

Form A

Tech Prep Grant Application – Forms FY 2008-09

General Assurances Certification (Form GAC)

FY 2008-2009

The following school officials and staff hereby agree to comply with all federal and state regulations regarding maintenance and audit of records in such a way as to: a) avoid commingling of Perkins Act and other funds; b) submit necessary reports and data; c) and certify that the information provided in this application is true and correct to the best of our knowledge, information, and belief, and that the required assurances are given. That application will be operated in compliance with Public Law 105-332, the Carl D. Perkins Career and Technical Education Act, in accordance with appropriate federal regulations, state law, civil rights and anti-discrimination laws, and with policies and administrative issuance's by the Wisconsin Technical College System.

WTCS District Name (Fiscal Agent) *Please print name, title, address, phone number, fax number and e-mail address below:*

Wisconsin Indianhead Technical College
505 Pine Ridge Drive
Shell Lake, WI 54871

Phone: 715-468-2815 Fax: 715-468-2819

Original Signature of District President *Date: Month/Day/Year*
Please print name, title, address, phone number, fax number and e-mail address below:

Charles Levine, Interim President
Wisconsin Indianhead Technical College
505 Pine Ridge Drive
Shell Lake, WI 54871

Phone: 715-468-2815 Fax: 715-468-2819

Original Signature of Secondary Co-Chair, Joint Technical Preparation Council *Date: Month/Day/Year*
Please print name, title, address, phone number, fax number and e-mail address below:

Jesse Harness, Administrator
CESA 11
225 Ostermann Drive
Turtle Lake, WI 54889

Phone: 715-986-2020 Fax: 715-986-2040

Original Signature of Technical College Co-Chair, Joint Technical Preparation Council *Date: Month/Day/Year*
Please print name, title, address, phone number, fax number and e-mail address below:

Ken Kasinski, Administrator
CESA 12
618 Beaser Avenue
Ashland, WI 54806

Phone: 715-682-2363 Fax: 715-682-7244

Form B Additional Certification for Consortiums (Form ACC)

E-mail Response Form FY 2008-2009

Participating Public High School/Superintendent	District Administrator's Response (E-mail Received)	School District Contact Person
Amery School District Stephen Schiell		Shawn Doerfler
Ashland School District Peggy Smith		John Murray
Baldwin-Woodville SD Rusty Helland		Eric Russell
Barron School District Monti Hallberg		Kirk Haugestuen
Bayfield School District Linda Kunelius		Jeff Haiden
Birchwood SD Frank Helquist		Charles Dykstra
Bruce School District Debra Brown		Linda Hinde
Butternut School District Joni Weinert		Joni Weinert
Cameron School District Randy Braun		Sharon Nelsen
Chetek School District Al Brown		Christi Paul
Clayton School District Cathy Shimons		Elaine Molls
Clear Lake SD Brad Ayer		Darlene Bratager
Cumberland SD Donald Groth		Kate Koehler
Drummond SD Henry Lamkin		Jesse Riegert
Flambeau School District Bill Pfalzgraf		Nathan Solie
Frederic School District Gerald Tischer		Ray Draxler
Glenwood City SD Tim Emholtz		Shelly Laffin
Glidden School District Mark Luoma		Sarah Wallow
Grantsburg SD Joni Burgin		Stanley Marczak
Hayward School District Michael Cox		Andy Eaton
Hudson School District Mary Bowen-Eggebratten		Melisa Hansen
Hurley School District Chris Patritto		Jeff Gulan

LCO Ojibwe SD Dennis White		Ann Jennerman
Ladysmith-Hawkins SD Jim Schuchardt		Jackie Pederson
Luck School District Rick Palmer		Mark Gobler
Maple School District Gregg Lundberg		Greg Blair
Mellen School District Tim Kief		Tom Kriesel
New Richmond SD Morrie Veilleux		Deb Heyerdahl
Northwood School District Jean Serum		Paul Lake
Osceola School District Roger Kumlien		Rachael Marrier
Prairie Farm School District Don Hauck		Molly Pederstuen
Rice Lake School District Paul Vine		Charlotte Berger
Shell Lake School District Jerry Gauderman		Terry Reynolds
Siren School District Scott Johnson		Rena Peterson
Solon Springs School District Fred Schlichting		Mary Gibbons
Somerset School District Randal Rosburg		Shawn Madden
South Shore School District Marc Christianson		Kate Fleury
Spooner School District Donald Haack		Bob Kinderman
St. Croix Central SD Daniel Woll		Bill Stuessel
St. Croix Falls SD Glenn Martin		Paul Nusbaum
Superior School District Jay Mitchell		Kent Bergum
Turtle Lake School District Chuck Dunlop		Mike Holmes
Unity School District Brandon Robinson		Al Arndt
Washburn School District Sue Masterson		Todd Lindstrom
Webster School District Jim Erickson		Tim Widiker
Weyerhaeuser SD Chris Nelson		Leah Bunton
Winter School District Penny Boileau		Stuart Pask

Form C

Tech Prep Planning Worksheet

Wisconsin Indianhead Technical College

FY 2008-2009

Please list below all Tech Prep activities for FY 2008-2009.

Date	Activity	Allocated Tech Prep Funds (if any)
July 2008 & June 2009	Facilitating the Future <ul style="list-style-type: none"> ▪ Building Bridges Learning Communities: \$14,306 ▪ Career Clusters Learning Communities: \$14,306 ▪ Comprehensive Guidance Learning Communities: \$15,406 ▪ Leadership Team Expenses: \$1,695 ▪ Support Staff Expenses: \$1,306 ▪ FTF Event Awareness: \$2,306 ▪ FTF Support Staff: \$2,506 	\$51,831.00
June – July 2008	Youth Skills Academies <ul style="list-style-type: none"> ▪ Facilitators salaries: \$11,500 ▪ Supplies: \$3,000 	\$14,500.00
October 2008, February 2009, & April 2009	Consortium Meetings	\$500.00
On Demand	Career Assessments <ul style="list-style-type: none"> ▪ Each campus allocated \$500 	\$2,000.00
Fall and Spring Stipends	Transcribed Credit Mentors <ul style="list-style-type: none"> ▪ 8 stipends @ \$250 	\$2,000.00
Determined by each campus	Career Days & Connecting Activities <ul style="list-style-type: none"> ▪ Ashland: \$2,500 <ul style="list-style-type: none"> – program session supplies – salaries for part-time instructors – bus stipends to districts ▪ New Richmond: \$2,500 <ul style="list-style-type: none"> – program session supplies – bus stipends to districts ▪ Rice Lake: \$2,500 <ul style="list-style-type: none"> – bus stipends to districts ▪ Superior: \$2,500 <ul style="list-style-type: none"> – program session supplies 	\$10,000.00
January/February 2009	College Nights <ul style="list-style-type: none"> ▪ Event Awareness: \$5,000 ▪ Travel Expenses: \$800 ▪ Supplies: \$2,200 	\$8,000.00

Spring 2009	Transition Days \$250 to each campus for event awareness, supplies, and bus stipends	\$1,000.00
April 2009	Counselor Spring Workshop <ul style="list-style-type: none"> ▪ Event Awareness: \$1,000 ▪ Workshop Presenter: \$1,000 ▪ Event Supplies and Expenses: \$1,000 	\$3,000.00
March 2009	Youth Business Skills Competition	\$350.00
June 2009	Counselor Externships	\$1,900.00
June 2009	Faculty/Administrator Manufacturing/Healthcare Externships	\$11,506.00
On Demand	Career Clusters Training	\$1,000.00

Section 2

Application Forms and Instructions

(Following Pages)

Uniform Application for State Administered Funds

1. FUNDING SOURCE AND CATEGORY: (please check funding source and enter appropriate category)

- | | |
|--|--|
| <input type="checkbox"/> Adult Education and Family Literacy Act | <input type="checkbox"/> General Purpose Revenue |
| <input checked="" type="checkbox"/> Carl D. Perkins Career and Technical Education Act | <input type="checkbox"/> Other |

Grant Category: Tech Prep

2. GRANT YEAR: (check one) 1st Year 2nd Year 3rd Year Other

If this is a **REVISION**, enter date: _____

3. APPLICATION TITLE: Tech Prep School-to-Work
(Limit title to one line -- if focused on a program, indicate program title and instructional program number)


4. APPLICANT NAME: Wisconsin Indianhead Technical College

5. APPLICANT ADDRESS: 505 Pine Ridge Drive
Shell Lake, WI 54871

6. APPLICANT CONTACT: Timothy O. Schreiner **PHONE:** 715-468-2815

E-MAIL: tim.schreiner@witc.edu **FAX:** 715-468-2819

7. I certify that the information contained in this application is in compliance with federal and state regulations and application guidelines.

APPLICANT PRESIDENT SIGNATURE  **Date** 5/08/08

8. TOTAL ACTIVITY COST: \$ 147,173

9. NUMBER TO BE SERVED:
(Unduplicated Number to be Used for Client Reporting) Enter N/A if not applicable.

STATE FUNDS REQUESTED: \$ 147,173 2,000 est.

FOR WTCS OFFICE USE ONLY:

Recommended Award \$ _____

- | | |
|---|--|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved with Technical Revisions |
| <input type="checkbox"/> Revisions Required Before Approval | <input type="checkbox"/> Disapproved |

To Fiscal: _____

Education Director Date _____

Associate Vice President Date _____ / _____
Vice Presidents

Revisions required or reason for disapproval: _____

10. TOTAL COST BY FUNDING SOURCE(S)

If applicant plans to receive funds from sources other than or the same as the one listed in item 1, above, the applicant is to estimate the dollar amount by source in the table below.

A	WTCS Office Administered Funds Requested	\$ 147,173
B	Other WTCS Office Administered Funds (Identify: _____)	+ \$
C	Other State or Federal Funds	+ \$
D	Total Non-State/Non-Federal Funds (Local Funds)	+ \$
E	Total Activity Cost (Add Lines A through D above)	= \$ 147,173

11. APPLICATION ABSTRACT

The abstract is to succinctly describe, in 100 words or less, the purpose of the proposed project. *It may be published for various uses.* Use your organization’s complete name the first time you mention it. Do not use abbreviations or acronyms. Employ direct sentence structures, such as “This project will (action verb)....”

This project will provide partial funding for collaborative K-16 technical preparation initiatives facilitated by the Northwest Wisconsin Tech Prep School-to-Work Consortium. Designed to enhance the technical and academic skills of high school students and to provide expanded opportunities for transition into postsecondary education or the workforce, proposed activities include an emphasis on professional development via Facilitating the Future workshops and counselor in-service and occupational exploration for high school students via career assessments, Wisconsin Indianhead Technical College career days, college nights, and exploration courses. An estimated 1,700 students and 300 faculty/counselors/parents will participate in events, resulting in increased performance related to identified Tech Prep indicators.

12. SUBCONTRACTOR INFORMATION

ORGANIZATION NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

13. APPLICATION NARRATIVE

Section 13 (Application Narrative), Section 15 (Courses/Workshops) and Section 16 (Evaluation Process) may not exceed ten (10) pages in length; each should be concise and to the point. Application Narratives exceeding ten (10) pages in length will not be rated by reviewers and returned to applicants.

Each application narrative must use the following format. Your narrative should clearly show how identified needs, proposed outcomes, and proposed activities are aligned with each other and related to the purpose of the grant category.

Note: Please refer to the Application Components part of the policies for each grant category for special instructions in addition to these general guidelines.

13. A. Statement of Need

Wisconsin Indianhead Technical College has collaborated since 1991 with the 47 public school districts and three local CESA's located within this 10,500 square mile district to develop and implement a viable Tech Prep School-to-Work program. The framework for this initiative has been the federal Tech Prep program outcomes and indicators created through the Tech Prep Education Act, Title II, of the Carl D. Perkins Vocational and Technical Education Act of 1998.

The logistics of implementing a comprehensive tech prep program among so many partners spread across such a vast region has always been a barrier. However, the Tech Prep Consortium has developed an innovative district-wide approach that is working quite well. The focal point has been the summer Facilitating the Future Conference which is attended each year by approximately 250 high school and WITC educators. A selection of learning community workshops is offered based upon staff development needs that are identified by consortium members. Counselor in-services are also offered. High school students are provided with career assessments, WITC campus career days, and college night events that are designed to facilitate a seamless transition into postsecondary education.

Many of these activities have been successful and have resulted in enhanced performance related to selected Tech Prep indicators. For example:

- Approximately 38% of 2004 district high school graduates enrolled in the technical college system within 3 years and approximately 28% of 2005 graduates enrolled in the first 2 years out of high school.
- 37 counselors from consortium school districts have participated in externships at WITC
- Approximately 80 counselors from consortium school districts have completed at least one level of Comprehensive School Counseling.
- In 07-08 six school districts participated in transcribed credit pilots resulting in 25 courses taken, 309 duplicated enrollments, and 13 different course options offered for all districts.
- The requests for transcribed credit have increased for 08-09. So far this year we have 13 school districts interested and 50 courses being requested.
- 14 school districts are taking advantage of the automatic renewal option for 08-09. This can be used if WITC and high school curriculum has not changed.

However, a number of unmet needs remain. Input has been gathered from a variety of sources including consortium members, business and industry in the area, and high school contacts to identify unmet needs and suggested activities to meet those needs. Some of the key issues are as follows:

- A need for school administrators to have an opportunity to be involved with externship activities.
- Child labor law training for local employers to encourage more work-based student activities.

13. B. Measurable Outcomes

1. Increase/maintain the number of students who participate in secondary and postsecondary Tech Prep programs.
2. Increase/maintain the number of students who participate in and complete a coherent sequence of courses.
3. Increase/maintain the number of high school students earning a college credit while still enrolled in high school.
4. Increase/maintain the number of participants in joint in-service training for teachers and counselors.
5. Increase/maintain the number of students prepared to enter rigorous and challenging postsecondary career and technical education and the number of technical college students graduating within three years of enrolling.

13. C. Outcome and Activity Description

1. **Outcome No. 1 Description: Increase/maintain the number of students who participate in secondary and postsecondary Tech Prep programs.**

The number of individual course articulation agreements will increase 5% from 321 agreements with 36 school districts to 337 agreements with 38 school districts to help facilitate seamless educational experiences for Tech Prep students.

Activity A: Evaluate effectiveness of new articulation processes

Description: The process used to develop articulation agreements has been streamlined to make it more efficient. A team including the Tech Prep Director and Curriculum Director reviewed the process of other technical colleges including CVTC and NTC to determine best practices to implement for the 2008-2009 articulation review process.

This activity supports indicator a).

Position(s) responsible for conducting the activity: Tech Prep Director, Director of Curriculum, and Curriculum Specialist

Time period (start/end date): July 2008 – June 2009

2. **Outcome No. 2 Description: Increase/maintain the number of students who participate in and complete a coherent sequence of courses.**

The number of students who participate in and complete a coherent sequence of courses meeting the Tech Prep definitions will increase by 3%.

Activity A: Career Assessments

Description: Career Specialists, will inform high school students about the availability of career assessments in their presentations at area high schools. High school students may then come to a WITC campus to take a career assessment to help them decide what program they want to pursue, review the results with a WITC counselor, and take a tour of the campus or shadow a current student.

This activity supports indicator d) and e).

Position(s) responsible for conducting the activity: Students complete the career assessments in the Student Services Center and review the results with a WITC counselor.

Time period (start/end date): Students may come to a campus at any time to take an assessment as they talk with Career Specialists and are available to come to the campus near them. Career Specialists visit all high schools in the WITC district several times a year.

Projected Number Served: 200 students

Activity B: Career Days and Connecting Activities

Description: Prior to their visit to the technical college, students take a career interest inventory to identify careers they have the most potential and interest in. High school students then select their top choices to visit a WITC campus for a day and select 3 or 4 programs to shadow/visit. The entire college campus is involved in the visit and all programs participate. Students shadow and participate in program-related activities in career areas they have selected. By participating in this event, students have the opportunity to have an experience in and learn about several program areas and talk with the instructors and students in the programs. Some campuses host a second Career Day to accommodate the large numbers of students in their area. In addition to specific Career Day activities, will also encourage school districts to visit as arranged with campus administrators or career specialists.

This activity supports indicators d) and e).

Position(s) responsible for conducting the activity: Career Specialists, Campus Administrators, Admissions Advisors, Public Relations Technicians, Deans, and Faculty will be primarily responsible for conducting the Career Day(s) on their campus. The Tech Prep Coordinator is informed of the development by the sharing of planning meeting minutes and through conversations with the Career Specialist at each campus.

Time period (start/end date): Dates will be selected to best meet the needs of the individual campuses and the schools they serve. Each campus team leader will be in contact with the high schools in her area.

Projected Number of Students Served: 1500

Activity C: College Night

Description: High School seniors within the WITC district and their parents/guardians will receive an invitation in the mail to attend a College Night offered at WITC campuses in Ashland, New Richmond, Rice Lake, and Superior. Notices will also be placed in local newspapers. College Night will incorporate campus tours and break-out sessions geared toward students and/or parents with titles such as "What You Need to Know after High School," "Financial Aid Assistance," "College Knowledge,"

and “Independence 101” with the purpose of giving students information they need to transition smoothly from secondary to postsecondary education. Additional postsecondary options including other two-year (Barron County, CVTC) and four-year colleges (UW Superior, UW Eau Claire, UW River Falls, UW Stout) and service recruiters will be invited to have booths set up.

This activity supports indicators d) and e).

Position(s) responsible for conducting the activity: Career Specialists, Financial Aid Advisors, Deans, and Faculty from each campus will be responsible for planning and conducting College Night on their campus. The Tech Prep Coordinator is informed of the development by the sharing of planning meeting minutes and through conversations with the Career Specialist at each campus.

Time period (start/end date): College Nights will be held in late January/early February. Each campus College Night will be on a different night so district staff from other campuses will be available to assist parents and students and conduct break-out sessions.

Projected Number Served: 500

Activity D: Conduct Youth Skills Academies – Manufacturing and Health

Description: Students participate in Manufacturing Skills Academy exploration courses and Health Academy courses (Certified Nursing Assistant) at the WITC New Richmond and Rice Lake campuses. Students will have the potential to earn WITC credits and receive credit toward high school graduation. The Health Academy participants will be prepared to complete the CNA certification test (Promisor).

This activity supports indicator d), e), and h).

Position(s) responsible for conducting the activity: Tech Prep Director, New Richmond and Rice Lake Deans and Faculty, and Workforce Resource and CESA 11 partners.

Time period (start/end date): The Academies will run June and July, 2008.

Projected Number Served: 56 students

Activity E: Transcribed Credit Courses

Description: In 2006-2007, WITC piloted transcribed credit coursework with Amery and Cumberland high schools – 18 courses for 22 credits were offered serving 280 students. In 2007-2008 we continued transcribed credit courses with Amery and Cumberland with 25 courses and 309 duplicated enrollment. With the new agreements WITC plans to triple transcribed credit offerings.

This activity supports indicators d), e) and h).

Position(s) responsible for conducting the activity: Tech Prep Director, Curriculum Director, Curriculum Specialist, Deans, and Faculty.

Time period (start/end date): Agreements will be developed over the summer for implementation in fall 2008.

Projected Number Served: 420 students

Activity F: Health Academy Partnership with Ladysmith High School

Description: Starting in fall 2007, the Ladysmith-Hawkins school district offered a Health Care Academy sanctioned through DPI Charter Schools. Students from

outside the Ladysmith Hawkins schools district open-enrolled full- or part-time to participate. Dual-credit courses in the Health Science career cluster for students at Ladysmith High School and surrounding high schools included CPR/First Aid, Nursing Assistant, Anatomy and Physiology, and Medical Terminology was offered via advanced standing, distance learning, and on-site WITC instructors to prepare students for admission to a postsecondary health related program after high school graduation. The Health Academy will continue this fall (2008).

Participating in this coursework will allow students to determine if a career in health suits them. This awareness of skills and interest and partnership with the technical college will enable students complete the application process for their desired program as soon as possible and be placed on any waiting list that may exist for a particular program so students will be able to transition into postsecondary coursework immediately after high school graduation.

This activity supports indicators c), d), e), g), and h).

Position(s) responsible for conducting the activity: WITC Rice Lake Health Dean, Tech Prep Director, and Faculty

Time period (start/end date): Courses will be offered during the fall and spring semesters of 2008-2009.

Projected Number Served: 40 students

Activity G: Youth Business Skills Competition

Description: Northwest Wisconsin high school students come to the Ashland campus to compete in 13 business-related areas: accounting, general business knowledge, business mathematics, customer service, desktop publishing, employment skills, informative presentation, keyboarding, Microsoft Excel, Microsoft FrontPage, Microsoft PowerPoint, Microsoft Word, Proofreading, and Small Business/Marketing Simulation. Three or four area businesses serve as judges for the competitions. The event gives students a chance to showcase and reinforce their skills, interact with WITC instructors, and gain further insight into the programs and career areas utilizing these skills.

This activity supports indicators d) and e).

Position(s) responsible for conducting the activity: Business and General Studies Faculty and Deans. The Tech Prep Specialist will be in contact with the event coordinator and attend the event – possibly participating as a judge.

Time period (start/end date): March 2009.

Projected Number Served: 100

3. Outcome No. 3 Description: Increase/maintain the number of high school students earning a college credit while still enrolled in high school.

The Tech Prep Consortium will continue to be involved in data analysis, strategic planning, project evaluation, and analysis of needs.

Activity A: Northwest Wisconsin Tech Prep/School-to-Work Consortium Meetings

Description: The consortium will meet in its entirety at least three times throughout the year. Additional subcommittees will meet throughout the year to plan and carry out the activities.

This activity supports indicator k).

Position(s) responsible for conducting the activity: Tech Prep Director, Tech Prep Assistant, NW WI Tech Prep Consortium members

Time period (start/end date): The consortium will meet on the following dates:

- October 15, 2008, at the WITC Superior Campus to review the activities occurring April through September 2008; plan activities and budget for FY10; and update the consortium on local, state, and federal Tech Prep issues.
- February 4, 2009, via IP video to review the FY09 Mid-Year Report and FY10 grant proposal and update the consortium on local, state, and federal Tech prep issues.
- April 29, 2009, at the WITC Rice Lake Campus to review activities occurring September 2008 through April 2009; identify planning teams for FY10 activities; and update the consortium on local, state, and federal Tech Prep issues.

Activity B: Tech Prep Web Page

Description: The Tech Prep web page will continue to be developed to include information for students, parents, and educators including the following: articulation agreements and maps; youth options; program tours and registration information; Tech Prep Directory (school district, WITC, CESA, and state contacts); WITC's Counselor Compass and College Connect eNewsletters; consortia information (meeting minutes, grant, activities, etc.); and web links (WTCS, DPI, high school web sites, data sources, etc.).

This activity supports indicator k).

Position(s) responsible for conducting the activity: Tech Prep Director, Tech Prep Assistant

Time period (start/end date): Ongoing.

4. Outcome No. 4 Description: Increase/maintain the number of participants in joint in-service training for teachers and counselors.

Approximately 200 teachers, counselors, and administrators will participate in select learning communities at Facilitating the Future, counselor workshops, and other staff development activities. Ninety-five percent of participants will indicate that these activities have increased their ability to enhance a student's technical/academic skills and to provide opportunities for transition into postsecondary education.

Activities A – C: Facilitating the Future Learning Communities

Each participant at Facilitating the Future develops an action plan outlining how he/she will share and implement the information and products produced during the workshop. Participants within the WITC district will earn a \$300 stipend for participating in all eight days of the workshop, completing daily journal entries, and submitting a complete action plan. Participants may earn up to 4 credits from Viterbo University, LaCrosse, WI.

During the first semester, participants implement the activities identified in their Action Plan and complete an assessment determining the success of their plan, advantages or barriers to the project's success, and identify their next steps. The assessment of the implementation of their

action plan is due in February 2008. Participants may earn up to 2 credits from Viterbo for this follow-up activity and earn a \$200 stipend (within WITC district).

Activity A: “Career Clusters” learning community at Facilitating the Future

Description: High school and postsecondary educators will have the opportunity to learn about the Career Clusters initiative, review and acquire resources, discuss Career Cluster sustainability and implementation, and develop at least one career cluster for students in their district.

This activity supports indicators c), d), e), l), and o).

Position(s) responsible for conducting the activity: FTF Leadership Team including, Tech Prep Specialist, WITC staff, CESA 11 staff, and CESA 12 staff and learning community facilitators to be identified

Time period (start/end date): July 2008 and June 2009.

Projected Number Served: 20 teachers, counselors, and/or administrators

Activity B: “Comprehensive School Counseling” learning community at Facilitating the Future

Description: High school and postsecondary guidance counselors will have the opportunity to experience Levels I, II, and III of the Comprehensive School Counseling initiative:

Level I: learn about the Comprehensive School Counseling initiative, develop an implementation plan, develop a manual and create a presentation to explain the concept to administrators and school board members.

Level II: develop curriculum, identify scope and sequence of program pieces, develop portfolio assessment, develop conferencing plan, and develop professional development plan

Level III: develop an assessment system for program evaluation and accountability

This activity supports indicators c), d), e), j), l), and o).

Position(s) responsible for conducting the activity: FTF Leadership Team including, Tech Prep Director, WITC staff, CESA 11 staff, and CESA 12 staff and learning community facilitators to be identified.

Time period (start/end date): July 2008 and June 2009.

Projected Number Served: 20 counselors

Activity C: “Building Bridges” learning community at Facilitating the Future

Description: High school and postsecondary educators will have the opportunity to “build bridges” with the various economic development and workforce agencies and business and industry in the region. Participants will create a networking portfolio and revise lessons to utilize the resources available to them in their communities. Participants will tour 6-9 businesses, dialogue with representatives from workforce resource, economic development, and entrepreneur network, view demonstrations from student teams on Lego League, High Mileage Vehicles, and school-based business, and participate in career exploration learning activities.

Built within this activity will be a session related to child labor law. Area businesses will be invited to participate and learn how to incorporate work-based learning opportunities for high school students within their businesses.

This activity supports indicator d), e), l), m), o).

Position(s) responsible for conducting the activity: FTF Leadership Team including, Tech Prep Director, WITC staff, CESA 11 staff, and CESA 12 staff and learning community facilitators to be identified.

Time period (start/end date): July 2008 and June 2009.

Projected Number Served: 20 teachers, counselors, and/or administrators

Activity D: Local Counselor Inservices and Spring Counselor Workshop

Description: The Spring Counselor Workshop focuses on updates and information pertinent to High School and WITC counselors in the WITC region. Follow-up activities to the summer Comprehensive School Counseling learning community, WTCS and WITC updates and information, and issues that arise throughout the school year in the counseling area are often included in the agenda. The workshop has been centrally located in the district in Hayward, WI for the past several years and has been attended by 15-20 of the 47 school districts annually. The intended outcome of this event is to give counselors from multiple school districts an opportunity to network, receive updates, and move forward on their Comprehensive School Counseling programs.

Local Counselor Inservices are conducted on the WITC campuses to introduce counselors to new staff at the campus, overview new programs offered, provide updates on contracts, youth options, and technical college initiatives. This coming year, information and round table discussions on the Prepared Learner initiative will take place to generate ideas on how WITC and high schools can partner to best assure students are prepared as they transition into post-secondary education.

This activity supports indicators l), n), o).

Position(s) responsible for conducting the activity: Tech Prep Director, Tech Prep Assistant, Comprehensive School Counseling facilitators.

Time period (start/end date): April 2009.

Projected Number Served: 100 counselors

Activity E: Counselor Externships

Description: High school counselors participate in a five-day externship with WITC counselors and staff to better understand WITC courses, programs, resources, processes, and procedures so they can relay accurate information as they discuss post-secondary options with students.

This activity supports indicator d), e), l), n), and o).

Position(s) responsible for conducting the activity: Tech Prep Director and Tech Prep Assistant to promote and coordinate, WITC counselors and staff to provide the experience.

Time period (start/end date): June 2009.

Projected Number Served: 4

Activity F: Faculty/Administrator Manufacturing/Healthcare Externships

Description: High school and WITC faculty, as well as high school administrators will have the opportunity to participate in a five-day externship to better understand and

make connections with community businesses and better understand the world of work that awaits students.

This activity supports indicator m).

Position(s) responsible for conducting the activity: WITC faculty, high school faculty, high school administrators.

Time period (start/end date): June 2009

Activity G: Career Clusters Training Support

Description: Tech Prep will help support local training related to career clusters (i.e. WALEW and CESA sponsored events.)

This activity supports indicator k) and l)

Position(s) responsible for conducting the activity: Tech Prep Director

Time period (start/end date): Ongoing

Projected Number Served: 100 teachers

5. Outcome No. 5 Description: Increase/maintain the number of students prepared to enter rigorous and challenging postsecondary career and technical education and the number of technical college students graduating within three years of enrolling.

Equal access for special populations, racial/ethnic minorities, and non-traditional training and employment will be evidenced by a 2% overall increase in selected Tech Prep activities.

Activity A: Transitions Days

Description: Students with disabilities and their advocates/parents/teachers have the opportunity to come to WITC for a day to familiarize themselves with WITC, available resources, self-advocacy, and strategies for student success.

This activity supports indicators d), e), and p).

Position(s) responsible for conducting the activity: WITC Disability Specialists. The Tech Prep Specialist will be in communication as agendas and assessments are created and receive assessment feedback.

Time period: Spring 2009

Projected Number Served: 50 special needs students and their advocates.

14. INPUT TO GRANT APPLICATION

This proposal is based upon extensive input from the Tech Prep Consortium at their fall 2007 and spring 2008 meeting, information gathered from the October 2007 Synergy Conference, information gathered from Manufacturing Works/Gold Collar meetings, Education Consortium meetings, Workforce Resource meetings, meetings with high school teachers and administrators, analysis of data, and professional development participant evaluations. Since consortium members represent faculty, counselors, administrators, workforce development, and business sectors, input reflects a diverse range of needs and includes student needs.

15. COURSES/WORKSHOPS

Not applicable. Facilitating the Future brochures and other professional development workshop descriptions are available upon request.

16. EVALUATION PROCESS

The evaluation process will be both formative and summative with project changes made on an ongoing basis to respond to changing student and professional development needs. Barb Landstrom, WITC Tech Prep Director, assumes primary responsibility for facilitating the evaluation process in collaboration with designated CESA and Tech Prep Consortium members.

Components of this process will include:

- Analysis of data provided by WTCS and DPI to determine progress in meeting designated outcomes
- Completion of mid-year and year-end WTCS project evaluation forms, which will include input from Tech Prep Consortium members
- Participant evaluation surveys completed by participants at all professional development events
- Student, parent, and chaperone feedback from Career Days, College Nights, and other student-focused activities
- Facilitating the Future assessment process that includes
 - Participant post-event evaluation (while at FTF)
 - Participant development of individual action plans for improvement (while at FTF); implementation of action plans; and assessment of results through an implementation report
 - Summative evaluations by Tech Prep FTF Leadership Team focusing on longer-term general outcomes.

PERKINS BUDGET DETAIL

Wisconsin Indianhead Technical College
 Project Number: 17-165-150-409
 Title: TECH PREP SCHOOL-TO-WORK

<u>LINE NUMBER</u>	<u>DESCRIPTION</u>	<u>OUTCOME NUMBER</u>	<u>AMOUNT</u>
1.0 Administration	Tech Prep Coordinator (.30 FTE)	1-5	\$16,178
	Fringe Benefits		
	\$16,178 @ 34.9% = \$5,646		\$5,646
(1.0 Administration – Total)			\$21,824
2.0 Salaries/Fringes	Tech Prep Assistant (884 hrs)	1-5	\$ 11,855
	Fringe Benefits		
	\$ 11,855 @ 7.65% = \$907		\$907
	Transcribed Credit Mentors	1	\$2,000
	Counselor Extern Mentors	2	\$1,000
(2.0 Salaries/Fringes – Total)			\$15,762
3.0 Travel	Tech Prep Coordinators meetings/mileage	1-5	\$ 4,000
4.0 Equipment – Major	None		
5.0 Equipment – Minor	None		
6.0 Software	None		
7.0 Supplies	None		
8.0 Other	CESA Facilitating the Future subcontract	4	
	Building Bridges LC - \$ 14,306		
	Career Clusters LC - \$14,306		
	Comprehensive Guidance LC - \$15,406		
	Leadership Team Expenses - \$ 1,695		
	Support Staff Expenses - \$ 1,306		
	FTF Event Awareness - \$ 2,306		
	FTF Support Staff - \$ 2,506		

	Manufacturing/Healthcare Externships – \$11,506	4	
	Youth Skills Academies - \$14,500	4	
	Consortium meeting expenses - \$500	3	
	Counselor spring workshop - \$3,000	4	
	Career Days & Connecting activities - \$10,000	2	
	Ashland Youth Business Skills Competition - \$350	2	
	Career Assessments - \$2,000	2	
	College Nights - \$8,000	2	
	Bridges Transition Days (RL and NR) - \$1,000	5	
	Counselor Externships - \$1,900	2	
	Career Clusters Training - \$1,000	4	\$105,587
9.0 Subtotal	Lines (1.0 thru 8.0)	---	\$147,173
10.0 Indirect Cost Lines @ 8% of total project costs			\$
TOTAL BUDGET			\$ 147,173
REIMBURSED @ 100%			\$ 147,173