

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
AGENDA STATEMENT

No. 8 e.

MEETING OF January 10, 2024

ITEM TITLE:

CONSENT CALENDAR

REVIEWED BY:

Motion to approve the CTE Manager
KGBSD grant application

Superintendent
 Finance
 Administration

SUBMITTED BY: Melissa Johnson, Deputy Superintendent, 907 247 2109

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent, 907 247 2109

SUMMARY STATEMENT:

The School Board is being asked to approve the application and acceptance of a CTE Manager KGBSD grant.

ISSUE:

Per Board Policy 3291, School Board approval is required for grant applications exceeding \$5,000. Each year the District submits applications for the award of formula state and federal continuation grants.

BACKGROUND:

The primary objective of the Career and Technical Education (CTE) Collaboration Manager in the Ketchikan Gateway Borough School District is to establish and facilitate strategic partnerships between our CTE teachers and local businesses. The key focus is to secure funding for one hour of dedicated collaboration each day, allowing our educators to actively engage with industry professionals. This initiative is designed to enhance the practical applicability of our CTE curriculum, ensuring its alignment with the evolving demands of the local job market.

RECOMMENDATION:

Approval of the CTE Manager KGBSD grant application.

ATTACHMENTS:

- *CTE Manager KGBSD grant application*

FISCAL NOTE:

N/A

RECOMMENDED ACTION (*Only if not approved as part of the Consent Calendar*):

"I move that the Board of Education approve the CTE Manager KGBSD grant application in the amount of \$15, 634.87"

Ketchikan Gateway Borough School District

333 Schoenbar Rd. • Ketchikan, Alaska 99901

Ph. (907) 247-2109 • Fax: (907) 247-3820

Michael Robbins, Superintendent • Melissa Johnson, Deputy Superintendent

Daniel Schuler, Business and Operations Manager • Sally Stockhausen, Director of Special Services

Alonso Escalante, Human Resources Director • Michael Cron, Director of Student Supports



Ketchikan Gateway Borough School District
333 Schoenbar Road
Ketchikan, Alaska 99901

Program Contact

Melissa Johnson

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Fiscal Contact

Daniel Schuler

Daniel.Schuler@k21schools.org

907-247-2116

Project Title: CTE Manager KGBSD

Total Funding Requested: \$15,634.87

By Signing below, I certify that:

1. This application is consistent with the intent of the Request for Applications.
2. This grant will provide equitable access to program resources for participants.
3. I am authorized to legally bind the grantee to the conditions and responses of this application.

Project Duration: 1/30/2024 to 6/30/2024

Authorized Representative:

A handwritten signature in cursive script, appearing to read "Melissa Johnson".

Melissa Johnson Deputy Superintendent

December 15, 2023

Thank you for considering our proposal. We welcome the opportunity to discuss it further and provide any additional information you may require.

Sincerely,

A handwritten signature in cursive script, appearing to read "Melissa Johnson".

Melissa Johnson

Deputy Superintendent

Melissa.Johnson@k21schools.org 907-247-2136

Need Statement:

CTE Project: CTE Collaboration Manager

The primary objective of the Career and Technical Education (CTE) Collaboration Manager in the Ketchikan Gateway Borough School District is to establish and facilitate strategic partnerships between our CTE teachers and local businesses. The key focus is to secure funding for one hour of dedicated collaboration each day, allowing our educators to actively engage with industry professionals. This initiative is designed to enhance the practical applicability of our CTE curriculum, ensuring its alignment with the evolving demands of the local job market.

Strengthening CTE pathways at the Ketchikan High School:

Having a dedicated CTE Collaboration Manager is instrumental in significantly enhancing all CTE programs within the Ketchikan Gateway Borough School District. The Collaboration Manager acts as a liaison between educators and industry professionals, ensuring a seamless flow of information, resources, and expertise. By engaging daily with diverse industry agencies such as IBEW, Southeast Home Builders, and other business entities, the manager identifies specific skills and knowledge requirements directly from the source. This information is then incorporated into the CTE programs, making them more relevant and aligned with the current and future needs of the job market.

Collaboration with Local Partners:

The role of the CTE Collaboration Manager is pivotal in establishing and nurturing partnerships with local tribal entities, industry stakeholders, and employers. By working daily with influential organizations such as IBEW, Southeast Home Builders, and various business agencies, the Collaboration Manager serves as a bridge between the educational system and these key community players. The manager would initiate and maintain open lines of communication, organizing regular meetings and forums where representatives from tribal, industrial, and employer sectors can provide insights into the evolving needs of their respective fields. Through collaborative projects, workshops, and networking events, the manager facilitates the exchange of ideas, ensuring that CTE programs align with the cultural values, workforce requirements, and economic priorities of the local community. The CTE Collaboration Manager cannot be overstated when it comes to fostering robust employment opportunities for students post-graduation.

Effective Work-Based Learning Options:

The dedicated CTE Collaboration Manager, actively engaged with local businesses and industry agencies, significantly enhances work-based learning within existing CTE programs. Collaborating closely with organizations like IBEW, Southeast Home Builders, and various business agencies, the manager ensures that opportunities align with the evolving job market. This collaboration integrates real-world skills into the curriculum, providing students with practical experiences beyond traditional learning.

Alignment with Workforce Needs:

This position, the CTE Collaboration Manager, aligns seamlessly with local and regional workforce needs by actively engaging with key stakeholders such as local businesses, industry agencies, and tribal entities. Through daily collaboration with influential organizations like IBEW, Southeast Home Builders, and various business agencies, the manager gains firsthand insights into the evolving demands of the job market. By maintaining open lines of communication and organizing regular meetings, the manager ensures ongoing dialogue about workforce requirements. This proactive engagement facilitates the incorporation of real-time industry trends, technologies, and best practices into CTE programs.

Proposed Grant Actions:

The CTE Collaboration Manager, through this proposal, will allocate funds strategically to revolutionize and elevate the entire CTE program at the Middle and High School levels. A paramount focus of this initiative is to foster meaningful connections with local professionals and seamlessly integrate their expertise into the classroom setting. Specifically, the manager will orchestrate and fund initiatives that bring professionals from diverse fields such as electricians, welders, construction experts, and Airline Pilots directly into the learning environment. This will not only enhance the students' theoretical understanding but also provide invaluable real-world insights. The funds will be utilized to organize on-site visits to job sites, ensuring students have hands-on experiences in these professions. Additionally, the manager will facilitate workshops, seminars, and mentorship programs, creating a dynamic bridge between classroom learning and practical application. By channeling resources into these initiatives, the proposal aims to transform the CTE program into a dynamic and immersive educational experience, aligning closely with the evolving needs of the local job market and ensuring students are well-prepared for successful careers in their chosen fields.

Timeline:

Month 1: Planning and Position Definition

- Week 1-2: Establish a search committee and define the role.

Month 2: Job Posting and Outreach

- Week 1-2: Create and post job description.
- Week 3-4: Outreach and promotion.

Month 3: Application Review and Shortlisting

- Week 1-2: Collect and review applications.
- Week 3-4: Shortlist and conduct initial screenings.

Month 4: Interview and Selection

- Week 1-2: Conduct interviews.
- Week 3-4: Finalize selection, conduct checks.

Month 5: Onboarding and Transition

- Week 1-2: Extend offer and facilitate onboarding.
- Week 3-4: Ensure smooth transition for the new hire.

The successful and timely implementation of the CTE Collaboration Manager's initiatives, as outlined in the CTE grant, is a collective responsibility that involves a coordinated effort from key stakeholders. Primary accountability rests with the CTE Collaboration Manager, who will assume a leadership role in overseeing the execution of the proposed programs and activities. Collaborating closely with school administrators, faculty, and relevant staff members, the manager will work to ensure seamless integration of the initiatives into the Middle and High School CTE programs. Furthermore, the support and commitment of local professionals, industry partners, and community representatives are integral to the success of this implementation. Clear communication channels will be established to facilitate collaboration among all stakeholders, and regular progress assessments will be conducted to address any challenges and optimize the effectiveness of the CTE initiatives. By fostering a culture of shared responsibility and active participation, the timely implementation of the CTE Collaboration Manager's strategies will be assured, ultimately maximizing the positive impact on students' educational experiences and future career prospects.

Planned Sustainability

In preparation for the 2024-2025 school year, a comprehensive plan has been devised to significantly enhance the capacity of our educational system to better serve students. A key component of this strategy involves the strategic implementation of the CTE Collaboration Manager's initiatives, funded through the CTE grant. The manager will actively engage with local professionals, industry experts, and community leaders to create enriching partnerships that will bring real-world expertise into the classroom. Workshops, on-site visits, and mentorship programs will be carefully designed and funded to provide students with hands-on experiences and practical insights aligned with the demands of the evolving job market. In addition, technological advancements and updated resources will be integrated into the curriculum, ensuring students have access to cutting-edge tools and information. Through this multifaceted approach, the educational capacity will be expanded to equip students with the skills, knowledge, and experiences necessary for success in the 2024-2025 academic year and beyond.

The enhancement of grant resources into our educational system will distinctly benefit a broad spectrum of students, ensuring inclusive and equitable access to enhanced learning experiences in the subsequent years. Students pursuing Career and Technical Education (CTE) pathways will be primary beneficiaries, gaining access to tailored programs and initiatives designed to bridge the gap between academic knowledge and practical, real-world skills. Furthermore, underrepresented student groups, including those from economically disadvantaged backgrounds, will benefit from targeted resources aimed at providing them with equal opportunities for success. The grant will facilitate the expansion of outreach programs and scholarship initiatives, creating pathways for underrepresented students to engage with local professionals and industry leaders. Additionally, students with diverse learning needs will find support through the integration of adaptive technologies and personalized learning resources, ensuring that the benefits of the grant extend to all corners of our student population. By prioritizing inclusivity and diversity, the grant resources will pave the way for a more equitable and enriching educational experience for all students.

Ensuring the sustained rigor of enhanced Career and Technical Education (CTE) programs beyond the grant period is a paramount objective for the grantee. To secure continued support, strategic partnerships with local businesses, industry stakeholders, and community leaders will be solidified, creating a network of resources and expertise. The grantee will actively seek additional funding avenues, both through public and private sectors, to maintain and expand the successful components of the CTE programs. Faculty development programs will be established to empower educators with the latest industry trends and teaching methodologies, ensuring ongoing relevance and quality in the curriculum. Additionally, the grantee will leverage alumni engagement, creating a feedback loop that informs program enhancements and sustains a sense of community involvement.

If the second semester of 2023 proves to be successful, the Ketchikan Gateway Borough School District (KGBSD) is committed to considering the continuation of a teacher's involvement in future educational endeavors. The district recognizes the importance of assessing the impact and effectiveness of teaching strategies and the positive outcomes for students. Should the teacher demonstrate exceptional skills, dedication, and contribute significantly to the educational environment during the second semester, the KGBSD will explore avenues to sustain this valuable contribution beyond the initial period. This commitment reflects the district's dedication to fostering an environment that encourages professional growth and recognizes and retains outstanding educators for the benefit of student learning outcomes and the overall success of the educational community.

Program Budget

Grant Recipient: Ketchikan Gateway Borough School District

Grant Number: _____

Grant Title: CTE Collaboration Manager

Revision Number: _____

UNIFORM CHART of ACCOUNTS		Account Title	Budget Amount		
			Initial/Current Budget	Revisions (+ or -)	Approved Budget
Required	Optional				
310		CERTIFICATED SALARIES			0.00
	314	Director/Coordinator/Manager	13,428.54		
	315	Teacher		0.00	
	316	Extra Duty Pay		0.00	
	317	Certificated Substitutes		0.00	
	318	Specialists		0.00	
320		NON-CERTIFICATED SALARIES	0.00	0.00	0.00
	321	Director/Coordinator/Manager		0.00	
	323	Aides		0.00	
	324	Support Staff		0.00	
	329	Substitutes/Temporaries		0.00	
360		EMPLOYEE BENEFITS	1,881.33		
390		TRANSPORTATION COSTS	250.00		
410		PROFESSIONAL & TECHNICAL		0.00	
420		STAFF TRAVEL		0.00	
425		STUDENT TRAVEL		0.00	
430		UTILITY SERVICES		0.00	
440		OTHER PURCHASED SERVICES		0.00	
450		SUPPLIES/MATERIALS/MEDIA	75.00		0.00
	451	Teaching Supplies		0.00	
	454	Office Supplies		0.00	
	457	Small Tools & Equipment		0.00	
	471	Textbooks		0.00	
490		OTHER EXPENSES (Dues & Fees)		0.00	
		UNALLOCATED** --->		0.00	
Subtotal Direct Costs			15,634.87		0.00
Indirect Rate			0.00%		0.00%
Indirect Amount			0.00	0.00	0.00
480		TUITION & STIPENDS		0.00	
510		EQUIPMENT (no indirect charges)		0.00	
540		OTHER CAPITAL OUTLAY EXPENSES		0.00	
TOTAL			15,634.87		0.00

**** UNALLOCATED FUNDS MAY NOT BE ENCUMBERED OR SPENT. A BUDGET REVISION IS REQUIRED.**
A narrative explanation is required for ALL budget revisions.

DISTRICT APPROVAL [↑] _____

NAME & TITLE [↑] _____

SIGNATURE [↑] _____

DATE [↑] _____

TELEPHONE NUMBER [↑] _____

Narrative Description of Program Budget

(A narrative justification must accompany EACH request for a budget revision)

Grant Recipient: Ketchikan Gateway Borough School District

Grant Number: _____

Grant Title: CTE Collaboration Manager

Revision Number: _____

Chart of Accounts Number <i>Required</i>	Account Title	Budget Amount TOTAL	Narrative Description Please include a COMPLETE description of each line item. Budget revisions must include a justification for each change including the impact on the program originally approved.
310	CERTIFICATED SALARIES	-	- The cost attributed to teacher compensation is calculated based on an average hourly rate of \$73.38, multiplied by the total number of instructional days, which is 183. This calculation provides a comprehensive overview of the annual expenditure
320	NON-CERTIFICATED SALARIES	-	-
360	EMPLOYEE BENEFITS	-	- The program budget incorporates employee benefits, covering 1.45% for Medicare and 12.56% for the Teacher Retirement System (TRS). These allocations guarantee comprehensive coverage and retirement benefits, fostering a supportive work environment.
390	TRANSPORTATION COSTS	-	- \$250 designated for gas expenses for the CTE Collaboration Manager, facilitating travel to local businesses to enhance CTE initiatives.
410	PROFESSIONAL & TECHNICAL	-	-
420	STAFF TRAVEL	-	-
425	STUDENT TRAVEL	-	-
430	UTILITY SERVICES	-	-
440	OTHER PURCHASED SERVICES	-	-
450	SUPPLIES/MATERIALS/MEDIA	-	- \$75 is designated to cover costs associated with advertisements, paper, and flyers. This allocation is intended to support promotional efforts and dissemination of essential information through printed materials, enhancing outreach and communication strategies.
490	OTHER EXPENSES (Dues & Fees)	-	-
480	TUITION & STIPENDS	-	-
510	Equipment	-	-
540	Other Capital Outlay Expenses	-	-

Copy and attach additional pages as needed.