**Exhibit 1**

**Northcoast CalSOAP Consortium**

**FY 2012-2013 Annual Program Plan**

**CHECKLIST**

*This checklist is the cover sheet for the submission of the Annual Program Plan. Refer to page 3 of the Guidance for specific instructions on using this Checklist.*

* **APP Check List –** Has the checklist been signed by the consortium chair and project director?
* **Title Page** – Does this page show the name, address, telephone/fax numbers and e-mail address of the consortium project director, fiscal agent entity and consortium chairperson? Is the project director’s website address provided? Is this page numbered one (1) in the APP numbering sequence?
* **School Information** – Does this section list all the schools where the consortium plans to provide Cal-SOAP services? Was the APPRIS database accessed to provide the information required in the last four columns of the required data information?
* **Other Service Sites Information** – Are other Cal-SOAP service sites identified? If your consortium does not plan to provide Cal-SOAP services at other cities is a statement of that fact provided?
* **Demographics of Consortium Service Area** – Are the boundaries/areas where Cal-SOAP services are provided clearly identified by shading or outline on the map?
* **Consortium Membership Information** – Are all the memberships listed and identified by schools, districts, four-year colleges/universities and community agencies?
* **Governing Board Information** – Are the representative key personnel from each consortium entity listed? Are the executive board members identified including their contact information?
* **Consortium Structure Information** – Is information provided on the mission statement, consortium vision and/or strategic goal and the function, process, meeting requirements and duties of the governing board? Is the written agreement between the consortium and the fiscal agent included at the end of the APP as Attachment A?
* **Consortium By-Laws -** Is a copy of the consortium by-laws included at the end of the APP as Attachment B?
* **Staffing/Organizational Chart or Listing** – Has a list or organizational chart of consortium personnel and their designated titles or classifications been provided?
* **Preliminary Budget Report** – Is information regarding all sources of funding including matching resources from consortium members provided? Is at least 30 percent of the grant allocated for stipends to peer advisors and tutors included in the budget? Are all expenditure items listed in the Cal-SOAP Policies and Requirements Manual?
* **Budget Detail Narrative –** Does the budget narrative provide the justification and information necessary to determine the manner in which the budget detail was computed and the relationship betweenmajor budget components and the achievement of the project goals? If there is a significant change in member contributions for matching resources, is an explanation provided?
* **Form A - Summary Information** –Is the funding match a minimum of 1:1 of the grant allocation? Does the match amount balance with the amount shown on the Preliminary Budget Report?
* **Activity Report** – Was this report generated from the Cal-SOAP database as required? For academic support and advisement purposes are the activities, services to be provided, number of students that will be served and the frequency of contact information provided? For advisement only, has the volume of information that will be disseminated been provided?
* **Tentative Calendar of Events** – Is a monthly overview of the tentative activities planned for the year provided?
* **Program Overview Narrative** – Has a paragraph been included to address 1) any changes in the program or services area, 2) intensive services and who, how and when they will be provided and 3) the outcome measure of program success?
* **CTE Scope of Work** – Provide a CTE plan and detailed budget narrative.
* **Peer Advisors and Tutors** – Has information been provided on the following five criteria: 1) tutors selection criteria, 2) tutors training, 3) average tutors’ work hours, 4) pay rates for tutors and5) how services will be provided?
* **Secondary School Staff Involvement Information** – Have you described the way the project effectively integrates the objective and goal of Cal-SOAP with school districts and daily school staff involvement?
* **Minimizing Duplication of Services Information** – Are the ways that consortium work with partners to reduce or eliminate services duplication described?
* **Database** **Information** – Has information on data entry, database staff and their responsibilities, description of back-up and maintenance procedures, security measures and how the database is used been provided?
* **Project Director** – Is a copy of the resume included as Attachment C?
* **Cal-SOAP Resolution –** Is a copy of the resolution included as Attachment E?

|  |
| --- |
| **California Student Aid Commission** |
| **Annual Program Plan for California Student Opportunity and Access Program** **(Cal-SOAP)** |
|  |
| **INSTRUCTIONS:** One copy of this checklist must be completed, signed by the project director and governing board chairperson and included with the submission of the consortium APP documents.  |
| **Certification of Truth, Accuracy and Completeness** I certify that based upon information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_\_/\_\_\_\_ Name Project Director Title Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_\_/\_\_\_\_ Name Consortium Chair Title Date  |

###### Northcoast CalSOAP CONSORTIUM

**FY 2012-2013 ANNUAL PROGRAM PLAN**

List the key personnel responsible for the operation and management of the Consortia.

 **Project Director**: Cindy Porter, Coordinator

 Northcoast CalSOAP Consortium

 Humboldt County Office of Education

 901 Myrtle Avenue

 Eureka, CA 95501-1219

 707.445-7018

 707.445.7143 fax

 cporter@humboldt.k12.ca.us

 www.humboldt.k12.ca.us

 **Consortium Chairperson:** Kim Coughlin-Lamphear

 Humboldt State University

 1 Harpst Street

 Arcata, CA 95521

 707.845.1128 cell

 kkc228@humboldt.edu

 **Fiscal Agent:** Humboldt County Office of Education

 Jon Sapper, Asst. Superintendent, Educational Services

 901 Myrtle Avenue

 Eureka, CA 95501-1219

 707.445. 7166

 707.445.7143 fax

 jsapper@humboldt.k12.ca.us

**Section 1. Demographics of Consortium Service Area**

**1.1. SCHOOL INFORMATION –** This document should be used as a planning tool to ensure that CalSOAP services are provided in appropriate schools. The Commission will use this information as an assessment tool, and will use the data regarding schools served by CalSOAP to update the CalSOAP component of the Academic Preparation Program Reference and Information System (APPRIS) website. Provide a list of schools the consortium plans to serve.

 **Page 1 of 8**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Total # of students at the school** | **# of Cal-SOAP** **students served at the school** | **API****Base****Number** | **% Free and** **Reduced Lunch** | **University Going****Rate (%)****(UC + CSU)** | **Community** **College Going****Rate (%) (CCC)** |
|  |  | **Intensive** | **General** |  |  |  |  |
| ***Arcata School District*** |  |  |  |  |  |  |  |
| Sunny Brae Middle School**6-8**1403 Buttermilk LaneArcata, CA 95521-5499 | 230 | 45 | 15 | 807 | 48.26% | NA | NA |
| ***Cuddeback Union School District*** |  |  |  |  |  |  |  |
| **Cuddeback School****K-8 VCS** PO Box 7Carlotta, CA 95528 | 130 | NA | 40 | 828 | 42.30% | NA | NA |
| ***Del Norte County Unified School District*** |  |  |  |  |  |  |  |
| Del Norte High School1301 El Dorado StreetCrescent City, CA 95531 | 1,049 | 80 | 50 | 733 | 53.00% | 13.14% | 26.77% |
| Crescent Elk Elementary**6-8 CalSOAP VCS**994 G StreetCrescent City, CA 95531 | 567 | 25 | 423 | 758 | 68.25% | NA | NA |

**Section 1. Demographics of Consortium Service Area**

**1.1. SCHOOL INFORMATION Page 2 of 8**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Total # of students at the school** | **# of Cal-SOAP** **students served at the school** | **API****Base****Number** | **% Free and** **Reduced Lunch** | **University Going****Rate (%)****(UC + CSU)** | **Community** **College Going****Rate (%) (CCC)** |
|  |  | **Intensive** | **General** |  |  |  |  |
| ***Del Norte County Unified School District continued*** |  |  |  |  |  |  |  |
| Bess Maxwell Elementary**K-5 IGTC**1124 El Dorado StreetCrescent City, CA 95531 | 279 | NA | 52 | 796 | 83.15% | NA | NA |
| Joe Hamilton Elementary**K-5 IGTC**1050 E StreetCrescent City, CA 95531 | 298 | NA | 56 | 741 | 88.26% | NA | NA |
| Margaret Keating School**K-5 IGTC**300 Minot Creek RoadKlamath, CA 95548 | 92 | NA | 19 | 691 | 81.52% | NA | NA |
| Mary Peacock Elementary**K-6 IGTC**1720 Arlington DriveCrescent City, CA 95531 | 367 | NA | 57 | 815 | 59.40% | NA | NA |
| Mountain Elementary**K-5 IGTC**55 Azalea Lane Gasquet, CA 95543 | 21 | NA | 5 | 768 | 61.90% | NA | NA |

**Section 1. Demographics of Consortium Service Area**

**1.1. SCHOOL INFORMATION Page 3 of 8**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Total # of students at the school** | **# of Cal-SOAP** **students served at the school** | **API****Base****Number** | **% Free and** **Reduced Lunch** | **University Going****Rate (%)****(UC + CSU)** | **Community** **College Going****Rate (%) (CCC)** |
|  |  | **Intensive** | **General** |  |  |  |  |
| ***Del Norte County Unified School District continued*** |  |  |  |  |  |  |  |
| Pine Grove Elementary**K-6 IGTC**900 Pine Grove RoadCrescent City, CA 95531 | 225 | NA | 35 | 739 | 68.00% | NA | NA |
| Redwood ElementaryK-8 IGTC 6900 Lake Earl DriveFort Dick, CA 95538 | 503 | NA | 42 | 796 | 46.90% | NA | NA |
| Smith River Elementary K-8 IGTC564 First StreetSmith River, CA 95567 | 246 | NA | 28 | 717 | 80.89% | NA | NA |
| ***Eureka City School District*** |  |  |  |  |  |  |  |
| Eureka High School1915 J StreetEureka, CA 95503 | 1,261 | 350 | 375 | 771 | 34.80% | 15.63% | 42.02% |
| Zoe Barnum High School**10-12**2500 Cypress AvenueEureka, CA 95503-5857 | 83 | 60 | 20 | 563 | 55.42% | NA | 12.12% |

**Section 1. Demographics of Consortium Service Area**

**1.1. SCHOOL INFORMATION Page 4 of 8**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Total # of students at the school** | **# of Cal-SOAP** **students served at the school** | **API****Base****Number** | **% Free and** **Reduced Lunch** | **University Going****Rate (%)****(UC + CSU)** | **Community** **College Going****Rate (%) (CCC)** |
|  |  | **Intensive** | **General** |  |  |  |  |
| ***Eureka City School District continued*** |  |  |  |  |  |  |  |
| Zane Middle School 7-82155 S StreetEureka, CA 95503 | 623 | 200 | 100 | 786 | 56.34% | NA | NA |
| Ferndale Unified School District  |  |  |  |  |  |  |  |
| Ferndale High School1231 Main St.Ferndale, CA 95536-9416 | 138 | 80 | 40 | 756 | 24.64% | 25.00% | 45.00% |
| Ferndale Elementary K-8 IGTC164 Shaw AvenueFerndale, CA 95336-9781 | 346 | 50 | 20 | 803 | 28.61% | NA | NA |
| Fieldbrook Union Elementary School District |  |  |  |  |  |  |  |
| Fieldbrook Elementary**K-8 VCS**4070 Fieldbrook RoadFieldbrook, CA 95519-9709 | 128 | NA | 24 | 859 | 30.47% | NA | NA |

**Section 1. Demographics of Consortium Service Area**

**1.1. SCHOOL INFORMATION Page 5 of 8**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Total # of students at the school** | **# of Cal-SOAP** **students served at the school** | **API****Base****Number** | **% Free and** **Reduced Lunch** | **University Going****Rate (%)****(UC + CSU)** | **Community** **College Going****Rate (%) (CCC)** |
|  |  | **Intensive** | **General** |  |  |  |  |
| Fortuna Elementary School District  |  |  |  |  |  |  |  |
| Fortuna Middle School**6-8**843 L StreetFortuna, CA 95540-1997 | 209 | 100 | 45 | 777 | 71.77% | NA | NA |
| Toddy Thomas School**6-8 CalSOAP VCS**2800 Thomas StreetFortuna, CA 95540-3598 | 319 | 100 | 127 | 802 | 44.51% | NA | NA |
| Hydesville School District |  |  |  |  |  |  |  |
| Hydesville Elementary**K-8 VCS**PO Box 551Hydesville, CA 95547-0551 | 156 | NA | 41 | 870 | 32.69% | NA | NA |
| Klamath-Trinity Joint Unified School District |  |  |  |  |  |  |  |
| Hoopa Valley High SchoolPO Box 1308Hoopa, CA 95546-1308 | 244 | 60 | 40 | 682 | 52.87% | 11.76% | 29.41% |
| Hoopa Valley Elementary School**K-8 CalSOAP VCS**PO Box 1308Hoopa, CA 95546-1308 | 447 | 87 | 87 | 655 | 75.39% | NA | NA |

**Section 1. Demographics of Consortium Service Area**

**1.1. SCHOOL INFORMATION Page 6 of 8**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Total # of students at the school** | **# of Cal-SOAP** **students served at the school** | **API****Base****Number** | **% Free and** **Reduced Lunch** | **University Going****Rate (%)****(UC + CSU)** | **Community** **College Going****Rate (%) (CCC)** |
|  |  | **Intensive** | **General** |  |  |  |  |
| Kneeland School District |  |  |  |  |  |  |  |
| Kneeland School**K-8 VCS**9313 Kneeland RoadKneeland, CA 95549-9018 | 30 | NA | 8 | 698 | 6.67% | NA | NA |
| Loleta Union School District |  |  |  |  |  |  |  |
| Loleta Elementary K-8 PO Box 547Loleta, CA 95549 | 83 | 20 | 5 | 721 | 68.67% | NA | NA |
| Mattole Unified School District |  |  |  |  |  |  |  |
| Mattole Triple Junction High SchoolPO Box 211Petrolia, CA 95558-0211 | 6 | 6 | 0 | \* | 16.67% | 100% | 100% |
| McKinleyville Union School District |  |  |  |  |  |  |  |
| **McKinleyville Middle School****6-8 CalSOAP VCS**2285 Central AvenueMcKinleyville, CA 95519 | 376 | 100 | 253 | 812 | 46.81% | NA | NA |

\*Not listed in APPRIS due to small number of students

**Section 1. Demographics of Consortium Service Area**

**1.1. SCHOOL INFORMATION Page 7 of 8**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Total # of students at the school** | **# of Cal-SOAP** **students served at the school** | **API****Base****Number** | **% Free and** **Reduced Lunch** | **University Going****Rate (%)****(UC + CSU)** | **Community** **College Going****Rate (%) (CCC)** |
|  |  | **Intensive** | **General** |  |  |  |  |
| Orick School District |  |  |  |  |  |  |  |
| Orick School**1-8 VCS**PO Box 128Orick, CA 95555-0128 | 17 | NA | 10 | 691 | 82.35% | NA | NA |
| Pacific Union School District |  |  |  |  |  |  |  |
| Pacific Union SchoolK-8 VCS3001 Janes RoadArcata, CA 95521-4701 | 475 | NA | 133 | 801 | 49.68% | NA | NA |
| ***Peninsula Union School District*** |  |  |  |  |  |  |  |
| Peninsula School**K-8 VCS**909 Vance AvenueSamoa, CA 95564-0175 | 39 | NA | 5 | 752 | 94.87% | NA | NA |
| ***Rio Dell School District*** |  |  |  |  |  |  |  |
| Eagle Prairie Elementary**K-5 IGTC**95 Center StreetRio Dell, CA 95562-1399 | 136 | NA | 35 | 834 | .85% | NA | NA |
| Monument Middle School**6-8 CalSOAP VCS**95 Center StreetRio Dell, CA 95562-1399 | 98 | 75 | 55 | 827 | 1.02% | NA | NA |

**Section 1. Demographics of Consortium Service Area**

**1.1. SCHOOL INFORMATION Page 8 of 8**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Total # of students at the school** | **# of Cal-SOAP** **students served at the school** | **API****Base****Number** | **% Free and** **Reduced Lunch** | **University Going****Rate (%)****(UC + CSU)** | **Community** **College Going****Rate (%) (CCC)** |
|  |  | **Intensive** | **General** |  |  |  |  |
| ***Scotia Union School District*** |  |  |  |  |  |  |  |
| Scotia School**K-8 VCS**417 Church StreetScotia, CA 95565-0217 | 234 | NA | 39 | 808 | 3.42% | NA | NA |
| ***Southern Humboldt Unified School District*** |  |  |  |  |  |  |  |
| **Redway School****K-7** 344 Humboldt Ave. Box 369Redway, CA 95560-0369 | 301 | 30 | 17 | 789 | 52.82% | NA | NA |
| ***Trinidad Union School District*** |  |  |  |  |  |  |  |
| **Trinidad School****K-8 VCS**300 Trinity StreetTrinidad, CA 95570-3030 | 177 | NA | 27 | 825 | 45.2% | NA | NA |
| **TOTALS** | 9,933 | 1,468 | 2,328 |  |  |  |  |

**Notes: All Data from Appris.org:** Enrollment data 2008; API Base Numbers 2009-10; Free and Reduced Lunch 2011; College Going Rate 2008

**Section 1. Demographics of Consortium Service Area**

**1.2 Other Service Sites Information:** List other services sites where students and parents are served by the consortium.

Northcoast CalSOAP Consortium serves students only at the sties listed in Section 1.1. We are not active at other services sites at this time.

**Section 1. Demographics of Consortium Service Area**

**1.3 California Map:** Show the project boundaries on the California map, or shade in the area served by your project, to ensure that the Commission has an accurate representation of areas served by CalSOAP. The Commission will use this information to update the statewide CalSOAP map.

**Section 2. Consortium and Project Structure**

**2.1. Consortium Membership:** Provide a list of the consortium membership identified by Schools and Districts, California Community Colleges, California Public Universities, Independent Colleges and Community Agencies. Include all entities that are considered partner institutions of the consortium.

 **Northcoast CalSOAP Consortium**

 **FY 2012-2013 Membership**

* **Schools and Districts:**
	+ - Del Norte County Unified School District
		- Eureka City School District
		- Ferndale Unified School District
		- Fortuna Elementary School District
		- Fortuna Union High School District
		- Hoopa Valley Elementary
		- Hoopa Valley High School
		- Loleta Union School District
		- Mattole-Triple Junction High School
		- McKinleyville Middle School
		- Redway School
		- Rio Dell School District
		- Sunny Brae Middle School
* **California Community Colleges:**
	+ - College of the Redwoods
* **California Public Universities:**
	+ - Humboldt State University
* **Community Agencies:**
	+ - AVID Region 1
		- Humboldt Area Foundation
		- Humboldt County Office of Education

##### Section 2. Consortium and Project Structure

**2.1.1 Governing Board:** List the representative from each consortium member entity who will sit on the Governing Board in FY 2012-2013, indicate whether the member is a voting member of the Governing Board; list the representative agency and provide their contact information.

**Northcoast CalSOAP Consortium**

**FY 2012-2013 Governing Board Membership Roster**

Note: Our consortium functions with Governing Board members, not Executive Board members.

**Chairperson:** Kim Coughlin-Lamphear **Term Date**

Represents: California Public Universities Concludes September 2012

1 Harpst St., Arcata, CA 95521 P: 707.845.1128

email: hmoore@humboldt.k12.ca.us (Voting)

**Vice-Chair:** Shannon Lynch, Fortuna Middle School

Represents: Secondary School District-Middle School Level

843 L Street, Fortuna, CA 95540 P: 707.725.3415 F: 707.725.2228

email: slynch@humboldt.k12.ca.us (Voting)

**Secretary:** Pam Gosselin, Humboldt County Office of Education

901 Myrtle Ave., Eureka, CA 95501 P: 707.445.7086 F: 707.445.7143

email: [pgosslin@humboldt.k12.ca.us](file:///C%3A%5CDocuments%20and%20Settings%5CGail-Cagle%5CMy%20Documents%5CCSAC%5C1213%5CReapplication%5Cpgosslin%40humboldt.k12.ca.us) (Non-voting)

**Treasurer:** Cindy Porter, Director Northcoast CalSOAP

901 Myrtle Ave., Eureka, CA 95501 P: 707.441.4502 F: 707.445.7143

email: [cporter@humboldt.k12.ca.us](file:///C%3A%5CDocuments%20and%20Settings%5CGail-Cagle%5CMy%20Documents%5CCSAC%5C1213%5CReapplication%5Ccporter%40humboldt.k12.ca.us) (Non-voting)

**Governing Board At-Large Members:**

Gail Wright, Director, AVID Region One

Represents: Community Agency

5340 Skylane Blvd., Santa Rosa, CA 95403 P: 707.524.2805 F: 707.578.0220

email: [gwright@scoe.org](file:///E%3A%5CLocal%20Settings%5CTemporary%20Internet%20Files%5CLocal%20Settings%5CTemporary%20Internet%20Files%5COLK33%5Cgwright%40scoe.org)  (Voting)

Lynn Thiesen, College of the Redwoods

Represents: California Community Colleges

7351 Tompkins Hill Rd, Eureka, CA 95501 P: 707.476.4187 F: 707.476.4409

email: lynn-thiesen@redwoods.edu (Voting)

Kathleen Honsal, Eureka City Schools

Represents: Secondary School District-High School Level

1915 J. St.., Eureka, CA 95501 P: 707.441.22508 F: 707.445.1956

email: honsalk@eurekacityschools.org (Voting)

Cassandra Wagner, Humboldt Area Foundation

Represents: Community Agency

373 Indianola Rd., Bayside, CA 95524 P: 707.442.2993 F: 707.442.9072

email: cassandraw@hafoundation.org (Voting)

Marcy Casey, Hoopa Valley High School

Represents: Secondary School

PO Box 1308, Hoopa, CA 95546 P: 530.625.5600 x1018 F: 530.625.4628

Email: [mcasey@ktjusd.k12.ca.us](file:///C%3A%5CDocuments%20and%20Settings%5CGail-Cagle%5CMy%20Documents%5CCSAC%5C1213%5CReapplication%5Cmcasey%40ktjusd.k12.ca.us) (Voting)

##### Section 2. Consortium and Project Structure

 **2.2. Consortium Structure:** Provide a narrative on the structure of the consortium.

**1. Mission Statement:**

 The Northcoast CalSOAP Consortium is a recent partner under the Humboldt County Office of Education’s Decade of Difference Initiative, and this collaborative partnership aligns with a shared commitment to leverage limited resources throughout the region to improve access to pre-college enrollment resources to best benefit students and families. To tackle the region’s goal of increasing the college-going rate, the program’s services are designed to provide access to college and opportunities for consistent academic success for targeted students and their families. All services will expand:

* The availability of information to access postsecondary education,

 College Entrance Requirements Career Exploration

 College costs and expenses

Financial Aid Assistance – federal, state, and private

* The interaction with college campuses, college students, and

 Campus Tours Computer Searches

College Recruiters Speakers

Pre-College Advising Workshops

* The opportunity to enhance academic achievement

Tutoring Study Skills

Proficiency in Navigator Leadership Skills

Cultural Events

 To promote mentorship opportunities and aid in assisting with college expenses, local college students with demonstrated financial need are recruited, hired, and trained as advisors and tutors for targeted 4th to 12th grade students.

 The Consortium partners will link resources to provide school-based activities to partner schools, and to plan and deliver region-wide events that serve its stated mission.

**2. Function and duties of Governing Board, Fiscal Agent and Project Director**

Governing Board sets strategic direction for the Consortium:

* + - Recommends and approves program and budget priorities and policies
		- Elects a Chair and Vice Chair and other committee members
		- Approves changes to the bylaws
		- Approves appointment of fiscal agent

Fiscal Agent is responsible for all personnel, program and financial compliance:

* Manages program’s payroll, contracts, and purchasing
* Produces all financial reports for CalSOAP staff and Governing Board
* Monitors, reconciles and closes budgets to ensure proper fiscal compliance

The Project Director is responsible for the day-to-day operations of the CalSOAP office, staff, programs, and activities as mandated by the state and as prioritized by the Governing Board:

* Program’s fiscal matters
* Status of program services
* Statewide mandates affecting Consortium
* Community involvement

**3. The relationship/interaction between Governing Board, Fiscal Agent and Project Director**

 The Fiscal Agent for the Consortium is the Humboldt County Office of Education. The Governing Board has endorsed this relationship via a Memorandum of Understanding in which the Fiscal Agent’s scope of services are specified. The Fiscal Agent works cooperatively with the Project Director and staff to ensure timely and accurate accounting of funds. All budget reports generated by the program are reviewed by the Fiscal Agent and approved by the Governing Board. The flow of duties is:

⇒ Governing Board sets program and budget priorities

 ⇒ Project Director prepares budget and activity plan with staff

 ⇒ Fiscal agent approves the budget

 ⇒ CalSOAP staff implements program with leadership from Project Director

 ⇒ Fiscal Agent reviews and produces quarterly reports

 ⇒ Governing Board approves quarterly budget and reimbursement

 ⇒ Fiscal office facilitates purchases/payroll/contracts

 ⇒ Project Director generates program reports

 ⇒ Governing Board evaluates program

# 4. Process by which the Consortium and Board conduct their duties and responsibilities

 Due to the size of the rural service area, Consortium members represent schools, college campuses, community organizations, and programs that range from 8 to 200 miles away from the Northcoast CalSOAP office. The Northcoast CalSOAP Consortium bylaws have been adopted to meet state recommendations and acknowledge the geographic diversity of our region. All members are given an annual opportunity to continue as Active or Supporting Partners. The importance of diversity of the Active Partners and members has been purposely supported to best represent the various needs throughout the region. The Governing Board is elected by Active Partners.

 The project provides services broadly defined by the legislation, prioritized by the Governing Board, made into management policy by the Governing Board, and carried out by CalSOAP staff.

The Governing Board convenes five times per year to:

* Set program strategic direction, priorities, and goals
* Establish program management policy
* Provide guidance to the Project Director
* Approve Fiscal Agent
* Approve Memorandum of Understandings (MOU’s), budgets, and reports
* Maintain required level of matching resources
* Provide input in the hiring and evaluation of the Project Director

The Project Director is responsible for:

* Collaborating with the Governing Board Chair to set agendas for Consortium Governing Board meetings and program services
* Communicating with the Governing Board regarding statewide mandates, program fiscal matters, and program services
* Day-to-day operation of the program services based upon strategic direction and management policy set by the Governing Board
* Preparation of activity and budget reports
* Program compliance
* Program staff

 The by-laws confirm that meetings are run according to Roberts Rules of Order, quorum, and vote requirements. Discussion is encouraged to include all viewpoints, and decisions are accomplished at meetings according to the Northcoast CalSOAP By-Laws. The Project Director enfolds Governing Board directives into provision of services.

**5. Process in Place to Ensure Matching Resources**

 Historically the Northcoast CalSOAP Consortium has not had difficulty in meeting the 1:1 ratio of in-kind matching funds. The importance of matching funds and the reality of struggling school budgets is recognized by the Governing Board, and a policy has been created should the program need to generate a higher level of in-kind matching funds. Once the need is identified, the Project Director and/or the Governing Board Chair would include the status of in-kind matching funds on the upcoming Governing Board meeting. The Governing Board, Active and Supporting Partners, and members would identify potential new partners and/or targets for current partners to meet the level of in-kind matching resources required.

**6. Meetings**

 The Governing Board convenes a minimum of five times per year.

**7. Changes to Partnerships.**

 During the course of moving to the Humboldt County Office of Education, it became apparent that our previous affiliation with school districts was determined by the prior Fiscal Agent, College of the Redwoods. With greater access to information and resources, the Governing Board determined that the program would engage with new partners and schools, particularly those with critical needs for low-income and first-generation students. The ability for students to succeed in completing high school and enrolling in secondary education is dependent upon many factors, and completion of Algebra I by eighth grade is a primary indicator of a student’s potential to meet those goals. Therefore, the Governing Board agreed to distribute tutoring and mentorship services in a more systematic and equitable manner in the region. As a pilot, several middle schools are to be added along with the addition of Zoe Barnum Continuation High School. Leveraging services to more middle school students would encourage early intervention with the target population and possibly a greater impact than engaging solely with the high school students. Additionally, parent engagement for the region has been less than optimal, and it was determined that parents of middle-school students were more likely to engage with the program if given tools and support. This would in turn, improve readiness for college prep coursework in high school and familiarity with college support activities and services.

 **8. Chairperson’s Term of Office.**

The Chairperson’s term of office ends September 2012.

 **9. Fiscal Agent MOU:** **Attachment A**

**2.3 Consortium Bylaws**

**1. FY 2012-2013 Consortium Bylaws: Attachment B**

**Section 2. Consortium and Project Structure**

**2.4 Staffing**

 Northcoast CalSOAP Consortium

2012-2013 Staff Organization Chart

Marcy Manning

***CalSOAP Director***

Full Time

***CalSOAP Project Director***

Cindy Porter

Full Time

Transfer Making

It Happen

***5 Transfer Mentors***

Transfer Making

It Happen

***5 Transfer Mentors***

Transfer Making

It Happen

***5 Transfer Mentors***

***Technician: North***

Vacant

Full Time

***Del Norte Site Coord.***

Randy Fugate

Part Time

***4 Advisor/Tutors***

Part Time

***IGTC – Del Norte***

***12 Advisor/Tutors***

Part Time

***Outreach Coordinator***

Polly Scott

50% Time

***2 Advisor/Tutors***

Part Time

***Hoopa High Site Coord.***

Marcy Casey

Part Time

***Technician: South***

Vacant

Full Time

***12 Advisor/Tutors***

Part Time

**Section 2. Consortium and Project Structure**

 **2.4.1. Project Director**

Project Director’s resume: **Attachment C**

**Section 3. Budget**

**3.1 Preliminary Budget**

This report must be generated from the CalSOAP database.

**2012-2013 Budget**

**3.2. Budget Narrative:** Provide a brief budget narrative explaining any significant changes from the previous year’s budget and explain items included in the budget categories.

**State funds narrative**

 The 2012-13 budget allocation equals $393,995 which includes $338,161 baseline funding, and $55,834 CTE funds.

**Staffing**

 The Director is 100% with a salary of $52,920. Clerical Support salary will be $19,746. Two CalSOAP Technicians will be hired July 2012 with a total 2012-13 salary expense of 54,054. Two School Site Coordinators at remote sites will be paid $2,000 per year each for a total of $4,000 for remote site coordination. A Database Consultant is budgeted for a salary of $4,000, plus $1,650 in Consortium cash, which will be used for the development of the paperless contact system and ongoing database support. Staffing expenses, including students, equals $233,563.

Changes & Explanation:

 January 22, 2012, CalSOAP changed fiscal agents from College of the Redwoods to Humboldt County Office of Education (HCOE). The physical move will happen July 1, 2012. A staffing change for 2012-13 is the retirement of the Office Coordinator.

 With all of the above listed changes and not counting the student staffing, the percentage of funds going to staff salaries has fallen from 46% in 2011-12 to 34% in 2012-13.

 The student staffing budget area continues to observe the 30% spending mandate.

**Benefits**

 For 2012-13 benefits for permanent staff are as follows: Director -- $26,881; Program Services Staff – Permanent -- $41,473. Benefit totals for temporary positions: Clerical Support: $11,848; two remote Site Coordinators and the Database consultant at $920. Total amount of benefits for all staff, including students = $92,479.

Changes & Explanation:

 Benefits paid by CalSOAP to permanent staff include Retirement, Social Security, Health & Welfare, Unemployment and Worker’s Compensation. Benefits (other than retirement and health benefits) are also paid to temporary staff. In the past student staff benefits were charged at 3%. For 2012-13, HCOE will be charging 11.49%.

**Operating**

 Rent and Utility costs are included in Indirect Costs to our fiscal agent.

Changes and Explanation:

Communication: Advertisement of Advisor/Tutor positions in four local print media serving the region will be run in August, January and April of each year. Though Northcoast sends recruitment letters to all current College of the Redwoods and Humboldt State students with

financial need in April, putting advertisements in rural print publications is vital to reach students in those areas. The fees for these ads run from $8.70 per issue to $61 per issue for approximately $350. Use of internet posting of job openings has decreased our expenses in recent years. Funding at $1.47 per student per year for Navigator, a web-based Career Planning and Assessment tool, will equal $2,845. The remaining funds, of $1,805, will be used for developing other communication modalities for providing tutoring services, such as piloting distance tutoring, Skype, etc.

Indirect Costs: The new fiscal agent, Humboldt County Office of Education, is taking Indirect of all CalSOAP CSAC and CTE funds at 7.5% for a total of $29,550. This is a change from the previous fiscal agent indirect amount of $10,000 flat rate plus 3.9% of CTE funds for a total of $12,178. This is an increase of $17,372 in indirect costs to the fiscal agent.

Mileage:

* Administrative mileage costs are estimated at $1,000. The Director will travel to all of our partner schools to meet with Administration. These schools are from eight miles from the office to over 212 miles round trip.
* Program Services Staff mileage costs are estimated at $5,000 from CSAC monies. CalSOAP Technicians and Site Coordinators traveled approximately 8,972 miles last year. With the addition of 7 more schools, we estimate more mileage costs.This includes traveling for trainings, site visits and meetings. Consortium Cash will add $2,000.
* Student Staff mileage costs are estimated at $8, 000 for this year. With the Visiting College Student (VCS) program going to 14 remote schools and the addition of 7 more regular schools, student staff will be traveling more miles in 2012-13. HCOE will be charging $0.555 per mile.

It is a continued **necessity** to offer mileage to CalSOAP staff that commute to supervise various rural sites as well as to our college student staff when the distance to their school site exceeds a “reasonable” commute. Gas prices in our area continue to be amongst the highest in the nation, at approximately $4.45 per gallon.

Postage: Mailings to students, families, consortium partners, Governing Board members and staff are included in this budget item. It is important to keep the lines of communication open to all of our various groups, especially as some are unable to attend workshops and meetings. This remains at $2,000.

Travel: Even though CSAC has restricted Travel, Northcoast felt that it was important to put $800 in the travel budget. This amount would provide one trip to Sacramento for the Director in case a visit was warranted. Consortium cash will supplement with $1,000 for one staff person to attend the 2012-13 UC Counselor conference. The ability to meet in person with CSAC staff and/or Project Directors is extremely important for those of us far away. The expenses include car rental, gas, hotel room and food for the participants.

 **Supplies:**

Office and Student Participant supplies are included in this category.

Changes and Explanation to Supplies:

Office Supplies: Expenses in this category includes office and printer supplies necessary for general administrative business. Consortium Cash will augment this line item by $1,000.

Printer Supplies include paper, toner and a least one type of maintenance kit per year. With the move to HCOE, printer supply costs should decrease due to the large purchasing

agreements HCOE has in place. Due to moving to a paperless contact entry system, paper supply costs will go down.

Office Supplies include envelopes, pens, pencils, file folders, notepads, name badges, mailing and filing labels and other items as needed. Purchases for 2012-13 include name badge labels at $40.30 per box for the tutor name badges that are required by the schools. Again, with the move to HCOE, some of these items will either be provided or purchased at a discount rate. These items will be used at the schools and in the office for mailings, files and events such as IGTC and CTE.

Student Participants Supplies: Expenses in this category include items used in presentations, classrooms, and advising sessions such as pencils, paper, and *College Knowledge* handouts. Consortium cash will increase this category by $6,000. Students seen by the Visiting College Student (VCS) program will receive a pencil ~~and a calculator~~ plus posters for the classroom. ~~at the cost of approximately $3.15 per student for a total cost of $3,928.~~

Planners through Humboldt County Office of Education will again be purchased for all CalSOAP students for $2,200. We also plan to supplement funding for supplies to two CalSOAP, HCOE and College of the Redwoods’ collaborative events at $1,000 for a Middle School Career Camp, and $600 toward College Career Development Day for 11th-graders.

*~~I’m Going to College~~* ~~will have approximately 349 students visiting college campuses in Del Norte and Humboldt counties. Costs for t-shirts, pencils, handouts and a book will be $8.15 per student.~~

Printing & Duplicating: Printing and duplicating costs include all printing and duplicating at HCOE central duplication department. Items include IGTC booklets, newsletters, handouts for classroom presentations and student advising as well as programs for College Night. The budget has been reduced due to moving to a paperless contact entry system, as well as printing IGTC booklets in black & white rather than color.

**Equipment**

Description: This category covers computers, copier, fax machines, and printers.

Change: This budget category has been zeroed out for this program year.

**Program Services**

Description:

This category covers services to our students, which is used exclusively for travel and transportation. $5,803 from CSAC funds will be used to cover some of the trip costs with $1,750 from Consortium Cash added to enable student travel to college and career events. Students would otherwise not be able to attend due to severe cuts to school transportation budgets.

Changes:

Two-thousand dollars will be given to both Del Norte and Eureka High Schools for partial funding of their AVID/CalSOAP college trips. As with last year, the trips must include a CTE visit or event.

Northcoast CalSOAP also will fund $1,000 for transportation for students to attend the Middle School Career Camp which requires transporting students over a 4-day period. Consortium cash

will provide $1,750 for busing students to: Humboldt/ Del Norte College Night ($500), Redwood Days at College of the Redwoods ($500), I’m *Going to College* ($250) and an additional $500 for requests for transportation by our partner schools.

**Other**

Description: This budget category has been used for Scantron machine maintenance. This category will be zeroed out.

3.2 Budget Narrative continued.

**Matching Resources narrative**

Cash and In-kind Contributions: Partner school and member contributions stay consistently about the same each year. It is not known until the end of the fiscal year if our match contributions have increased. However, cash amounts stay between $17,000 and $20,000 each year.

Consortium cash will be used to augment the following:

* Staffing:

 Consultant and Professional: $1,650

 Additional funding for Database professional

* Operating:

Communication: $500

 Hiring ads for remote areas

Mileage, Administration: $500

 New Director and new schools equals more mileage

Mileage, Program Svs Staff: $2,000

 7 new schools will add more miles

Postage: $500 for a/dditional mailings

Travel: $1,000.

 1 Staff to attend 2012-13 UC Counselor conference

* + Supplies:

Office Supplies: $1,000

Student Participants: $6,000

VCS: Calculators for presentations to 250 students at very remote sites

 I’m Going to College: T-Shirt, backpack, pencil, book for 349 4th graders

* Program Services: $2,000

Bus requests from consortium partners to attend college events and campus visits

* Other: $2,300

Fingerprinting and food for students

InKind match will be collected throughout the year through quarterly reporting.

**Section 3.3 Matching Resource Contribution Summary**

**ACTIVITY REPORT Page 1**

**ACTIVITY REPORT Page 2**

#  Section 4. Program Overview

**4.2. 2012-2013 Tentative Calendar of Events** that are not administrative functions.

|  |  |  |
| --- | --- | --- |
| **Month** | **Activity** | **Outcome Measures** |
| **July – August 2012** | * Advisor/Tutor training begins
* Mailing of Fall Calendar for College Bound Students
 |  |
| **September 2012** | * Advising/Tutoring begins at the schools
* Advisor/Tutor training continued
* Humboldt/Del Norte County College Night
* AVID/CalSOAP College Trip- Eureka High School
* *Navigator* assistance in classrooms & with parents
* Parent Newsletter – Fall Edition
 |  |
| **October 2012** | * Advisor/Tutor Training continued
* Visiting College Students (VSC) visits begin
 |  |
| **November 2012** | * College visit: American Indian College Motivation Day
* UC Recruiter visits
* Humboldt State Admissions outreach visits
* Parent Night in partner schools

 Classroom Presentations at the high schools |  |
| **December 2012** | * Financial Aid workshops
* Calendar for Financial Aid and Cash For College workshops
* Financial Aid grade specific information
 |  |
| **January 2013** | * *Cash for College* workshops
* Mailing of Spring Calendar for College Bound Students
* Participate in Statewide Cal Grant promotion
* Parent Newsletter – Spring Edition
 |  |
| **February 2013** | * *Cash for College* workshops continued
* Financial Aid mailing to all students
 |  |
| **March 2013** | * Classroom Presentations at the high schools
 |  |
| **April 2013** | * AVID/CalSOAP College Trip- Del Norte High School
* *I’m Going to College* campus visit – Del Norte
* College Career Development Day at CR
* HSU Spring Preview Days
 |  |
| **May 2013** | * *I’m Going to College* campus visit – Rio Dell and/or Ferndale
* Redwood Days for seniors at CR Eureka
* CalSOAP Student Staff Retreat
 |  |
| **June 2013** | * Middle School Career Camp
* Summer School Tutoring – June through July
 |  |

**Section 4. Program Overview**

**4.3. Program Overview Narrative:** Provide a narrative that describes your services and how they are delivered.

**1. Describe your program and services objectives.**

Northcoast CalSOAP program and services objectives are:

* Provide one-on-one advising services at school sites.
* Provide tutoring services to increase achievement in primary subjects – mathematics, language arts, sciences, and social studies. Priority is given to mathematics and language arts at current and new school sites.
* Support the Decade of Difference Initiative by utilizing Kuder Navigator software to explore careers and college options, sponsoring the Humboldt-Del Norte College Night, and providing various presentations and workshops to promote academic performance and completion of pre-college enrollment requirements.
* Provide college information to outlying rural schools and primary sites through Visiting College Student presentations.
* Improve parent engagement within the program to increase awareness of CalSOAP activities and college prep milestones through a variety of channels – parent newsletters, website information and links, Back-To-School nights, Open Houses, and other activities within the schools.
* Provide information regarding cost of attendance at post-secondary institutions, financial aid processes and awarding, student budgets, and four-year plan expenses.
* Provide CTE activities that are age-appropriate and encourage career exploration.

**2. Anticipated changes in the program or service areas.**

**Tutoring Services**

We plan to pilot a variety of new service delivery methods for our tutoring services to better meet the needs of students and families. Tutoring hours have been limited by the standard school day. Additional hurdles to student accessing critical tutoring support have been noted - restricted bus schedules for remote rural areas, participation in athletic events, part-time jobs necessary for low-income families, etc. Our pilot intends to review our delivery of tutoring assistance by adding additional hours through online tutoring and offering tutoring assistance via telephone. Several school sites may also be available for more hours and other public locations, such as college and county libraries may also be used to provide more hours throughout the week.

**CTE Activities**

 The CalSOAP staff (professional and college students) will become proficient in Kuder Navigator which will allow program students to explore careers and pathways to those careers beginning in middle school. With the Decade of Difference Initiative, Humboldt County Office of Education is now able to support this software and work with the corporation to create a more effective tool. The exploration of careers and creation of career exploration portfolios and profiles allows students to build on their experiences within the software. This tracking of student interest is key with advising students and assuring matriculation into institutions.

**Service Area Changes**

 Due to changes in district administration and policies, CalSOAP will unfortunately no longer be serving the two schools in the Fortuna Unified School District in 2012-13 – Fortuna High School and the Academy of the Redwoods. The Governing Board discussed how to best distribute program services to support critical needs of the region, and several middle schools and a continuation high school were identified as potential partner schools. The Governing Board referred to long-standing research regarding high school graduation and college readiness and success as support for this move into several middle schools in the region. In addition, a local continuation school was also in need of career and college access support. These new school sites are mentioned in Section 1.

**3. Who will receive intensive services and how they will be selected to receive these services.**

The primary focus of our project is to provide ongoing intensive tutoring to middle and high school students along with pre-college advising on Career Exploration, College Preparation, Financial Aid and Study Skills via presentations, workshop, and one-on-one interactions.

 Middle School Intensive Services will be delivered via tutoring and early career and college exploration administration to support academic success in Math and English classes along with AVID classes. Program staff also work after-school with CalSOAP students to provide additional academic support and mentorship in educational settings.

High School Intensive Services involves ongoing tutoring and pre-college advising in six high

schools to approximately 546 students a year. Program students are either retained from previous years in the high school or middle school or recruited into the program during various key school events and/or identification by parents and teachers. Classrooms are selected by the school administration to support academic success in Math and English classes along with AVID classes. Program staff also works after-school with CalSOAP students to provide additional academic support and mentorship in educational settings.

**4. How services will be delivered and the delivery time table.**

Middle School Services:

 Tutoring services are provided to program students, both, in classrooms and after school, throughout the week. Tutoring begins at each of our eleven target schools in September and concludes in June. An expansion of career and college exploration will be facilitated with *Kuder Navigator* in the schools. This will give parents, students, and program staff crucial information to assist students with this important stage of exploration and preparation for college prep coursework in high school. In addition, a Career Camp will be offered in collaboration with Humboldt County Office of Education and College of the Redwoods. The camp will run for four consecutive days in June 2013.

High School Services:

 Tutoring and pre-college advising are provided by CalSOAP staff from September to June at each of our six target high schools. Typically staff is working within the classroom twice a week and may also be present during lunch period and after school. Students served classrooms will attend two presentations (one each semester) on study skills, careers, and/or college & financial aid options. College student staff is assigned a caseload of students and must contact each student regularly. One-on-one advising services are delivered by pulling students out of non- academic classes or during other pre-arranged times of the day. Advising is also offered during lunch period and after school. These intensive services will expand proficiency in *Kuder Navigator*, a principal vehicle in delivery of career and college information to students.

Whether tutoring in a classroom or advising a group of students, all staff are instructed to cover Northcoast CalSOAP’s three pre-college advising topics with students. The three topics and their components are:

College and Financial Aid Options

* College systems – public, private, and proprietary
* College admissions requirements for California public CSU/UC and high school academic planning
* College entrance exam info & preparation
* College application assistance & writing personal essays
* Exploring college majors
* College choice research
* Community college transfer planning
* Understanding costs to attend for program completion, student budgets
* Types of financial assistance – federal, state, institutional, and private
* FAFSA assistance, follow-up, and completion
* Cal Grant support
* Scholarship application support

Study Skills

* Notebook organization
* Time management
* Textbook reading
* Note taking
* Test taking strategies
* Learning styles
* Preparing for tests

Career Exploration

* Self knowledge
* Decision-making
* Information about job duties and skills
* Job experience
* Future Occupational opportunities
* Educational preparation

**Visiting College Students:**

 Northcoast CalSOAP staff will visit 7th - 8th grade students at 12 chosen schools and provide a presentation and discussion of post-secondary career and college options beginning in October and ending in May. VCS services are provided at least once a year at each school served. Several of the schools will be visited more than once to further engage middle school students in remote locations of the region. All staff, professional and college students have repeatedly reported the importance and impact of visits to our most remote and small schools in the region.

**I’m Going to College:**

 This early career and college awareness program is organized and coordinated by CalSOAP and College of the Redwoods (CR) professional staff and serves approximately 400 students in the 4th grade. The curriculum is distributed to participating schools in early spring and facilitated by classroom teachers. Participants then visit the Eureka Main Campus and Del Norte campuses of CR in late spring where students tour the campus and CR faculty provide lectures and hands- on experiences designed to encourage questions and exploration.

**Other Services:**

 Northcoast CalSOAP collaborates with Eureka High School to host the Annual Humboldt/Del Norte College Night in September. Northcoast CalSOAP provides transportation subsidies to Del Norte and Hoopa High Schools to enable students who might otherwise not be able to attend this annual event due to distance. The event includes recruiters from all four segments of the post- secondary education system in California and can include Oregon, Nevada, and Hawaii as well. Throughout the event, a number of presentations are offered by representatives from the three California public institutions to provide admissions and campus summaries within each system (CCC, CSU, and UC). Additionally, local college financial aid professionals provide workshops that concentrate on information regarding costs, financial aid programs, and general processes for grants, loans, and scholarships.

 In addition to the many services that we provide, we also furnish the following in support of access and awareness:

* CalSOAP Parent Newsletter - critical dates and information regarding college requirements, college admissions applications and deadlines, college entrance test dates, financial aid information, workshop dates, and Cash for College event schedule, financial preparation (costs, budgets, etc.), and Calendar for College Bound students.
* Transportation: Includes AVID/CalSOAP college tours, Humboldt Del Norte College Night, College Career Development Day, and Middle School Career Camp.
* Scholarship Recognition: CalSOAP professional staff attend annual award ceremonies at school sites to present the Northcoast College Access Scholarship to graduating high school students in the program.

**5. The anticipated outcome of services.**

 Increasing awareness and access to information to further support careers and colleges beyond the secondary educational system is the primary goal of the program services delivered to the region. Presentations to students particularly in the more remote schools should pique student interest and lead to conversations with educators and parents. It is our goal to return to these locations to note changes in behaviors and awareness due to the Visiting College Student program. Access to career and college information and subsequent familiarity with post- secondary pathways encourages greater levels of matriculation and graduation in higher education.

 Improvement of the target population’s college-going and success rate of each school site is the overall goal of intensive services. Seniors in high school would be initial measure of meeting this goal; however, a more longitudinal approach should also be pursued as the program builds relationships in the middle schools with increased understanding of careers and colleges by students and parents as the principle benefit.

**6. How will your consortium determine if its services increase the availability of postsecondary information and raise achievement levels?**

 The Northcoast CalSOAP employs both, quantitative and qualitative, methods and several types of assessment measures to evaluate the efficacy of the program’s services.

Quantitative evaluation methods:

1. Consistent Contact with Student Participants

 All pre-college advisors must see the students in their caseload regularly, and tutors must meet with students on a weekly basis. The college student staff must meet with their students regularly in order to convey the required information and to capitalize on the power of the peer relationship. Contacts with students are documented via a computer entry system on a daily basis. Frequency and type of contact are submitted with timesheets and reviewed by professional staff to ensure adequate contact and conveyance of information to student participants. Contact reports are generated from the program’s database to demonstrate the increased availability of post-secondary information and academic support at the target schools.

1. Program Growth Monitoring

 Goals are set at the beginning of the year for the number of students to be served at each school site. Sites are staffed with college students in proportion to goals. Monthly checks on progress toward the goals are provided at monthly Site Coordinator meetings. Recruitment activities are planned as necessary to meet each site’s student participant goals.

1. Pre and Post Advising Test

 High school students who participate in the one-on-one advising services will be given a pre-test on their knowledge of college requirements, financial aid, career paths, and study skills. Near the conclusion of the academic year, the post-test is administered with students to assess what they have learned. This provides valuable and quantifiable data to determine if objectives for one-on-one advising have been met. The results from the pre and post-test data through prior years with classroom presentations can additionally be compared to evaluate delivery of service methods.

1. Scholarship Report

 Our local scholarship foundation, Humboldt Area Foundation (HAF), added a section on their application in which students may indicate whether or not they were CalSOAP participants. Each year Northcoast CalSOAP is given a report of the number of program students who have applied for HAF scholarships using this common application. This provides another mechanism for determining the level of reaching program students regarding local scholarship opportunities.

1. FAFSA completion and Cash For College reports

 Seven local high schools host Cash For College events which are designed to provide financial aid information and hands-on assistance with local college financial aid professionals and college support program staff, and this initiative supports meeting the state deadline for the Cal Grant program. Rosters with program students and parents who attend along with the status of FAFSA completion from each of these events will be provided and used to ascertain needs for follow-up with program participants to promote financial access to college.

1. College-Going Rates

 Beginning in May of each year, college student staff completes Exit Interviews with graduating high school seniors. In early October, student’s college attendance is confirmed by the institution of study, if available, or the National Student Clearinghouse. The Northcoast CalSOAP graduates are compared to county and state levels of college enrollment at the four segments of higher education. This data is useful with longitudinal information regarding the impact of the program.

Qualitative evaluation steps:

1. Student Satisfaction Survey

 As part of the Exit Interview, students provide feedback regarding how the program assisted their preparation for post-secondary education. Information regarding limitations, lack of service, and areas needing improvement are included to direct resources appropriately. This information will be gathered and shared with staff and the Consortium for future program planning.

1. Comprehensive Training and Supervision of College Student Staff

 Our college student staff is required to attend 20 hours of training in the fall. In addition to advising and tutoring techniques, staff is trained in required documentation. Participants complete training evaluations to ensure appropriate subjects, strategies, techniques, and support needs are met.

 College student staff participates in weekly team meetings with program professional staff to field questions, provide updates, support and accountability.

 College student staff are evaluated twice per year – once in December and again in April to assure an opportunity for feedback on delivery of services to student participants and to review for consistency of services and maintenance of a high level of quality service at all target sites. Evaluations are conducted by teachers, school site staff, and CalSOAP professional staff.

1. Training and Supervision of Professional Staff

 Program professional staff is required to participate in regular staff team meetings and individual supervision meetings. Current research regarding college support programs, activities, trends, and methods to improve college-going rates along with pertinent information regarding education legislation and other topics are incorporated into these meetings and expected to be part of professional development of the staff. Conferences and other education sponsored training in the region are attended by the professional staff.

 CalSOAP professional staff is evaluated on an annual basis after successfully completing probation. This annual evaluation process should engage both, the supervisor and employee, with regards to performance, goals, and professional development.

1. End of Year Review

 Near the conclusion of the academic year, a retreat of program staff is held. This retreat provides an avenue for all CalSOAP staff to discuss successes, issues, recommendations, and goals for the next year. Feedback is provided to the Governing Board to address any needs for modifications in the program delivery.

**4.3.1 2012-13 Career Technical Education Scope of Work**

**1. Provide a list of schools, institutions or organizations with whom the consortium plans to coordinate CTE activities.**

Schools

* Del Norte High School
* Eureka High School
* Ferndale Elementary School
* Ferndale High School
* Fortuna Middle School
* Hoopa Valley Elementary
* Hoopa Valley High School
* Loleta Elementary
* Mattole Triple Junction High
* McKinleyville Middle School
* Monument Middle School
* Redway School
* Sunny Brae Middle School
* Toddy Thomas School
* Zane Middle School
* Zoe Barnum High School

Visiting College Student Schools (VCS)

* Cuddeback School
* Crescent Elk Elementary
* Hydesville Elementary
* Hoopa Elementary School
* Kneeland School
* McKinleyville Middle School
* Monument Middle School
* Orick School
* Pacific Union School
* Peninsula School
* Scotia School
* Toddy Thomas School
* Trinidad School

Community Organizations/Institutions

* College of the Redwoods
* Humboldt County Office of Education
* Humboldt State University

**2. Describe activities as related to proposed new programs, participation with existing regional CTE programs, partnership and support of existing CTE statewide collaborative efforts, collaboration with regional California Community Colleges and/or direct services and outreach to the middle school population.**

*Kuder Navigator* – Career and College Exploration Software

 Northcoast CalSOAP staff will be trained to assist students in careers and college pathways using *Navigator.* This complete careers and educational software program has been endorsed by Humboldt County Office of Education (SB70 Initiative). *Navigator* will provide a consistent platform in which students can explore careers and college/training necessary to achieve a career goal. Students are able to track their interests, assessments, and progress as they develop and change over time – from middle school through high school. New upcoming developments with the software may also give greater reporting capabilities to assist program staff and administration in reviewing areas of interest and need.

College Career Development Day

 This collaboration with the Humboldt County Office of Education (SB70 Initiative) and College of the Redwoods provides a full day of activities for 11th graders. The day will involve meeting with a college dean to explore college along with participating in presentations by CalSOAP staff. Prior to this event, academic disciplines and career interests of the students will be generated via Navigator. This will determine which faculty and disciplines will be included in the event along with tours of various facilities on the campus to strengthen understanding of the career and education required.

Middle School Career Camp

 We will collaborate with the Humboldt County Office of Education (SB70 Initiative) and College of the Redwoods to provide a Career Camp for Humboldt County 7th graders. The camp will have approximately 80-100 participants and will run for 4 days. CalSOAP will provide funding for transportation from outlying areas, college student staff, and materials to be used for hands-on career activities.

AVID/CalSOAP College Trip with Career Component

 For the 2012-13 year, the AVID/CalSOAP College Trip will incorporate a careers activity into the tour of colleges. Students will visit and tour at least one large corporation, something foreign to our rural students, and be introduced to various jobs within the organization. CalSOAP will provide funding for student travel to make it possible for the additional day of career activity to be added.

Visiting College Students (VCS)

 A handful of CalSOAP college student staff are selected to visit the most remote schools of Humboldt and Del Norte counties to present college and career information to 6th-8th grade students. This presentation and interaction with college students encourages students to explore their options, and without this visit, many of the students would not necessarily have access to this crucial information. Due to the remote locations of these schools sites, the staff must drive through rural roads and many miles to reach this population.

Partnership and support of existing CTE statewide collaborative efforts (SB70 Grants Contact Information)

 In 2012-13, Northcoast CalSOAP staff will continue to meet with local, regional, and statewide career and technical educators, and business representatives by attending local meetings.

**Calendar of Events:**

Sept. 2011: AVID/CalSOAP College Trip – Eureka High School

October 2011: Begin use of Navigator assistance in classrooms

 Begin Visiting College Student Program

February 2012: Meet with local, regional, and statewide CTE educators and local business representatives for a conference or workshop

April 2012: AVID/CalSOAP College Trip – Del Norte High School

 College Career Development Day

June 2012: Middle School Career Camp

**Budget Narrative:**

Staffing: The same CalSOAP staff used for providing intensive services will plan and execute CTE activities.

New CTE funding amendment matches:

* Del Norte High AVID/CalSOAP College Trip $2,000
* Eureka High AVID/CalSOAP College Trip $2,000
	+ - (Increased funding due to CTE activity added)
* *Navigator* support to HCOE for SB70 Initiative $2,845
* College Career Development Day: $2,172.80
	+ - Staff: College Tutors (5) 5 X 8 hrs X 10.57/hr = $422.80
		- Transportation for Students: $1,150

Supplies:

* + - Office: tape, signs, registration materials @ $1.50 X 200 = $300
		- Student: Folders for information @ $0.75 X 200 = $150
		- Student: Booklet on Careers @ $0.75 X 200 = $150
* Middle School Career Camp $2,000
* Supplement Humboldt County Office of Education for
* transportation ($1,000) and supplies/materials ($1,000)

 Total New CTE funding = $

NEEDS TO TOTAL $55,834

**PERHAPS PERCENTAGE OF STAFFING WOULD PUT IT UP INTO THE RIGHT AMOUNT.**

**Section 5. Statute Requirements**

**5.1. Peer Advisors and Tutors: Describe how 30% or the equivalent of the Project grant will be allocated for stipends to peer advisors and tutors*.***

1. **Selection**

 Due to the financial need requirements for college student staff, the Northcoast CalSOAP works with the two local college Financial Aid Offices to recruit employees. The Financial Aid Offices send an individual communication to each student who meets the demonstrated financial need requirements, Math and English competency levels, and GPA parameters. This communication is written by the program staff and includes links to the position description and application on the Northcoast CalSOAP website. These positions are listed in the student employment centers at each campus, and targeted recruitment in major-related courses (education, math, English, sciences, etc.) is also utilized. Advertisement in local newspapers and on Craigslist may be used in addition. Candidates are interviewed by professional staff, and final selection is based on reference checks, tuberculosis test screening, fingerprinting results, available work hours and motivation. College students are expected to make a commitment to work for the entire K-12 school year.

1. **Training**

 College students selected are required to attend 20 hours of training held during the months of August to October. Each college student staff member receives a training manual. The training includes:

* CalSOAP overview and mission statement
* *College Knowledge* philosophy
* Responsibilities and expectations of college student staff
* Responsibilities of professional staff to the college student staff
* Social and cognitive development in K-12 years
* Academic calendar for K-12
* Advising topics including: college preparation, financial aid, study skills, and career information
* Tutoring methods such as the Socratic Method of questioning
* Program forms, policies, and procedures
* School site information – administration, contacts, student handbooks, parent groups

In addition to the manual, the training includes activities and presentations on the topics of diversity, mandated reporting and behavior management. The Northcoast CalSOAP training is certified by the College Reading and Learning Association (CRLA) and models good teaching and learning strategies. Northcoast CalSOAP coordinates AVID tutor training with staff from AVID Region 1. Since will work at some point in an AVID classroom, all college student staff will be AVID trained. Continued training and orientation is provided at the school sites via weekly team meetings with professional staff.

1. **Average hours worked**

Northcoast college student staff typically work an average of 10-12 hours per week throughout the school year.

1. **Average pay**

Students start at $9.33 per hour. With good evaluations and appropriate experience, this rate of pay may be raised to $9.58 per hour.

1. **Provision of services**

As described in Section 4.3, services vary by site. Students are provided with academic support on a weekly basis (either in classrooms, during lunchtime and/or after school). In addition, they receive college preparation and career exploration by either participating in classroom presentations delivered throughout the year or by receiving one-on-one advising services.

**5.2. Secondary School Staff Involvement:** Describe how your project effectively integrates the objectives of Cal-SOAP with the school district in providing services that are essential to preparing students for postsecondary education. Describe how secondary school staff is involved on a **daily** basis.

1. **Integrating the CalSOAP objectives with the school district**

The move to Humboldt County Office of Education (HCOE) aligns the program with the Decade of Difference Initiative for the region. The Northcoast CalSOAP promotes partnerships with institutions of higher education, local school districts, community businesses and organizations, and educational support programs, and the program’s long-standing history in the region is valuable in meeting the common goals of the HCOE initiative. The relationship with our partner schools will be strengthened as the region leverages limited resources to promote academic excellence and career and college access.

The discussion amongst the members of the consortium cultivates the program’s goals and objectives within the secondary school districts. This collaborative effort includes regional representation of programs and secondary school educators and therefore, assures that program decisions are sanctioned and incorporated into the schools. Our success has been evident in schools which have come to depend upon CalSOAP staff to provide workshops (study skills, financial aid, career and college exploration, college preparation), pre-college advising, mentorship, tutoring, and college and career events.

1. **Secondary Staff Involvement**

Northcoast CalSOAP meets with the administration of each school to determine how services will be delivered at the school site and level of in-kind support from the school. Schools support the program with assistance with academic performance reports, referring students and parents to the program, and providing locations within the school for the program staff. The daily operation of the CalSOAP program is supported by the school in a variety of ways.

* AVID and other teachers work daily with college student staff in their classrooms.
* Principals, educators, and counseling staff provide referrals for the program and meet monthly with CalSOAP program staff.
* School librarians or other support staff designate a quiet place for advising/tutoring and provide supervision.
* Key school support staff, such as, secretaries, attendance clerks and school data coordinators interface with CalSOAP staff daily as they assist with calling students out of class, printing student schedules, or providing attendance and grade reports.

**5.3. Minimizing Duplication of Services:** Describe other outreach efforts operating in the consortium’s area. Cite ways in which your Cal-SOAP coordinates activities and works cooperatively with your partners to minimize duplication of services and other educational opportunity programs in your area.

**1. Other pre-college outreach efforts or programs in our area include:**

* AVID Region One
* College of the Redwoods:
	+ - Upward Bound/TRIO
		- Enrollment/Financial Aid/Academic Advising
		- Career and Technical Education
		- Career Pathways
		- EOPS (Extended Opportunities Programs and Services)
* Hoopa Tribe: Johnson O’Malley Program
* Humboldt State University
* Upward Bound (TRiO)
* Talent Search (TRiO)
* Admissions/Financial Aid Outreach
* EOP (TRiO and CSU outreach program)
* PIQE (Parent Institution of Quality Education)
* Student Academic Support and Outreach Services (SASOP)
* ELITE – Foster Youth program
	+ P-16 Council planning grant
	+ Title VII Indian Education, school based
	+ UC Davis/UC Santa Cruz Admissions Outreach (may not be available every year)
	+ Wiyot Tribe: Johnson O’Malley Education programs
	+ Yurok Tribe: Johnson O’Malley Education programs
* **2. How Northcoast CalSOAP coordinates activities and works with partners to minimize duplication of services and other educational opportunity programs**

Consortium meetings serve as a region-wide clearinghouse for outreach programs. Our long term affiliation has succeeded in serving the area more equitably. In the past members have avoided recruitment of students already involved with another outreach program, and the focus was duplication of students receiving support services. The realization over the past year of the various types and levels of services provided by each of the support programs has brought forth a deeper understanding of how the programs would work together. The services provided by the Northcoast CalSOAP, Upward Bound, and Educational Talent Search are separate and distinct. Tracking of the type of service (tutoring, college and career advising, workshops, study skills, financial aid, etc.) that each student is receiving confirms any potential duplication. HCOE is currently working with *Kuder Navigator* to include this ability to track services for students. Access to information will be dependent upon roles – administration, college support program staff, parents, students – to provide appropriate levels of information and updating capabilities. As other college support programs change, it has become important for the Consortium partners to adapt and develop technology skills and access to provide services for students and parents.

The consortium collaborates to increase participation of our targeted students at existing college preparation events. Throughout the program year, the consortium works together to decide how to remove participation barriers for students and families. There are many advantages to working together in this manner;

* College outreach programs are not duplicated
* Existing programs are more fully attended, and
* Targeted students are not further stigmatized by being treated differently

After strengthening the attendance at existing college outreach activities, the consortium identifies gaps in outreach services or information to our students and families. The *Calendar for College-Bound Students* is an example of materials created to serve an unmet need in our target population.

The expense of hosting events along with the costs of travel for post-secondary recruiters to this rural region has made organization of events essential to providing vital information and experiences for students. An example of this approach is the HSU’s American Indian College Motivation Day; recruiters are invited to this important event and the consortium leverages this opportunities for high schools and recruiters by scheduling high school presentations and visits prior to and after the event. For the budget-conscious recruiter, they can travel to this region and have coordinated access to high schools, and for the students, they gain access to these representatives and broaden horizons with regards to college and career options.

**5.4. Database:** Each project is required to maintain comprehensive information on students receiving CalSOAP services using the Statewide CalSOAP Database System.

1. **Describe how the project uses the database.**

Reports generated from the CalSOAP database are critical to program operation and quality.

 A sample of the reports regularly generated by staff include:

* Active Student and Inactive Student
* Number of contacts per school site and per subject
* Pending or Missing Information
* Exit Interview information
* Incoming 9th graders served at feeder schools
* Program eligibility
* Ethnicity
* Gender
* Number of students at each school by grade level to aid recruitment
* Student progress toward Intensive designation
* Reports requested by Governing Board, such as the names of students who enrolled in college and the college they attended
* Demographic characteristics of college-going students

Our project also generates Activity and Budget reports from the statewide database. Currently a link does not exist between the CalSOAP database and the Fiscal Agent’s budget system; therefore, professional staff manually enter the totals from the Fiscal Agent’s system into the CalSOAP database for downloading to CSAC.

1. **Describe how data entry is accomplished.**

Last year a database system was developed to eliminate the traditional paper forms for data collection. This continues to be implemented at this time and procedures, policies, and processes are being finalized. For the 2012-13 academic year all program staff will be required to enter data into this system. Data is subsequently imported into the CalSOAP Access Database.

1. **Describe how often data entry occurs.**

Data will be entered daily if possible and at a minimum, on a weekly basis into the database system. Review of the data is to be completed by a supervisor for any discrepancies or training needs. Importing the data into the CalSOAP Access Database will be the responsibility of the Project Director and/or office manager on a biweekly basis.

1. **How many staff members are assigned to the database and what are their responsibilities?**

 Two primary professional staff members, the CalSOAP clerical support and Project Director, will be assigned to the database and will be responsible for oversight of data input and the production of required database reports and database maintenance. The balance of the professional staff will be cross-trained in the process of downloading data and in report generation.