitive employment. Project need has been established by review of local statistics and discussion with community organizations. The project design (including implementation, evaluation, dissemination, and budget) has been addressed extensively. All aspects ensure non-biased access and participation per GEPA Section 427.

## Building an Adult Education Career Pathways System for Transitioning to Postsecondary Education

**Competitive - Fiscal Year 2010-2012**

### APPLICATION REVIEW CRITERIA AND CHECKLIST

- Include this form in the application package.
- Place all items requested in the order indicated below.
- Include only the items requested.
- Place page numbers on every page consecutively, at the bottom, beginning with the DOE 100A as page one of the application package. Page numbers written by hand are permissible if electronic numbering is a problem.
- Staple upper left corner of the complete application package (no spiral bindings, notebooks or cover pages).

Placement Order	Item	Applicant Indicate Page Numbers Below	DOE Staff ✓ Check appropriate box below	
			Complete	Incomplete
<b>ITEMS</b>				
1	DOE 100A, Project Application – with original signature	1		
2	DOE 101S, Budget Narrative Form	2-3		
3	Project Performance Accountability	4-5		
4	Detailed Projected and Purchased Equipment Form or other equipment documentation	6		
5	Scope of Work and Performance-Based Project Deliverables Form	7		
6	Invoice Schedule Form - if applicable	n/a		
7	Regional Workforce Board Coordination Assurance Form	8		
8	General Education Provisions Act (GEPA) – one page	9		
9	Application Review Criteria and Checklist Form - this page	10		
<b>NARRATIVE</b>				
10	1. Project Abstract or Summary <u>and</u> Project Category Identification Form	11-12		
	2. Project Need	12		
	3. Project Planning and Design (a-h)	12-16		
	4. Steering Committee	16		
	5. Sustainability of Project	16-17		
	6. Evaluation	17		
	7. Support for Strategic Imperatives	17		
	8. Budget	17-18		

**Project Application Submission Category Identification Form**  
**Building an Adult Education Career Pathways System for Transitioning to Postsecondary Education**

**Instructions**  
 Complete this form and place it in front of the Project Abstract or Summary one page narrative response.

Check One	Submission Category Option	Identify county(ies) included in the application and the funding amount(s) requested for the county(ies)	Points
<b>A. Single County Allocation Category Options:</b>			
	1. Joint application for <u>single county</u> allocation <u>must</u> : <ul style="list-style-type: none"> <li>• include two or more adult education providers within the same county</li> <li>• share fiscal resources (county allocation)</li> <li>• include separate Budget Form DOE101S for each agency receiving fiscal resources</li> <li>• qualifying applications will receive all 10 bonus points</li> </ul>		10 bonus points
X	2. Single application for <u>single county</u> allocation is: <ul style="list-style-type: none"> <li>• one adult education provider applying for a single county allocation</li> </ul>	Clay County	No points
<b>B. Multiple County Allocations Category Option:</b>			
	1. Single application for <u>multiple county</u> allocations is: <ul style="list-style-type: none"> <li>• one adult education provider applying for multiple county allocations</li> </ul>		No points

**Note:**  
 The standard scoring *Criteria* are based on a 100 point scale, with a minimum base score of 70 points required for an application to be considered eligible for funding or qualifying bonus points.

**Fixed Requirement**

**1. Project Abstract**

This grant will allow the Clay County School District (CCSD) to hire a career specialist who will work specifically with adult education students to assist these students in making the transition from the GED, ABE, Adult High School, and ESOL programs to their chosen career. This career specialist will be trained in CHOICES and will also be a CHOICES facilitator to train adult education teachers and staff in CHOICES to use with their students. Bringing in guest speakers from colleges and industry, arranging field trips to colleges, assisting students in filling out college applications and financial aid forms, assisting students in signing up for college entrance exams, and establishing and coordinating the steering committee. Additionally, funds will provide students with field trips to post-secondary institutions, assistance to pay for industry certification and college entrance exams, and provide short courses to earn industry certifications. The goal of this grant will be to increase the number and percentage of adult education students who enter postsecondary education and earn a degree, certificate, and/or industry credential.

**5 points**

**2. Project Need**

The Clay County School District's Adult Education (CCSD-AE) program enrolls 618 students. This grant will allow the CCSD-AE to increase the number of students who enroll and increase the number of students who will transition to postsecondary education.

**65 points total**

**3. Project Planning and Design**

**a. Program Design**

**10 points**

This grant will allow the Clay County School District (CCSD) to hire a career specialist who will work specifically with adult education students to assist these students in making the transition from the GED, ABE, Adult High School, and ESOL programs to their chosen career. This career specialist will be trained in CHOICES and will also be a CHOICES facilitator to train adult education teachers and staff in CHOICES to use with their students. The Career Specialist will bring in guest speakers from colleges and industry, arrange field trips to colleges, assist students in filling out college applications and financial aid forms, assisting students in signing up for college entrance exams, and establish and coordinate the steering committee. Additionally, funds will provide students with field trips to post-secondary institutions, assistance to pay for industry certification and college entrance exams, and provide short courses to earn industry certifications. Classes to increase students' ability to succeed in post-secondary education will include note-taking and study skills. The career specialist will also assist in arranging transportation and child-care if needed.

**b. Curriculum and Instruction**

**10 points**

All students will utilize Florida CHOICES to develop a career plan and explore postsecondary options. Additionally, students in the adult education program will use the following curriculum in the face-to-face classes provided at flexible times during the week:

- Co-enrolled or Adult High School: CompassLearning - Odyssey
- Adult ESOL: Florida Ready to Work and Rosetta Stone
- ABE to GED Prep: Contemporary from McGraw-Hill



**c. Professional Development**

**10 points**

The duties and responsibilities for the career specialist include:

- Develop and maintain a career information resource center within the school.
- Provide prepared materials concerning employment, and educational opportunities, and requirements to students, parents, and out-of-school youth and adults.
- Prepare information on local and state job requirements and opportunities in cooperation with public agencies concerned with employment
- Compile and disseminate information on employment and educational opportunities at the local, state, and national levels.

Career Specialists in the district have worked with business/industry partners, parents, students, and postsecondary representatives for many years. The Career Specialist will submit the strategic plan and complete progress reports. The new 12-month data-specialist will assist in providing information and data for these documents. CTE and Adult education staff will collaborate with these individuals to implement this project.

**d. Student Support Services**

**5 points**

Student support services that will be offered through this grant include arrangements for transportation and child-care, tutoring, career counseling, and case management. This will be provided by the career specialist and the guidance counselor. These individuals will also help students fill out college



dissemination to undereducated (ABE) adults, underemployed adults and LEP populations.

Methods/Strategies: Schedules of new ABE and ESOL classes will be made available as a PSA on local radio stations. Information will also be in: My Clay Sun, Clay Today; brochures for churches, schools, libraries, local worksites, and Clay County Literacy Coalition; CCSD website & TV channel plus special community events. Finally, the most effective dissemination strategy is encouraging successful students to share program information with prospective students.

**h. Accountability**

**10 points**

The Career Specialist will work with the Supervisor of Adult Education on a quarterly basis to analyze NRS data, establish baseline data, program outcomes, and program improvement.

**4. Steering Committee**

**10 points**

The Steering Committee will include members from the Workforce Board, The Clay County Chamber of Commerce, JEA, The Haskell Company, Orange Park Medical Center, Clay County School District, St. Johns River State College, First Coast Technical College, etc. These individuals will work to help plan activities, decide career pathways, determine workforce needs, and help determine the need for new PSAV and AS degree offerings in the region.

**5. Sustainability of Project**

**5 points**

The CCSD-AE will search for grant funds to continue the career specialist position. Also, the new 12-month Data Specialist position will continue to be funded by the

district as well as the entire adult education staff made up of administrators, guidance counselor, teachers, and support staff. The steering committee will continue to meet.

## 6. Evaluation

5 points

The Career Specialist will work with the Data Specialist to track students entering the program who go onto postsecondary education and/or earn industry certifications. The goal of the program is to increase the number of students entering postsecondary education and/or earning industry certifications therefore, staff will look at this data to determine if they are meeting this goal. The Five-Year Strategic Plan will also assist adult education staff in evaluating the program.

## 7. Support for Strategic Plan

Fixed Requirement

Just Read Florida!: CCSD-AE adheres to the research-based concepts found in this initiative by developing individualized reading plans. These plans encompass appropriate individual levels in phonemic awareness, phonics, fluency, vocabulary, and comprehension where applicable.

Florida's Next Generation Strategic Plan: CCSD-AE strengthens foundation skills, improves college and career readiness, expands opportunities for postsecondary degrees and certificates, and aligns resources to strategic goals.

## 8. Budget

Fixed Requirement

Funds will be used to provide a career specialist to work specifically with adult education students. This career specialist will assist student in completing college applications, entrance exams, financial aid forms, etc. He or she will also help provide transportation and/or child care. They will arrange guest speakers and field

trips. Budgeted funds will provide a computer for this individual as well as travel and consumable items. Finally, grant funds will allow for the career specialist to conduct public relations/advertising activities for the program and purchase TABE tests.



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February 17, 2011

To Whom It May Concern:

This letter is in support of the Clay County School District's application to receive the Florida Department of Education's grant *Building an Adult Education Career Pathways System for Transitioning to Postsecondary Education*. St. Johns River State College has enjoyed a successful partnership with Clay County for many years. In the last 15 years, the school district and College have worked on many collaborative efforts to support School-to-Work, Career Pathways, and Pathways to Success.

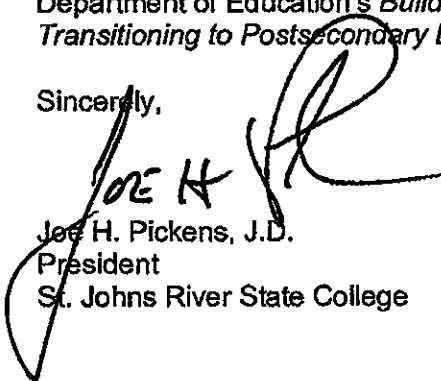
Throughout this relationship, we have seen increased opportunities and benefits to the students that we both serve. Our partnership has included the following activities to strengthen college and career readiness:

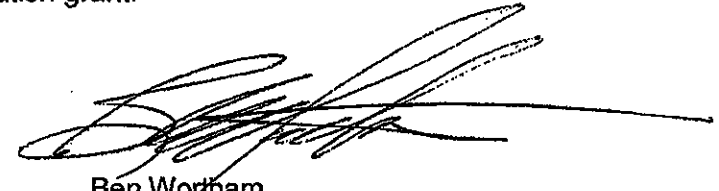
- Promotion of Career and Technical Education articulation from secondary/adult education to postsecondary
- Increased dual enrollment and articulated credit opportunities
- Opportunities to attend college fairs, program information sessions in high schools, and adult education programs and organized field trips
- Professional development activities with both secondary and postsecondary instructors
- Participation in high school academies, college program advisory boards, and steering committees
- College presence at the Adult Education graduation

These efforts as well as others will continue as we strive to increase the opportunities of our students.

It is with pleasure that I recommend that the Clay County School District be awarded the Florida Department of Education's *Building an Adult Education Career Pathways System for Transitioning to Postsecondary Education* grant.

Sincerely,

  
Joe H. Pickens, J.D.  
President  
St. Johns River State College

  
Ben Wortham  
Superintendent  
School District of Clay County