



2018-19 SCHOOL YEAR CTE EXTENDED DAY OPPORTUNITIES FACT SHEET

Consistent with the district's Career Technical Education Incentive Grant (CTEIG) goals and initiatives for the **2018-2019** School Year, the Long Beach Unified School District is pleased to announce the availability of funding for **2018-19** School Year CTE Extended Day Opportunities.

This grant opportunity is associated with the district's CTEIG Grant Goal of:

CTEIG GRANT: LBUUSD CTEIG GRANT: After School/Extended Day Opportunities

Investment Goal 6.7: Offer High School CTE courses/programs aligned to pathway, before/after school

Who may apply for a CTE Extended Day Opportunities grant?

High School CTE Teachers who meet the following requirements (must meet all criteria):

- Possess a CTE Teaching Credential corresponding to CTE courses taught.
- Currently teaching a school year CTE course that is in a district-approved Coherent CTE course sequence.

What should my target student audience be for this grant opportunity?

High School students (11th and 12th Grades) enrolled in a school site CTE Career Pathway may participate in your CTE Extended Day Opportunity program.

When are applications available?

You have received an application by email. You may complete/submit your application for consideration **anytime after October 12, 2018**. Applications will be reviewed on an ongoing basis and funded until all available funds are allocated.

How long should a CTE Extended Day Opportunities be?

CTE Extended Day Opportunities can be **as long as 24 hours in duration**. The essential focus when considering this opportunity should be to properly immerse and/or prepare CTE students to successfully participate in and complete the desired educational experience.

Once approved, when must the CTE Extended Day Opportunities Program take place?

CTE Extended Day Opportunities **must take place between November 26, 2018 and May 17, 2019**. CTE Extended Day Opportunities **may not take place** during scheduled school day holidays/vacation times.

IMPORTANT:

Please make certain your opportunity takes place on dates/times your high school campus is open and is able to provide appropriate campus supervision and staff services (such as security and restroom access). Your Principal will review and verify this as part of the application process. Funding cannot be used to provide administrative supervision or staffing (custodial, security, etc.) services.

How do I submit my CTE Extended Day Opportunities Program Application?

After completing your CTE Extended Day Opportunities Program Application, submit the application **via district email** to Christopher Clifton at cclifton@lbschools.net

Whom do I contact if I have any questions?

If you have any questions regarding the application process, please contact Christopher Clifton at 562.426.6807, or via email district email at, cclifton@lbschools.net

SUPPLANTING REMINDER:

- Funds allocated for the CTE Extended Day Opportunities program may not be used to replace, or fund, already established school site, pathway, or other school-based student organization/club/activity programs.

Instructions for completing the 2018-19 SCHOOL YEAR CTE Extended Day Opportunities Application Form

If you have not completed a .pdf form before, please make sure to:

1. Open the .pdf file and add your information.
2. Save the file (just as you would a Word document - this will save your comments on the form). To make sure you do not lose any of your application information, it is suggested you regularly save your document as you work.
3. Print out your completed application and sign (your Principal needs to review and sign the application as well).
4. You can then scan the application and then send back to Christopher Clifton - cclifton@lbschools.net as an email attachment. Or, you can place the completed and signed application in district mail and send to **Christopher Clifton, Teacher Resource Center, Room 9.**



Career Pathways Office

1299 East 32nd Street, Room 9
Signal Hill, CA 90755

PART 1: COVER SHEET

FUNDING APPLICATION - CTE EXTENDED DAY OPPORTUNITIES (2018-19 SCHOOL YEAR)

- LBUSD CTEIG GRANT: After School/Extended Day Opportunities
Investment Goal 6.7: Offer High School CTE courses aligned to pathway, before/after school.

Instructions for completing the application:

- Please provide all requested information (incomplete applications will be returned without consideration).
- If requesting instructional materials purchases, please document costs by attaching a vendor quote.
- Make sure to include all required signatures: CTE Teacher Applicant and Principal

CTE Teacher Information

Name of CTE Instructor Applicant:		Phone Number:	Email Address:
School Site:	Work Phone:	CTE Course(s) Taught:	
Title for your CTE Extended Day Opportunity:		Target Grade level: 11 or 12	Number of Students served:

Are there any prerequisite CTE courses a student must have completed prior to applying to participate in this CTE extended Day Opportunity? If yes, please identify:

Is this program open to students from other high schools: YES NO

Proposed dates of program:

Proposed location of program:

Proposed schedule of program (daily start/end time):

Teacher's Signature: _____

Principal Assurances:

- School site/facilities will be open during scheduled program activities.
- Campus staffing (security/custodial) and supervision will be provided during scheduled times of program activities.

Principal's Signature: _____



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CTE EXTENDED DAY OPPORTUNITIES (2018-19 School Year)

PART 2: PROGRAM NARRATIVE

Please provide a thorough and detailed response to each of the following questions:

Item 1: OBJECTIVES:

State, briefly, the objectives of the program.

Item 2: PROGRAM DESIGN

Give a brief description of the overall design or plan of the program.

Item 3: TARGET AUDIENCE

Please describe the decision making process you used in determining the target audience for your program proposal.

Item 4: INSTRUCTIONAL NEEDS

Identify and describe the student instructional needs targeted by this program. Why is this program needed?

Item 5: MEASURABLE OUTCOMES

Please describe how student learning/success and skill attainment will be evaluated and documented.

Item 6: CURRICULUM ALIGNMENT

Describe how this opportunity supports/aligns to the educational goals of school-year CTE course and pathway outcomes.

PART 3: BUDGET SUMMARY SHEET

Type of Expenditures	Description Identify Item and Requested and Describe Need	Amount Requested
SAMPLE	SAMPLE Item 1: 40 hours of instructional hourly time SAMPLE: Narrative: Two weeks (20 hours per week) of hourly teacher pay to teach/present summer program	\$ 2,000
Type of Expenditures	Description Identify Item and Requested and Describe Need	Amount Requested
INSTRUCTOR TIME (Summer hourly pay)	Item 1: Narrative:	\$
	Item 2: Narrative:	\$
	Subtotal: Staff Time	
SAMPLE	SAMPLE Item 1: Model bridge kits (20 Kits @ \$5.00/kit) SAMPLE: Narrative: Students will construct and test a model bridge for structural integrity for a variety of stress situations.	\$100
Type of Expenditures	Description Identify Item and Requested and Describe Need	Amount Requested
INSTRUCTIONAL MATERIALS (instructional materials and items costing less than \$500 each)	Item 1: Narrative:	\$
	Item 2: Narrative:	\$
	Item 3: Narrative:	\$
	Item 4: Narrative:	\$
	Item 5: Narrative:	\$
	Subtotal: Instructional Materials	

BUDGET SUMMARY SHEET

Type of Expenditures	Description (List item(s) and estimated cost)	Amount Requested
EQUIPMENT (items costing more than \$500 but less than \$5,000 each)	Item 1: Narrative:	\$
	Item 2: Narrative:	\$
	Item 3: Narrative:	\$
	Item 4: Narrative:	\$
	Item 5: Narrative:	\$
	Subtotal: Equipment	

BUDGET SUMMARY SHEET

Type of Expenditures	Description (List item(s) and estimated cost)	Amount Requested
SERVICES (Bus transportation for field trips, and other service fees)	Item 1: Narrative:	\$
	Item 2: Narrative:	\$
	Item 3: Narrative:	\$
	Item 4: Narrative:	\$
	Item 5: Narrative:	\$
	Subtotal: Services	
Total Requested Budget:		

NOTE: PLEASE PREPARE YOUR BUDGET USING QUOTES/ESTIMATES FOR ALL ACTIVITIES AND PROJECTED EXPENSES; MAKE SURE TO BUDGET FOR: TAX (9.75%) AND SHIPPING COSTS (IF ANY)