

BACKGROUND

Missouri's Department of Elementary and Secondary Education (DESE) has partnered with Pathways to Prosperity, an initiative of Jobs for the Future and the Harvard Graduate School of Education, to prepare high school students to be college and career ready and equipped to meet the demands of today's workforce. Pathways connects education with business partners and post-secondary programs in order to equip students with the skills and credentials needed to succeed in a demanding labor market. The areas of high demand are Advanced Manufacturing, Health Science, and Information Technology.

PATHWAYS FOR TEACHERS is a project of Missouri's Pathways to Prosperity Network that helps educators connect classroom academic knowledge to real world business and industry applications. Since the 2013-14 school year, over 400 middle and high school teachers, counselors, and administrators in Mid-Missouri, Kansas City, Southwest Missouri, and the St. Louis region have participated in job shadowing/internships hosted by business and industry partners to gain a better understanding of the type of education needed to prepare students for the workforce in a specific career pathway. The educator teams participate in professional development during a Summer Institute where they integrate and connect workplace skills with the current curriculum and classroom instruction and develop programs of study for identified pathways. Throughout the project, educators use the experience to increase student's awareness and interest in high demand and STEM-related careers.

PATHWAYS FOR TEACHERS GRANT

In order to expand opportunities for educators to participate in Pathways for Teachers, DESE is providing grant funding for districts and/or schools to design and implement Pathways for Teachers for the 2016-2017 school year. The regional Pathways to Prosperity directors will provide technical support and guidance as needed. Interested districts or schools need to submit a grant proposal on district letterhead to Lloyd Healy, Missouri's Pathways to Prosperity Program Manager, at lloyd.healy@dese.mo.gov on or before September 15, 2016.

The following elements are to be included in the grant proposal:

1. **Statement of Purpose:** Describe what you want to accomplish with this grant and how you plan to do it
2. **Pathways for Teachers Facilitator:** Provide the name and contact information (email, phone) of the individual or individuals who are responsible for planning and facilitating the program
3. **Participating District(s) or Schools:** Name the district(s) or schools - Indicate district serving as the fiscal agent
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. **Team Members:** (see Components of the Program) identify the positions to be included and who is responsible for recruiting the participants
6. **Business/Industry Contacts:** describe your selected pathway business/industry contacts and indicate if you will need help in making additional contacts
7. **Timeline/Tentative Outline:** Requirements – minimum of 4 business tours and planning time for integrating and connecting workplace skills with the curriculum and classroom instruction (see Components of the Program example)
8. **Projected Budget:** Limited to \$1,000 @ participant (ex. 10 participants, \$10,000) expenditures may include:
 - Reimbursement for subs
 - Stipends for Summer Institute participants who are not on a 12-month contract
 - Stipends for Summer Institute facilitators
 - Stipends for coordinators
 - Transportation (bus)
 - Meals
 - Printing/supplies

REIMBURSEMENT GUIDELINES:

- Prepare a letter/invoice requesting reimbursement on district letterhead, signed by the superintendent or an appropriate designee
 - Include School District name, District Code Number, Name and date of event
 - Submit reimbursement request within 30 days of each event
 - Itemize each reimbursement request and provide supporting documentation as appropriate
 - Include the agenda and attendance sheet showing attendees for each event (indicate on agenda that lunch is a working lunch if requesting reimbursement for food)
 - For reimbursement of sub costs, list the name of each teacher who had a sub and the cost
 - For reimbursement of stipends, list the name of each participant receiving a stipend, job title/position, days attended or services provided, and the stipend amount
 - Submit receipts if applicable
- Submit the pathway program of study and an evaluation of the grant outcomes with the final request for reimbursement that includes the number of participants, number of business sites visited, description of the visits, outcomes of the experiences, how expectations were met, other relevant information, and plans to use this experience to enhance the college and career readiness of students
- All reimbursement requests must be submitted to Monica Silvey by June 15, 2017
monica.silvey@dese.mo.gov
 Missouri Department of Elementary and Secondary Education
 Office of College and Career Readiness
 205 Jefferson Street 5th Floor
 Jefferson City MO 65102-0480
 Phone: 573-751-3500 Fax: 573-526-4261

Important Accounting Information for Your Business Manager

According to the Department's School Finance Section, you should code this revenue under "Other State Revenue"—Code #5397. *Your electronic payment may include other DESE payments as well.*

COMPONENTS OF THE PROGRAM

- **The Pathways for Teachers program is seven days.** An example is:
 - Day One: Kick-Off – Pathways to Prosperity and Business Tour (*Fall*)
 - Day Two: Business Tour (*Late Fall or Winter*)
 - Day Three: Business Tour (*Early Spring*)
 - Day Four: Collaboration and Business Tour (*Late Spring/Early Summer*)
 - Day Five: Integrating Employability Skills into Existing District Curriculum (*Late Spring/Early Summer*)
 - Day Six: Continue Work (*Late Spring/Early Summer*)
 - Day Seven: Collaboration for Lesson Feedback and Planning (*Late Spring/Early Summer*)
- **Each team may be made up of the following members (*required):**

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

CONTACTS:

Contact any of the directors below, if you have questions.

Lloyd Healy, Program Manager

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Gail Stewart, St. Louis Director

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Roberta Carson, Mid-Missouri Director

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Ann Starlin-Horner, Kansas City Director

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WEB SITE:

<http://dese.mo.gov/college-career-readiness/career-education/pathways-prosperity>