

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 @ Kodiak Career Center
Reporting Period: Fourth Quarter (April through June and beyond)
Contact Person: Bill Watkins and Dawn 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: Bill Watkins Dated 06/30/09

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 academic and employability 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)

The Learning Café at Kodiak Career Center (LCKCC) program still occupies a space in a building that is currently under renovation and should be completed by July 30. Although our leased space is not yet finished, the office space we are occupying (temporarily) is finished. The approximately 500 sq. ft. office space offers a quiet workspace for groups of five to six students. Our new office also features a computer lab complete with seven high speed computers and a color printer. Our new office also allows our youth career guide to offer youth employability workshops for students seeking employment.

For the past two months (May and June) the Kodiak Learning Café has been busy with plans to implement a summer youth employment program with funding from the Department Of Labor (WIA and Stimulus Funds). We have added an additional 30 students through the youth employment program. All the students enrolled in the employment program must attend a week-long training to learn important employability skills and become familiar with the KeyTrain assessments and curriculum. Students are pre-screened for academic and employability skills before they are connected with a local employer. Employability lessons during the week-long training include interview skills, employer expectations, cooperating with coworkers and job search strategies. The WIA and Stimulus Funds from DOL have also allowed us to hire 6 additional (temporary) career guides for the summer employment program. The career guides each have 5 to 8 youth employees they are responsible for supervising and in many cases work side by side on the job with the employees. We have one particular group of youth employees, our Future Architects of Kodiak group, who are actually building a 3-D model, using the most current architectural software, of the new plans for a new Kodiak High School. This group consists of two college students who are majoring in architecture and 6 high school students who have taken one or more years of architectural drafting. Three of the students in this group have been at-risk for staying in school—this experience has given them motivation to finish school and pursue a career in architecture or drafting. Other Career Guides are college students who are majoring in education and are using this experience as an internship for teaching and working with at-risk adolescent students.

The LC/KCC continued to create high school credit recovery programs for individual students throughout the summer months. Students who were identified as candidates who are behind in credits were assigned course work and employment opportunities during May and June. Using KeyTrain, correspondence courses, and employability training the LC/KCC has designed unique learning plan for over 50 students this summer. This project started in May and will continue through the summer. The individual learning plans have connected young adults with direct experience at businesses and institutions in the Kodiak community including Arc N Spark Manufacturing Inc., Kodiak Daily Mirror, Providence Kodiak Island Medical Center, Pet Central, Arctic Physical Therapy, Kodiak Fish Tech Research Center, Hair Salons, Kodiak Island Borough School District and a variety of restaurants. These students are required to spend a minimum of one hour per day on the KeyTrain curriculum and a minimum of 45 minutes per day with a planned physical activity. Students are earning credits (credit recovery) while they earn a summer wage and learn important employability skills.

Other events and projects that have occurred with support from the Denali Youth Funds Grant are listed below:

On April 27th Kodiak High School, Learning Café and Village Students teamed up to gain carpentry experience by attending a week-long construction intensive. Two groups worked side by side to build and sell a banya and a shed. All 12 students also earned their 10 hour OSHA certificate. This construction intensive piqued interest from representatives of the Alaska Works Partnership (AWP) who came to town on April 30th to observe the intensive. AWP will return in June to sponsor a 2 week weatherization/construction intensive where students will earn a weatherization certificate I.

From Monday, April 27th through Friday May 1st, the project specialists and youth career guide visited Kodiak Island Borough School District rural schools in Karluk and Larsen Bay (see attached). During each visit the Learning Café was able to build on previous visits. The Learning Café is developing a binder containing activities and lessons for village visits. The binder includes activities adapted from AK CIS and other youth employment publishers.

Recently, the Learning Café completed a three month Youth Employability Skills Workshop involving eleven young adults, a project specialist and a youth career guide. During the workshop, which met for two hours each day, young adults discussed the soft skills necessary to attain and maintain employment. Among the materials used in the course, young adults followed the *Job Survival: How to Adjust to the Workplace and Keep Your Job*, a workbook by JIST Publishing.

Upon completion of the Workshop students will earn .5 career tech credit from Kodiak High School.

On Friday, May 8th the Learning Café staff attended the Kodiak College graduation. Specifically, the staff was in attendance to recognize the GED graduation of eight Learning Café students who earned their GED while enrolled in the program. In addition to the students who participated in the graduation ceremony a total of 10 Learning Café students completed their GED after joining the program.

In Mid May, a Project Specialist and Career Guide attended the National WorkKeys Conference in San Antonio, Texas. The grant paid for this valuable training and both employees returned with valuable information to share with our school district and Department of Labor. We have since purchased the KeyTrain 101 curriculum and have implemented it with our Summer Youth Employment Program. The Key Train curriculum will be used by the school district for all students. The Project Specialist and Career Guide have provided the necessary training for other employees in the district.

On Monday June 8th, the Learning Café delivered a presentation to the Kodiak Island Borough School Board about the progress of the program and proposed future offerings. Among the successes mentioned during the presentation, the Project Specialists highlighted the solid community partnerships formed, over 50 young adults served including 20% GED completion, and securing on-the-job-training opportunities for young adults. Members of the school board were very encouraged by the progress of the Learning Café in a short period of time.

The Learning Café provided support for the Alaska Works Partnership, Inc.'s (AWP) Kodiak Weatherization I Training. From June 16th to June 26th the AWP trained 14 individuals to weatherize homes in the Kodiak Island Borough. A majority of the participants in this training were residents of Kodiak Island's rural villages. The Learning Café provided lunches for the 10 days of training. In cooperation with the Sun'ag Tribe, Kodiak College, and AWP the Learning Café looks forward to offering more of these trainings in the future.

Beginning July 2nd, 20 youth employees will begin training to earn their 30 hour OSHA card. Training will begin at 9:00 a.m. and last for 2 hours per day for three weeks. The course is called OSHA 101 and students while students earn their OSHA card they will also be earning college credit. The culminating activity will require the students to inspect school shops and science

classrooms for violations, repair or report violations, and prepare and present a powerpoint to the high school principal and director of maintenance.

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. Continue to schedule students for regular employability training workshops at the new "store-front" location.
2. Project Specialist will need to hire two career guides to help supervise students and monitor student progress in relation to their individual plans and career goals.
3. Continue the summer youth employment program into the Fall. Students will attend school full-time but continue their employment as part-time employees.
4. Monthly and weekly meetings with all stakeholders/partners to discuss success and challenges and recommend solutions for the challenges facing Kodiak's young adults.
5. Travel to the villages to set-up KeyTrain and train employees/students how to use the curriculum
6. Provide OSHA training (on-line) for all students island-wide.
7. Work with KHS to implement 4 to 6 year career portfolios for all students. Work this plan into their advisory classes.
8. Partner with Fish Tech Research Center to connect students to real-life research projects and allow them to earn credit and wages at the same time.

4. a. How many are in your training program during this reporting period?

We currently have 40 students enrolled in the summer youth employment program (started in June) and an additional 30 students who have been working through the Learning Café to gain important academic and employability skills for credit recovery, preparation for the GED, and/or for success on the job.

b. How many people have been trained and/or certified to date from this grant?

We continue to certify students for an OSHA card. Last quarter (April and May) a total of 9 students earned their 10 hour OSHA card. This next quarter we will have over 25 students earning their 30 hour OSHA certification and earning college credit.

(Please complete form below.)

5. Please list complete the list by putting the community to which each individual trained is from, the type of training and certification, the graduation date and who will employ them upon completion of training.

Community	Type of	Type of	Dates of	Graduation	Employment commitment
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where trainee lives	Training/Service	Certification to be earned/earned	training	Date	after training is complete
Kodiak	Welding; On-the-Job		3/2/2009	TBD	Full-time Employment Arc 'N' Spark Inc.
Kodiak (Upwards of 30 students)	OSHA	30 Hr. Card	6/28/2009 to 7/24/09	7/24/09	Employment opportunities enhanced with a 30 hour OSHA card
Kodiak (12 of 14 students graduated)	Weatheriz ation and Constructi on 1.	Weatheriz ation certificate	6/16 to	6/26	Employment possibilities with local contractors to weatherize homes.
Kodiak (4 students attended graduation ceremony for GED)	GED	GED	4/01/09 – 5/08/09	5/8/09	All 4 students have been employed through the Learning Café and all 4 students are enrolling in classes at Kodiak college in the Fall.

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 never 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 we hired the Tagalog Community Liaison position. With support from the KHS staff and community volunteers we have not found the need to hire a Tagalog Community Liaison, instead with growing enrollment we have a need to hire two more career guides. In addition we would like to pay certified teachers to teach career tech courses (beyond their instructional day) for the students enrolled in the Learning Café. This past year we paid approximately \$14,000 for our Welding teacher to teach one section of welding beyond his instructional day. Next year, we would like to offer teaching stipends (at \$35.00 per hour) for teachers to teach evening courses such as technical math, technical writing, welding, OSHA 101, Culinary Arts, business applications, and Construction.

2. We are transferred some funds from the Travel (specifically lodging) and from personnel to help pay for the facility cost. The staff has agreed to sleep on the floor in the school buildings when possible. As enrollment continues to increase we are hoping that through the Denali Youth Grant, WIA Grant and the Alaska Youth First Grant we have the capacity to hire additional career guides.

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 KeyTrain curriculum to monitor skill level and understanding. Our goal is to have all our clients earn a silver or gold certificate. In addition all of our students are assessed for their soft skills with the use of the Youth Employability Skills scoring guide. Career Guides follow up with employees and employers to rate employee on the job performance using the Youth Employability Skills form.

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 Learning Café, the increased enrollment will sustain the program for years to come. The Learning Café would have full use of the Vocational classrooms at Kodiak High School to operate as a separate entity.

Karluk School Visit Debrief

Attachments
Objective: To explore the opportunities available after
high school.

10:30 Arrive Karluk School
Middle School/ High School
Charliega, Nadia (16)
Jones, Todd (14)
Lind, Orion (12)
Reft, David (11)
Reft, Steven (18)
Reft-Waselle, Tara (13)

10:40 **Warm Up – The Maze:**
Students observe one another to solve a problem through teamwork.

10:45 **Life After High School – “Hot Jobs”:**
Students complete an activity to plan for an occupation and finances after high school. The activity also exposes students to high growth industries in Alaska (e.g. health care, welding, construction).

11:50 **Career Cluster Exploration:**
Students and instructors look at the 16 career clusters.

12:00 Lunch
1:00 **Career Cluster Exploration (cont.):**
Students respond to Career Cluster Interest Inventory to identify possible career interests. Using AKCIS.org and the results of their Interest Inventory, students then explore the individual career pathways that match their interests.

2:45 **Work Values Voting - Closure:**
Instructors posts “I Agree,” “I Disagree,” “I am Unsure” signs in different areas of the room. The instructor reads each work value aloud and writes each value on board. Students “vote” by moving to the appropriate areas of the classroom near the sign that aligns with their work values. Students were asked to discuss the reasons for their votes.
Students were asked to complete the post-visit evaluation.

3:15 Dismiss

Feedback

- Three of the students indicated that learning about jobs that was interesting to them.
- Two students indicated that using AKCIS.org to explore occupations was useful.
- One student recommended that the KCC make trips to the villages more often.

Areas Needing Improvement

- One student suggested that a wider job variety might be useful in the future.
- Learning Café instructors expressed need for longer visits – i.e. overnight stays – to allow for individual guidance with older students.
- Increased contact with village students will help to improve the focus of occupational exploration (e.g. regular VTC contact).

Press Release

For Immediate Release

Monday April 20, 2009

Kodiak High School and Village Students Team Up to Gain Carpentry Experience

Kodiak, AK - Need a banya? This month a group of KHS and village students will gain hands-on carpentry experience while constructing a shed and a banya to be sold to the public. The April Carpentry Intensive is an event sponsored by several Kodiak organizations including KIBSD, ANSWER (an Alaska Native Education grant), The Learning Café at Kodiak Career Center and Spenard Builders Supply. Construction will begin on Monday April 27th on the Kodiak High School grounds.

Six students from Akhiok will join six students from Kodiak High School to build a 10' x 12' banya and shed. Although the shed is sold, the banya is up for sale. As part of an ongoing carpentry program headed by Phil Johnson, a KIBSD Rural Schools Administrator, the intensive will offer students who participate the opportunity to take part in the entire construction process – from initial planning to hammering the final nail. Using a unique mobile carpentry lab, the program has already constructed two buildings in Port Lions and a third in Old Harbor. Earlier this year 12 rural residents and students earned an OSHA 10 hour certification in Akhiok. Johnson, in cooperation with the Sun'ag Tribe of Kodiak, KANA, KIHA, and the Learning Café at Kodiak Career Center hopes to build on these successes to offer further carpentry training opportunities including a 30 hour OSHA dual credit program.

The April construction intensive has piqued interest from representatives of the Alaska Works Partnership (AWP) who will be in town on Thursday April 30th to observe the intensive. The AWP partners with Alaska's building trades unions, the Alaska Department of Labor, and local organizations to provide training and match qualified individuals with job opportunities throughout the state.

For more information about the April Construction Intensive contact Phil Johnson at 481-6184 or pjohnson01@kodiakschools.org. This release prepared by the Learning Café at Kodiak Career Center, connecting Kodiak's young adults ages 16 – 24 with education and employment support during post-secondary transitions. For information about the Learning Café at Kodiak Career Center contact Kathy Watkins at 481-6245 or kwatkins01@kodiakschools.org.

Skills for Construction Intensive and Weatherization Program: (April and June)

Basic Carpentry Skills Alaska Works Partnership, Inc.

Course Description:

This course teaches the basic skills of carpentry and provides hands-on exercises using tools and materials. The course provides the trainee with valuable information about the

construction industry. Discussion topics include: hazard awareness, hand and power tool safety, attitude and the work place, strategies to stay employed and what a carpenter does.

Course Objectives:

Upon completion of this course the student met the following objectives:

- Demonstrated the ability to quickly and accurately use a tape measure
- Demonstrated the proper and safe use of hand and power tools
- Demonstrated the correct procedure to layout floors and walls using 16" or 24" O.C.
- Demonstrated the correct procedure to layout a building using the 3-4-5 method
- Reviewed and followed instructions provided on project job sheets
- Constructed a saw horse
- Correctly identified the proper fasteners used with common building materials
- Correctly identified framing members
- Correctly laid out, cut and fabricated a set of stairs

New Builders: Weatherization Alaska Works Partnership, Inc.

Course Description:

Participants will learn how to safely make changes to a home related to air sealing, ventilation, and moisture control that maximize heating and cooling efficiency. This course teaches the basic skills of weatherization related to; building science, cold climate construction, insulation, air sealing, methods and materials, and tools of the trade.

Upon completion of this course the students will demonstrated the ability to:

- Identify and repair air leak penetrations in a home.
- Install the following: fiberglass batt insulation, vapor barrier patches, air seal patches, bathroom fan/ductwork replacement, baffles, gable vents, and soffit vents.
- Air seal the following; top of a wall, vent pipes, stove pipes, electrical boxes, or any other known break in the pressure envelope of a home.
- Set up and use a "blower door" apparatus for the intent purpose of identifying air leaks.
- Differentiate and use various types of foam insulation and/or sealant based on a specific weatherization purposes.