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Applicant: C002 Highlands College

Application: 2015-2016 Strengthening Big Sky Pathways - 00

Cycle: Original Application

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Perkins Postsecondary

Program: Carl D. Perkins Reserve Strengthen Big Sky Pathways

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Due Date: May 18, 2015

Purpose: To strengthen and build upon the work of the Big Sky Pathways initiative - providing a smooth transition from high school to college and career by increasing relationships between secondary and postsecondary institutions; enhancing and developing new programs of student and pathways for student participation; expanding career counseling; and growing the availability of dual enrollment, high school for college credit, industry-recognized credentials, work-based learning experiences and internships for students.

Legislation: [Carl D. Perkins Career and Technical Education Act of 2006 Title I 20 U.S.C. 2301 et seq. \(Pub. L. 109-270\)](#)

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Contact Information[Click for Instructions](#)

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Application Approval / Disapproval Copy Email Addresses

- Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized Representative who submits the application does not need to be included in this list.

Please respond to the following questions as they pertain to the use of Strengthening of Big Sky Pathways Funds **in the previous grant cycle**.

To the best of your ability, please describe the specific outcomes that resulted from the utilization of Strengthening Big Sky Pathways funds in the previous grant cycle, addressing each specific project or program identified in that cycle's local grant application.

1. How many Rigorous Programs of Study were developed, who were they with, and what value added experiences were included?

Rigorous Programs of Study: (36 of 1000 maximum characters used)
 Information Tech/Networking Tech AAS

High school/industry partners: (67 of 1000 maximum characters used)
 Butte High School(curriculum is aligned, forms are not completed).

Value added experience: (157 of 1000 maximum characters used)
 Dual enrollment course in NTS - course is taught my Highlands faculty via web with a high school teacher in the classroom.Highlands College in the classroom

Rigorous Programs of Study: ([count] of 1000 maximum characters used)
 Welding(curriculum is aligned, forms are not completed).

High school/industry partners: ([count] of 1000 maximum characters used)
 Beaverhead County High SchoolMontana Precision Products

Value added experience: ([count] of 1000 maximum characters used)
 Dual enrollment courses in Shop Safety and Cutting Processes for 3rd year studentsHighlands faculty in the classroom

Rigorous Programs of Study: ([count] of 1000 maximum characters used)
 Carpentry(curriculum is aligned, forms are not finished)

High school/industry partners: ([count] of 1000 maximum characters used)
 Beaverhead County High SchoolAn industry group that works with the school - I can't remember the name

Value added experience: ([count] of 1000 maximum characters used)
 Dual enrollment in Fundamentals of Carpentry for 3rd year students

2. How many Cluster Level Seminars were held and what were the outcomes?

Cluster Seminar Name and Date: (18 of 1000 maximum characters used)
 ABE Spring Retreat

List Participants: (486 of 1000 maximum characters used)
 Amy Sheets, Diana Zbinden, Marisa Britton-Bostwick - Montana State Prison; Anne Dobney, Carol LaRock, Patrice Hoolahan - Anaconda Adult Learning Center; Sheri Wilson and Corina Delapp - Powell County Literacy Program; Shawn Maloughney - Butte ABLE Program; Bernie Phelps - Highlands College; Dean John Garic - Highlands College; Mary Horton - Instructor - Developmentally Disabled - HC; Denise Elakovich - Ed Ready - HC; Margaret Bowles and Carol Flynn - Office of Public Instruction.

Cluster Level Seminar Outcome(s): (351 of 1000 maximum characters used)
 The excitement in the room was contagious. As a person new to ABE, it was great to see people so passionate that were ready to build relationships and increase opportunities for their clients. A meeting is set with the Montana State Prison for May to talk to the inmates regarding Pathways to post-secondary.I am very excited to continue with ABE.

3. Identify at least six career counseling activities or presentations that the college either participated in or organized.

Career Counseling Activity/Presentation: (457 of 1000 maximum characters used)
 Butte High School Parent/Student Presentation on Big Sky Pathways and Dual EnrollmentAttendees:Over 150 parents and studentsButte High School Administration1 Butte High TeacherDual Enrollment teachers from BHSButte High School TRiO Students - discussed the importance of Pathways and why it is necessary to plan ahead. Discussed pathways and even though they were on a pathway they did not recognize BPS. Attendees: 25 studentsTRiO Coordinator

Career Counseling Activity/Presentation: ([count] of 1000 maximum characters used)
 Butte High Administration Meeting regarding the importance of Pathways in the schoolAttendees:BHS PrincipalBSH Vice PrincipalBSB Curriculum Director2 School Board MembersPerkins RepresentativeB

Career Counseling Activity/Presentation: ([count] of 1000 maximum characters used)
 Day at Whitehall Presented Pathways and the importance of planning ahead. Attendees:Guidance CounselorHigh School TeacherEvery 9-12th student (approximately 120)

Career Counseling Activity/Presentation: ([count] of 1000 maximum characters used)
 Presented at a booth for the Butte High Career FairMeet with students, teachers, other presenters and administration to explain Pathways and Dual Enrollment. Shared a table with Highlands Health ProgramsAttendees:Over 300 students attended

Career Counseling Activity/Presentation: ([count] of 1000 maximum characters used)
 Anaconda Adult Education Attendees:20 clientsJob ServiceTRiO EOCVocational Rehabilitation

4. Identify any Business and Industry Partnership activities or events that the college either participated in or organized.

Business and Industry Partnership Activity/Event: (416 of 1000 maximum characters used)
 Northwest Energy - Formula 2 in the SchoolsThis was an activity that brought post-secondary, industry and Formula 2 in the Schools. The intent was to bring Formula 2 to Montana and Montana Tech has hosted 2 events.This event has not only brought students to campus it has also allowed post-secondary students to be part of mentoring and judging. The younger students love to interact with the college students.

Business and Industry Partnership Outcome(s): (302 of 1000 maximum characters used)
 Montana Tech Regional Science & Engineering Fair The event hosts over 500 students from across Southwest Montana. A advisory group helps with planning. Industry is happy to donate time, resources and energy.NorthWesternNCATTown PumpRECPLArea

5. Identify Professional Development activities that BSP Coordinator participated in or organized for secondary instructors, college instructors or business and industry. List the date of the event and the outcome.

Professional Development Activity/Event: (167 of 1000 maximum characters used)

NACEP - October 25-29, 2014 Attended pre-con for state leaders. This session provided information on legislation and highlight happenings in the states. Montana was

Professional Development Outcome(s): (171 of 1000 maximum characters used)

MACTE - October 16-17, 2014 As a first time attendee of MACTE, I was able to meet secondary teachers from across the state and hear how they are partnering with industry.

Professional Development Activity/Event: ([count] of 1000 maximum characters used)

MONTANA COLLEGE ACCESS NETWORK This meeting brought together post-secondary financial aid, Student Assistance Foundation, TRiO professionals from the State.

Professional Development Outcome(s): ([count] of 1000 maximum characters used)

NC3T - National Center for College and Career Transitions presentation on Employer Engagement Toolkit This meeting focused on building partnerships and what to do and what not to do. Post-secondary and secondary were present offering tips and ideas. As a person who is still learning how to building partnerships the content was extremely helpful.

If any of the above questions cannot be answered in 1000 characters, please attach the response as a Microsoft Word or Adobe PDF document.

If you have uploaded any files for OCHE review, please provide a brief description of the contents of each file. (0 of 4000 maximum characters used)

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 3MB in size and the file name should not include special characters (i.e. #, \$, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Choose File no file selected

Uploaded Files:

No files are currently uploaded for this page.

Please address how your institution will use Perkins funding in the upcoming grant cycle to meet each of the Big Sky Pathways Required uses.

Note: Final Outcome information will not yet be known on the Original application. Entry of this data should only occur on an Amendment application.

1. Big Sky Coordinator - Proposals must include designations or hire of a BSP Coordinator. This position must be at least .5 FTE and focused solely on duties relating to the promotion and development of Montana BSP program. **This position must be filled by October 1st, to retain funding.**

Name of Individual:

FTE: (160 of 200 maximum characters used)

BSP .66 FTE & DE .34 FTE combined for 1 FTEDirectly & indirectly involved since 2006; official Jan 2014 College match toward travel & professional development

Please upload job description. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 3MB in size and the file name should not include special characters (i.e. #, \$, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Uploaded Files:

[Job Description-20150429093358-PhelpsB.pdf](#)

2. Proposed Pathways/Programs of Study Activities - Developed based on industry and workforce needs, student-interest, regional demographics and institutional offerings. These activities should be targeted at local secondary and Adult Basic Education (ABE) teachers, counselors and administrator and designed to:
 - a. Increase the number of Pathway options available to students;
 - b. Create partnerships with ABE providers and to expand opportunities for students to access postsecondary credit bearing pathways.

Enter the amount of matching funds:

Pathways/POS Activity: (980 of 1000 maximum characters used)

NEW EVENT: Health Sciences Cluster/Healthcare Informatics Pathway MeetingThis is the first Healthcare Informatics pathway event in Montana. Montana Tech offers both a two-year and four-year degree providing both on and off ramps. Event will include industry, post-secondary, OPI Health Specialist, HOSA, ABE, Healthcare Montana grant representative, post-secondary faculty, secondary administration & health teachers. Curriculum and post-secondary expectations will be shared. National Center for Health Care Informatics will give an overview of what Healthcare Informatics is and employment predictions. Butte One Stop will address where clients are lacking skills and how to address. There will be a working lunch featuring a post-secondary student panel. There will be time allotted to start the alignment of curriculum and will conclude with discussion as to what was accomplished and what is next. Additional meetings for alignment and collaboration will be set.

High School/ABE Partners: (406 of 1000 maximum characters used)

Administration, counselors and teachers from: Anaconda HighBeaverhead County HighButte HighDeer Lodge HighEnnis HighHarrison HighSheridan HighTwin Bridges HighWhitehall HighHOSA LeadersOPI Health SpecialistABE Partners:Montana State Prison CCCS Pre-Release Anaconda Adult EducationButte Adult Basic EducationPowell County Adult Basic Education(MOU's will be developed based on outcomes)

Relevant market data: (992 of 1000 maximum characters used)

Montana is the 4th oldest state in the nation and Southwest Montana is no exception. Between 2000 and 2011 Southwest Montana's average age rose 11.31% to 44.3 which is 4.81% higher than the state average. Twelve of our top 26 employers in a healthcare related field.As the population continues to grow and with universal changes to healthcare, management of data is hitting an all-time high. Healthcare Informatics is a growing field not only in our local healthcare system but worldwide. By providing high school and adult basic education professionals with the proper tools to prepare incoming students to make a successful transition into post-secondary, more skilled workers will come into the pipeline at a faster rate. Industry will address the needs of labor and offer opportunities for partnerships. Department of Labor40th Annual Economic Outlook Seminar, 2015John Kasperick, Economic Analyst, NorthWestern EnergyButte Silver Bow Chamber of Commerce Annual Report, 2015

Value added experience: (149 of 1000 maximum characters used)

Job Shadowing opportunitiesIn-class Industry PresentationsConcurrent enrollmentDual Enrollment making this a post-secondary credit bearing pathway

When will this occur:

Expected Outcome: (141 of 1000 maximum characters used)

Alignment of curriculum to determine viability of pathway Solidify partnerships and expectations of each partner(MOU's will be

developed)

Final Outcome: (0 of 1000 maximum characters used)

Pathways/POS Activity: ([count] of 1000 maximum characters used)

NEW EVENT: Montana Tech Biology Department and Highlands College Associate of Science Healthcare Pathway will host a STEM: Science & Technology Cluster Event. Event will address healthcare industry needs not only in Southwest Montana but nationwide. High school administration and teachers together with post-secondary, OPI Montana Healthcare representative, and industry will come together to better understanding of industry needs and gaps that exist in the pathway to post-secondary. Curriculum alignment will be discussed and how it will prepare students for post-secondary, save them money and shorten time to degree completion. Butte Job Service and industry representatives will present local labor data. Quick overview of MCIS will be provided. Curriculum and expectations will be distributed.

High School/ABE Partners: ([count] of 1000 maximum characters used)

Administration, counselors and teachers from: Anaconda High Beaverhead County High Butte High Deer Lodge High Ennis High Harrison High Sheridan High Twin Bridges High Whitehall High HOSA Leaders OPI Health Specialist ABE Partners: Montana State Prison CCCS Pre-Release Anaconda Adult Education Butte Adult Basic Education Deer Lodge Adult Basic Education (MOU's will be developed based on outcomes)

Relevant market data: ([count] of 1000 maximum characters used)

STEM continues to be a hot topic across the nation and world. Montana Tech has the top Hard (Narrow) STEM school in Montana preparing graduates to be competitive in the world-wide STEM labor market. Southwest Montana continues to face a shortage of qualified healthcare workers as noted above in the first event. As the population in Montana continues to grow older, the demand for health care workers possessing human biological knowledge will continue to rise. By obtaining an Associate of Science Degree in the Healthcare Pathway students are prepared to either seek employment or continue their education thus providing on and off ramps. Sources: Department of Labor 40th Annual Economic Outlook Seminar, 2015 John Kasperick, Economic Analyst, NorthWestern Energy BSB Chamber of Commerce Annual Report to the Community, 2015

Value added experience: ([count] of 1000 maximum characters used)

Concurrent enrollment and dual enrollment courses making this a post-secondary credit bearing pathway Job Shadowing in healthcare facilities

When will this occur: Qtr 2: October-December

Expected Outcome: ([count] of 1000 maximum characters used)

By bringing secondary, post-secondary and adult educators together, a broader understanding of why development of strong pathways is imperative. When the expectations at each level are understood partnerships and mentorships will develop. Attendees will leave with a clear idea of the jobs available in the area and how best to prepare students to be successful. All partners will have an understanding the challenges that each faces (secondary, post-secondary and industry) allowing for partnerships to be formed to work toward alleviating some of the challenges. Report of outcomes from the day and future meetings will be sent.

Final Outcome: ([count] of 1000 maximum characters used)

Pathways/POS Activity: ([count] of 1000 maximum characters used)

NEW EVENT: Southwest Montana Adult Education Provider Summit and Semi-Annual Events - Pathway to Post-secondary Success Working with adult education and sometimes become a daunting task. As available monies continue to decline it is imperative that agencies come together to work more efficiently and effectively to serve the adult learner. By hosting an event for professionals working in the adult learning field, a renewed effort to collaborate and share ideas will emerge.

High School/ABE Partners: ([count] of 1000 maximum characters used)

Montana State Prison Vocational Rehabilitation Centers CCCS Pre-Release Center Butte Adult Basic Education Anaconda Adult Education Deer Lodge Adult Basic Education (MOU's will be implemented)

Relevant market data: ([count] of 1000 maximum characters used)

With the unemployment rate in Montana being so low employers are having a hard time filling positions. Employers can find skilled workers however consistently passing a drug test is a problem. Addressing services for un and under skilled workers in the area is an important part of filling the open positions but employer expectations of employees MUST be addressed. Industry continues to ask for better education in soft skills. Education of the "whole person" needs to be addressed, not just academics. Butte Job Service Highlands College Advisory Board - Industry BSB Chamber of Commerce Annual Report to the Community, 2015

Value added experience: ([count] of 1000 maximum characters used)

Dually enrolled in ABE and Highlands College making it a post-secondary credit bearing pathway College visits Job shadowing college students

When will this occur: Qtr 1: July-September

Expected Outcome: ([count] of 1000 maximum characters used)

A collaborative effort to not only provide academic training but training of the "whole" personA plan to explore problems that keep clients from finding and retaining employmentCompile a list of services entities provide and direct contact information to the RIGHT person.

Final Outcome: ([count] of 1000 maximum characters used)

Pathways/POS Activity: ([count] of 1000 maximum characters used)

High School/ABE Partners: ([count] of 1000 maximum characters used)

Relevant market data: ([count] of 1000 maximum characters used)

Value added experience: ([count] of 1000 maximum characters used)

When will this occur:

Expected Outcome: ([count] of 1000 maximum characters used)

Final Outcome: ([count] of 1000 maximum characters used)

Pathways/POS Activity: ([count] of 1000 maximum characters used)

High School/ABE Partners: ([count] of 1000 maximum characters used)

Relevant market data: ([count] of 1000 maximum characters used)

Value added experience: ([count] of 1000 maximum characters used)

When will this occur:

Expected Outcome: ([count] of 1000 maximum characters used)

Final Outcome: ([count] of 1000 maximum characters used)

3. MPSEOC College Fairs - In an effort to increase awareness of the BSP program and to emphasize the importance to students, we are partnering with MT Postsecondary Educational Opportunities Council (MPSEOC) and MCIS to provide BSP career counseling at the MPSEOC 2015 College Fair Tour. Please list the dates and locations of at least two (2) fairs in which you will participate.

Enter the amount of matching funds:

Date: Location:

Date: Location:

4. Montana ACTE - MT ACTE strives to provide leadership in developing an educated, prepared, adaptable, innovative and competitive workforce. The annual MT ACTE Institute is held on October 15-16, 2015 in Billings MT and provides an excellent platform to promote the importance of BSP by presenting at this event or hosting an exhibition booth. Indicate how your institution will participate in this conference.

Enter the amount of matching funds:

Montana ACTE Participation: (374 of 1000 maximum characters used)

Highlands College will be a sponsor of the Montana ACTE event and also provide a table.BSP Coordinator, Highlands faculty and high school teacher(s) will submit two proposal to present. One presentation proposal will be on Bringing Concurrent Enrollment Technical Math to a school that does not value CTE and Concurrent Enrollment Engineering in the High School Classroom

5. Industry Involvement - Please describe how you will include business and industry in partnership activities or events.

Enter the amount of matching funds:

Activity or Event: (945 of 1000 maximum characters used)

Health Sciences Cluster/Healthcare Informatics Pathway Meeting Business and industry will be given homework prior to the event. BSP Coordinator will meet with each industry representative prior to the event and explain the intent and expected outcomes. Industry will be asked to bring current employment information, skills needed, what it takes to be successful, other pertinent labor information and how WE (secondary & post-secondary) can best help them. They will also be asked to bring examples of ways they are willing to partner with secondary and post-secondary in order to provide them with the workers they need. Industry will be provided with a packet of pathway information, pathway promotion items, ideas for partnerships and upon completed MOU and dedicated resources (volunteer, shadowing, speaking, etc.) will be given a plaque is display at their place of business recognizing their support for CTE (featuring the BSP logo).

Business/Industry Partner: (214 of 500 maximum characters used)

St. James Healthcare Anaconda Community Hospital Southwest Montana Community Health Center National Center for Health Care Informatics Southwest Montana Job Service Offices (MOU's WILL BE IN PLACE FOR EACH PARTNER)

When will this occur:

Expected Outcome: 437 of 1000 maximum characters used)

Industry will bring ideas on ways WE can help them and how they can built a successful partnership with secondary and post-secondary. Attendees will gain understanding of challenges industry is facing and how we can help. Also, industry will become familiar with the challenges at secondary and post-secondary and lead to lasting partnerships. Business and industry participation will be measured by criteria found in the Grant Abstract

Final Outcome: (0 of 1000 maximum characters used)

Activity or Event: ([count] of 1000 maximum characters used)

Montana Tech Biology Department and Highlands College Associate of Science Healthcare Pathway will team up to host a STEM: Science & Technology Cluster Meeting Business and industry will be given homework prior to the meeting. BSP Associate Director will meet with each industry representative prior to the events explaining the intent and expected outcomes. Industry will bring current employment information, skills needed, what it takes to be successful, other pertinent labor information and how we can best help them. Industry will provide examples of ways they are willing to partner with secondary and post-secondary to assist us in preparing their future employees. Industry will be provided with a packet of pathway information, pathway promotion items, ideas for partnerships and upon completed MOU and dedicated resources (volunteer, shadowing, speaking, etc.) will be given a plaque is display at their place of business recognizing their support for CTE (featuring the BSP logo).

Business/Industry Partner: ([count] of 500 maximum characters used)

St. James Healthcare Anaconda Community Hospital Butte One-stop Reclamation specialist from Butte (MOU's WILL BE IN PLACE FOR EACH PARTNER)

When will this occur:

Expected Outcome: [count] of 1000 maximum characters used)

Expectations for industry are that they will bring ideas on ways to partner and that those partnerships can be built on throughout the day. At the end of the day, partnership commitments will be place. Business and industry participation will be measured by criteria found in the Grant Abstract.

Final Outcome: ([count] of 1000 maximum characters used)

Activity or Event: ([count] of 1000 maximum characters used)

Southwest Montana Adult Education Provider Summit and Semi-Annual Meetings This event will bring together as many Adult Education professionals together as possible. This will be a time to gather information and learn services that are available and how programs can collaborate to serve our clients effectively and efficiently. Once again industry will be given homework. They will come with ideas on successfully preparing our clients for the workforce and ideas on how all can work together. Industry will talk about skills they need their employees to have to be successful and the effective partnerships to create.

Business/Industry Partner: ([count] of 500 maximum characters used)

Butte and Anaconda Job Service Union Representatives

When will this occur:

Expected Outcome: [count] of 1000 maximum characters used)

A list of available services and contact information will be created. Agencies partnering together to work efficiently and collaboratively. Business and industry participation will be measured by the criteria found in the grant abstract.

Final Outcome: ([count] of 1000 maximum characters used)

6. Pathway Awareness - Discuss how your institution will create awareness of BSP opportunities that specifically reaches secondary students and parents and Adult Basic Education students. All activities and events must result in the development of a tangible product in one or more of the following medians: Print, TV, Radio, and Web-Based or Social Media.

Activity, Product or Event (**Secondary Students**): (641 of 1000 maximum characters used)

Welding Wars!! Welding Wars will be comprised of teams across Southwest Montana. Teachers and students will be introduced to Highlands College, our welding faculty, students, Rev Up Navigator, available pathways and importance of career exploration and what it takes to be successful. A group of tasks will be put in front of the teams to complete with judging performed by Highlands College faculty and students. Highlands welding students will be involved allowing high school students to interact with them and see what it is like to be a "college student". Welding Wars T-shirts will be provided along with trophies and recognitions.

Expected Outcome: (491 of 1000 maximum characters used)

The competitive nature of the event will spur students to represent their school to the best of their ability. A press release will be issued to participating communities to recognize the benefits of being on a career pathway. Students will have exposure to not only Highlands College but the Welding Department and also current students. Students will become more aware of what it takes to be successful and where to start hopefully ending in more students enrolling in welding programs.

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**Secondary Parents**): (592 of 1000 maximum characters used)

Parent Meetings - Meetings will be held in Southwest Montana schools and communities promoting the benefits of BSP, MCIS and dual enrollment. Informational packets will be distributed providing parents with information on resources and opportunities available for their student. These meetings will be held in the fall and spring. BSP, MCIS and dual enrollment will be present with a Q & A time at the end. Depending on the school Montana Tech Registrar may also be present. Efforts will be made to have an alumni who is attending Highlands College or Montana Tech speak at the meetings.

Expected Outcome: (245 of 1000 maximum characters used)

An understanding of the benefits BSP offers and the importance of career exploration. Introduction of MCIS to parents who are not aware of the fantastic resource it is, familiarity with pathways and increased demand for dual enrollment courses.

Final Outcome: (0 of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**ABE Students**): (585 of 1000 maximum characters used)

ABE Tours Highlands College This will be a day when Highlands rolls out the red carpet for adult learners. Clients will be introduced to Highlands College, shadow students in the classroom, meet with Rev Up Navigator perform hands on activities and one on one advising will be available. Depending on demand, this may be broken out into different days for different programs. This will be a time for students to explore our school and become comfortable. Clients will leave with an intriguing item (maybe something made on the 3D printer) to help jump start their imagination.

Expected Outcome: (247 of 1000 maximum characters used)

ABE clients will become more familiar with Highlands and be exposed to opportunities. ABE clients will find that post-secondary people are not scary and are approachable. ABE clients will leave with a name to a face with direct contact information

Final Outcome: (0 of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**Secondary Students**): ([count] of 1000 maximum characters used)

COMPASS Testing for all CTE Sophomores in Math and Writing COMPASS testing (math and writing) will be available to ALL sophomore CTE students and ABE clients. Partners will be trained in offering the test and Highlands College staff will be present to meet with each student and discuss results. COMPASS test will be individualized for each school/center and will include 15 questions. Questions will be tailored to each program. Sample questions: Do you know what BSP is? Are you on a pathway? What math course are you currently in? or last math class completed, etc. Students who are not at the expected level will be offered EdReady (customized by Highlands) allowing them to get back on track. This will allow administration and teachers to identify students who are at risk and intervene early. Montana Tech will use data to determine CTE pathway participation and targeted questions will provide other important information.

Expected Outcome: ([count] of 1000 maximum characters used)

Data to help drive the pathways and programs within CTE Early intervention Free COMPASS testing Free EdReady Program Increased interaction with post-secondary Increased high school math/writing grades and test scores Decreased remediation rates among CTE students (this will take several years of data collection to determine) Increased retention rates of students pursuing post-secondary (this will take several years of data collection to determine)

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**Secondary Parents**): ([count] of 1000 maximum characters used)

Home School Parent Associations Home school students continue to be a growing dual enrollment population however Pathways is seldom part of the conversation. This will provide parents (and students) resources for career, college and employment exploration and the importance of being on a Pathway. Informational materials will be provided.

Expected Outcome: ([count] of 1000 maximum characters used)

Familiarize parents with opportunities available for students and how important BSP is and the resources it offers. One expected outcome is that they will want formal training in MCIS.

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**ABE Students**): ([count] of 1000 maximum characters used)

Expected Outcome: ([count] of 1000 maximum characters used)

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**Secondary Students**): ([count] of 1000 maximum characters used)

Big Sky High School Project Lead the Way Health Classes Spend the Day at Montana Tech and Highlands College This event will be hosted with Montana Tech Enrollment Services Department to showcase the programs and opportunities Tech/Highlands offers. BSP Coordinator will help plan the event and be present at Highlands College talking to students and teachers about the importance of Pathways and provide materials.

Expected Outcome: ([count] of 1000 maximum characters used)

Students will become more aware of post-secondary options and be exposed to the importance of pathways (hopefully they are all experts)!

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**Secondary Parents**): ([count] of 1000 maximum characters used)

Present at public school parent association meetings at elementary, middle school and high schools (elementary will be done on unpaid time) The importance of BSP and the career counseling it offers and also how use MCIS. At the elementary level grade appropriate information will be provided on pathways and how to help their child explore careers and opportunities at any early age. At the middle school level again provide information (pathway/cluster) and discuss the importance of planning and exploring in middle school. At the high school level explain pathways/clusters and the importance of early planning. Opportunities such as dual enrollment, job shadowing, preparing for college will be discussed.

Expected Outcome: ([count] of 1000 maximum characters used)

To have better informed parents who are able to steer their child in the right direction to find opportunities for career exploration.

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**ABE Students**): ([count] of 1000 maximum characters used)

Expected Outcome: ([count] of 1000 maximum characters used)

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**Secondary Students**): ([count] of 1000 maximum characters used)

FAFSA Night, College Application Week, High School Career Fairs, Registration events, CTE related events

Expected Outcome: ([count] of 1000 maximum characters used)

Working with SAF and TRiO bringing professionals from different areas together in one area. This benefits the parents and students by getting answers in one place. By working with the schools at career fairs, registration events, and CTE events it builds the partnership and becomes a needed resource to the school.

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**Secondary Parents**): ([count] of 1000 maximum characters used)

Anaconda High School Career Center - This Career Center will be open to both parents and industry. Parents will be able to meet with BSP Associate Director in their local community. Industry will be asked to provide promotional materials. This Center will be staffed by BSP one day and a senior high school student (hired by the school). Industry will provide resources on employment, apprenticeships, job shadowing and other available resources. Information from all Montana schools will be available.

Expected Outcome: ([count] of 1000 maximum characters used)

Become more visible in the school and offer services otherwise not available. Anaconda is a very low-income community and this will allow parents to utilize a college resource without leaving the community.

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**ABE Students**): ([count] of 1000 maximum characters used)

Expected Outcome: ([count] of 1000 maximum characters used)

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**Secondary Students**): ([count] of 1000 maximum characters used)

Anaconda High School Career Center - This will cover all pathways and programs of study not only at Highlands College but state-wide. BSP Coordinator will be at school one day per week to provide career counseling, MCIS assistance and answer questions regarding preparation and opportunities available. Industry will provide resources on employment, apprenticeships, job shadowing and other available resources. Information from all Montana schools will be available.

Expected Outcome: ([count] of 1000 maximum characters used)

Students will be able to get information in the comfort of their own school without traveling. Because Anaconda is a very proactive school and has Pathways embedded into classes expectations are that students will utilize this resource.

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**Secondary Parents**): ([count] of 1000 maximum characters used)

Expected Outcome: ([count] of 1000 maximum characters used)

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

Activity, Product or Event (**ABE Students**): ([count] of 1000 maximum characters used)

Expected Outcome: ([count] of 1000 maximum characters used)

Final Outcome: ([count] of 1000 maximum characters used)

When will this occur:

7. Professional Development - What opportunities for professional development does the BSP Coordinator plan to attend, or any workshops or events your institution plans to hold for their partners?

Name of training, workshop or event: (86 of 200 maximum characters used)

National Career Pathways Network Annual Conference - October 28-30, 2015 in Dallas, TX

Learning Outcomes: (149 of 500 maximum characters used)

Learn about new and innovative ideas that are driving CTE forward. Hear about best practices and take home ideas that will work in our communities.

When will this occur:

Expected Outcome: (242 of 1000 maximum characters used)

Expected outcomes are that by bringing the Butte School District Curriculum Director he will see how far behind BHS in the CTE world. As BHS works to realign their CTE departments, this can be a catalyst for change that is critically needed.

Final Outcome: (0 of 1000 maximum characters used)

Name of training, workshop or event: ([count] of 200 maximum characters used)

Montana School Counselor's Association Conference

Learning Outcomes: ([count] of 500 maximum characters used)

Being exposed to best practices from around the state in an informal setting where questions can be asked will allow for collaboration between schools (secondary and post) to serve our CTE students in the best way possible. There is no need to reinvent the wheel. By having secondary and post-secondary from our area at that same meeting, expectations are that deeper relationships will lead to increased collaboration.

When will this occur:

Expected Outcome: ([count] of 1000 maximum characters used)

Expected outcomes are to go away with new ideas and names of people who are there to help in the implementation process in difficult situations. Build stronger relationships between secondary and post-secondary.

Final Outcome: ([count] of 1000 maximum characters used)

Name of training, workshop or event: ([count] of 200 maximum characters used)

COABE/TALAE Conference in Dallas, Texas

Learning Outcomes: ([count] of 500 maximum characters used)

Expect to learn about legislation but also best practices when serving the adult population. In order to provide the best services one must understand the program from the national level (Legs & Regs) and then work to provide the best services at the ground level.

When will this occur:

Expected Outcome: ([count] of 1000 maximum characters used)

I expect to be able to contribute constructively to the Adult Basic Education Conversation. By seeing the whole picture of ABE, allows for more systematic approach instead of jumping from area to area.

Final Outcome: ([count] of 1000 maximum characters used)

A 'Big Sky Pathway' is a Perkins Program of Study designed to smoothly transfer students from high school to success in careers and postsecondary education, incorporating industry recognized credentials and aligning curriculum. This typically includes both academic and CTE/Degree Major Courses, and lead to a credential, certificate, license, or degree.

Please use the space below to list any Big Sky Pathways that you are developing this grant cycle:

Cluster Level Program of Study

Pathway

High School Name

Certifications, Local Articulations, or Dual Credit Classes within the Pathway

Cluster Level Program of Study

Pathway

High School Name

Certifications, Local Articulations, or Dual Credit Classes within the Pathway

Cluster Level Program of Study

Pathway

High School Name

Certifications,

Local Articulations, or Dual Credit Classes within the Pathway

Cluster Level Program of Study
Pathway

High School Name

Certifications, Local Articulations, or Dual Credit Classes within the Pathway

Cluster Level Program of Study
Pathway

High School Name

Certifications, Local Articulations, or Dual Credit Classes within the Pathway

Cluster Level Program of Study
Pathway

High School Name

Certifications, Local Articulations, or Dual Credit Classes within the Pathway

Additional Comments

[Click for Instructions](#)

Date of Comment (mm/dd/yyyy)

Add any additional comments you have for Perkins Postsecondary in the space below. Please indicate the specific page(s) you are referencing in your comments. (154 of 2000 maximum characters used)

Attached below are support documents that add detail. A Grant Abstract has been submitted highlighting some required components and should be read first.

Any supporting documentation should be uploaded to OCHE using the File Upload process below. Such documentation (if required), can be submitted upon the initial submission of this application. If the OCHE Office requests further documentation, this File Upload process is the location where such files should be attached to your application for OCHE review.

If you have uploaded any files for OCHE review, please provide a brief description of the contents of each file. (218 of 4000 maximum characters used)

Final Budget - This shows match and descriptions
Grant Abstract - Please read first
Pathway Awareness Planning Doc - Required upload
Proposed Pathways - POS - Required upload
Proposed POS - Activities Planning Document

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 3MB in size and the file name should not include special characters (i.e. #, \$, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Uploaded Files:

- [BSP Final Budget-20150430102635-PhelpsB.pdf](#)
- [Grant Abstract-20150501122737-PhelpsB.pdf](#)
- [Pathway Awareness Planning Doc-20150430100726-PhelpsB.pdf](#)
- [Proposed Pathways Programs of Study-20150501102107-PhelpsB.pdf](#)
- [Proposed Pathways Travel Modificaton-20150522122144-PhelpsB.pdf](#)
- [Proposed Pathways-Programs of Studies Activities Planning Document-20150430100754-PhelpsB.pdf](#)

Allocations

[Click for Instructions](#)

	StrgthningBigSkyPathways
Current Year Funds	
Allocation	\$75,000
ReAllocated (+)	\$0
Released (-)	\$0
Total Current Year Funds	\$75,000
Prior Year(s) Funds	
Carryover (+)	\$0
ReAllocated (+)	\$0
Total Prior Year(s) Funds	\$0
Sub Total	\$75,000
Multi-District	
Transfer In (+)	\$0
Transfer Out (-)	\$0
Administrative Agent	
Adjusted Sub Total	\$75,000
Total Available for Budgeting	\$75,000
	StrgthningBigSkyPathways

Funding Distribution BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., 2536)

[Click for Instructions](#)

Total Allocation Available for Budgeting:

[Description of Expenditure Codes](#)

[Description of Required and Permissive Uses of Funds](#)

Administration
199 - Administrative costs

Federal guidelines state that no more than 5% of project funds can go to administration and indirect costs. The maximum allowed for the institution is \$3,750.

Describe proposed administrative costs here (if any) (maximum length is 1000 characters)
 Highlands College's indirect costs are below the maximum level.

Amount

Big Sky Coordinator
 (Max 2500 characters) Count (0 of 2500)
 Big Sky Coordinator's job description includes Pathway responsibilities comprising .66 FTE and Dual Enrollment at .34 FTE for a total of 1.0 FTE Base Salary \$45,420 (Institutional funds pay .34 FTE of salary)

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
101-Salaries	Associate Director/Coordinator Bernie Phelps; .66 FTE of base salary \$45,420 = \$29977 (Institutional funds pay .34 FTE of salary)	29977	<input type="checkbox"/>
102-Benefits	Associate Director/Coordinator Benefits (32.27 % of salary) This rate consists of the following required benefits-TIAA-CREF/PERS 10.90Unemployment .55Workers Comp. .67FICA 7.65SL/AL Assessment 12.50TOTAL Rate 32.27%	9674	<input type="checkbox"/>
103-Health Insurance	Associate Director/Coordinator Health Insurance (887*12*.66)	7025	<input type="checkbox"/>
		0	<input type="checkbox"/>
		0	<input type="checkbox"/>
		0	<input type="checkbox"/>
SubTotal:		\$46,676	

Proposed Pathways/Program of Study Activities
 (Max 2500 characters) Count (0 of 2500)

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
210-Contracted Services	Bus driver to bring Big Sky High School to Highlands College and Montana Tech to above pathways and programs available \$1,115Substitute teachers for Healthcare Informatics Pathway Event (Institution Match \$1,312) Grant \$188	1303	<input type="checkbox"/>
220-Consumable Supplies	Materials for cluster/pathway events (Institution Match \$209) Grant \$691Plaques for industry (Institutional Match \$100) Grant \$10	701	<input type="checkbox"/>
400-Travel	See additional page "Proposed Pathways Travel Modification"	3349	<input type="checkbox"/>
		0	<input type="checkbox"/>
		0	<input type="checkbox"/>

		0	<input type="checkbox"/>
SubTotal:		\$5,353	

Pathway Awareness

(Max 2500 characters) Count (0 of 2500)

Awareness - Travel to and from communities for weekly days in school, CTE events, student/parent meetings, career fairs, FAFSA night, college application week, ABE meetings with clients and programs

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
210-Contracted Services	Website Maintenance \$1,500Promotional and Awareness printing and services -signs, paper, radio spots Grant \$5,000	6109	<input type="checkbox"/>
220-Consumable Supplies	Promotional materials in print (brochures, banners, plaques, school news paper ad, etc. Grant \$1,000Material for Welding Wars Grant \$500Assist in establishing a Career Center at Anaconda High SchoolAssist in establishing a Career Center at Anaconda High School. The Strong Interest Inventory assessment will be paid for for up to 50 students. The assessment is \$10 per student and BSP Coordinator will be certified to administer and interpret test results. In the event 50 tests are not administered, pathways banners, pathway sheets and other promotion materials will be provided.	2000	<input type="checkbox"/>
300-Communications	Awareness and promotional mailings to students and parents - \$212	212	<input type="checkbox"/>
400-Travel	Travel for schools to attend Highlands Trades Day - 658 miles*.39= \$1,216 Associate Director, 1 Highlands Faculty, 2 secondary teachers, and 1 ABE professional to travel to Billings to attend Montana ACTE conference. Lodging \$800, Transportation \$727, Per Diem \$232 (Institution Match \$1,304 - Grant \$445Travel for schools to attend welding wars - 872 miles*2=\$1744Travel will be reimbursed at state approved rates.	3405	<input type="checkbox"/>
401-Registration and Training	Registration for Montana School Counselors Annual Meeting \$175Registration for 1 at Montana ACTE Conference \$50	225	<input type="checkbox"/>
		0	<input type="checkbox"/>
SubTotal:		\$11,951	

Professional Development

(Max 2500 characters) Count (0 of 2500)

COABE/TALAE Conference in Dallas, April 11-14, 2016 (Associate Director)ACTE's CareerTech Vision 2016 (Associate Director and one high school partner)

Exp. Code	Line Item Detail Description	Expenditure Amount	Delete Row
400-Travel	Travel to COABE/TALAE Conference in Dallas, April 11-14, 2016; Transportation \$600, shuttle \$50, per diem \$246, lodging 1,050 - Grant \$1,896Travel to ACTE's CareerTech Vision 2015 with one secondary partner. Lodging \$2,280, shuttle \$50, transportation \$1,200, per diem \$492, shuttle \$50 =Grant \$4,022Travel costs to Montana School Counselor Convention Lodging \$200, transportation \$68, per diem \$23 = \$291	6209	<input type="checkbox"/>
401-Registration and Training	ACTE's Registration for Associate Director and one high school representative \$\$395 each = Grant \$790COABE/TALAE Conference Registration Grant \$450	1240	<input type="checkbox"/>
		0	<input type="checkbox"/>
SubTotal:		\$7,449	

		Totals:	\$75,000
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Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$75,000	(F) Total budgeted above	\$75,000
(B) Budgeted Property and Equipment Cost (Exp code 500)	\$0	(G) Budgeted Indirect Cost	0
(C) Allowable Direct Costs (A-B)	\$75,000	(H) Total Budget (F+G)	\$75,000
(D) Indirect Cost Rate %	0.0000		
(E) Maximum Indirect Cost (C*(D/1+D))	\$0	Allocation Remaining (A-H)	\$0

Calculate Totals

Budget Summary Rollup

[Click for Instructions](#)

2016 Annual Allocation for grant year beginning 7/1/2015 - 6/30/2016

Exp Code	Line Item Detail Description	Amount
101-Salaries	Associate Director/Coordinator Bernie Phelps; .66 FTE of base salary \$45,420 = \$29977 (Institutional funds pay .34 FTE of salary)	\$29,977
102-Benefits	Associate Director/Coordinator Benefits (32.27 % of salary) This rate consists of the following required benefits-TIAA-CREF/PERS 10.90Unemployment .55Workers Comp. .67FICA 7.65SL/AL Assessment 12.50TOTAL Rate 32.27%	\$9,674
103-Health Insurance	Associate Director/Coordinator Health Insurance (887*12*.66)	\$7,025
199-Administrative Costs	Highlands College's indirect costs are below the maximum level.	\$3,571

Subtotal Personnel Services:\$50,247

Exp Code	Line Item Detail Description	Amount
210-Contracted Services	Website Maintenance \$1,500Promotional and Awareness printing and services -signs, paper, radio spots Grant \$5,000	\$6,109
210-Contracted Services	Bus driver to bring Big Sky High School to Highlands College and Montana Tech to above pathways and programs available \$1,115Substitute teachers for Healthcare Informatics Pathway Event (Institution Match \$1,312) Grant \$188	\$1,303
220-Consumable Supplies	Materials for cluster/pathway events (Institution Match \$209) Grant \$691Plaques for industry (Institutional Match \$100) Grant \$10	\$701
220-Consumable Supplies	Promotional materials in print (brochures, banners, plaques, school news paper ad, etc. Grant \$1,000Material for Welding Wars Grant \$500Assist in establishing a Career Center at Anaconda High SchoolAssist in establishing a Career Center at Anaconda High School. The Strong Interest Inventory assessment will be paid for for up to 50 students. The assessment is \$10 per student and BSP Coordinator will be certified to administer and interpret test results. In the event 50 tests are not administered, pathways banners, pathway sheets and other promotion materials will be provided.	\$2,000

Subtotal Operating Expenses:\$10,113

Exp Code	Line Item Detail Description	Amount
300-Communications	Awareness and promotional mailings to students and parents - \$212	\$212

Subtotal Communications:\$212

Exp Code	Line Item Detail Description	Amount
400-Travel	Travel to COABE/TALAE Conference in Dallas, April 11-14, 2016; Transportation \$600, shuttle \$50, per diem \$246, lodging 1,050 - Grant \$1,896Travel to ACTE's CareerTech Vision 2015 with one secondary partner. Lodging \$2,280, shuttle \$50, transportation \$1,200, per diem \$492, shuttle \$50 =Grant \$4,022Travel costs to Montana School Counselor Convention Lodging \$200, transportation \$68, per diem \$23 = \$291	\$6,209
400-Travel	See additional page "Proposed Pathways Travel Modification"	\$3,349
400-Travel	Travel for schools to attend Highlands Trades Day - 658 miles*.39= \$1,216 Associate Director, 1 Highlands Faculty, 2 secondary teachers, and 1 ABE professional to travel to Billings to attend Montana ACTE conference. Lodging \$800, Transportation \$727, Per Diem \$232 (Institution Match \$1,304 - Grant \$445Travel for schools to attend welding wars - 872 miles*2=\$1744Travel will be reimbursed at state approved rates.	\$3,405
401-Registration and Training	Registration for Montana School Counselors Annual Meeting \$175Registration for 1 at Montana ACTE Conference \$50	\$225
401-Registration and Training	ACTE's Registration for Associate Director and one high school representative \$\$395 each = Grant \$790COABE/TALAE Conference Registration Grant \$450	\$1,240

Subtotal Travel:\$14,428

Exp Code	Line Item Detail Description	Amount
	<i>Subtotal Other Expenditures:\$0</i>	

Total Direct Costs:\$75,000

Total Indirect Costs:\$0

Exp Code	Line Item Detail Description	Amount
	<i>Subtotal Major Equipment:\$0</i>	
	Total Grant Funds:\$75,000	

By checking this box and saving the page, the applicant hereby certifies that he/she has read, understood and will comply with the assurances listed below.

The applicant will comply with the requirements of P.L. 109-270 (the Carl D. Perkins Career and Technical Education IV Act of 2006) and all applicable federal and state rules and regulations, including timely reporting of fiscal and programmatic data. In particular, Carl Perkins funds will be used to supplement, and in no case supplant, state or local funds.

The applicant assures the Montana Board of Regents that services provided under the approved application will be provided in accordance with P.L. 109-270, and will not discriminate or violate provisions of the Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, or Section 504 of the Rehabilitation Act of 1973, or Title II of the Americans with Disabilities Act of 1990.

The applicant certifies that they have read and will comply with the requirements of the Certification Regarding Lobbying & the Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion (Lower Tier Covered Transactions) at Section 1352, Title 31 of the U.S. Code, (implemented at 34 CFR Part 82, Sections 82.105 and 82.110).

The Applicant certifies that they have read and will comply with the applicable requirements of OMB Circular A-102, including the Assurances of Non-Construction Programs available in SF-424b (OMB Control No:0348-0040).

The applicant certifies that the detailed budget and budget narrative submitted are correct and complete for the purposes set forth in the application documents. The activities proposed for funding have met the parameters for Required Use; and Permissible Use of funding for the purposes of Section 135 of P.L. 109-270.

The applicant certifies that they will follow all laws and regulations affecting federal programs as outlined in the OMB circulars which apply to your type of institution and outlined in Education Department General Administrative Regulations (EDGAR) URLs, <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

The applicant certifies that they understand that all payments made under this program are subject to CMIA requirements and the requirements in Part 80 of EDGAR. Recipients must use grant funds only for obligations incurred during the funding period.

The applicant certifies that they understand that if their institution expends \$500,000 or more in federal awards during the fiscal year, you are required to have an audit in accordance with OMB Circular A133. [Information about a133 audits](#)

The applicant certifies that it will retain all financial records, supporting documents, statistical records and all other records pertinent to an award for which federal funds are received for a period of three years from submission of the final expenditures report for which the funds are used or until such time greater than three years as all pending reviews or audits have been completed and resolved.

The assurances were fully agreed to on this date:

This page is not applicable to the Original Application

Application History (Read Only)

Click for Instructions

Status Change	UserId	Action Date
Final Application Review	AskelsonM	05-29-2015
Submitted to OCHE	SouthT	05-26-2015
Submitted for Local Review	PhelpsB	05-22-2015
Returned for Changes	AskelsonM	05-21-2015
Submitted to OCHE	SouthT	05-01-2015