

2009-10 Work Plan Materials Outreach to Schools

DEED's Office of Youth Development is pleased to announce the availability of continued funding for the Outreach to Schools model for 2009-10. The 2009-10 project is funded from Minnesota's WIA 10% statewide discretionary funding.

Eligible Applicants

Eligible applicants are local Workforce Service Areas/Local Workforce Investment Boards/Youth Councils. Local Outreach to Schools plans must be approved by the LWIB/Youth Council.

Size of Grant Awards/Matching Funds Requirement

Each WSA/LWIB/Youth Council may apply for up to \$10,000 to implement the Outreach to Schools model in 2009-10. An equal amount of matching funds are required and may be in-kind or cash. The source of the matching funds may be federal, state, local or foundation resources.

Outreach to Schools Objectives

- Outreach to Schools is a partnership between the WSA/LWIB/Youth Council and local educational agencies which addresses a major unmet need: a strategy for delivering effective career counseling and labor market information to the region's youth and families.
- Outreach to Schools will raise local youth and parent customer awareness and usage of Minnesota's workforce development system and engage local workforce and economic development partners.
- Outreach to Schools builds on the work of the LWIBs in identifying strategic industries and high-growth, in-demand occupations.

Examples of Allowable Activities

The following are examples of allowable activities through Outreach to Schools:

- A. Recruit local educational agencies willing to participate in Outreach to Schools. These can be traditional or alternative schools, or educational programs at juvenile correctional facilities.
- B. Recruit a college student(s) who will be employed as an intern to work with the secondary students and their parents. Ideal candidates will be those who are pursuing counseling as a career pathway.

C. Train the intern to carry out the following tasks:

- Provide career exploration, career counseling, job search assistance, college information and current labor market information to youth and families.
- Assist students and parents in the use of career information websites such as ISEEK (www.iseek.org), Minnesota Careers (www.mncareers.org), and MinnesotaWorks Job Bank (www.minnesotaworks.net).
- Provide WorkForce Center orientations for groups of students (and one-on-one) in high schools, alternative schools and other local educational agencies.
- Provide information to youth and parents on the services available through WIA (regular and Recovery Act) and MYP programs, and other programs (such as Youthbuild) as appropriate.
- Work cooperatively with local community groups such as the Boys and Girls Clubs, community action agencies, high school counselors and administrative staff, WorkForce Center staff and the local Labor Market Information (LMI) analysts.
- Other tasks as identified by the local Youth Council and/or educational partners.

D. The WSA contact and the local educational agency contact will jointly develop a work plan for the intern which includes job duties, salary, frequency of visits, expectations of the number of youth to be served, and other responsibilities as identified in the Local Work Plan.

E. The WSA contact will monitor the activities and outcomes of Outreach to Schools and submit fiscal and narrative reports to DEED as requested.

Work Plan Content

Work plan packages must include the following:

- Cover Page (Form 1);
- Project Description (2 page maximum);
- Partnership Chart (Form 2);
- Work Plan (Form 3); and
- Project Budget (Form 4).

Availability and Duration of Funding

Funding will be provided through the NFA process (attached to the Master Plan for each WSA). Funds will be available immediately upon approval of the local plan by DEED or at the project start date, whichever is later. Funds will be available until June 30, 2010.

Work Plan Submittal

Work plan materials should be submitted as soon as possible to:

Lynn Douma, Youth Program Specialist
Office of Youth Development
Minnesota Department of Employment and Economic Development
1st National Bank Building, Suite E200
332 Minnesota Street
St. Paul, Minnesota 55101

The work plan package may be submitted electronically to: lynn.douma@state.mn.us but the signed cover sheet must be mailed under separate cover.

Technical Assistance

If you have questions regarding preparation of the work plan package, contact Lynn Douma at lynn.douma@state.mn.us or 651-259-7536.

Project Evaluation Requirement

WSAs will be required to complete an Outreach to Schools Activity Report at the end of the project. The report format is available from the Outreach to Schools webpage: <http://www.positivelyminnesota.com/youth/o2schools.htm>

All WSAs will also be asked to gather feedback from interns, students/parents, and local education partners regarding the benefits of Outreach to Schools and suggested areas for improvement.

Questions to be addressed as part of the evaluation should include:

- How do the post-secondary student interns benefit from Outreach to Schools?
- How do the students and parents benefit from Outreach to Schools?
- How do local educational agency staff benefit from Outreach to Schools?

DEED will ask for a summary of the information gathered when the Outreach to Schools Activity Report is submitted.

**FORM 1: COVER PAGE
2009-10 OUTREACH TO SCHOOLS**

Project Title: Outreach to Schools

Applicant Agency (WSA/LWIB): Northwest
Contact Name: Rodger L. Coauette
Title/Organization: Executive Director/Northwest Private Industry Council
Address: 1730 University Avenue
Address 2:
City: Crookston State: MN Zip: 56716

E-Mail Address: Rodger.coauette@state.mn.us
Phone: 218-281-6020
Fax: 218-281-6025

Fiscal Agent (if different from Applicant):
Contact Name:
Title/Organization:
Address:
Address 2:
City: State: Zip:

E-Mail:
Phone:
Fax:

Date plan approved by local Youth Council: 15 July 2009

I certify that the information submitted in this work plan is complete and correct to the best of my knowledge.

Authorized Signature:

Printed Name & Title: Rodger L. Coauette, NWPIC Executive Director

Date Signed:

PROJECT DESCRIPTION
2009-10 OUTREACH TO SCHOOLS
(maximum of 2 pages)

1. Describe any difficulties encountered implementing the project in 2008-09, and strategies implemented/planned to overcome them.

Since the Northwest Workforce Service Area has contracted with Inter-County Community Council for staff for the Outreach to School initiative, there have been no major problems. Minor issues this past school year was seeking out the best contact person at each school and making them familiar with what was being provided by the Outreach to Schools staff. The other minor issue is trying to cover such a large geographic area, in a relative short period of time with limited resources. Time simply ran out on accomplishing everything that staff wanted to achieve with the project. A final issue was trying to direct program efforts to the younger students rather than senior as staff feels that the Outreach to Schools program has more effective results with high school freshman and sophomores.

2. Provide a brief summary of the planned 2009-10 Outreach to Schools project in the following areas, including:

- services to be provided

The WSA wants to continue to build on the past success of the Outreach to Schools program. Group presentations will continue to be utilized but the emphasis will be on working with individual students on a one-to-one basis. The Youth Council has identified that priority should be given to the individual student who does not plan on attending a four year post-secondary institution and that the younger students should be given priority. Staff will provide service to all students but will focus on the individual students who plan on attending a vocational program or who do not plan on continuing their education upon completion of high school. The emphasis will continue to be placed on informing students about occupations in demand within the WSA and the educational requirements needed to obtain these jobs.

- how funds will be used

The WSA will continue to use the funds to contract with Inter-County Community Council for staff because of the effectiveness they have demonstrated in the delivery of Outreach to Schools program in the past. Inter-County staff works with the Minnesota Youth Program and the WIA Younger Youth Program so they are familiar with and have existing relationships within the participating schools. Staff will coordinate their activities with school administrators, school counselors, career teachers and Carl Perkins Coordinators.

The Youth Council feels that the Outreach to Schools program has been an efficient use of limited resources. The Outreach to Schools program provided the Youth

Council the opportunity to market the opportunities available under the various youth programs within the WSA.

It is anticipated that Outreach to School staff will reach approximately 750 students through the group presentations and 200 students through the one-on-one career assessment and exploration sessions. All students will have access to the 2010 MnCareers booklet and will receive a copy of the 2009 MnCareers Supplement for the Northwest Workforce Service Area. It is the intention of the Youth Council that the students will take the supplements home with them and will share this information with their parents. A listing of existing educational programs within the WSA that meet the high-demand, high-wage criteria is currently under development and will be shared with the students as well.

Part of the Outreach to School program is the relationships that are built or enhanced with high school counselors and career education teachers. This will continue to serve to make school personnel more aware of the career exploration resources available to them through the Workforce Center system in Northwest Minnesota.

The Youth Council feels that it is important to provide local youth with good career information about the local opportunities available to them. With that knowledge, some of the youth growing up in Northwest Minnesota maybe will decide to stay in the area to work or will return to the area once they complete their training outside the area. The Youth Council also feels that all parties involved with this endeavor will come away with a better understanding of the careers that can provide future employment for our high school students. In particular, the Youth Council wants high school personnel and students to become aware of the growth industries, in demand occupations, jobs with above average earning, and the education or training needed for these careers in Northwest Minnesota.

3. Describe anticipated outcomes of the 2009-10 Outreach to Schools project, including:

- number of youth and parents to be served
- number of interns to be hired
- number of schools to be served

Outreach to School staff did 10 group presentations at 19 High Schools and Alternative Learning Centers within the Northwest Workforce Service Area. A total of 730 students attended the presentations. The students were exposed to career exploration topics and activities such as career assessments, career counseling, educational opportunities, local labor market information, financial aid assistance, and Workforce Center resources. In addition, 158 students received individual assistance from staff in exploring their own career options.

4. If applicable, please provide a brief description of how the Outreach to Schools intern(s) will assist with the implementation of programming under the WIA Recovery Act.

It is planned that all of the WIA Youth Recovery Act funding will be spent by August 31. If some funding is carried over, we will insure that those youth are included in the outreach to school presentations. It is very important to keep those student involved with the process of career choices.

FORM 2: PARTNERSHIP CHART 2009-10 OUTREACH TO SCHOOLS

The information contained in this chart should support the work plan and project description. This form demonstrates community involvement that forms the basis for planning, developing, and implementing the Outreach to Schools model. Only those organizations that have committed resources, staff and time (or are prepared to do so) should be listed (e.g., organization(s) that will assist in implementation of the project).

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Resources, Space, Referrals)	Key Contact Person and Telephone Number
Non-Profit	Northwest Private Industry Council 1730 University Avenue Crookston, Minnesota 56716	Staff Time and Computer Resources	Rodger Coauette (218) 281-6020 Rodger.coauette@state.mn.us
Education	Pine to Prairie Consortium P.O. Box 8 Red Lake Falls, Minnesota 56750	Staff Time and Computer Resources	Murray Turner, Director (218) 253-4393 mturner@gvtel.com
Community Action Agency	Inter-County Community Council P.O. Box 189 Oklee, Minnesota 56742	Staff Time, Space and Computer Resources	Betty Halvorson (218) 796-5144 bettyhalvorson@yahoo.com
Alternative Learning Center	Crookston Alternative Learning Ctr. 202 East 4 th Street Crookston, Minnesota 56716	Staff Time and Classroom Space	ALC Coordinator (218) 281-5864
Alternative Learning Center	Alternative Learning Center 230 Labree Avenue South Thief River Falls, MN 56701	Staff Time, Computer Resources, Space and Group Presentations	Mary Forney 230 LaBree Avenue South Thief River Falls, MN 56701 218-281-5864

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Resources, Space, Referrals)	Key Contact Person and Telephone Number
High School	Badger High School 110 Carpenter Avenue East Badger, Minnesota 56714-0068	Staff Time, Space, Computer Resources, Individual Work and Group Presentations	Stacy Warner, Dean of Students (218) 528-3201
High School	Climax/Shelly School P.O. Box 67 Climax, Minnesota 56523	Staff Time, Computer Resources, Space and Group Presentations	Nancy Newcomb, Principal (218) 857-2385 newcomb@climax.k12.mn.us
High School	Crookston High School 402 Fisher Avenue, Suite 593 Crookston, MN 56716	Staff Time, Computer Resources, Space and Group Presentations	Todd L. Brist - Principal 218-281-2144 tbrist@crookston.k12.mn.us
High School	East Grand Forks High 1420 4 th Avenue NW East Grand Forks, Minnesota 56721	Computer Resources, Space and Teachers Referrals Presentations	Steve Heyd (218) 773-2405 sheyd@egf.k12.mn.us
High School	Fertile/Beltrami Public Schools 210 South Mill Street P.O. Box 648 Fertile, MN 56540-0648	Staff Time, Computer Resources, Space and Group Presentations	Chris Ellingson 218-945-6953
High School	Fisher ISD #600 313 Park Avenue Fisher, Minnesota 56723	Staff Time, Computer Resources, Space and Group Presentations	Gail Kasowski, Counselor 218- 891-4905
High School	Goodridge ISD #561 P.O. Box 195 Goodridge, MN 56725-0195	Staff Time, Computer Resources, Space and Group Presentations	Andrew M. Almos - Principal 218-378-4134 aalmos@goodridge.k12.mn.us

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Resources, Space, Referrals)	Key Contact Person and Telephone Number
High School	Kittson County Central 444 North Ash P.O. Box 670 Hallock, MN 56728-0670	Staff Time, Computer Resources, Space and Group Presentations	Bruce Jensen - Superintendent (218) 843-3682 x 223
High School	Lancaster High School 401 Central Avenue South Lancaster, MN 56735	Computer Resources, Classroom Space and Teachers Referrals	Brad Homstad (218) 762-5400 bhomstad@lancaster.k12.mn.us
High School	Marshall County Central 310 West Minnesota Avenue Newfolden, MN 56738	Computer Resources, Classroom Space and Teachers Referrals	Tony Greene - Principal tonygreeene@newfolden.k12.mn.us
High School	Norman County East 408 Main Avenue West PO Box 420 Twin Valley, MN 56584	Computer Resources Classroom Space and Teachers Referrals	Greg Lunid gregl@nce.k12.mn.us
High School	Red Lake Falls (Lafayette HS) 404 Champagne Avenue Red Lake Falls, MN 56750	Staff Time, Computer Resources, Space and Group Presentations	Brad Kennett (218) 253-2163 bkennett@redlakefalls.k12.mn.us
High School	Red Lake County Central / Oklee 100 Governor Street Oklee, MN 56742	Computer Resources Classroom Space and Teachers Referrals	Randy Peterson - Principal rpeterson@gvtel.com
Juvenile Correctional Facility	Red River Valley Juvenile Center 600 Bruce Street Crookston, MN 56716	Computer Resources, Space and Teacher Referrals	Daryl Meyer, Director 218-470-8321 Daryl.meyer@co.polk.mn.us

Type of Organization	Organization Name/Address	Type of Commitment (Time, Staff, Resources, Space, Referrals)	Key Contact Person and Telephone Number
High School	Roseau School District #682 509 Third Street North East Roseau, MN 56751-1119	Computer Resources, Classroom Space and Teachers Referrals	Terry Gotziaman - Principal 218-463-2770
High School	Warroad High School 510 Cedar Avenue Warroad, MN 56763	Computer Resources, Classroom Space and Teachers Referrals	Marlys Knutson, Business Teacher marlys_knutson@warroad.k12.mn.us

FORM 3: WORK PLAN 2009-10 OUTREACH TO SCHOOLS

Make additional copies of this form as needed.

Agency: Northwest Private Industry Council		Contact: Rodger L. Coauette		
Project Goal: The project goal is to provide high school students within the Northwest Workforce Service Area with additional career exploration assistance and to provide them with current and accurate labor market information to assist them in their career choice selections. This project will also serve to help the student make a successful transition from high school to post-secondary education or to work.				
Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Number Served	Start Date	End Date
1. Provide Inter-County staff with information on career assessment tools, post-secondary opportunities, labor market information and other resources to use in career exploration.	To enhance the working knowledge that staff has of the Workforce Center resources, assessment tools, educational opportunities, career exploration tools and Labor Market Information and to enhance their ability to access this information for students.	N/A	8-01-2009	09-01-2009
2. Inter-County staff will be on the agenda of the October Northwest Minnesota Counselors Association to provide information on the Outreach to Schools program.	Counselors will receive a better understanding of the goals of the Outreach to Schools program and of the career information resources available to them through the Workforce Center system.	50-60	10-01-2009	10-31-2009
3. Staff will conduct group sessions with students at participating sites built around career exploration	Students will be exposed in a group setting to career exploration topics and activities.	750	10-01-2009	05-31-2010

Agency: Northwest Private Industry Council		Contact: Rodger L. Coquette		
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Strategies (activities, steps, and tasks to achieve the goal):	Expected Outcomes	Number Served	Start Date	End Date
<p>topics.</p> <p>4. Staff will work with students on career exploration on a one-to-one basis.</p> <p>5. All students will receive a copy of the 2009 MnCareers Supplement for Northwest Minnesota.</p>	<p>Students will receive individualized assistance with career assessments, career counseling, education opportunities, local labor market information, financial aid assistance, and Workforce Center resources.</p> <p>All students will be able to share this information with partents and will be better informed to make their career choices.</p>	<p>200</p> <p>750</p>	<p>10-01-2009</p> <p>10-01-2009</p>	<p>05-31-2010</p> <p>06-30-2010</p>

**FORM 4: BUDGET
2009-10 OUTREACH TO SCHOOLS**

BUDGET PERIOD: 08-01-2009 TO 06-30-2009

Agency/Contact Person	Address/Phone/Fax/E-mail
Northwest Private Industry Rodger L. Coauette	1730 University Avenue Crookston, Minnesota 56716 Phone: (218) 281-6020 Fax: (218) 281-6025 Rodger.coauette@state.mn.us

Budget Category	Outreach to Schools Funds	Matching Funds	Total Budget Amount
Personnel/Salaries	7,000	2,500	9,500
Fringe Benefits	1,600	625	2,225
Travel	1,200	750	1,950
Supplies	200	2,000	2,200
Contracted/Professional Services	0	0	0
Space Costs/Rental	0	4,125	4,125
Other Direct Costs	0	0	0
Indirect/Administrative Costs	0	0	0
TOTAL	10,000	10,000	20,000

Source(s) and Amount(s) of Matching Funds (may include both cash and in-kind contributions):

\$2,500 Personnel/Salaries: 100 hours of in-kind training, supervision of staff at an average of \$25 per hour.

\$625 Fringe Benefits: 25% of in-kind salaries

\$750 Travel Mileage: 1,364 miles at 55 cents per mile by in-kind staff.

\$2,000 Supplies: In-kind donations of general office supplies, copies and purchase/printing of career information.

\$4,125 Space Costs/Rental: In-kind contribution of space costs and classroom space provided by the partnering

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agencies and schools at \$25 per hour.