

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of April 7, 2009**

ITEM # 8

**ITEM TITLE:**

Request approval of a contract with College of Marin to provide educational support services for the Bay Area Regional Tech Prep project in the North Bay.

**SPECIFIC BOARD ACTION REQUESTED:**

**ITEM SUMMARY:**

Request approval of a contract with College of Marin to provide educational support services for the Bay Area Regional Tech Prep project in the North Bay. The contract shall not exceed \$60,000. College of Marin will coordinate a collaborative project with six (6) Bay Area colleges (including Peralta). The purpose of the grant is to develop a high school-to-college pathway program in three high growth career sectors. College of Marin shall provide professional development training, industry advisors, gather labor market information, establish a summer institute, and coordinate working group sessions.

This is a one-year grant from the California Department of Education that brings together representatives from 15 participating community college districts, Tech Prep Consortiums, K-12 Regional Occupation Programs, and the workforce development community to develop a strategic approach to creating career pathways for the region. Peralta CCD is the fiscal agent.

**BACKGROUND/ANALYSIS:**

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

California Department of Education.

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO \_\_\_\_\_

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

Wise E. Allen, Vice Chancellor of Educational Services and  
Ahmad Mansur, Tech Prep Coordinator

**DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM?** YES \_\_\_\_\_ NO X

\_\_\_\_\_ **IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.**

(\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)



**PLEASE ACQUIRE SIGNATURES IN THIS ORDER:**

**DOCUMENT PREPARED BY:**  
Prepared by: Carmen N. Fairley Date: 3/31/09  
[Carmen N. Fairley, Staff Services Specialist]

**DOCUMENT PRESENTED AND APPROVED BY:**  
Presented and approved by: Wise E. Allen Date: 3/31/09  
[Wise E. Allen, Vice Chancellor of Educational Services]

**FINANCE DEPARTMENT REVIEW**  
 Finance review required      Finance review *not* required  
If Finance review is required, determination is:      Approved      Not Approved  
If not approved, please give reason: \_\_\_\_\_  
Signature: Thomas Smith Date: 3/31/08  
Thomas Smith, Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**  
 Legal review required      Legal review *not* required  
If Legal review is required, determination is:      Approved      Not Approved  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**  
 Approved, and Place on Agenda      Not Approved, but Place on Agenda  
Signature: Elihu Harris Date: 3/31/09  
Elihu Harris, Chancellor



**EXHIBIT A**

**SCOPE OF WORK**

**I. GENERAL SCOPE:**

The contractor, through the Tech Prep Local Consortia will continue to support tech prep pathways through regional collaboration and more effective coordination and communication between California's education and workforce systems with business and industry.

**II. PROJECT MONITORS:**

The CDE assigns **Mary Gallet, 916-445-5723** as state project monitor to oversee this project. Said monitor is not authorized by the state to make any commitments or make any changes which will affect the price, terms or conditions of this agreement without a formal contract amendment.

The contractor assigns **Ahmad Mansur, 510-277-2476** as contractor project monitor to oversee this project. Said monitor is not authorized by the state to make any commitments or make any changes which will affect the price, terms or conditions of this agreement without a formal contract amendment.

**III. CONTRACTOR'S RESPONSIBILITIES:**

Detailed description of work to be performed and duties of all parties is included herein as part of Exhibit A (Pages 2-19).

## REGIONAL TECH PREP COORDINATION (3&4)

### INTRODUCTION: PROJECT DESCRIPTION

The partnerships between education and business and industry at the state, regional, and local levels are critical to support a workforce that can make the necessary transitions among occupations, industries, and careers through lifelong learning and skill advancement as the state's economy evolves.

The Regional Tech Prep Coordination program will continue to build upon the momentum, practices, infrastructure, and programs that have already been developed during the 2007-08 contract; that is, supporting the regional collaboration elements school-to-career system; the current Tech Prep local consortia; state funding through the Governor's Initiative for CTE and Economic Development Pathways; ROCPs (AB 2448); and others. We will continue to support an effective and efficient collaborative regional approach for partnership development, coordination of California's various education and economic development agencies, and to support a regional approach to implementation and evaluation of quality Tech Prep Program as described in the Act.

The Tech Prep Regional Consortia for Regions 3 & 4 is comprised of fifteen local Tech prep Consortia, with the following entities leading the consortia in their geographic areas:

- \* Peralta CCD
- Chabot-Las Positas CCD
- Contra Costa CCD
- Marin CCD
- Napa CCD
- Ohlone CCD
- San Francisco City College
- Cabrillo CCD
- Foothill- De Anza CCD
- Monterey CCD
- San Jose CCD
- San Mateo CCD
- Santa Rosa CCD
- Solano CCD

\* Peralta Community College District will serve as lead partner.

## SCOPE OF WORK

The Tech Prep Regional Coordination Project consists of the following tasks to be addressed in the workplan:

### 1. Tech Prep Regional Coordination

Facilitate and direct the implementation of a coordinated regional work plan designed to provide a forum for regional collaboration, alignment of education and training efforts, and effective utilization of new and existing resources between workforce investment boards, economic development agencies, and each Tech Prep Local Consortia within the region to provide high-quality successful Tech Prep pathway programs.

The following activities should be included:

- Define and prepare or build on a logical and productive working relationship jointly with all existing regional partners.
- Establish and maintain formal ongoing and effective communication and coordination strategies with all regional partners.
- Research appropriate labor market information data to ensure Tech Prep pathway alignment and responsiveness to regional economic needs.
- Align business and industry partnerships to support the Tech Prep pathway being developed or supported by project funds.
- Complete or review an existing resource-mapping activity for new and existing resources within the regional partnership applicable to the intent of this project.
- Implement the regional work plan in collaboration with all required partners based on the requirement of this application.
- Develop a sustainability plan for maintaining a regional delivery system and continuation of high-quality Tech Prep programs within the region.
- Participate as a presenter at the annual Educating for Careers Conference, to be held during February 2009 in the Orange County area.

### 2. Regional Tech Prep Program

Assist local consortia with the **development and implementation of regional Tech Prep programs and activities**. Regional activities will include assisting local tech prep consortia to:

- develop or implement regional **articulation agreements** between the participants in the consortium;
- develop **programs of study** that combines a minimum of 2 years of secondary education with a minimum of 2 years of postsecondary education in a nonduplicative, sequential course of study; and or an

apprenticeship program of not less than 2 years following secondary education instruction,

- include opportunities for tech prep secondary education students to enroll concurrently in secondary education and postsecondary education coursework)
- use educational technology and distance learning, as appropriate, to involve all the participants in the consortium more fully in the development and operation of the Tech Prep program.

Regional Tech Prep Collaborative will assist the CDE and COCCC with the development and implementation of state models of programs of study.

### **3. Regional Curriculum Development and Evaluation**

Regional Collaborative will assist in the **development or evaluation of curriculum that is applicable to regional delivery** that:

- integrates academic and career and technical education instruction,
- utilizes work-based and worksite learning experiences ;
- provides technical preparation in a career field, including high skill, high wage, or high demand occupations;
- utilizes applied, contextual, and integrated instruction, in a coherent sequence of courses,
- leads to technical skill proficiency, an industry recognized credential, a certificate, or a degree, in a specific career field;“
- leads to placement in high skill or high wage employment, or to further education;
- utilizes career and technical education programs of study, include the development of tech prep programs for secondary education and postsecondary education that meet academic and CTE standards developed by the State;
- links secondary schools and 2-year postsecondary institutions, and if possible and practicable, 4-year institutions of higher education

Regional Collaborative will work with the Statewide Career pathways project through the Academic Senate for curriculum and articulation templates.

### **4. Professional Development**

**Regional Collaborative will provide regional and local professional development** for teachers, faculty, counselors and administrators that supports:

- effective implementation of tech preprograms;
- joint training in the tech prep consortium;
- meeting the needs, expectations, and methods of business and all aspects of an industry;
- use of contextual and applied curricula, instruction, and assessment;

- use and application of technology;
- assists in accessing and utilizing data.

## 5. Tech Prep Student Support

Assist local consortia to provide **information to students** regarding tech prep programs and support student progress in completing tech prep programs.

Information will include:

- use of graduation and career plans;
- provide information on related employment opportunities;
- ensure that students are placed in appropriate employment or further postsecondary education; s
- stay current with the needs, expectations,
- methods of business and all aspects of an industry;
- provide comprehensive career guidance and academic counseling to participating students, including special populations;
- provide equal access, to the full range of technical preparation programs (including pre-apprenticeship programs), to individuals who are members of special populations, including the development of tech prep program services appropriate to the needs of special populations; provide for preparatory services that assist participants in tech prep programs;
- coordinate with activities conducted under title I.

## 6. Tech Prep Reporting and Accountability Data

Assist local consortia establish and **report indicators of performance** for each tech prep program for which the consortium receives a grant under this title. (Cal-pass) The indicators of performance shall include the following:

- number of secondary education tech prep students and postsecondary education tech prep students served;
- number and percent of secondary education tech prep students enrolled in the tech prep program who—
  - (i) enroll in postsecondary education;“
  - (ii) enroll in postsecondary education in the same field or major as the secondary education tech prep students were enrolled at the secondary level;
  - (iii) complete a State or industry-recognized certification or licensure;“
  - (iv) successfully complete, as a secondary school student, courses that award postsecondary credit at the secondary level;
  - (v) enroll in remedial mathematics, writing, or reading courses upon entering postsecondary education.“
- The number and percent of postsecondary education tech prep students who—

- (i) are placed in a related field of employment not later than 12 months after graduation from the tech prep program;“
- (ii) complete a State or industry-recognized certification or licensure;“
- (iii) complete a 2-year degree or certificate program within the normal time for completion of such program; and“
- (iv) complete a baccalaureate degree program within the normal time for completion of such program.

**EXHIBIT B**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**I. INVOICING AND PAYMENT:**

For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this agreement.

Invoices shall include the **Agreement Number** and shall be submitted in arrears, not more frequently than monthly in duplicate to:

**California Department of Education  
Secondary, Postsecondary and Adult Leadership Division  
1430 N Street, Suite 4503  
Sacramento, CA 95814  
Attention: Mary Gallet**

**II. BUDGET CONTINGENCY CLAUSE:**

It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of congressional or legislative appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.

This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government or the California State Legislature for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, conditions, or any statute enacted by the Congress or the State Legislature that may affect the provisions, terms or funding of this Agreement in any manner.

**III. PAYMENT:**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**IV. TRAVEL:**

All travel costs shall be reimbursed at rates not to exceed those established for CDE's nonrepresented employees, computed in accordance with and allowable pursuant to applicable Department of Personnel Administration regulations.

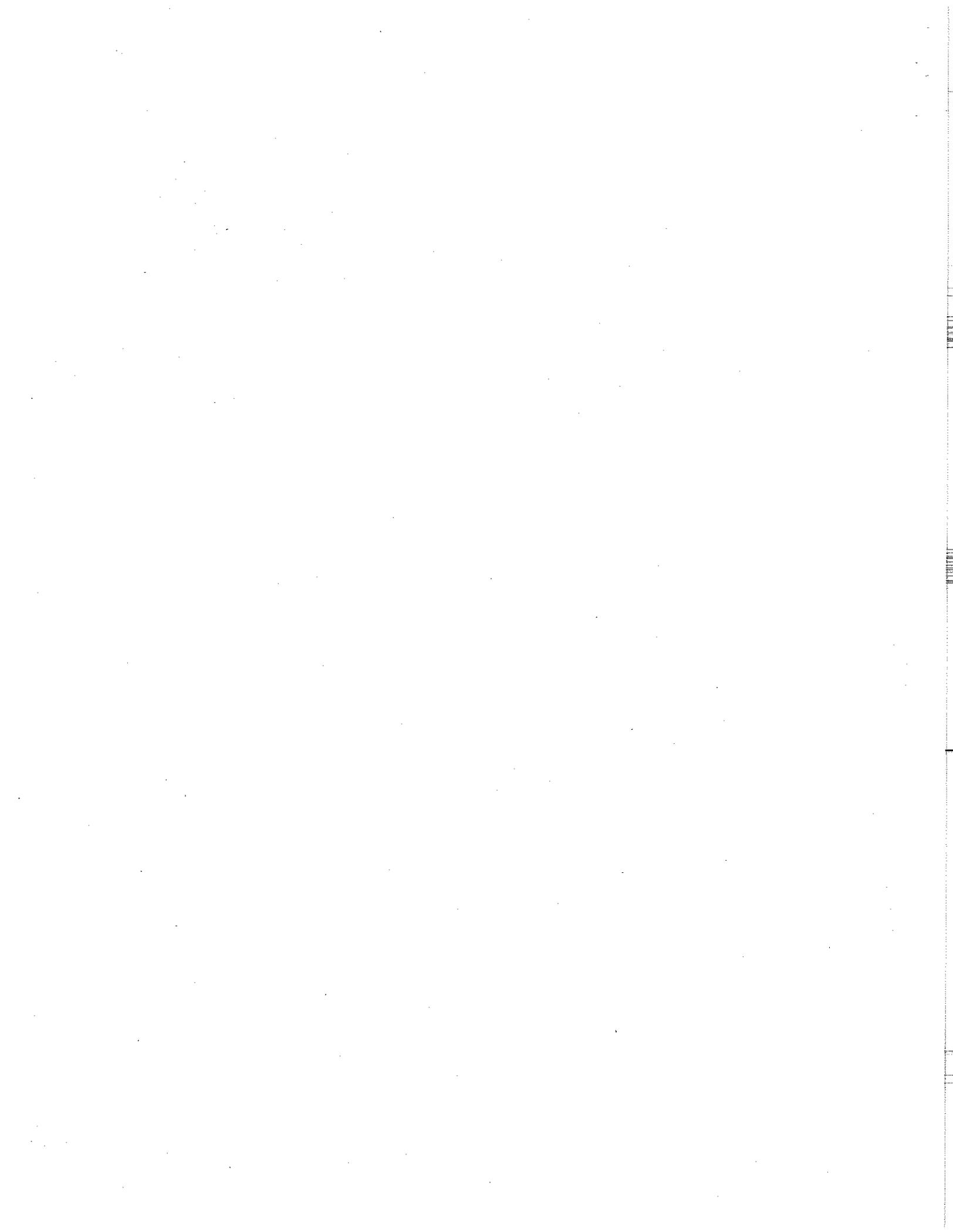


V. **WITHHOLD/FUNDING CONTINGENCY LANGUAGE (rev. 7/1/08):**

In accordance with the requirements set forth in the State Contracting Manual, Section 7.33B, the State shall withhold from the invoiced payment amount to the Contractor, an amount equal to ten percent (10%) of that payment. Such retained amount shall be held by the State and shall be released pending final completion of this Agreement to the satisfaction of the State and completion and submission of a Contract/Contractor Evaluation (Std. 4) form by the CDE's contract monitor to the Contracts Office. (See Contractors Evaluation Clause - Exhibit E)

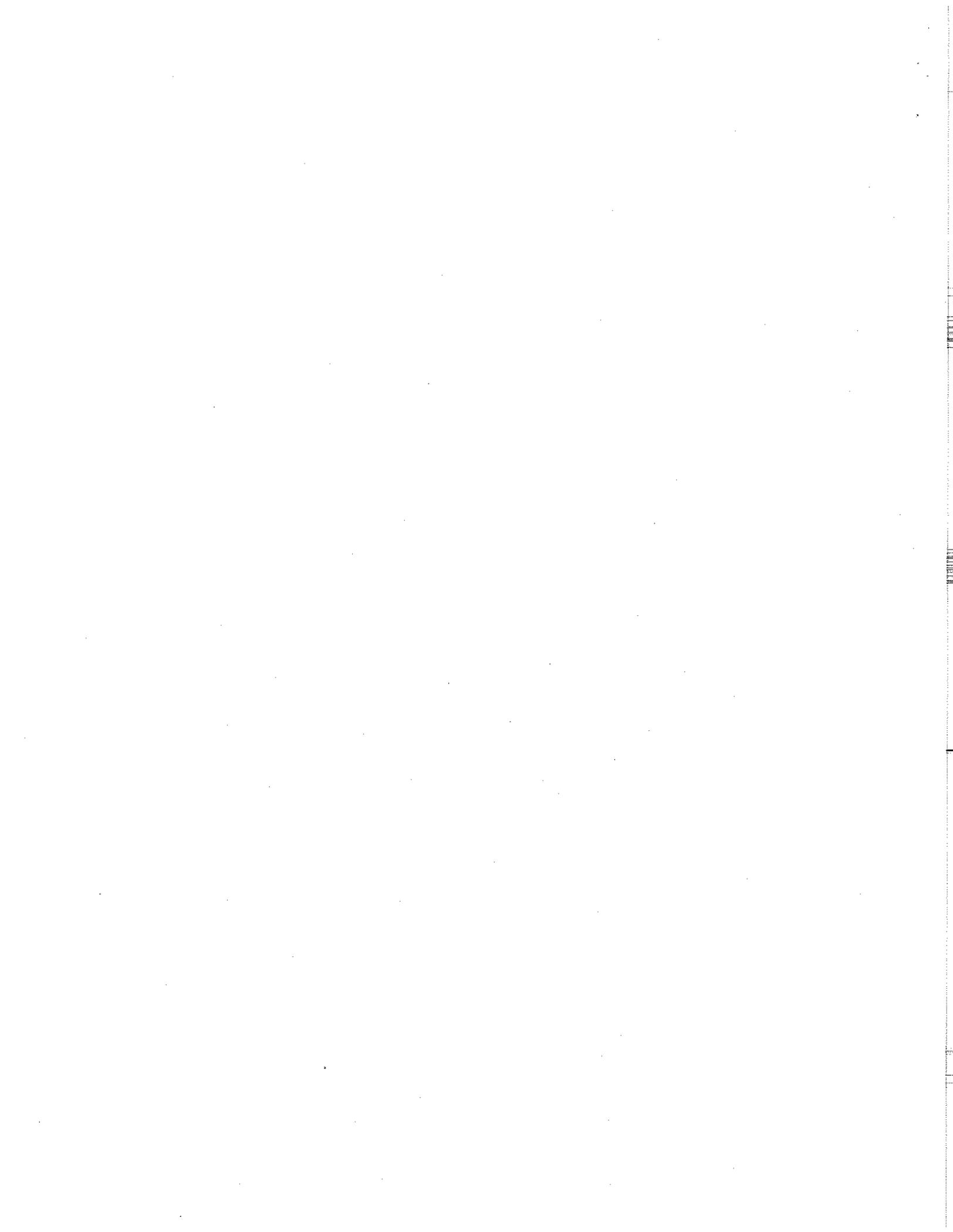
VI. **BUDGET ADJUSTMENTS:**

Surplus funds from a given line item of the budget may be used to defray allowable direct costs under the budget line items up to ten percent (10%) with prior written approval of the Department of Education. Any change of more than ten percent (10%) requires a contract amendment and approval by the State Department of General Services. Budget adjustments shall not be allowed which increase the compensation rate for consultants.



**Budget Summary**  
**REGION 3 AND 4 REGIONAL TECH PREP CONSORTIUM**

Budget Classification:	Budget Category:	Total Costs:
1000	Certificated/Professional Staff Salaries	33,998.40
2000	Classified Salaries	18,000.00
3000	Employee Benefits	1,559.95
4000	Books and Supplies	15,307.32
5000	Services, Conference, Travel, and Other Operating Expenses	508,865.10
Subtotal		577,730.77
7000	Indirect Rate at 4%	22,269.23
Total		600,000.00



## Budget Detail

### REGION 3 AND 4 TECH PREP REGIONAL CONSORTIUM

Budget Classification	Budget Category/Description/Task Number:	Costs 9/1/08-6/30/09	Total Costs:
1000	<b>Certificated/Professional Staff Salaries</b>  Project Director (.4 FTE) (Task 1,2) 40% x 7,083 x 12 months	33,998.40	33,998.40
2000	<b>Classified Salaries</b>  Staff Assistant support (1 FTE) (Task 1,2) \$1,500/mo. X 12 months = 18,000	18,000.00	18,000.00
3000	<b>Employee Benefits</b>  Administrative Assistant 33,998.40 x 3% = \$1,019.95 Project Director 18,000 x 3% = \$540	1,559.95	1,559.95
4000	<b>Books and Supplies</b>  General Office Supplies (Task 1,2) for office, workshop, and meetings, totaling \$4,500  Copy Charges (Task 1,2) for office copy, meetings, workshops, totaling \$1,300  Printing of color brochures and marketing materials for events, workshops, pamphlets, totaling \$9,512.42 (Task 1,2,)	4,500.00  1,300.00  9,512.42	15,312.42
5000	<b>Services, Conference, Travel, and Other Operating Expenses</b>  Contracts: LEA (Task 1,2) 14 Community College District (regions 3 and 4) representing 17 Tech Prep Consortia will receive sub-contracts to carry their project scope by engaging their local workforce/economic development partners to develop a work plan for the area. Each college district will receive 26,500 totaling \$371,000.  Peralta CCD Chabot-Las Positas CCD Contra Costa CCD	       26,500.00 26,500.00 26,500.00	508,860.00



Budget Classification	Budget Category/Description/Task Number:	Costs 9/1/08-6/30/09	Total Costs:
	<p>Marin CCD  Napa CCD  Ohlone CCD  San Francisco City College  Cabrillo CCD  Foothill- De Anza CCD  Monterey CCD  San Jose CCD  San Mateo CCD  Santa Rosa CCD  Solano CCD</p> <p><u>SUB-CONTRACT – NON-LEAS</u></p> <p><i>Two (2) Education/Tech Prep Consultant to develop/coordinate model curriculum design template guidance and articulation for programs of study help with Tech Prep partners</i></p> <p>Laura Grinder, Grinder &amp; Associates  Curriculum Developer - \$85.00 hr x 323 hours =  \$27,455.00 (Task 2,3, 4)</p> <p>Mary Clarke-Miller, Digital Media  Curriculum Specialist  \$85.00 hr x 323 hours =  \$27,455 (Task 2, 3, 4)</p> <p>- <i>Meeting Facilitator: Paul Downs, MIG convening, 4-5 sessions (5 days) at \$200 per hour x 50 hours. ON LEAS (Task 1,2)</i></p> <p>- <i>Writer/Editor (Robin Horner) to assemble information and write a comprehensive report and plan summarizing regional project findings. Writer will meet with committee members, management team. 100 hours x \$100 per hour. (Task 1,2,3,4)</i></p> <p><u>Online Learning Resources</u>  Online learning forum to share Regional 3-4 Tech Prep partners - high schools, ROP, WIBs, economic development  \$100 hr x 250 hours  (Task 1,2,3,4).</p>	<p>26,500.00  26,500.00  26,500.00  26,500.00  26,500.00  26,500.00  26,500.00  26,500.00  26,500.00  26,500.00  26,500.00</p> <p>27,455.00</p> <p>27,455.00</p> <p>10,000.00</p> <p>10,000.00</p> <p>25,000.00</p>	



Budget Classification	Budget Category/Description/Task Number:	Costs 9/1/08-6/30/09	Total Costs:
	<p><u>Professional Development workshops</u></p> <p>Conduct five (5) workshops indicated in work plan (2-day, 4-day, three 1-day) 9 trainers = \$12,000, curriculum materials for 300 = 6000, space rental = 4,000, stipends = 3,000,</p> <p>(Task 1,2,3)</p> <p><u>Conference</u></p> <p>Travel, per diem, registration fees for 3 Tech Prep representatives to attend Tech Prep Conferences in 2008. (3 x \$850) (Task 1)</p> <p><u>Regional Convening/Meetings</u></p> <p>Organizing meetings for workgroup, committee, and management team, covering cost of travel, room rental for participants. (Task 1,2)</p> <p><u>Travel</u></p> <p>Travel for 3 project staff to attend two CDE project planning meetings in Sacramento (3 x 2 x \$350) (Task 1, 2)</p>	<p>25,000.00</p> <p>2,550.00</p> <p>8,300.00</p> <p>2,100.00</p>	
<b>Subtotal</b>		577,730.77	577,730.77
<b>7000</b>	<b>Indirect Rate at 4%</b>	22,269.23	22,269.23
<b>Total</b>		600,000.00	600,000.00

