



Continuing and Professional Education
Orange County Community College
State University of New York

Port Jervis TASC Project

Date: June 8, 2016

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1. Summary

SUNY Orange thanks the Port Jervis City School District for the opportunity to present this proposal to fund an adult literacy and TASC Prep program for Port Jervis residents. In partnership with the Port Jervis Public Library, the College's educational partner for the past six years, the project will have the resources available to foster a viable academic setting to service Port Jervis youth 16-21.

Students will matriculate from mixed level literacy classes characterized by interactive classroom instruction. There will be individual tutoring and academic and emotional support/encouragement. This supportive setting and the partnership with the School District will help us offer a quality program for the target population. We are proposing that a Lead Teacher/Coordinator (full time) also take on coordinating responsibilities, report student progress to the district and coordinate all aspects of the program including curriculum and the guiding all teachers in the program. We look to the School District for referrals of students who may be at risk of leaving school and will also conduct community recruitment efforts and outreach to reach students who may have left school during the past few years. All students will be enrolled in the School District.

We are proposing that students be required to attend class for a minimum of ten hours per week, but we will also offer enrichment and academic support by a certified math instructor and two teacher support professionals, both of whom are New York State certified teachers. Our lead teacher is certified K-12 in Special Education. As a result, we are prepared to handle classes with students



who are at different academic levels. Our Lead Teacher (see resume attached) has many years of experience teaching High School Equivalency (formerly GED classes). Many of her students who entered her class reading at a 5th grade level are now in college. We can achieve student progress through use of instructional materials that will enable us to achieve functional literacy gains. We will monitor progress through administration of the TABE Test and the updated Readiness Tests which approximate TASC content.

In order to ensure that the students will utilize a space dedicated to this program we are working closely with the Port Jervis Library to refurbish learning areas. Each room has Internet access and a large screen TV for PowerPoint lectures or webinars. The Library also has qualified Technology Trainers to handle any issues with computer technology and set up.

The Library is currently working with SUNY Orange to offer a series of intensive writing improvement courses in July to assist students in preparing to enter SUNY Orange. Their Director is extremely interested in this project as they are an academic setting and in most cases libraries are one of the cornerstones of every college campus. More long term, the library is currently preparing a strategic plan with its Board of Directors to expand library classroom capability.

We feel that our experience in serving youth combined with the resources of the College has implications for students in the near future earning their high school diplomas and matriculating to SUNY Orange. Our instructors have taught at risk youth and we bring many years of teaching experience to this pilot program. We ask that you consider funding this program as it will have a



community outreach component coordinated with the CAPE Coordinator who will oversee this project. Thank you for your consideration.

2. Budget

BUDGET NARRATIVE PORT JERVIS		
Teacher/Coordinator	\$40,000	Lead Teacher and Coordinator - adult education and TASC Prep. Provides individualized help as needed and coordinates with school district and community 48 weeks x 20 hours/wk x \$35/hr
Math Teacher P/T	\$14,400	Teaches the math topics from basic to advanced to prepare students for the TASC TEST. Individual tutoring as needed 48 weeks x 10hours/wk x \$30/hr
Teacher Assistants	\$8,640	Two assistant teachers to work with Lead Teacher Two teachers * 36 weeks x 6 hours per week @ \$20/hr
Fringe	\$49,960	Personnel Fringe
Instructional Supplies	\$15,000	Supplies for copy machine; marble notebooks for journals; head phones for computers; manipulatives; calculators; measurement tools; workbooks and teaching materials; Worldly Wise; Challenger series; Endeavor and TASC Practice; Subscription to News for You - a grade level paper; typing software; READ 180 and Fast Math Scholastic; abridged versions of classic novels; cork board; pencils and markers
General Office Supplies	\$3,500	Staplers, notebooks, rosters, paper clips manila folders file cabinets
Technology	\$18,500	Five PCs with workstations, keyboards, monitors;
Refreshments	\$2,920	Community meetings and to sustain students
Guest Speakers	\$2,000	Community involvement important to engage students
Space Reimbursement	\$13,400	Port Jervis Library
Library Security/Maintenance	\$10,250	Port Jervis Library
SUBTOTAL	\$178,570	
Indirect Costs	21,428	12% Indirect
TOTAL	\$199,998	

3. SUNY Orange Contacts

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OUBOCES Proposal for Out-of-School Port Jervis Youth Program

The Orange-Ulster Board of Cooperative Educational Services (BOCES), Gibson Road, Goshen, NY, through its Division of Adult and Continuing Education, will combine their resources to provide instructional services for 17- to 21-year-old youths interested in preparing to take the Test Assessing Secondary Completion (TASC), and also help participants develop workplace readiness skills through internships created during the course of studies. The program, which will be open to youths who reside in the Port Jervis City School District (PJCS D) but who are currently not attending classes in the district high school, will begin on or about October 1, 2016 and will run through June 30, 2017.

Obligations assumed by BOCES:

1. Provide qualified instructors with expertise in delivering lessons appropriately targeted to out-of-school youths to help them successfully complete required TASC exams within a one-year period.
2. Provide written curriculum plans and all materials, books, copies etc. needed to run the program. Curriculum plans will be available for review by PJCS D administrators prior to the start of classes.
3. Provide the services of a part-time BOCES case manager who will prepare students to enter the workforce through workshops and in career exploration, resume preparation, job search and work readiness skills. Case manager will recruit local businesses to act as partners in providing students with job shadow and internship experiences. Case manager will inform students about college and vocational training opportunities and assist them in the application process.
4. Maintain records of instructor and counseling hours working with students and provide PJCS D administrators with signed attendance forms for each 100 hours of instruction provided.
5. Provide PJCS D with an invoices (2) totaling \$93,971 for instruction and support services: One invoice totaling \$46,986 to be submitted to PJCS D upon completion of 400 hours of instruction no later than January 31, 2017, and additional invoice totaling \$46,985 to be submitted to OUBOCES upon completion of second 400 hours of instruction, no later than June 15, 2017.

Obligations assumed by PJCS D:

1. Recruit and register up to a maximum of 20 students to participate in the program
2. Make available a site in Port Jervis appropriate for use of a classroom space
3. Provide additional counseling and related support services, as determined during monthly meetings between BOCES and PJCS D staff members.
4. Pay BOCES a total amount of \$92,942 for 800 hours of classroom instruction provided by PJCS D in two installments of \$42,971 upon completion of each 400 hours.
5. Prior to the start of any programs, PJCS D will approve a detailed schedule of dates, times, classroom hours, and location of classes to be taught.

Additional Obligations of BOCES and PJCS D:

1. PJCS D shall provide during the life of this agreement general liability and property damage liability insurance covering its use of the premises, the limits of coverage to be \$1,000,000 for bodily injury, including wrongful death, and \$500,000 for property damage. All such insurance policies shall be written in the name of PJCS D the originals of said policies shall at all times be on file with BOCES with a certificate of insurance to be issued to BOCES.
2. PJCS D shall and will indemnify and hold harmless BOCES, its officers, employees, agents and representatives, from any bodily injury including death, or property damage that shall or may happen to BOCES and its employees, agents, students and licensees who enter upon the subject premises for any reason except in the event such bodily injury or property damage is caused by the negligence of BOCES, its agents, servants and employees.
3. BOCES shall and will indemnify and hold harmless PJCS D, and its officers, employees, agents and representatives, from any bodily injury, including death, or property damage that shall or may happen to BOCES and its employees, agents, students and licensees who enter upon the subject premises for any reason except in the event such bodily injury or property damage is caused by the negligence of PJCS D, its agents, servants and employees.