

Hardin County Chamber and Business Alliance Roles and Responsibilities Worksheet

Directions: Describe how each applicant partner plans to contribute to the overall program plan including, but not limited to, time contribution, personnel contribution, monetary contribution, shared responsibilities, use of facilities, etc.

1. Faith-based organization: Hardin County Ministerial Association

- Time contribution - 5% of time for each partnering church (approximately 2 hours per week per church with the help of clergy and volunteers). It is expected that at least 3 to 5 areas churches will participate during year one and capacity will grow over time.
- Personnel contribution - Pastors will donate 5% or 2 hours per week to the program with an understanding that some weeks will be more and some less.
- Monetary contribution: The Ministerial Association will donate \$250 with the possibility of additional help from local congregations as needs arise.
- Shared responsibilities - Working with all partners to develop necessary opportunities for students involved in the program. Specifically, churches will work with KCS to provide volunteers to coordinate and support after school program for at risk 5-6th grade students. In addition, churches will recruit volunteers for informal and formal mentoring as well as hosting job shadowing, internships and capstone projects for interested students.
- Additional roles and responsibilities - Use of church facilities for programs outside of school.

2. School district partner: Kenton City School District

- Time contribution - Each participating supervisor and supporting staff will contribute approximately 100 hours to the project (25% of the district's time grades 5-12 over the course of one year) for a total of approximately 400 hours each year.
- Personnel contribution -
Jennifer Penczarski, Superintendent - grant partner, provide leadership and oversight of the implementation of the project goals at the Kenton City Schools.
Chad Thrush, High School Principal - oversight of the High School staffing, scheduling, recruitment of students, curriculum alignment and implementation of professional leadership/mentoring/capstone/internship goals.
Kirk Cameron, Middle School Principal - oversight of the Middle School staffing, scheduling, curriculum alignment and implementation of the capstone experience.
Robin Bame, Principal Kenton Online Learning Academy (KOLA) and Director of Specialized Student Services - oversight of students on alternative pathways to learning and students in grades 5 and 6 including scheduling, guidance/curriculum planning and alignment, and implementation of professional, leadership, mentoring, capstone experiences.
- Monetary contribution -
 - 400 hours of administrative staff time (4 administrators).
 - Renovations to Northwood Elementary School to serve as a satellite STEM career and technical center (approximately \$400,000) some cost to be shared through the grant.
 - \$18,000 with the Muskingum Valley Educational Service Center (MVESC) for developmental asset training and Care Team Development.
 - \$120 a day per substitute teacher to allow staff to attend trainings in comprehensive

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systems of learning supports.

- \$45,000 per grade level for technology for 1:1 initiatives aligned to program goals (3 grades added in the 2015-2016 school, 2 grades in 2014-2015).
- \$15,000 to Envision Ed Plus and Still-light for trainings linked to non-academic barriers and comprehensive system of learning supports.
- Supplemental contracts for programs that are already in place and align to current program goals (i.e. Robotics, Team Leads).
- Staffing for programs at the Middle School (Global Studies, New Cause).
- Shared responsibilities: Working with all partners to develop necessary opportunities for students involved in the program. Specifically, partners will work with KCS to provide volunteers to coordinate and support after school program for at risk 5-6th grade students. In addition, partners will recruit volunteers for informal and formal mentoring as well as hosting job shadowing, internships and capstone projects for interested students.
- Additional roles and responsibilities -
Guidance counselors Kenton Elementary School, Kenton Middle School and Kenton High School will
 - Design course guides, counsel students, enroll students.
 - Communicate new initiatives and program/goals with parents and students.
 - Superintendent will have to partner with other county superintendents and Ohio Hi Point Career Center (**OHP**) superintendent to market the program goals outside of the Kenton City School District and fill seats (establish a marketing plan) and replicate throughout the county.
 - Establish an advisory council in collaboration with all of the partners to guide the work to ensure it is meeting the needs of the community from an educational, business, workforce and financial standpoint.

3. . School district partner: Ohio Hi Point Career Center

- Time contribution - 50% of Debbie Wortman's time is being spent on Kenton project.
- Personnel contribution - Debbie Wortman, representative on grant; Craig Bales, supervisor will help to implement and supervise career tech programs; four STEM career tech instructors.
- Monetary contribution - Provide/purchase technology and equipment for each STEM career tech program implemented. OHP pays all expenses related to the teacher and program.
- \$200,000 per year x 3 years: \$100,000 per year - manufacturing program, \$50,000 per year - health tech program, \$25,000 per year - IT program, \$25,000 per year - MS program. The above amounts include PD, training, and traveling with career tech student organization students - typically budget \$3,500 per teacher plus \$1,000 per teacher for subs.
- Estimate \$80,000 per teacher for salary and benefits. \$240,000 per year for 3 HS career tech teachers and all related expenses. - salary and benefits. \$80,000 1 MS teacher - salary and benefits. Since teacher salaries are general paid for through state Career Technical Education (CTE) funds, those amounts were not included in local match.

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- Shared responsibilities - Collaborate with Kenton City Schools regarding facilities, equipment and technology purchases, and staffing decisions for each program.
- Additional roles and responsibilities - Collaborate with colleges to determine potential college credits for career tech courses offered; collaborate with business/industry to provide internship sites for students.

4. Business partner: Quest Federal Credit Union

- Time contribution - We envision several hours weekly to assist the HCCBA with administration of grant funding. No cost to Community Connector group. We also envision allowing ample time for area students to “intern’ with Quest which could equate to an average of 40 hours monthly once the program is established. Beyond internships, Quest is willing to invest countless hours into the establishment of a Jr. Board of Directors.
- Personnel contribution - Matt Jennings, CEO of Quest will contribute along with our CIO, COO and Branch Managers in providing support for the group and internships for area students.
- Monetary contribution - In Kind
 - Grant fiscal administration 2 hours per week x \$25.00 per hour = \$50.00 x 40 weeks per year = \$2,000. 3 year total: \$6,000
 - Internship supervision 40 hours per month \$25 per hour x 40 hours x 10 months = \$10,000. 3 year total: \$30,000
 - 100 hours per year to establish Jr. Board of Directors \$25.00 per hour x 100 hours = \$2,500 (per year). 3 year total: \$7,500

CASH Match: \$500 annual scholarship to Excellence for Education Foundation
3 year total: \$1,500

- Shared responsibilities - Sharing the administration of the grant with HCCBA by acting as their financial institution and providing financial reporting and management support.
- Additional roles and responsibilities - All Quest employees will serve as role models for professional development for the students enrolled in the program and will also provide advice and encouragement for those who intern with us for how to best prepare themselves for careers in finance and related fields. By year 3 Quest would like to assist our Jr. Board in the development of a student led and operated Credit Union.

5. Business partner: Ensign Associates

- Time contribution - Ensign Associates serves in a consulting capacity to support the development and implementation of Community Connectors high school and middle school programs, including curriculum development Year 1: 86 days; Year 2: 68 days; Year 3: 34 days
- Personnel contribution - Jane Ensign, President of Ensign Associates, will provide: assistance with communicating CC grant goals/programs with students, parents, teachers and community; mentor and student recruitment; technical assistance and training for internship and capstone mentors and teachers; avoidance or problem-solving support; curriculum development for new academic programs; assistance with developing and implementing program evaluations and using eval findings to improve programs; assistance with planning systemic CC program

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sustainability, e.g. grant writing to add additional staff to support programs.
sustainability.

- Monetary contribution - Ensign Associates will donate all curricula developed for KCS and Hi Point for their future use at the end of the grant.
- Shared responsibilities - Ensign Associates will work with the grant Partners, Kenton MS and HS and Hi Point school staff, and volunteers in the planning and delivery of HS and MS programs. Working with MS and HS staff will ensure there is continued communication and planned program scaffolding in the development and delivery of programs.
- Additional roles and responsibilities - J. Ensign will assist in writing AmeriCorps grants for AmeriCorps and/or VISTA members to provide ongoing support for the CC programs. Planning for sustainability is an integral role of Ensign Associates.

6. Community nonprofit: Hardin County Chamber and Business Alliance (HCCBA)

- Time contribution - Community Development will give five to eight hours a week (3 hours in kind and 5 hours paid for through the grant), to oversee the project and see that all meetings are moving forward. Two to three hours in kind will be committed from the CEO/President from the HCCBA.
- Personnel contribution- Community Development 250 hours a year, per in kind, at \$18 an hour and 150 hours paid by and through the grant. CEO/President 36 hours a year, in kind.
- Monetary contribution- In-Kind
 - project management 5 hours per week x \$18.00 per hour = \$90 x 40 weeks per year = \$3,600. 3 year total: \$10,800
 - CEO/President of the HCCBA grant oversight. 2 hours per week x \$50 per hour = \$100 x 40 weeks = \$4,000. 3 year total: \$12,000
- Shared responsibilities- Sharing the administration of the grant with all parties involved by acting as the communication and liaison/ support service.
- Additional roles and responsibilities - All HCCBA employees and Hardin County Ambassadors will serve as role models for professional development for the students enrolled in the program and will also provide advice and encouragement for those who become Jr. Ambassadors with us and how to best prepare themselves for future careers. We will also have the Jr Ambassadors engage and participate in community and civic events throughout Hardin County.