

APPLICATION CHECKLIST FORM
Adult General Education, Competitive
Fiscal Year 2007-2008

- Include this form in the application package.
- Place all items requested in the order indicated below.
- Include only the items requested.
- Place page numbers on every page consecutively, at the bottom, beginning with the Checklist as page 1. Page numbers written by hand are permissible if electronic numbering is a problem.
- Staple upper left corner of the complete application package (no spiral bindings, notebooks or cover pages, please).

Place in the following order	Item	Applicant Indicate Page Numbers Below	DOE Staff	
			✓ Check appropriate box below	
			Complete	Incomplete
	FORMS			
1	Application Review Criteria and Checklist Form	1		
2	DOE 100A, Project Application – with original signature	2		
3	DOE 101, Budget Narrative Form	3 - 6		
4	Performance-Based Project Deliverables Form	7		
5	Project Performance Accountability - Student Performance Form	8		
6	Regional Workforce Board Coordination Assurance Form	9		
7	Invoice Schedule Form – if applicable	N/A		
	NARRATIVE			
8	Project Abstract	10		
9	Project Need	10-11		
10	Project Design and Implementation	11-16		
11	Evaluation	17		
12	Strategic Imperatives AND Just Read, FL!	18		
13	Dissemination/Marketing and Budget	18-19		
14	GEPA	19		
15	Community-Based and Faith-Based Organizations – must include the following:			
	• List of current Board of Directors and Articles of Incorporation			
	• Copy of current operating budget			
	• Copy of current audit report – if available			
	• Copy of Chart of Accounts			
	• General Terms, Assurances and Conditions for Participation in Federal and State Programs			
	• Proof of eligibility to operate a business in Florida (signed document from Florida Secretary of State)			

Florida Department of Education

TAPS Number 08B001

Project Application Form

Please return to: Florida Department of Education Bureau of Grants Management Room 325B Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0498 Suncom: 205-0498	Program Name: Adult Education and Family Literacy Adult General Education Competitive Fiscal Year 2007-2008	DOE USE ONLY Date Received						
B) School District of Palm Beach County Adult and Community Education 2112 S. Congress Ave. Suite 200 Palm Springs, FL 33406		Project Number (DOE Assigned)						
C) Total Funds Requested: \$1,343,514 <hr style="width: 20%; margin-left: 0;"/> DOE USE ONLY Total Approved Project:	D) <div style="text-align: center;">Applicant Contact Information</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> Contact Name: Sandra Caruso </td> <td style="width: 50%; vertical-align: top;"> Mailing Address: School District of Palm Beach County Adult and Community Education 2112 S. Congress Ave. Suite 200 Palm Springs, FL 33406 </td> </tr> <tr> <td style="vertical-align: top;"> Telephone Number: (561) 434-8717 </td> <td style="vertical-align: top;"> SunCom Number: 262-7307 </td> </tr> <tr> <td style="vertical-align: top;"> Fax Number: (561) 434-8908 </td> <td style="vertical-align: top;"> E-mail Address: carusos@palmbeach.k12.fl.us </td> </tr> </table>		Contact Name: Sandra Caruso	Mailing Address: School District of Palm Beach County Adult and Community Education 2112 S. Congress Ave. Suite 200 Palm Springs, FL 33406	Telephone Number: (561) 434-8717	SunCom Number: 262-7307	Fax Number: (561) 434-8908	E-mail Address: carusos@palmbeach.k12.fl.us
Contact Name: Sandra Caruso	Mailing Address: School District of Palm Beach County Adult and Community Education 2112 S. Congress Ave. Suite 200 Palm Springs, FL 33406							
Telephone Number: (561) 434-8717	SunCom Number: 262-7307							
Fax Number: (561) 434-8908	E-mail Address: carusos@palmbeach.k12.fl.us							
CERTIFICATION I, <u>Arthur C. Johnson, Ph. D.</u> , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited. Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.								
E) _____ <div style="text-align: center;">Signature of Agency Head</div>								

A) PALM BEACH COUNTY SCHOOL DISTRICT

Name of Eligible Recipient:

B) _____

TAPS Number 08B001

Project Number: (DOE USE ONLY)

FLORIDA DEPARTMENT OF EDUCATION

Budget Narrative Form

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
541	120	Resource Teacher Salary (Full Time) 1 Teacher for GED 1 Teacher for Adult High School Credit 1 Teacher for ABE/Family Literacy 1 Teacher for Virtual Education 1 Teacher for Career Counseling/Job Placement 1 Teacher for Technology	6	360,106
541	184	Part-Time In-System Personnel Salaries 4 Curriculum Writers @ 17/hr 1 Special Services Resource @ 20.44/hr 4 Guidance/Career Counseling @ 20.44/hr 2 ESOL Resource Teachers @ 20.44/hr 1 GED Fast Track Teacher/Trainer @ 20.44/hr 3 CAP Liaisons @ 20.44/hr This amount covers approximately 15 part-time positions at 19.75 hours per week x \$17 or \$20.44/hr x 36 weeks	7	217,993
541	184	Extended duty days for Resource Teachers: Summer months payroll and benefits for resource teachers 6 teachers x 30 days x daily rate	1	83,032
541	752	Part-Time Out-of-System Personnel Salaries 4 Adult Education Teachers @ \$20.44 per hr. x 19.75hrs x 36 weeks = \$58,131.36 2 Behavioral Intervention Assistants@ \$15.08 per hr x 19.75hrs x 36 weeks = \$21,443.76 2 Language Facilitators @ \$9.58 per hr x 19.75 hrs x 36 weeks = \$13,623.12 2 resource teachers for job/career counselors @\$20.44 per hr x 19.75 hrs x36 weeks = 29,065.68	5	122,664
541	210	Benefits for all full-time personnel. Includes health and retirement benefits. Function 210 rate is 21% + \$5,750 health/life policies		110,122
541	210	Benefits for all part-time personnel (In-System and Out-of-System). Function 210 is 21%		71,454
C) TOTAL				\$965,371

A) PALM BEACH COUNTY SCHOOL DISTRICT

Name of Eligible Recipient:

B) _____

Project Number: (DOE USE ONLY)

TAPS Number 08B001

FLORIDA DEPARTMENT OF EDUCATION

Budget Narrative Form

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
541	393	Educational Contract with the Literacy Coalition: The Palm Beach County Literacy Coalition will provide instructional services for their clients, counseling and intake of their students; volunteer training and placement; recruitment and outreach services for students to be referred to the District.		130,000
541	393	Diagnostic testing for 20 students @ \$500.00 per student through an agreement with the Center for Group Counseling. The Center will test students with specific learning disabilities and/or emotional disabilities in order to request accommodations on the GED Tests from the American Council on Education.		10,000
541	511	Materials and Supplies: These materials include student textbooks, workbooks and testing materials for ESOL, ABE and GED programs. The primary vendors will be Steck-Vaughn and CTB McGraw-Hill and Contemporary.		23,320
541	644	Computer Hardware: 2 Optical Reader Scanners for TABE Testmate and CASAS TOPSpro @ 5,000. 2 Dukane visual presenter cameras @ 650. each =13,000		23,000
541	691	Software: TABE PC administrations and Testmate for 25 sites		50,000
541	374	Other Communications - Student Information website: Students will have the opportunity to check their status, enrollment, assignments, and grades with Edlin program		5,000
541	643	Computer: 2 Laptop computers @ \$1,500 each for use with CASAS TOPSpro and TABE Testmate at 2 satellite programs		3,000
541	644	2 Printers and cables @ \$250 each to be used at 2 satellite programs		500
541	692	Instructional Software: 2 GED Interactive and 5 Pre-GED Interactive software/site licenses @ \$4,000.		28,000
541	643	3 LCD Projectors for regional training purposes of data processors, coordinators and instructors at each adult education site		3,600
C) TOTAL				\$276,420

A) PALM BEACH COUNTY SCHOOL DISTRICT
 Name of Eligible Recipient:

TAPS Number 08B001

B) _____
 Project Number: (DOE USE ONLY)

FLORIDA DEPARTMENT OF EDUCATION

Budget Narrative Form

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
541	310	Consultants for adult education and specific professional development activities		20,000
541	336	Travel In-County @ .485 per mile for teachers and project-related staff, traveling for site visits and instructional workshops		5,000
541	336	Travel Out-of-County: This estimate includes accommodations, per diem and mileage for 20 teachers and project staff for professional development in technology, compliance, data, assessment and instructional strategies. Travel includes the ACE Conference, Adult Education Symposium, WDIS and NRS trainings, TechNet, Adult Ed Consortium, Florida Virtual School, regional staff development, Region V Trainings and the Florida Literacy Conference.		15,000
640	734	Conference Registrations for ACE Conference, Adult Education Symposium, WDIS and NRS trainings, TechNet, Adult Ed Consortium, Florida Virtual School, regional staff development, Region V Trainings and the Florida Literacy Conference for 20 teachers and project staff who support this program		5,000
541	792	Printing In-House: products such as the GED testing schedule, Adult Education graduation programs, training materials, and brochures		5,000
541	393	External printing for curriculum to support program		2,000
541	374	Cell-phone service for project staff to support the project		1,000
541	621	State of the Art projection equipment: touchscreen display and ceiling mounted LCD projector for staff development activities.		10,000
721	794	Indirect Cost, @ .0316		38,723
C) TOTAL				\$101,723

A) PALM BEACH COUNTY SCHOOLS
 Name of Eligible Recipient: _____

TAPS Number 08B001

B) _____
 Project Number: (DOE USE ONLY)

FLORIDA DEPARTMENT OF EDUCATION

Budget Narrative Form

(1) FUNCTION	(2) OBJECT	(3) ACCOUNT TITLE AND NARRATIVE	(4) FTE POSITION	(5) AMOUNT
		Subtotal from page 3		965,371
		Subtotal from page 4		276,420
		Subtotal from page 5		101,723
C) TOTAL				1,343,514

PERFORMANCE-BASED PROJECT DELIVERABLES FORM

Page 1 of 3

A. Project Information

Agency: Palm Beach County School District	Telephone: (561) 434-8717
County: Palm Beach	E-Mail: carusos@palmbeach.k12.fl.us
Contact Person: Sandra Caruso	Fax: (561) 434-8908
Title: Adult Education Specialist	Grant Amount: \$1,343,514

B. Performance Goals (See definitions for core outcome measures on following page.)

(1) Primary Core Outcome Measures (Measurable Goals) Projected enrollment for 2007-2008_____	(2) Number of Measurable Goals per Core Outcome	(3) Grant Budget per Goal	(4) Cost per Goal
1. Must be addressed by all applicants .			
1. Educational Gains	23,000	\$1,133,514	84% \$49.28
2. Address if this service is provided.			
2. Entered Employment, Retained Employment, Placement in Postsecondary Education or Training	420	\$60,000	5% \$142.86
3. Address if this service is provided.			
3. Receipt of secondary school diploma or its recognized equivalent – (GED)	1,525	\$150,000	11% \$98.36
Totals	24,945	\$1,343,514	100%

STUDENT PERFORMANCE FORM **(Include in Application Package – Do not change or modify this form)**

Student Performance: Any measure that is specific to student performance; e.g., test scores, attendance, behavior, award of diplomas, certificates, etc. Students may include pre-k, K-12, and adult learners

(1) Name of Performance and Brief Description	(2) Method of Evaluating Performance	(3) Method of DOE Verification	(4) Timelines for Data Collection
<p>Student Performances:</p> <p>Primary Core Measures</p> <p>1. <u>Educational Gains</u> – Improvements in skill levels in any of the following: reading, writing, and speaking in the English language, numeracy, problem-solving, English language acquisition, and other literacy skills. (As validated through the use of an NRS approved assessment instrument.)</p> <p>2. <u>Placement, Entered, Retained</u> – Placement in postsecondary education or training; entered unsubsidized employment or retained in employment in the third quarter after program exit.</p> <p>3. Students' receipt of a <u>secondary school diploma</u> or its recognized equivalent.</p>	<p>Standardized Tests</p> <p>Placement Data</p> <p>GED Data</p>	<p>Standardized Test Results</p> <p>Student Database</p> <p>GED Test Results</p>	<p>Mid-Year and Final Report (1/08&7/08) NRS (Fall 08)</p> <p>Mid-Year and Final Report (1/08&7/08) NRS (Fall 08)</p> <p>Mid-Year and Final Report (1/08&7/08) NRS (Fall 08)</p>

**REGIONAL WORKFORCE BOARD
COORDINATION ASSURANCE FORM**

Complete Section A or B as appropriate and include in application package.

-----Section A

The Superintendent or Agency Head certifies that this application has been submitted to the Regional Workforce Board and that the activities outlined in the application are consistent with current Regional Workforce Board plans.

Signature of Superintendent/Agency Head

Date Submitted to Regional
Workforce Board

Regional Workforce Boards are invited to submit comments regarding the application to the Division of Community Colleges and Workforce Education, Grants Administration office by **May 11, 2007**.

Note: Section 121, Title I, Workforce Investment Act (WIA), sets expectations for recipients of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

-----Section B

The Superintendent or Agency Head certifies that this **application covers more than one Workforce Development Region**. The activities outlined in this application are related to Workforce Development and are consistent with the current Regional Workforce Board plans for all regions included in this application. ***Application submission to the Regional Workforce Board is not required.***

Signature of Superintendent/Agency Head

Date

Note: Section 121, Title I, Workforce Investment Act (WIA), sets expectations for recipients of Perkins postsecondary funds, or funds under Title II, WIA, Adult Education and Family Literacy, to enter into a Memorandum of Understanding with the Regional Workforce Board for participation in the One-Stop system.

PALM BEACH COUNTY SCHOOL DISTRICT

Adult Education and Family Literacy- Adult General Education Grant Application Narrative

1. Project Abstract:

This project will assist the School District of Palm Beach County and its collaborative partners in meeting the increasing educational needs of adult students to several targeted populations considered most in need, according to the Florida State Adult Literacy Survey (SALS). Collectively with our collaborative partners, this project will provide educational services to adults who lack literacy skills which create barriers to employment, limit their ability to maintain self-sufficiency, and seriously impair their ability to positively affect the literacy of their children. Palm Beach County serves approximately 40,000 adults annually. This number reflects only a small amount of the population in need of services. This project has been designed to target specific areas within the county where the greatest need exists. The communities most in need, as identified by 2000 Census data, are Lake Worth, Delray Beach, Riviera Beach and Belle Glade/Pahokee. The resources will be concentrated in these areas to accommodate the population growth and literacy needs in Palm Beach County. Programs will also be expanded into community centers, churches, the stockade and the county jail.

2. Project Need:

According to the 2000 Census, 20% of the county's population was born outside of the United States and 22% (or approximately 248,000) speak a language other than English at home. There are currently over 20,000 ESOL students in the K-12 program with 106 languages spoken. The District's adult student population mirrors this. Approximately 60% of the adult student populations served in Palm Beach County are ESOL students. In addition, based on U.S. Census information, 17% of Palm Beach County residents have incomes below the poverty level and approximately 25% of the residents lack a high school diploma. It is clearly evident that there is a need for adult education programs to provide literacy, English language acquisition and GED preparation classes in Palm Beach County.

This project will provide educational services to families involved in the welfare transition programs throughout the County. This is one of the hardest-to-serve populations and, based on scientific research, many require additional support services such as family literacy and employability skills in order to assist in becoming economically self-sufficient and productive citizens. As for the increasing ESOL population, the programs in the community schools are overflowing, thus creating a need for satellite programs within the hearts of the various communities. Many of these adult students lack native language literacy skills. This project will focus on improving the English literacy of this immigrant population and facilitate assimilation into the workforce. This project will also assist and support the District's efforts of increasing the graduation rate. Through the GED program, adult students are able to attain a State of Florida High School diploma, enabling them to enroll in community colleges and university programs as well as obtain employment and/or career advancement. Therefore, this project will assist the District in providing opportunities for adult students to achieve their goals, by improving literacy skills, acquiring English proficiency, obtaining and maintaining employment, strengthening family literacy, and increasing graduation results.

3. Project Design and Implementation:

This project will provide the opportunity to improve our existing adult literacy programs as well as incorporate new programs specifically designed to meet the needs of the target populations in achieving their goals and becoming self-sufficient citizens in the community.

a) Measurable Goals: In addressing **Primary Core Measure One**, implementation of the following programs will assist the District to achieve 22,594 Educational Gains as well as provide literacy and support to those in need of literacy and English language acquisition.

Due to Florida's population growth, ESOL programs are much in demand. Approximately 60% of all adult students served in Palm Beach County are enrolled in ESOL classes at 24 community schools, the Adult Education Center and satellite programs. This project will provide Limited English Proficient (LEP) students with the knowledge and skills necessary for successful employment, leading to

economic self-sufficiency and productive citizenship by providing the opportunity to offer instructional programs in the heart of communities where there is a greater need of ESOL programs.

In support of the No Child Left Behind Act, this project will provide satellite family literacy programs at Title I school sites where there is a large ESOL population. These programs will provide all four components of a family literacy program: ESOL, parenting, early childhood education and Parents and Children Together (PACT) time. Long-term research verifies that the family literacy model is a proven intergenerational approach that improves the literacy, language and life skills of both parents and children plus facilitates assimilation into the community.

The District offers an innovative curriculum to the Adult Basic Education (ABE) students. Palm Beach County has designed a performance-based curriculum, emphasizing real-life situations in thematic units. Since this population is one of the hardest to serve, the intent of this program is to deliver a meaningful program that will meet their needs, increase their critical thinking and problem-solving skills, and aid them in achieving employability. This project will develop four additional units to engage and retain the population enrolled in the ABE programs throughout the District.

In addressing **Primary Core Measure Two**, the following projects will assure 414 adults are assisted with employment opportunities, job advancement and retention in employment, career exploration and placement in postsecondary education. Based on scientific research findings, a counseling component will be developed to provide the opportunity for students to seek guidance in academics and career counseling, vocational programs, post-secondary institutions as well as provide links to outreach programs within the community. A counselor will assist students to set and attain their individualized academic and career plans and create pathways to achieve their goals.

In the District's efforts to attain **Primary Core Measure Three**, which includes 1,525 GED graduates, a GED Fast Track program will be implemented to provide instruction to students who have the skills and knowledge to pass the GED tests, but require an orientation to the GED and instructional review. Implementation of this program will guarantee student success and increase the graduation rate.

Furthermore, the GED Plus program will expand to additional sites in order to increase enrollment to the community college and vocational programs. This will assure that GED graduates have a smooth transition from the GED classroom to a postsecondary educational setting.

b) Past Effectiveness: The School District of Palm Beach County has excelled at providing educational services to adults for over 25 years. The District has continuously exceeded the goals of the Adult and Family Literacy Grant since its inception. The District has served as a model for the state in all areas of adult education, developing the performance-based curriculum for ABE and the ESOL lesson plans. Its staff serves on the ABE, GED, ESOL and Family Literacy State Task Forces.

c) Serving Those Most in Need: The need for adult education has been identified by the private sector, with local businesses dependent on this population as a growing workforce. Based on U.S. Census information, 17% of Palm Beach County residents have incomes below poverty level. This population is the hardest to serve; particularly those in the welfare transition programs and who require instructional methods that stimulate critical thinking and problem-solving skills that may be transferred into the workplace. This project will focus services on those most in need of literacy including individuals with low income, minimal literacy skills and/or lacking a high school diploma.

d) Intensity of Services: Educational programs are provided at 24 community schools and one adult center for 8-20 hours of instruction per week to participants. Effective instructional practices incorporate a curriculum design that is interactive and tailored specifically to individual student needs. This encompasses strategies from stand-up teaching to group discussions, individualized learning for the ABE and GED, and fluency development for the ESOL population. An effective delivery instructional program is implemented to maximize student outcomes, enabling participants to achieve their goals within a realistic timeframe.

e) Effective Practices: The effective practices used in adult education programs are based on sound research in andragogy with emphasis on the attainment of literacy skills as they pertain to effective citizenship and productive employment. To assure effective outcomes, classroom practices include

cooperative learning, independent learning, computer-assisted-instruction (CAI) and a variety of teaching strategies that address different learning styles and modalities that are tailored to success.

f) Use of Technology: This project will assist the adult education programs to increase technology use in the classroom as students gain the technology skills essential for the workforce to compete in a global environment. Students in various locations now have access to the Internet as an instructional resource as well as a variety of computer-assisted programs to use within the classroom. Adult ESOL labs provide students an opportunity to increase listening, speaking, reading and writing skills through interactive software programs. The assessment component for adult education students is accomplished with TABE PC and Testmate and CASAS TOPSpro for accurate placement scores and promotion results. In addition, the District has established online and distance education programs to enhance the learning process in ABE, GED and Adult High School classes.

g) Real-Life Context: The curriculum used in the adult education classes focuses on functional life skills necessary for life at home, at work and in the community. Activities providing learning in a real-life context include: time management skills, communication skills, goal-setting, prioritizing of long term and short term goals, problem-solving, interpreting data and providing opportunities to compete and succeed in the workplace. Learning activities are geared toward attainment of skills needed for self-motivation and self-directed learning as it pertains to productive citizenship and employment.

h) Staffing: The staff required to accomplish the goals of this project includes six full-time resource teachers (school year contracts plus 30 summer extended duty days each) to coordinate the activities of the project sites and provide support and professional development to adult education instructors. These resource teachers would be assigned as follows: one for GED, one for Adult High School Credit, one for ABE/Family Literacy, one for Virtual Education, one for Career Counseling/Job Placement and one for Technology. The Technology resource teacher will support project teachers and staff to successfully access equipment and software and will also maintain the website, www.pbceducator.org.

As the ESOL program expands throughout the District, so must the staff increase for effective and compliant programs. This project will fund two part-time ESOL resource teachers to assist with site visits and staff development activities throughout the District. This will also staff two family literacy programs with four part-time ESOL instructors, two certified early childhood educators and two language facilitators.

The ABE performance-based curriculum will require four part-time curriculum writers to develop an additional four units entitled “Our World” to include: 1) The World Around Us; 2) The World Within Us; 3) The World Below Us; and 4) The World Above Us. One part-time GED resource teacher will serve as a Train-the-Trainer and provide on-going support to the GED Fast Track and GED Plus programs. Two part-time job placement teachers will assist with job/career fairs, vocational program and community college visits and other post-secondary educational and job opportunities.

Research indicates that about 65 % of the adult education population have learning disabilities and require some kind of special services in order to successfully achieve their goals. In order to assure that their special needs and disabilities are accommodated, one part-time special services resource teacher will be funded to provide support for staff development, act as a liaison with outreach programs and provide resources for accommodations for the GED tests to ensure student success.

Four part-time CAP liaisons will serve as resources to community schools undergoing the implementation of their programs’ evaluation process with the Certification of Adult Programs (CAP). Four part-time Guidance Counselors will provide orientation to students to improve retention and completion and to assure that students are receiving all the necessary support services for successful completion. The counseling component will motivate GED students to achieve their goals and obtain the State of Florida High School Diploma. This adult education counseling component will address Primary Core Measure Three and provide support and assistance to all of the Core Measures. Finally, one Program Specialist is employed in-kind by the District to carry out project goals. All administrative and

clerical support staff is provided in-kind and funded through State of Florida Workforce Development Funds.

i) Coordination: The District has expanded its recruitment strategies and outreach efforts through collaboration with the Palm Beach County Literacy Coalition, Palm Beach Community College, and other local providers in vocational and post-secondary institutions. An AmeriCorp volunteer program operated by the Literacy Coalition continues to recruit students in hard-to-serve neighborhoods. The Coalition's Public Relations Committee provides tremendous resources to promote programs in the community that serve adults in Palm Beach County. The School District of Palm Beach County has established a signed collaborative agreement with the Palm Beach County Literacy Coalition to provide literacy programs in the workplaces of local businesses which employ immigrant adults who need to improve their English literacy skills to maintain or promote on the job. In addition, the Literacy Coalition provides trained volunteers to assist with one-on-one instruction as well as provide staff-development opportunities to adult education instructors. Another collaborative partner with the District is the Elizabeth H. Faulk Foundation, Inc., Center for Group Counseling. The Center provides the necessary psychological and educational diagnostic testing needed for students with disabilities, to qualify them to receive accommodations on their GED tests. Other key linkages of a non-financial nature include the Palm Beach County Library System, ACE of Florida, TechNet, Florida Atlantic University and Florida International University. In addition, School District personnel are represented on the Practitioners' Task Forces for ESOL, GED, ABE, and Family Literacy as well as the Region V Professional Development Council.

j) Flexible Schedules: The District offers adult education programs in 24 community schools and the Adult Education Center with day and evening hours Mondays through Fridays and some open on Saturday in order to accommodate the needs of the students. These programs are open entry/open exit classes to meet the needs of the students. The locations of the community school programs are easily

accessible with bus routes, and classes are offered in satellite programs in the heart of the ethnic community clusters.

k) Management Information: The School District of Palm Beach County uses TERMS as its electronic Management Information System (MIS). TERMS provides data which is used each year to develop the District's DOE 499 report. This electronic management system generates accurate information and reports the number of students enrolled in adult education programs as well as documenting participant outcomes and monitoring program performance including the number of Literacy Completion Points (LCPs) obtained each year. TERMS has the capacity to report outcomes as required by the National Reporting System (NRS) as well as to generate the information necessary to compile and complete the On-Line Mid-Year and Final Reports for DOE grants and State Reporting Systems.

4. Evaluation:

This grant will be monitored internally to ensure compliance with all State and Federal requirements. To assure effective evaluation, the goals will be analyzed and monitored by the project manager monthly so that a minimum of 40% of the goals are achieved and reported in the On-Line Mid-Year Report and a minimum balance of 60% in the On-Line Final Report. This comprehensive method will use evaluation results to allow for adjustments to the project to assure that all goals are achieved.

The following assessment components used in the programs will serve as the standard of measure of educational gains. CASAS and CASAS TOPSpro software will be used to measure educational gains of ESOL students, and TABE 9/10 will measure educational gains for the ABE adult students. The State of Florida High School diploma will indicate success of those enrolled in the GED program. Placements in jobs and postsecondary education as well as job retentions will be documented on forms specifically designed to record all required fields of information. Furthermore, the implementation of the Certification of Adult Programs (CAP) evaluation will establish a comprehensive

system for providing quality programs and promote a perpetual system for program improvement. This evaluation process will assist the District with compliance and accountability in adult education.

5. Support for Strategic Imperatives AND Just Read Florida:

The District supports the K-20 State Board of Education Strategic Plan. The adult education programs in Palm Beach County address **Strategic Imperative 1** by providing professional development opportunities to identify, retain and develop qualified effective teachers. The most effective adult education teachers are recognized annually for their performance in yielding the highest completion rates of student achievement. Extensive collaboration with various organizations in the community is essential to the success of these adult education programs, as outlined in **Strategic Imperative 8**.

Working together strengthens resource availability and develops a community coalition toward a common goal. In support of Florida's reading initiative **Just Read, Florida**, professional development activities will train teachers with an effective interactive approach to reading. Adult FCAT remediation teachers in the credit labs will be trained to incorporate the Creating Independence through Student-owned Strategies (CRISS). This project focuses on teaching students how to learn through reading, writing, talking and listening. Students will be able to apply these strategies in all subject areas.

6. Dissemination/Marketing:

Recruitment of adult students and marketing the District's adult education programs are ongoing processes. Methods of dissemination of adult education programs include the District's website www.pbceducator.org, brochures, posters and the *Palm Beach County Community Educator*. This newspaper lists all program sites and course offerings and is disseminated to every household in Palm Beach County three times per year. Articles appear in English, Spanish, and Haitian Creole. Further marketing is accomplished through our collaborative partners such as the Literacy Coalition, Workforce Alliance, the Palm Beach Public County Library System and Palm Beach Community College.

7. Budget:

The budget reflects the fiscal means to accomplish the purpose of the project. It is realistic, accurate and reflects reasonable expenditures to achieve the project goals. Each expenditure is explained in the budget section for personnel, benefits, professional and technical services, materials and supplies, operating capital outlay, travel, printing and cell phones. The majority of the funds for this project will be used for staff, which is explained in Section H-Staffing of this proposal. Details regarding all other expenditures appear within the body of the budget beginning on page 3 of this proposal.

In addition to staffing, a contract for professional services with the Palm Beach County Literacy Coalition will provide recruitment and outreach services including the Literacy Hotline, instructional and counseling services for clients and volunteer training and placement. A contract for professional services with the Center for Group Counseling will provide diagnostic testing to students with disabilities in order to qualify for special accommodations for GED testing.

Operating capital outlay will include two optical reader scanners for TABE and CASAS testing, TABE PC software, Testmate software, two laptops to run the software and two printers to provide testing at two satellite locations. To conduct training and model the effective use of technology to adult education teachers, a state of the art projection system with touchscreen and an LCD projector will be purchased along with two Dukane visual presenter cameras. Three LCD projectors will also be used for technology instruction in the computer labs in three programs. Instructional software and site licenses will be purchased to provide GED instruction and access to Edlin website for teachers and students to view student enrollment, status, assignments and grades. Finally, material and supplies will be purchased to support student instruction.

GEPA: This project will assist the District in meeting the priorities of the GEPA requirement, highlighting the six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. The District has policies in place regarding equitable access to all adult education programs. Furthermore, this project will assist with providing services to adult students and teachers with disabilities.