Appendix 4: Jump Start Regional Team Guidebook

The Jump Start Regional Team Guidebook provides industry leaders, economic development and workforce development experts, K–12 and post-secondary educators with the start-up processes for regional teams. This is a step-by-step "How To Manual" for anyone interested in starting, joining or operating a Jump Start Regional Team.

The sections of this guidebook are:

Section 1	Background and Objectives
Section 2	Forming and Registering a Jump Start Team
Section 3	Applying for a *Jump Starting* Jump Start Grant
Section 4	*Jump Starting* Jump Start Grant Interview Process
Section 5	Developing Jump Start Regional Team Proposals
Section 6	Assistance Available from the Department of Education

Stakeholders can contact the Jump Start team at any time – to request a document, ask a question or seek assistance – by emailing *JumpStart@la.gov*

Section 1: Background and Objectives

Modern career education combines rigorous academics, technical preparation and workplace experiences, preparing students for the post-high school education and training needed for the workforce of today and tomorrow.

Jump Start regional teams – public-private partnerships made up of school systems and their governing authorities, two-year and four-year colleges, local industry, and economic and workforce development experts – exist to develop innovative courses of study for students pursuing a Jump Start credential. Jump Start explicitly calls on local educators and industry to customize and enhance standard approaches and credentials.

Through the work of Jump Start Regional Teams Louisiana will better utilize existing industry credentials and courses while developing customized graduation pathways, industry credentials and courses that most benefit local students.

Objectives for Jump Start Regional Teams

Regional teams will have two primary responsibilities:

1. Regional teams will design plans for providing courses and workplace-based experiences leading to WIC-approved statewide credentials. These plans will draw on the curricula and assessments established by industry governing bodies (e.g., LCTCS, NCCER, AWS), and will include logistical details such as where the courses will take place, transportation details, schedules and credit equivalents. Regional teams may also propose (subject to LDE review and BESE approval) alternative credentials in statewide job areas (e.g., a certified apprentice program);

2. Regional teams will identify career opportunities important to their region of the state for which students may earn industry certifications. These may be prominent jobs that do not promise economic opportunity as great as statewide career fields, or lucrative professions in specific geographies. Supported by the state, regional teams will propose (subject to LDE review and BESE approval) workplace experiences and coursework that lead to these regional credentials.

LDE staff – and any outside experts regional teams may engage – will help regional teams develop curricula, institute plans for student career counseling and planning, and address the complex challenge of developing a sustainable portfolio of authentic workplace experiences.

Regional teams may create alternative/innovative course offerings for existing career pathways. They may also petition WIC to accept a regional pathway as a statewide pathway (example: Aviation Engineering). Regional teams are encouraged to innovate based on the opportunities they want to create for students in their region.

Section 2: Forming and Registering a Jump Start Regional Team

The following are the basic steps for forming a Jump Start Regional Team:

1. Stakeholders in a multi-parish region determine they will seek LDE recognition as a regional team. Based on proposed Bulletin 138, each team must include: a) one or more representative from each school system involved; b) one or more representative from each post-secondary institution offering technical degrees involved; c) industry leaders from major regional industries; and/or d) one or more regional workforce development and economic development experts. Regional teams should also reflect appropriate representation and involvement from area charter schools if applicable.

    Regional teams are <u>not</u> geographically limited to economic development, Workforce Investment Board (WIB) or Perkins collaborative boundaries. Regional teams can and will change over time as regional career education capabilities expand.

2. Prospective regional teams will request (from JumpStart@la.gov) and complete the *Jump Start Regional Team Registration Spreadsheet* for their proposed regional team. Completing and submitting this spreadsheet should take no more than 15 minutes (see next section).

3. The LDE Jump Start team will evaluate each proposed regional team, contacting the team if appropriate to suggest any potential adjustments to team membership (either immediately or "down the road"). The LDE's intent is to maximize sharing of – and hence access to – proven-effective CTE courses and workplace experiences.

4. After considering the input of the LDE Jump Start team, the regional team will confirm its team roster and gain interim recognition as a Jump Start Regional Team. This team can then apply for Jump Start grants from the LDE, and will be supported by the LDE and other third party resources in developing their Jump Start proposal.

5. Regional teams will evolve and upgrade their scope as new capabilities and new team members are added.

Section 3: Applying for a Jump Starting Jump Start Grant

The Department of Education will award grants of up to $75,000 to qualifying Jump Start regional teams to help develop capabilities to launch certification programs in WIC-identified statewide graduation pathways.

These *Jump Starting* Jump Start grants are available to school districts in regional teams that want to launch pilot high-demand/high-wage Jump Start graduation pathways for the 2014-2015 or 2015-2016 school years.

These grants – ranging from $25,000 to $75,000, to be split among participating school districts – will be awarded through a paperless competitive grant process that will be implemented from March 10 through April 2, 2014.

Additional Jump Start grants will be available later in 2014 and in 2015. All school districts and regional teams are eligible for these future Jump Start grants (those that apply for *Jump Starting* Jump Start grants and those that do not).

Objectives of the *Jump Starting* Jump Start Grant Program

1. Support the formation of regional teams consisting of: a) multiple school districts; b) local LCTCS and university campuses; c) engaged private sector stakeholders; and d) regional workforce and economic development experts.

2. Help regional teams develop capabilities necessary to implement WIC-identified statewide graduation pathways.

3. Develop a sustainable inventory of authentic workplace experiences (e.g., job fairs, plant visits, job shadowing, student internships, apprenticeship programs, instructor externships, etc.) in collaboration with industry partners.

Approved Uses for *Jump Starting* Jump Start Grants

✓ *Highest Priority*: curriculum design (including the engagement of curriculum design experts and purchased curricula) directly related to implementing high-wage, high-demand credentials/graduation pathways.

✓ Teacher training related to these statewide credentials/graduation pathways.

✓ Other non-recurring expenses related to the development of Jump Start course offerings and/or graduation pathways.

Jump Starting Jump Start Grant Levels

Level 1 Grant	Level 2 Grant	Level 3 Grant
$25,000	$50,000	$75,000
All grants require matching donations of at least 25% (preferably in-kind services and workplace experience participation) by regional employers		

Grants will be shared by the school districts participating on a regional team as indicated on their application.

Competitive Grant Application Process

This grant process requires regional teams to submit an application and complete a videoconference interview between March 10, 2014 and April 2, 2014.

1. Recognized regional teams may apply for a grant using the *Jump Starting Jump Start Grant Application Spreadsheet*. Applications will be accepted starting March 10, 2014.

    LDE will promptly review and evaluate all grant application spreadsheets. LDE will return all incomplete application spreadsheets to the regional team with input on why the spreadsheet was returned. Regional teams are allowed to resubmit amended application spreadsheets.

2. Once they submit an accepted application spreadsheet, regional teams will be able to sign up for a 60 minute videoconference interview with an LDE panel. The interview questionnaire and the interview evaluation rubric LDE will use for these videoconference interviews appear below. All interviews must be completed by April 2, 2014.

3. The LDE will rate each applying regional team as either "Accept" or "Defer" based on the results of their interview, using the criteria clearly articulated in the interview evaluation rubric: a) the vision articulated by the regional team leadership; b) multiple school district inclusion; c) the level of industry involvement; d) the projected industry credentials/graduation pathways supported; and e) the potential for sustained regional support.

Deferred applications will be automatically carried over to future Jump Start grant programs.

Section 4: Jump Starting Jump Start Grant Interview Process

Interview Process Guidelines

The LDE Jump Start team will interview the leaders of each regional team using the questions below. Each interview will be 60 minutes long – 30 minutes for presentation by the regional team, 30 minutes for Q&A.

All interviews will be held via videoconference to level the playing field and minimize costs. Regional teams should plan on having 3 to 8 members of their team participate in the interview. A Jump Start interview panel member will contact each regional team to determine the time most convenient to their team. During these contacts the Jump Start panel member will provide the appropriate technical information for holding each videoconference.

Regional teams may provide presentations and handouts for the Jump Start team members to review during their interview, but this is not at all necessary. Jump Start interview panel members will have received before the interview each regional team's registration and grant application submissions.

All regional teams not evaluated as "Accepted" during this first round of grants will automatically be deferred and included in the next round of Jump Start grants. *Regional teams "Deferred" during this first round of grants – and regional teams not forming/applying until later in 2014 or 2015 – will have the same opportunity to receive total grant funds equal to regional teams Accepted during this first round of grants.*

Interview Process Questions and Time Limits

Question	Time Limit *
What are the roles and responsibilities of your regional team's leadership team?	6 minutes
Please describe the two or three most important industry sector credentials your regional team will support. Why is providing these credentials particularly important to your region's students?	8 minutes
How is your regional team collaborating and cooperating to maximize access across the region (and across parish boundaries) to benefit the greatest number of students?	8 minutes
What role will private sector participants play in providing instruction and/or promoting high-value industry credentials? What grade levels will enjoy the greatest positive impact from this involvement? Is this involvement likely to be sustainable?	8 minutes
Any topic that regional teams want to address	unused time

* Time limits will be strictly enforced. Regional teams will be able to utilize their unused time to discuss any topic they believe best characterizes their initiatives.

Interview Evaluation Rubric

The table below is the rubric Jump Start interview panels will use to evaluate each regional team's videoconference interview.

Criterion	Max Points	Lowest	Low	Mid	High	Highest
Leadership	10	No clear vision or leadership	Administrative leaders without clear vision	Effective leaders with a clear vision of high-demand career pathways	Energetic leaders from multiple sectors sharing a commitment to multiple pathways	Energetic leaders with strong working relationships capable of mobilizing region-wide support for multiple pathways
Multiple Schools	25	Involves only two school districts, no charter schools	Involves only two school districts with a plan for sharing career instructional capabilities	Involves three school districts with a plan for sharing career instructional capabilities	Involves more than three school districts and charter schools with a plan for sharing instructional capabilities	Involves more than three school districts and charter schools with dynamic plans for sharing and expanding career instructional capabilities
Private Sector Involvement	35	Minimal involvement of private sector stakeholders	Moderate involvement of private sector stakeholders	Significant involvement of private sector stakeholders with the promise of various authentic workplace experiences	Extensive involvement of private sector stakeholders with the promise of extensive authentic workplace experiences	Extensive involvement of private sector stakeholders in multiple industry sectors with the promise of extensive, sustainable authentic workplace experiences
Pathways Supported	25	One or two pathways supported	More than two pathways supported	Multiple pathways supported with a focus on high-demand statewide credentials	Multiple pathways supported, both high-demand statewide credentials and important regional job sectors	Multiple high-demand statewide and regional pathways supported with the promise of innovative new curricula
Potential Sustainability	5	No indication of sustainability	Possible sustainability	Likely sustainability	Clear plans for sustainability	Clear plans for an expanding platform of supported pathways and sustainable authentic workplace experiences

Section 5: Developing Jump Start Regional Team Proposals

Each regional team needs to develop a comprehensive Jump Start proposal for BESE review and approval. *Regional teams are not required to submit a Jump Start proposal until the beginning of the 2016–2017 school year.*

Regional teams should view these Jump Start proposals as "living documents" that can be updated regularly to add new career pathways, expand the portfolio of workplace experiences, and expand student access to transformative career education.

While each regional team will develop its own unique Jump Start proposal, there is no need to "reinvent the wheel." The LDE will maintain an inventory of approved Jump Start proposals that regional teams can use to structure their own plans. *Our hope is that this level of "sharing" and "best practices" pervades the deliberations of all regional teams, leading to the development and statewide deployment of innovative career course curricula and workplace experiences.*

LDE team members will also assist all regional teams develop their regional proposal (see Section 6).

The minimum requirements (per proposed Bulletin 138) for each Jump Start proposal include the following sections:

	Proposal Section	Description
1	Regional Team Roster	A list of the stakeholders on the regional team, describing the team's outreach to LEAs (and charter schools), indicating: a) why the team is optimal for now; and b) how additional LEAs and charter schools might be included as the team's capabilities expand.
2	Vision Statement	An overview of regional team members, their vision of enhancing career education, regional strengths and opportunities, overcoming potential barriers, and targeted student outcomes.
3	Regional Job Demand	A projection of regional job growth by job sector, utilizing data from the Louisiana Workforce Commission, a Louisiana post-secondary institution, and/or other authoritative sources.
4	Entry Level Skill Sets	Descriptions of the competencies and skills local leading industries desire in entry-level hires.
5	CTE Pathway Course Sequences	For each targeted job sector certification/graduation pathway, descriptions of: a) targeted student learning objectives; b) sequences of courses (required and related); c) certification requirements and testing; and d) required/desired authentic workplace experiences.
6	Career Readiness Course	An indication of how the region will adapt current career readiness courses – or develop innovative new courses – that emphasize the entry level skill sets local employers desire.
7	Contributing Education Providers	Descriptions of appropriate education and training providers, including participating high schools, LEA technical centers, post-secondary campuses, industry training facilities and other innovative course providers.
8	Establishing an Academic Foundation	An outline of how the regional team will support school districts in helping all students master core academic content that makes students numerate, literate problem solvers.
9	Logistical Challenges and Solutions	An identification of the logistical challenges created when students are educated and/or trained at different campuses and locations, along with the solutions to these challenges.
10	Career Counseling Capacity	An indication of how schools will enhance their capacity for effective career counseling beginning in middle school.
11	Preliminary Budget and Implementation Plan	An overview of budgetary and implementation plans to successfully launch, fund and sustain regional CTE pathways, including utilization of any state CTE financial support.
12	Maximizing Regional Access	A description of how the regional team will insure that regional CTE pathways will be accessible to all high school students in the region where logistically feasible.
13	Evaluation Plans	An overview of plans for evaluation and continuous improvement, both for proposed regional CTE pathways and the region's portfolio of authentic workplace experiences, including indications of how critical data will be compiled and analyzed.

Section 6: Assistance Available from the Department of Education

As indicated in proposed Bulletin 138, the LDE will offer regional teams the following support:

- Examples of key documents (registration spreadsheets, grant application spreadsheets, vision statements, regional team proposals) submitted by other Jump Start Regional Teams;

- Initial data on target industry sectors for each region (better data available from the LWC);

- Sample graduation pathways, including collaboration in the development of creative graduation pathways envisioned by regional teams;

- "Best Practices" sharing of the materials necessary to implement a sustainable portfolio of authentic workplace experiences (example: documentation that makes plant tours possible for high school students);

- Identification of career counseling models, capacity and support (working with *Career Compass*);

- Identification of instructional assessment methodologies and other quality control methods;

- Sharing of pilot program plans, articulation agreements with post-secondary institutions, CTE pathway evaluation plans, etc.;

- Participation in regional team meetings (working with *Southern Regional Education Board*);

- Assistance in drafting Jump Start Regional Team Proposals

Please contact the Jump Start team at *JumpStart@la.gov* at any time with questions or requests for assistance.