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Denali Training Fund Quarterly Progress Report

Funds for this project are provided by the USDOL and the Denali Commission and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

Name of Organization: Kodiak Island Borough School District
Name of Project: Learning Café
Reporting Period: First Quarter (August through October)
Contact Person: Bill Watkins and Dawnn Catt
Contact Number: 907 481 2510 Email Address: bwatkins01@kodiakschools.org
Expenditures to date:
Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.
Signed by: <u>Dawnn Catt</u> Dated: <u>30 OCT 08</u>

1. In a few sentences, please describe the scope of your project:

We are focusing our efforts to re-connect the overage and under credit student to an education that is meaningful and applicable to a future beyond high school. Our number one goal is to seek out the drop outs and potential drop outs and give them the necessary skills to be productive citizens.

2. Project Activities for this Reporting Period:

Describe the grant activities that happened during this report period. Include planning, advertisement and/or training performance that occurred this quarter? List any accomplishments achieved. (Attach advertisements if applicable)

During the month of August we hired two project specialists to begin the implementation of the program. At the same time we strengthened our partnerships with Job Services, Kodiak Island Housing Authority, Kodiak College, Providence Hospital (Mental Health and Counseling), Kodiak Area Native Association (KANA), US Coast Guard, and many other employers and service agencies by communicating the purpose and goals of the "Learning Café". As a result of

these meetings, the group decided to change the name of the project from the "Learning Café" to "Kodiak Career Center". The name should describe the services we provide. One partner in particular, Ms. Nicola Belisle with job services, has provided us with numerous resources to help us connect students to the kind of skills necessary for specific careers beyond high school.

Finding a facility to house the Kodiak Career Center has been a challenge. We started the program operating out of a very small office located in the high school as we searched and searched for available space downtown. Last week, October 24th, we finally began our move to a new site located down town next to job services. We'll be occupying a space in a building that is currently under renovation and should be completed by December. Although our leased space is not yet finished, the office space we are occupying (temporarily) is finished. We expect our enrollment will double (from 20 to 40 students) once we have a permanent location that our students can call home.

We have contacted over 40 students who have dropped out of school and/or who are considering dropping out of school. Of the 40 students, 20 have signed on and have been screened using a variety of assessments including the Work Keys assessment. In addition, our staff has visited with students in three different villages to share information about careers and employability skills for specific types of careers. A few of our village students have expressed an interest in pursuing opportunities at AVTEC and Job Corp and a few others are interested in apprenticeship opportunities directly related to construction. Our staff work with each student to identify their interests, assess their skills, and connect them to an employment opportunity that matches their interests and skills and/or an education opportunity to help them learn the skills necessary to be employed in the career they are interested in pursuing.

The staff attended a two day work shop to learn more about work keys and the WIN curriculum and how it can be used with our population. We will be using the WIN curriculum to supplement our clients educational program and we'll be using the workkeys assessment to identify our clients strengths and challenges.

One of the goals of the grant was to have 900 students/clients end the 2008-09 school year with a career profile/portfolio. We are working directly with Kodiak High School to implement career advisory lessons during the advisory periods. Over 800 students/clients and all 52 teachers have been introduced to the career pathway model and the student career path template that will be completed by the end of this year. Next week, students will be choosing courses they need to take in high school and beyond to prepare for the specific career they are interested in.

We have hired one of the High School Teachers to teach an extra section of Welding for many of our students who are interested in welding as a career. Students enrolled in this class will earn an OSHA certificate and learn basic welding skills to help them earn a certificate in welding.

Recently, we began discussing plans for introducing both our village students and students in town to careers in construction. We are working with the director of Rural Schools on a plan to build/assemble sheds and greenhouses to be sold in Kodiak. Currently, we are planning on offering intensive week long workshop experiences to teach basic carpentry skills for the many students who are interested in carpentry/construction as a career. The students will learn how to read blue prints, how to lay out the project, and apply the skills (math included) necessary to

construct a small building. Our goal is to have a minimum of four sheds/greenhouses built this year.

Many of our overage and under credit students have substance abuse or mental health issues. Our close partnership with providence hospital allows us the opportunity to connect these students with mental health and drug and alcohol counselors. We have several students who have agreed to random drug testing and consistent drug and alcohol counseling.

Considering our project specialists were not hired until August, we have accomplished a lot in a short period of time.

3. Scheduled Project Activities/Important Dates for next quarter:

Describe your planned activities and training for next few months. Please include important dates like graduation, site visits, travel, job fairs, etc.

1. November 1st – 4th – sending a project specialist and administrator to an alternative schools conference in Anchorage.
2. Project Specialist and Job Services coordinator continue monthly visits to the villages.
3. Project Specialist and Job Services coordinator attend the Rural Schools Education Summit Meeting in Old Harbor, November 11th and 12th
4. Move into new down town location
5. Plan a special celebration/graduation for the students who have earned a bronze, silver or gold Work Keys certificate and for the students who have recently earned their GED.
6. Monthly meetings with all stakeholders/partners to discuss success and challenges and recommend solutions for the challenges.
7. Job Fair – planned in concert with Kodiak High School during the month of February.

Please copy and use another sheet if you need more spaces.

6. Please identify any problems or changes in your training project that will affect the budget, scope or timeline of the project. Is your training on schedule? What are the reasons for any difficulties or delays? Are you over budget/under budget? Have you had to change the initial scope?

Please provide an explanation to this change and your resolution to the variance.

1. We have not hired the Tagalog Community Liaison due to a lack of qualified candidates and the fact that we do not have the space to increase our existing staff. However, we do have community "Tagalog" volunteers who are working with us to do community outreach by advertising our program in the community (at the canneries and other places where a majority of our Filipino families are employed). Therefore, we over budgeted our personnel costs. However, under budgeted our facility costs. Leased space costs approximately \$2.00 to \$2.20 per square foot. We need a minimum of 1400 square feet to operate a program that will house 20 to 40 clients/students at any given time. The space needs offices separate from a common work space (with computers) for our clients. In addition, we cannot lease a space for less than 2 years (many lessors are asking for a 3 to 5 year lease). Our current lease agreement will be \$2950 per month through June 30, 2010. We budgeted approximately \$14,000 (annually) for leased space. In reality we need \$35,400 annually. Our increased student enrollment will sustain the program beyond the two year commitment to the lease – the program will eventually pay for itself. Currently, we will be over budget for our facility costs and could be over budget for our personnel costs if and when we hire the Tagalog Community Liaison position. In addition we would like to pay certified teachers to teach career tech courses (beyond their instructional day) for the students enrolled in the KCC. Currently we are paying approximately \$14,000 for our Welding teacher to teach one section of welding beyond his instructional day.

2. We are transferring some funds from the Travel (specifically lodging) to help pay for the facility cost. The staff has agreed to sleep on the floor in the school buildings when possible.

7. How are you or will you be evaluating the individuals being trained to ensure competency, skill level and understanding? (Testing, assessment, etc)

We will continue to use the work keys assessment and the win curriculum to monitor skill level and understanding. Our goal is to have all our clients earn a silver or gold certificate.

8. Please identify areas that we can assist you in the future.

We would like to continue the practice of hiring certified teachers to teach career tech classes such as welding, carpentry, business applications, graphic design, computer assisted drafting, culinary arts, automotive technology, during after school hours. The one welding class we are currently offering is a huge success and we have filled the class with the maximum number of students – 18. Expanding this practice would require approximately \$70,000 in additional funding to pay a \$7,000 Stipend (TEA) to teach 5 different career tech courses, each semester (a total of 10 career tech courses annually). Again, once the Career Classes begin and operation of the program is functioning as after school/evening classes under the umbrella of the Kodiak Career Center, the increased enrollment will sustain the program for years to come. The Kodiak Career Center would have full use of the Vocational classrooms at Kodiak High School to operate as a separate entity.