

# OUT OF SCHOOL YOUTH CONTRACT MODIFICATION TWO

BLACK HAWK COLLEGE (DUNS: 058045642)

The contract # OSY-2018-01 budget is modified according to the line items below. The contract is extended for one additional year from July 1, 2020 to June 30, 2021. All other provisions of the original contract remain in force except as specifically changed by this modification.

## WORK STATEMENT UPDATE

### **Schedule**

The program will operate during daytime hours, Monday through Friday and during evening hours, Monday through Thursday. Students will attend GED class which meets from 9:00 AM – 12:00 PM Monday through Friday and/or 5:30 PM – 8:00 PM Monday through Thursday. In the event of classes and student support needing to be delivered remotely due to COVID, students will adapt to an individualized schedule that meets their needs. While they interact online with the Youth Advisor and participate in GED instruction, we will follow the guidelines below.

### **Instructional Materials**

Black Hawk College GED class uses the Essential Education Web Learning Network as the primary instructional method. This program has been favored by all students and has an interactive curriculum which includes material for the GED, pre-GED academics, TABE Academy, CASAS Academy and a number of work habit and vocational content areas. Essential Education is accessible online anywhere internet access is available, which makes it usable at off-site locations like a student's home and the Career Link office. Aligned to the College and Career Readiness Standards (CCRS), it features short, mastery-based video lessons and assessments, interactive tutor options and 24/7 access which makes it highly effective and very practical for our students.

### **Incentive Plan**

- Enrollment incentive increased
- Attendance incentive: AM increased / PM added
- Practice test incentive increased
- Official test incentive increased
- Added Essential Ed incentive
- Assessment test incentive increase
- Resume incentive increase
- Other incentive increase

ACTIVITY OR ACCOMPLISHMENT	INCENTIVE
Enrollment incentive	\$25.00
Attendance for AM GED Class (at least 4 out of 5 days/week & 8 hours or more)	\$25.00
Attendance for PM GED Class (at least 3 out of 4 days/week & 6 hours or more)	\$20.00
Pass any of the four GED practice-tests with score of 150 or better	\$25.00
Pass any of the four GED practice-tests with a score of 165 or better	\$35.00
Pass any of the Official GED Tests with a score of 150 or better	\$50.00
Pass any of the Official GED Tests with score of 165 or better	\$65.00
Earn GED certificate	\$100.00
Completion of Essential ED. Career Ready Program	\$100.00
Advance one level in Literacy or Numeracy on TABE or CASAS test	\$50.00
Unpaid Work/Volunteer/Service Learning Project (up to 5 experiences paid)	\$20.00
Completing Approved Resume	\$20.00
Other educational/employment activities negotiated as needed approved by BHC or Career Link	\$10.00-50.00

### Staffing

Black Hawk College personnel most directly involved with the Stark County Youth Program grant include Youth Advisor, Shawn Oetzel, Intake and Assessment Specialist, Debra Rhoades, Community Education Center Coordinator, Shannon Westphal and faculty members involved in academic instruction.

Kathie Gibler will teach the morning GED classes and Jo Connor will teach the PM GED classes attended by Stark County students. The Coordinator of the Community Education Center, Shannon Westphal and the Stark County Youth Advisor, Shawn Oetzel also provide student tutoring as needed.

### COVID-19 Pandemic Response

- BHC has also purchased electronic TABE and CASAS Goals exams for FY21 in efforts to be prepared to offer remote testing if needed. After a minimum of 40 in-class instructional hours (longer if recommended by instructor), a TABE or CASAS Goals post-test is administered to a student by an Intake & Assessment Specialist to measure academic improvement.
- The program is prepared to offer on-going pre- and post- assessment testing remotely by appointment.
- The college has recently included the use of the following supplemental online learning resources in efforts to provide students with increased access to online learning opportunities such as: Khan Academy, ReadWorks, Read, Write & Gold, CommonLit, USA Learn, and Duolingo. The college has also expanded its Wi-Fi radius in efforts to provide those with little to no Wi-Fi access, the ability to connect with their instructors and access online curriculum.
- Adult Education department has worked diligently during FY20 to devise a plan to successfully transition all students, faculty, and staff from traditional, face-to-face classroom delivery to remote, distance education delivery. Through eight systematic phases: Initial Planning, Research, Communication, Initial Instructor Preparation, Training, Final Instructor Preparation, Launch of Online Course Delivery, and Continued Training, Black Hawk College was able to quickly prepare instructors while also training and retaining students.

- Course updates have begun with the intent of having the modifications approved by ICCB before the start of the FY21 academic school year. Preparations are currently being made based on online learning platforms recommended and approved by ICCB.
- FY21 professional development will focus heavily on technology and distance education. Faculty and staff will be required to complete initial and ongoing training in the various online learning platforms and resources. Students will also be provided with training tutorials on how to access platforms and tutorials necessary for successful completion of a course. Instructors will provide direct technical support; however, staff will also provide additional support to students as needed.

## BUDGET

Staff Salaries..... \$39,988  
 (100% of Shawn Oetzel's salary, \$35,348 and 10% of Shannon Westphal's salary, \$4,640)

Staff Benefits..... \$16,852  
 (100% of Shawn Oetzel's benefits, \$14,250)

Health		\$ 9,001.00
SURS	0.129	\$ 4,559.89
Medicare	0.0145	\$ 512.55
Ret Health	0.005	\$ 176.74
Shawn's total benefits		\$14,250.18

(10% of Shannon Westphal's benefits, \$2,602)

Health		\$ 1,913.00
SURS	0.129	\$ 598.56
Medicare	0.0145	\$ 67.28
Ret Health	0.005	\$ 23.20
Shannon's total benefits		\$ 2,602.04

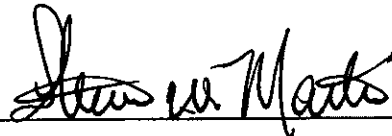
Operating Expenses ..... \$2,250

Youth Support ..... \$12,668

**Total ..... \$71,758**

Approved this 19<sup>th</sup> day of June, 2020 by:

Steve Martin, Executive Director, Career Link



and

Tim Wynes, President, Black Hawk College

