

PATHWAYS FOR TEACHERS

Missouri Career Pathways ... Building Futures, an initiative of Missouri's Department of Elementary and Secondary Education (DESE), works to prepare high school students to be success ready to meet the demands of today's workforce. Missouri Career Pathways connects K-12 education with business partners and post-secondary programs to equip students with the skills and credentials needed to succeed in a demanding labor market.

The Pathways for Teachers grant is one project of Missouri Career Pathways ... Building Futures that helps educators connect classroom academic knowledge to real world business and industry applications. Since the 2013-14 school year, over 2000 middle and high school teachers, counselors, and administrators in Mid-Missouri, Kansas City, Southwest Missouri, and the St. Louis region have participated in the program to learn the importance and how to integrate and connect workplace skills with current classroom curriculum and classroom instruction.

Throughout the program, educators use the experience to increase student's awareness of career pathways that are in high demand and offer careers with a living wage.

REQUIREMENTS OF GRANT PROPOSAL

To expand opportunities for educators to participate in Pathways for Teachers, DESE provides grant funding for districts and/schools to design and implement programs for the 2020-2021 school year. The regional pathways directors/consultants will provide technical support and guidance as needed. Interested organizations should submit the online application and proposed budget to the closest Regional Director and/or the State Manager.

Directors/consultants are listed below:

Steve Bryant, State Program Manager and Southcentral Region Director steve.bryant@dese.mo.gov
Roberta Carson, Mid-Missouri Director roberta.carson@dese.mo.gov
Ann Starlin-Horner, Kansas City Director ann.starlin-horner@dese.mo.gov
Dawn Richards, St. Louis Region Director dawn.towles-richards@dese.mo.gov
Marci Dowdy, Southwest Region Consultant mdowdy@missouristate.edu
Samantha Cole, Northwest Region Consultant scole@nwmissouri.edu
Polly Matteson, Northeast Region Consultant pmatteson@truman.edu
Laura McVay, Southeast Region Consultant lmcvay@semo.edu

Proposals **must** include the following requirements:

1. **Participating District(s) or Schools:** Name the district(s) or schools participating in this grant
2. **Fiscal Agent:** Identify the school district serving as the fiscal agent
3. **Pathways for Teachers Grant Coordinator:** Provide the name and contact information (email, phone) of the individual or individuals who are responsible for planning and assuring the implementation of the grant
4. **Career Pathway(s) Focus:** Select pathway or pathways based on the labor market needs of your region such as Advanced Manufacturing, Health Science, Information Technology
5. **Rationale for grant:** Provide data or reasons that describe the need for the grant
6. **Statement of Purpose:** Describe how you will connect teachers to industry, business, and postsecondary.
7. **Goals:** Identify specific and measurable goals in addition to the required goals
8. **Team Members:** Identify the positions to be included and who is responsible for recruiting the participants (see example)
9. **Business/Industry/Post-Secondary Contacts:** Describe your selected pathway business/industry contacts to assure a meaningful experience. Indicate if you will need help in making additional contacts

10. **Schedule of Activities Timeline:** See program example below:

PROGAM EXAMPLES: The length of the Pathways for Teachers Program and its schedule will vary depending on the goals.

Examples from past externships:

- Day One: Kick-Off – Introduction to program and focus, including preparation for tours. First Business Tour (*Fall*)
- Day Two: Business Tours (*Late Fall or Winter*)
- Day Three: Business Tours (*Early Spring*)
- Day Four: Reflection of Business Tours, Collaboration, and Team Planning for Communication (*Late Spring/Early Summer*)

SUMMER INSTITUTE

- DAY ONE: Industry Visit #1 – Q & A with designated company officials from various departments. Tour of business.
- DAY TWO: Industry Visit #2 – Q & A with designated company officials. Tour of Business
- DAY THREE: Reflection of tours. Lesson-planning and curriculum writing to integrate industry standards and skills needed for this pathway.

11. **Projected Budget:** Total grant amount is limited to \$1,000 per participant (ex. 10 participants, \$10,000). Expenditures may include:

- Reimbursement for substitutes at \$75/day
- Stipends for non-contract days (**maximum** of \$175/day or \$29/hour) for participants who are not on a 12-month contract
- Stipends and expenses for presenters (maximum of \$450/day or \$75/hour)
- Stipends for coordinators of the grant, if needed (maximum of \$250/day)
- Car Transportation at .37/mile with 4 participants per car
- Bus Transportation – see additional explanation of expenses
- Due to strict Federal guidelines on food expenditures any meals or food consumed during the grant activities must be provided by the district, individual participants, or a sponsor
- Printing and Materials, if needed, should not exceed 2.5% of the total grant, unless approved by program manager.
- Other expenses must be clearly explained and discussed with regional director before including in the budget
- See the attached reimbursement guidelines

12. **District’s Financial Contribution**

13. **District Contribution for Sustainability**

- Examples might include providing food for participants, covering additional sub costs, providing follow-up professional development, etc.

14. **Evaluation: (submitted upon completion of all activities)** At a **minimum**, the evaluation **MUST** include:

- Number of participants
- Description of the business/post-secondary experiences
- Explanation of how the SMART goal metrics were met
- Feedback and evaluation from participants using the DESE Survey link
- Plan for using experiences to enhance success of students
- What are the participating school district’s contribution in money and/or time
- What are the measures or activities which will assure sustainability of the Pathways System

TEAM MEMBERSHIP

Each team may be made up of the following members (*strongly encouraged and recommended to be included):

Building Administrator*	CTE Teacher*	Middle school teacher
Language Arts Teacher*	Counselors* MS and HS	District CCR Director/Coordinator
Math Teacher*	Other content teacher	A+ Coordinator
Science Teacher*	Special education teacher	Curriculum Coordinator/Content Specialist

REIMBURSABLE EXPENSE GUIDELINES

The following expenditures may be reimbursable through the grant. When writing the proposal, keep in mind that the requested expenditures may not exceed \$1,000.00 per participant. Carefully read the eligibility requirements to insure that your requests will be reimbursed.

- **Substitute Reimbursement**- a district will be reimbursed \$75.00 a day per substitute for each district Pathway grant participant requiring a substitute. For grants that include several districts, the district serving as the fiscal agent should send in all the teacher names with their respective districts.
- **Stipends for Summer Institute (or non-contract days) participants** – participants who are not on a 12 month district contract are eligible. Stipend will be up to a \$175 per 6 hour day or maximum of \$29 per hour. (Stipends paid by school districts will incur 14.5% retirement deduction) Stipends must be supported by a signed written agreement or extra-duty contract between the employee and LEA. The written agreement or extra-duty contract must:
 - Indicate the extra work to be performed, the date(s) of performance, and the amount or rate to be paid to the employee, AND
 - be signed by the employee and LEA to show the acceptance of the terms.
 - In addition, the employee must prepare time and effort documentation (i.e. semi-annual time certification, personnel activity report, hourly timesheet, or time and effort report) to show the work was actually completed.
- **Stipend for trainers/presenters** – before adding this expense to the grant, **please discuss** with regional Pathways Director.
- **Stipend for Pathways Grant coordinator(s)** – if necessary, a stipend may be paid only if the grant work is **outside the coordinator's normal job duties** and expectations. Role in implementing/overseeing grant must be listed and explained. Stipends must be supported by a signed written agreement or extra-duty contract between the employee and LEA. The written agreement or extra-duty contract must:
 - Indicate the extra work to be performed, the date(s) of performance, and the amount or rate to be paid to the employee, AND
 - be signed by the employee and LEA to show the acceptance of the terms.
 - In addition, the employee must prepare time and effort documentation (i.e. semi-annual time certification, personnel activity report, hourly timesheet, or time and effort report) to show the work was actually completed.
- **Printing/supplies- receipts** are required for incidental expenses and supplies. No equipment may be included for reimbursement.
- **Lodging for presenters/trainers** – all hotel charges must be documented by an itemized invoice; charges cover only lodging and tax.
- **Transportation and Travel**
 - Bus costs are eligible if used for the entire Pathways extern group.
 - Car mileage reimbursement is based on the standard DESE mileage rate. Mileage is determined from the Pathways' meeting sites to designation visit sites. Carpooling is expected; reimbursement will be limited to 1 car per district for every 4 participants. Documentation of purpose of trip with the origin and destination of the travel is required when submitting payment request.
 - The LEA must retain documentation that justifies that participation of the individual is necessary to the Federal award and that the costs are reasonable and consistent with their travel policy.

How to Request Reimbursement from Pathways Grant

REIMBURSEMENT GUIDELINES: request letter/invoice must be on district letterhead, signed by the superintendent or an appropriate designee. Include School District name, District Code Number, Name and date of event.

Itemize each reimbursement request and provide supporting documentation as appropriate.

Substitute teacher costs-

- Name of each teacher who had a substitute
- Copy of the event agenda
- Name of teacher's school if multiple districts participate in the grant activity

Stipend payments-

- Name of each participant receiving a stipend
- Job title/position
- Days attended or services provided
- Stipend amount for each person

Printing, supplies, mileage, and other expenses-

- Receipts for supplies purchased or printing costs
- District form for mileage may be used

Grant Evaluation (to be completed after externship activities are completed)- evaluation should be submitted with final reimbursement request and should include:

- Number of participants
- Description of the business/post-secondary experiences
- Explanation of how the goals were met
- Feedback and evaluation from participants DESE Survey
- Plan for using experiences to enhance success readiness of students

All final reimbursement requests must be submitted by July 31st, 2021 to:

Attention: Missouri Career Pathways Program Manager
Missouri Department of Elementary and Secondary Education
Office of College and Career Readiness
205 Jefferson Street 5th Floor
Jefferson City MO 65102-0480
Email: Steve.Bryant@dese.mo.gov or Barbara.gross@dese.mo.gov
Phone: 573-751-3500

Important Accounting Information for Your Business Manager

According to the Department's School Finance Section, you should code this revenue under **"Perkins Basic Grant, Career Education" — Revenue Code #5427**. *Your electronic payment may include other DESE payments as well.*