

Carl Perkins Innovation and Modernization Grant Program (PIM)



Modern Youth Internship Academies (MYIA) Program
Implemented by the Consortium for Tribal Innovation and Entrepreneurship (C-TIE)

Who are the partners?

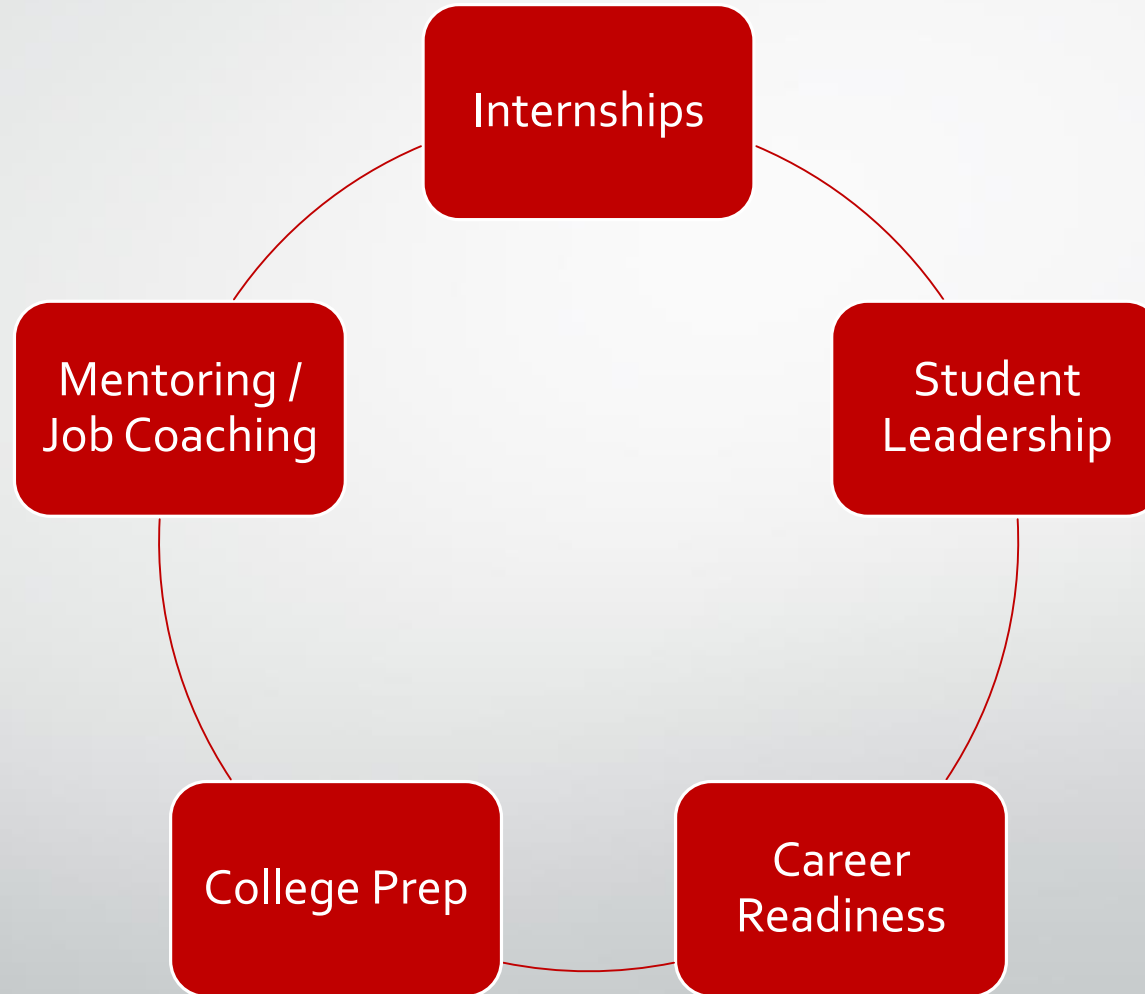
- Consortium for Tribal Innovation & Entrepreneurship partner organizations with MOUs or like agreements:
 - **Tribes:** Blue Lake Rancheria, Bear River Band of Rohnerville Rancheria, Wiyot Tribe, and Tolowa Dee'ni Nation
 - **COE:** Humboldt and Del Norte
 - **IHE:** California Polytechnic University, Humboldt, and College of the Redwoods
 - **LEA:** Eureka City Schools, Fortuna Union High School District, Northern Humboldt Union High School District, Klamath-Joint Trinity Unified School District, and Del Norte Unified School District
 - **Local Agencies:** Redwood Coast Chamber Foundation
- Consortium for Tribal Innovation & Entrepreneurship community partners without MOUs, contracts, or like agreements:
 - **Tribes:** Hoopa Valley Tribal Education Dept, Yurok Tribe Education Dept, Karuk Tribe Education Dept., Trinidad Rancheria DHHS
 - **Government Agencies:** Humboldt Co. DHHS, CA State Parks, Redwood National & State Parks and BLM
 - **Local Agencies:** Humboldt TEEN Court, NCIDC, Big Brothers Big Sisters, Boys & Girls Club, Far North, Queer Humboldt, NAACP, CASA, Save CA Salmon, Two Feathers, UIHS
 - **Local Businesses:** Sammy's BBQ, The Club, District 7, Hog Island Oyster Farms, Foggy Bottom Boys, Healing Spirit Animal Wellness Center, Wiyot Tribe's Da Gou Rou Louwi' Cultural Center

Blue Lake Rancheria Tribal Education Agency Staff Roles for Grant Implementation

- **Alison Robbins, Executive Director (TEA ED):** Overall grant implementation and coordination of reporting to ED, including SAPR, APR, budget revisions, tracking matching funds. Use of data and evaluations to direct implementation. Aligns implementation with LEAs LCAPs and CTIG for creation of grant management plan. Meets with and uses inputs from steering committees, advisory councils, and continuous improvement data. Reviews all staff action plans for alignment with absolute priorities, GPRA measures, and achievement of grant milestones. Responsible for all timesheets, contract negotiations, and interagency MOUs. (.60 FTE)
- **Marnie Atkins, PIM Project Coordinator (PIM PC):** Coordination of grant activities between organizations, establishing and maintaining regular meetings with all partners for the implementation, and achievement of project goals and measures. Provides ED with reviewed data from partners for use in continuous improvement. Primary responsibility is fidelity of implementation, documentation of implementation of evidence based practices used with partners, and building sustainability into project action plans. Identify needs in the rigorous programs of study per pathway and creates opportunities to support student success in their CTE concentration via certifications, (1.0 FTE)
- **Korby Skoglund, PIM Career Readiness Education Coordinator (CREC):** Works with LEA Career Guidance Technicians on meeting the identified needs of students in the Modern Youth Internship Academies (MYIA) program. Facilitates connections between students and program components and opportunities. Provides assistance with finding appropriate Internship opportunities, mentoring, job coaching, and student leadership components. Focuses on life skills development: Life Plans, Money Management, Workforce norms using practical skills education aligned activities. Career exploration activities, job shadowing, and work-based learning experiences. (1.0 FTE)
- **Isaac Kinney, PIM Career Readiness Education Coordinator (CREC) – Hoopa:** Working specifically on KTJUSD school involvement, identifying needs of students in the Modern Youth Internship Academies (MYIA) program. Facilitates connections between students and program components and opportunities. Provides assistance with finding appropriate Internship opportunities, mentoring, job coaching, and student leadership components. Focuses on life skills development: Life Plans, Money Management, Workforce norms using practical skills education aligned activities. Career exploration activities, job shadowing, and work-based learning experiences. (1.0 FTE)
- **Lisa Hoffman, NACTEP Mobile Makerspace Teacher (MMT) & CREC (*pathway specific*):**
 - Role as MMT: Pathmakers K-8 STEM Education and Career Exploration Project Based Learning - focused on climate change, air quality, restorative agriculture, environmental justice, and engaging with/care of the environment as a career pathway. Supports literacy education via mini-lending libraries program – Ag & Natural Resources focus.
 - Role as CREC: Modern Youth Internship Academies (MYIA) Agriculture and Natural Resources – Career Exploration, Career Shadowing, Placed-based learning, Community outreach and networking opportunities for Interns. Facilitates removal of barriers to student engagement w/ transportation and mentoring.
- **Danny Kelley, PIM Community Services Coordinator (CSC) –** Responsible for community outreach and recruitment of partners for program strength and sustainability. Facilitates the on-boarding of students identified by the site Career Guidance Techs and the CRECs with recruited businesses/organizations. Performs initial and routine Internship site visits. Collects data from businesses on program goals of career preparedness, and the acquisition of industry desired skills by students placed in work-based learning experiences and longer internships. Will be responsible for maintaining up to date information on C-TIEs Facebook page. Engages in event planning and coordination of PIM Project related event media for outreach and documentation, and dissemination for compliance with GEPA. Ensures all communication is accessible to all potential program participants. Attends Community Advisory Council meetings and reports back to C-TIE Steering committee. (1.0 FTE)
- **Aerin Monroe, PIM Youth Programs Coordinator (*pathway specific*):**
 - Agriculture and Natural Resources – Restorative Agriculture Work-based Learning Site Supervisor. Oversees daily work of Agriculture interns working in the Blue Lake Rancheria Community Garden. (.16 FTE)

Modern Youth Internship Academies

Core Components



Internships

- Internships
 - Minimum 80 hours (per semester during school year) paid Internships with local businesses, governments, and non-profits:
 - Option for 120 hour Internships during the summer
 - Comes in different varieties:
 - Business designed internships: An internship and job description created by a business/organization through the MYIA recruitment process spearheaded by the BLR TEA Community Services Coordinator, and the Redwood Coast Chamber Foundation (RCCF)
 - Design your own internships: A student has a desire to learn a particular skill or work in a particular industry. They work with the CRC and CREC to create their ideal job description for a job, and present it to businesses requesting an Internship.
 - Supports alternative payment and insurance solutions for Internship site hosts.
 - Student should/will be dual enrolled with College of the Redwoods Work Experience and their high school to receive credits
 - Interns are paid \$17 per hour (*BLR TEA policy ties Intern pay to State of CA Minimum Wage, and increases automatically per State law*)

Mentoring / Job Coaching

- Coordinated by LEA Career Guidance Technicians & BLR TEA Career Readiness Education Coordinators
- Annually updated, personalized student educational plan which includes MYIA Core Components alongside high school academic classes, identifying areas of synergy for strongly supported pathways of study
- Wrap-around support services including:
 - Cultural mentors for social-emotional skill development and support: focused on cultivating cultural connections to the local community through mentoring activities and experiences. This includes individual or small group mentoring, support groups, and peer networking.
 - Mental health counseling, legal assistance and drug treatment
- Job Coaching: pre- and post-employment support, including but not limited to:
 - Assisting students with obtaining employment related paperwork (work permits, and federal I9 form acceptable identification)
 - Assists students with building resumes, filling out job applications, mock job interviews, workplace culture norms
 - Assists students with understanding employment / labor laws, rights, and policies
 - Understanding paycheck stubs, taxes and tax related forms

Student Leadership

- Core concepts of Unity, Community, and Kinship are woven throughout opportunities for students to take on leadership roles via positive association and networking in:
 - Career and Technical School Organizations (CTSO): Business Professionals of America, DECA, FBLA, FCCLA, FEA, FFA, HOSA, SkillsUSA, and TSA.
 - Affinity and Alliance Groups: Black Student Union, Native American Club, LGBTQIA+ zSP Alliance, American Legion Auxiliary & Sons of the American Legion, Da'luk Youth Group
 - Interest Groups and Clubs: Chess Club, Outdoor Rec Club, American Field Service, Rotary, Humboldt TEENCourt, eGames Club
- Focuses on building: self-efficacy, time and planning skills, teamwork, and a connection to the community and others through networking opportunities / community events
- Students undertake projects (project-based and experiential learning including service and work-based learning):
 - Individual student projects related to their identity, interest, or chosen career pathway
 - Group projects such as organizing conferences or community focused projects to meet community needs:
 - Success In Both Worlds Conference
 - CA Native Day Celebrations
 - National Days of Service
 - Various cultural outreach and celebrations open to students and the community

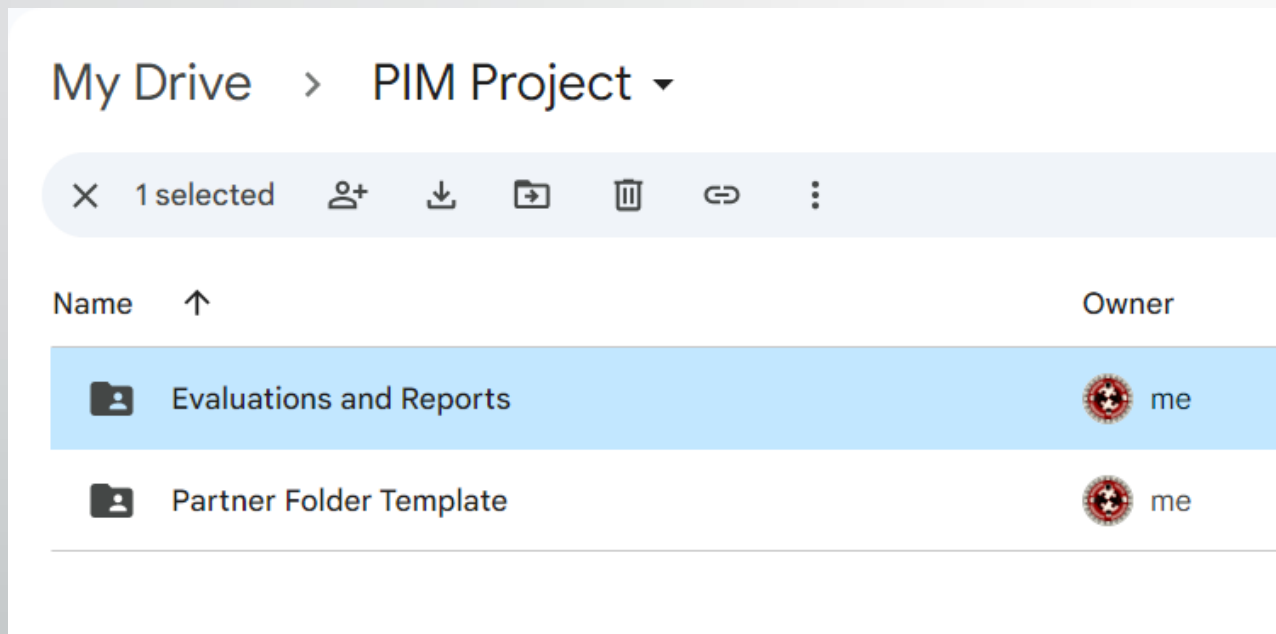
Career Readiness

- Students complete two CTE courses in a single industry sector to achieve completer status:
 - If two courses do not exist at the student's HS, will facilitate enrollment in courses with transferrable credit with CR or CPH.
- Pre-employment certifications:
 - Food Handler's Cards; CPA/First Aid Certifications;
 - OSHA 10 General Industry; OSHA 30 General Construction
- Career Connected High Schools Priority - Reading Apprenticeships in classrooms:
 - Evidence Based Practice – Enriches CTE classrooms with career & subject matter related books for 12-week book studies
 - Provide CTE Classrooms with selection of reading materials for students to engage in weekly reading and discussion surrounding the pathways core subject matter, including guest speakers, authors, and industry specialists.
- Job Shadowing / Career Exploration
- 40 Hour Work-Based Learning Experiences
- Technical, Trade, and Vocational Campus visits
- Career Fairs
- Wrap around support where appropriate: child and dependent care, tools, work clothing, transportation and travel to training and work sites, and internet access
- Credit recovery opportunities (*summer: math & science via TRiO*)

College Prep

- Supports PSAT, SAT, ACT, and AP Testing fees and test prep courses and books
- Planning for college workshops: FAFSA, identifying schools and pathways into schools, scholarship searches, essay writing
- Campus tours and visits with faculty
- Supports application and transcript fees for college or training programs
- Supports strong Programs of Study with dual enrolled university credit courses
 - Example for Natural Resources Pathway w/ CPH:
 - ESM 105 Environmental Resource Conservation – 3 Unit course Fall 2023
 - NAS 480 Introduction to Environmental Justice – 3 Unit course Spring 2024

Organizing Communication and Implementation

















- Shared Google Drive with access for our Evaluation and Implementation Team:
 - LEAs and COEs designate employees with access to their organization's partner folder(s) and sub-folders
 - One partner folder per LEA
- C-TIE Steering Committee
 - meetings twice monthly for coordination of implementation organized by Marnie Atkins
 - Partners to designate persons to attend these meetings

Organizing Communication and Implementation

My Drive > PIM Project > Partner Folder Template ▾

Type ▾ People ▾ Modified ▾

Name ↑	Owner
 01 - Forms, Surveys and General Info	 me
 02 - Internships	 me
 03 - Mentoring/Job Coaching	 me
 04 - Student Leadership	 me
 05 - Career Readiness	 me
 06 - College Prep	 me
 07 - Financial and Contractual Tracking	 me

Each folder covers either:

- General grant information
- Required grant reporting elements
- MYIA component information


















Suggested employees involved:

- CTE Coordinator(s)
- Career Guidance Techs
- Counselors
- Business office personnel (folder 7)

Organizing Communication and Implementation

... > Partner Folder Template > 01 - Forms, Surveys and ... ▾

Type ▾ People ▾ Modified ▾

Name ↑	Owner
 Evidence Based Practices	 me
 Grant Info and Timeline	 me
 Individual Student Files	 me
 Surveys	 me
 A - 2024 MYIA Mentoring Intake Form.docx 	 me
 B - PIM Student Tracking_updated 2024.04.22.xlsx 	 me
 School CTE & Post-Secondary Pathway Tracker 	 me

- Some folders have sub-folders
- Will continue to be updated by all parties to share best practices
- Forms flexible to add LEA logos

Students involved in MYIA will have:

- Intake Forms to enroll them in the program to receive services and identify them for grant reporting & tracking
- Required annual secondary education plan via their LEA Career Guidance Tech and Counselor who updates Student Tracker

Organizing Communication and Implementation

The screenshot shows a OneDrive interface with the following details:

- Path: Partner Folder Template > 02 - Internships
- Toolbar: 1 selected, Add, Download, Upload, Delete, Share, More options
- Table of files and folders:







Name	Owner
Blue Lake Rancheria Application & Hiring Packet	me
Job Descriptions	me
Payroll - Schedules, Timesheets, and Info	me
CODE OF ETHICS_CFR-2013-title34-vol1-part73-app-id2...	me
Communication Norms_V1.docx	me
Core Philosophies.docx	me
MYIA Future Pathways Workbook_ Your Guide to Career ...	me

- Working with HCOE to implement an outwardly facing database for recruited business to post Internship information
 - Working with Tanya and Megan on a testing phase
- Temporarily, we are using this space, it will evolve as database becomes available post-testing

Organizing Communication and Implementation

... > Partner Folder Template > 03 - Mentoring/Job Coa... ▾

Type ▾ People ▾ Modified ▾

Name ↑	Owner
 Action Plan Template.docx 	 me
 MYIA Guidance Tool for Year 1 and Year 2.docx 	 me

Each folder has specific forms and templates within it which will be used for organizing activities and monitoring fidelity of implementation

Action Plan Templates will assist in coordinating specific workshops, events, activities, or individual site projects

Action Plan Template

SMART Goal #__

Program & Component #__

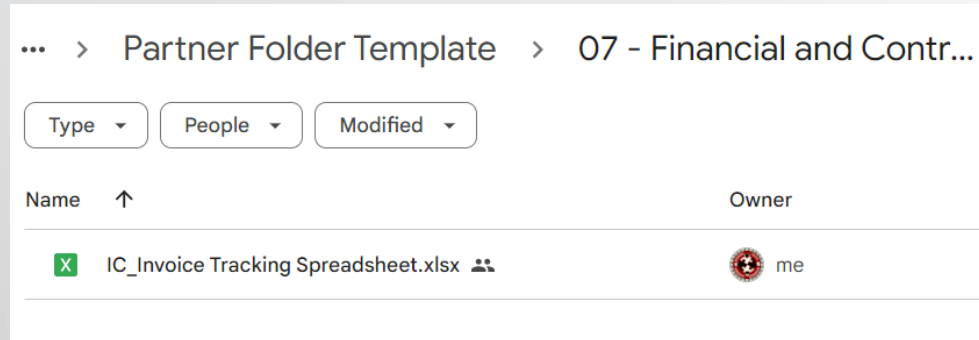
- **Specific:**
- **Measureable:**
- **Achievable:**
- **Realistic:**
- **Timely:**

Project Special Notes:

- ***Community Partner Identified:***
- ***Budget estimated to complete this project:***
 - Staff time estimation:
 - Supply costs:
- ***Donations from community partners:***
- ***Videos available for classroom use:***
- ***Library books available for classroom use:***
- ***Transportation needed:***
- ***Parent Engagement:***
- ***Accessibility / Advertisement of Services Available:***
- ***Pre and Post Project Participant Surveys:***
- ***COVID-19 Social Distancing, Other Physical Safety Concerns, and Contingency Plans:***
- ***Pertinent BLR Ed Code or Policies:***

- Will be used to ensure all elements are considered
- Helps to identify what will be covered by PIM implementation
- Helps to ensure that complementary, supplemental activities are being coordinated, and disrupting current LEA programs and plans, nor are supplanting other funds, per grant regulations

Organizing Communication and Implementation



- Need to capture non-federal funds spent on coordination and implementation of the PIM grant activities.
- LEAs to track staff time, supplies, and other costs used to calculate the match, which can and should include in-kind matching such as classroom and building use designated for MYIA workshops, meetings, etc.

Independent Contractor Name:			
Period Covered by Invoice:			
	Starting Date	Ending Date	
	Contract	Matching	Notes
1-Personnel	\$ -	\$ -	
	Career Guidance Tech name School District Staff name		
2-Fringe	\$ -	\$ -	
	Employee Name Employee Name		
3-Travel			
4-Equipment			
5-Supplies			
6-Contractual			
7-Construction			
8-Other			
9-Total Direct Costs (lines 1-8)	\$ -	\$ -	
10-Indirect Costs			Please indicate Indirect Cost Rate
11-Training Stipends			
Total Costs (lines 9-11)	\$ -	\$ -	
Amount DUE	\$ -	#DIV/0!	Calculated Matching Percentage

What's Next?

- LEAs will :
 - Designate their primary contacts (including name & contact info) for:
 - C-TIE Steering committee meetings
 - Partner folder and subfolder access
 - Hire Career Guidance Techs (*if not already hired*)
 - Provide BLR TEA staff with opportunity to visit campuses for rollout of MYIA concept to staff and students
 - Push out Student Interest Survey to students in May 2024
 - Sign MOU and contracts, begin tracking and billing services and costs
- BLR TEA staff will:
 - Set up individual partner folders with access on GoogleDrive
 - Send out updated MOUs and contracts to partners – due to ED by 5/29
 - Set up individual meetings/trainings with primary contacts to work through each of the folders and site specific questions on implementation of program components
 - Announce summer Internship opportunities
 - Set up C-TIE Steering Committee meetings
 - Begin recruiting businesses for internships with Redwood Coast Chamber Foundation
 - Work with HCOE on testing of database and roll out of access

Summer Internship Opportunities

- 8 Agriculture Program Internships – 80 hours each, located at the Blue Lake Rancheria Community Garden
- 2 Cal Poly Humboldt Lab Tech Internships – up to 80 hours each, located at CPH Science Labs w/ Professors and Grad students
- 1 Nutrition Program Internship – up to 120 hours, located on the Blue Lake Rancheria Tribal Office Nutrition Program Kitchen
- 5 Peer Tutor Internships per primary School District – up to 80 hours each, located at the school district's designated site (*hs or elementary school, learning center site, or other community site*) – total 30 Internships (*ECS, FUHSD, ECS, NHUHSD, DNCS, KTJUSD*) – *unused internships will roll over into the 2024-2025 school year*
- # Cal Poly Humboldt SAI Student Teacher's Assistant(s) – up to 80 hours each, located on CPH Campus during TRiO Summer Algebra Institute. The students hired for this position will utilize the allocations for their home district's Peer Tutor allocation.

Q & A

- Alison Robbins, Executive Director, arobbins@bluelakerancheria-nsn.gov
cellphone 707-630-2304
- Marnie Atkins, PIM Project Coordinator, matkins@bluelakerancheria-nsn.gov
cellphone 707-335-6272
- GOAL – post Q & A:
 - Set up a PIM Page on BLR TEA website:
 - Set up a FAQ based on tonight's questions, updated as we implement
 - Engage in Continuous Improvement process: Plan > Do > Check > Adjust