

Final Report

Internal Operations Division Grants Administration Unit

Please complete pages 1-13 and return (1) original and (2) copies of the completed Final Report to the Chancellor's Office, Grants Administration Unit, 1102 Q Street, Sacramento, CA 95811-6511.

Grant Number: 09-134-004

Amount Awarded: \$84,604

Expenditures to Date: \$84,604

FII FSS TMAPP/TSP MESA USSP
 IJFP MCHS METP Other _____

Project Title: Harbor Teacher Preparation Academy at Los Angeles Harbor College

District/College: Los Angeles Community College District/ Los Angeles Harbor College

Project Director: Dr. Kristi V. Blackburn

Phone: 310-233-4021

E-Mail: blackbky@lahc.edu

Fax: 310-233-4488

Chancellor's Office

Project Monitor: Sally Lenz Montemayor

Phone: 916-327-1260

E-Mail: slenz@CCCCO.edu

Fax: 916-445-6268

PLEASE NOTE: The final release of funds will be processed upon approval of the final report pages 1-13.

The *Final Report* is comprised of the following components:

- 1) **Project Summary:** Unless specified, all grantees must respond to all questions. Fund for Student Success, *Institutionalization* grantees will answer questions 1A through 1D, while *Planning* grantees will answer only questions 1A through 1C. These are essentially the "status" questions for your project. For institutionalization projects, answers to questions 1B through 1D will be used to assess the gains that have been made to date to assure that the project will become permanent and self-supporting.
- 2) **Project Work Statement:** *Objective Report* form: This page must be completed for each objective. If an objective/ activity will not be completed by the specified objective date, please provide comments that clarify the reasons for the delay.
- 3) **Expenditure Budget Summary:** Check the box for July 1-December 31. *Project Approved Budget:* This is the state's portion of your total project funds; *Project Funds Expended:* These are your expenditures to date; *District Match Funds Expended:* Identify the amount of local funds provided to the project by the district; *Other Source:* Use these columns if your project is supported by funds that are local, but are not derived from the district's general fund. Indirect costs are represented by an amount or pro rata share of existing salaries and benefits, rent, equipment, materials, and utilities attributable to functions of the project overhead.
- 4) **Expenditure Budget Detail Sheet:** This page is required for each funding source. Here you will provide a cost breakdown for each budget object of expenditure. For example, if the Expenditure Budget Summary lists \$3,100 expended in object of expenditure 2000 (noninstructional salaries), the Budget Detail Sheet would itemize the positions and amounts that specifically represent the \$3,100 expenditure.
- 5) **Project Evaluation:** Pages 8-9
- 6) **Project Materials and/or Products:** Page 10
- 7) **Project Institutionalization and Dissemination Efforts:** Page 11
- 8) **Project Recommendations:** Pages 12-13

The *Final Report* must be submitted on or before the specified deadline, unless the grant has been amended and the final report filing date has changed.

District: LACCD
College: Los Angeles Harbor College
Grant Number: 09-134-004

1. Project Summary

- A. Provide a summary describing your efforts in accomplishing the goals and outcomes of the project: were objectives met, were goals modified, and was the project completed in a timely manner.

As a whole, the outcomes of this project were very successful this year. We had to modify goals and spending, however, it benefitted the students and program in an abundant way. The grant year began on On note of financial uncertainty. As such, we had to be very cautious in how and what we did until a More certain ground could be established. This affected our college as a college who was given a mandate To reduce our ongoing deficit. Therefore, until we had gotten notice of finalized funding of the grant, We were stalled on a few fronts. Additionally, a couple of our "best laid plans" did not come to Fruition when we experienced difficulty in getting qualified tutors hired. But, as a whole, this year was One of the best year's in terms of success that we have had a HTPA/LAHC. More detail will be provided In each of the following sections of the grant report. The modification we made to the grant was to fund Professional development as we had funds available to continue to develop our faculty/administration Working on this project. We had done this in the past, but when the funding for the program was Reduced, did not think we would be able to continue to support this important aspect of the program. We were fortunate in that we had funds available as the faculty continue to express the benefit of the Development they receive through this participation in conferences. This has been labeled as Objective 5.A. throughout the rest of this report.

1. Project Summary (Continued)

B. If applicable, what have been the efforts taken to date to institutionalize this project? Identify who has been involved in this effort, e.g., CEO, CIO, CSSO, Faculty, Administrators, etc.

A great milestone in institutionalization was reached this Spring when LAUSD and LACCD agreed to
Construction on a building for the high school to be located on campus. People involved in this decision
Included the LAHC President, the Superintendent of LAUSD District 8, and a board member for
LAUSD. Contract negotiations are still in progress and we look forward to the next year to watch the
Progress on both the construction and long term (up to 50 years) contract.

C. Please provide an estimate of the numbers of students served through the implementation of this project. No.: 360 .

The demographics of the program continue to reflect the socio-economic status of our service area,
Which is a minority-majority school. Approximately 2% of the students are white; the majority of the
Students are Latino. Nearly 95% are first generation college students.

D. For *Institutionalization* grants only, what institutional planning documents have been utilized in the development of this project, e.g., strategic plan, district/college educational master plan, accreditation reports.

- | | |
|--|---|
| <u>1. Facilities Master Plan</u> | <u>2. College Master Plan</u> |
| <u>3. Contract</u> | <u>4. College Accreditation documents (ACCJC)</u> |
| <u>5. High School Accreditation documents (WASC)</u> | <u>6.</u> |
| <u>7.</u> | <u>8.</u> |

2. Project Work Statement Objective Report — Final

List the status of each individual objective and activity within the Project Work Statement. Duplicate this form as needed.

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	1.	X		6/30/10	6/30/10
Activity	A	X		6/30/10	6/30/10
Activity	B	X		6/30/10	6/30/10

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	2	X		6/30/10	6/07/10
Activity	A	X		6/30/10	6/30/10

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	3.	X		6/30/10	6/30/10
Activity	A	X		6/30/10	6/30/10

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	4	X		6/30/10	6/30/10
Activity	A	X		6/30/10	6/30/10

Modification/Addition:

Objective/Activity		Completed		Projected End Date	Actual End Date
		Yes	No		
Objective	5	X		6/30/10	6/30/10
Activity	A	X		6/30/10	6/30/10

On the following page, provide an explanation for each objective and activity that has not been completed. Make additional copies of page 5 as needed.

2. **Project Work Statement Objective Report — Final (Continued)**

Objective/Activity # 1 . A

Comments:

We were fortunate to have found an excellent counselor to work with the program this year. She is very technologically savvy and through her use of spreadsheets and data management, our students have been served better this year than any previous year. She implemented the outreach I requested of her for the most at-risk students and we aggressively pursued students who were performing below level and tried to bring their skill level up by having them take a study skills course/personal development course taught by her. We fully intend to continue this approach next year.

Objective/Activity # 1 . B

Comments:

This year the high school had a new Associate Principal and a new counselor. While our college counselor was “new”, she had worked for us last year (part-time) during another college counselor’s illness. With so many new personnel, the regular meetings were critical to our being on the same page and supporting the goals of the program. We fully intend to continue this approach next year.

Objective/Activity # 2 . A

Comments:

We had planned to be aggressive in our tutoring this year and use the University of Missouri- Kansas City model of Supplemental Instruction, however had difficulty in locating qualified tutors for subject matters and due to a late start on the grant, were not able to fully implement our goals for this area. With that being said, the students did make full use of the tutoring provided through our Learning Assistance Center. Our plan for next year is to start early, which we have already began our planning!

Objective/Activity # 3 . A

Comments:

We partnered with Elevate Your G.A.M.E. again this year but due to the cuts in the grant, we had to reduce services. We picked out the most important aspects of the program and kept the program integrity in tact. We continue to receive positive feedback from the students about the program, and believe that the program makes a difference in their social adjustment to high school and college. We plan to continue this partnership in the future.

Objective/Activity # 4 . A

Comments:

We were able to purchase a significant amount of books, supplies, and materials for the students this year. Included in that were pens, lanyards for identification purposes for the high school students, and water bottles to encourage students to drink water and have a healthy habit of hydration. (And to avoid the sugar filled sodas and vending machines!). While it may sound simple, the students enjoy having items with the high school and college logos on them for the esprit de corps which comes with a program like this. The items were very well received. We also ensured the members of the high school and college who support this project received items as a “reward” for their hard work and to show our appreciation.

Objective/Activity # 5 . A

Comments:

As mentioned previously, we did not think we would have the funds to continue to support professional development as we had done in the past, so this was a modification to our plan. We were fortunate that we had funds left over in the counselor salary to be able to use it to support the faculty and staff with this opportunity. The Principal of HTPA, myself (LAHC Dean), and a faculty member attended the Winter MCNC conference located locally in Redondo Beach. We also funded the College counselor to attend the National MCNC conference in New Jersey at the end of June. We were able to partially support conference attendance for 2 of the high school faculty members (paid their registration and part of hotel room) for the MCNC conference in New Jersey.

Chancellor's Office
 California Community Colleges
 Grants Administration Unit

District: LACCD
 College: LAHC
 Grant Number: 09-134-004

Budget
 Contact: Dr. Kristi V. Blackburn Phone: 310-233-4021 Fax: 310-233-4488 E-Mail: blackbkv@lahc.edu

3. Final Report Expenditure Budget Summary (Cumulative)

Check One: Cumulative from July 1-December 31 Cumulative from July 1-June 30

When entering dollar amounts, round off to nearest dollar.

Object of Expenditure	Classification	Line	Project Approved Budget	Project Funds Expended	District Match Funds Expended (1)	Other Source Expended (2)	Other Source Expended (3)	Total
1000	Instructional Salaries	1	60,000	54,200	101,800	80,000		236,000
2000	Noninstructional Salaries	2	10,000	2,273	6,000			8,273
3000	Employee Benefits	3		97	19,479	20,000		39,576
4000	Supplies and materials	4	3,182	10,025				10,025
5000	Other Operating Expenses & Services	5	8,168	14,581				14,581
6000	Capital Outlay	6						
7000	Other Outgo	7						
Total Direct Costs		8	81,350	81,176	127,279	100,000		308,455
Total Indirect Cost (4% of Line 8) See specific RFA		9	3,254	3,254				3,254
Total Program Costs		10	84,604	84,430	127,279	100,000		311,709

- 1 District General Fund (see match percentage requirement). Line-item match not required.
- 2 Provide an Expenditure Detail Sheet for each funding source by category.

Project Director Signature: _____ Date: _____

District Chief Business Officer Signature: _____ Date: _____
 (or Authorized Designee)

FOR CHANCELLOR'S OFFICE USE ONLY	
Grants Administration Unit Approval Signature: _____	Date: _____

5. Project Evaluation

- A. Identify and describe those activities that were particularly effective in reaching the goals and outcomes of the project.

The implementation of having at-risk students attend an additional study skills/personal development class, and by the college counselor using "intrusive advising", we were more proactive in reaching students before they earned a sub-standard grade. While we still had a few students earn D's, we were nearly 100% effective in no F's by Freshman. This was a monumental accomplishment this year. As the high school would like to increase its numbers to 400, the only way we can make it happen is to have higher retention by the freshman and sophomores classes. We are well on our way.

Tutoring is critical to student success and while we did not expend a lot of money on it, it is still vital to the students' success. We are more ready than ever to implement Supplemental Instruction for the 2010-11 academic year, and believe this will further enhance student success.

Truly the one thing that makes this program so successful is not of any quantifiable monetary value, and that is the commitment to the students by the faculty, counselors, and staff associated with the program. The hours the teachers/faculty spend with the students, the caring and attention to detail by the counselors, and the support given by the administration make this an amazing program of which to be a part. The commitment and input by the Advisory Board further contributes to positive decision making to better the program.

This year the high school and college made strides in getting the middle college high schools throughout California to become more aware/engaged in the California Education Code language which is exclusive to middle/early college high schools. The Principal for HTPA organized and orchestrated two presentations, one in Southern California, and the other in Northern California. The meetings were well attended and information shared on how we can, as a coalition, make inroads to address this deficiency. More work is to come, but it was important that this first step be taken in getting meetings together.

Monetary support for professional development and conference attendance when the college and high school are having difficulty getting out of state travel approved is especially helpful.

Chancellor's Office
California Community Colleges
Grants Administration Unit

District: LACCD
College: LAHC
Grant Number: 09-134-004

6. Project Materials and/or Products

If applicable, provide a list and copy of the final materials and/or products(s) resulting from this project. Materials developed with funds from the California Community Colleges, Special Projects may not be distributed for profit to other California Community Colleges; however, it is appropriate for such materials and/or products to be made available at the cost of reproduction.

For the purpose of the depository and dissemination, please identify the department responsible for the reproduction and distribution of materials.

Name: _____
Department/Title: _____
Address: _____
City/State/Zip: _____
Telephone No.: _____

Reproduction Cost: \$ _____
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Number of Delivery Days: _____

Chancellor's Office
California Community Colleges
Grants Administration Unit

District: LACCD
College: LAHC
Grant Number: 09-134-004

7. Project Institutionalization and Dissemination Efforts

A. Describe any local institutionalization efforts for this project, if applicable.

The most important institutionalization was the beginning for the construction of the high school to have
Permanency on the college campus. This has been an issue that stymied for over 3 years. It was
Wonderful to see this move forward and we look forward to this building as being the symbolic
Structure of both LACCD and LAUSD's continued commitment to the program.

B. Describe any efforts the college has made to provide assistance to other colleges that have shown an interest in developing a similar project.

Presentations and meetings are held upon request. Presentations are made at conferences. We mail
materials to other schools/districts requesting information

This year, HTPA was featured as a Silver Medal Winner in the US News and
World Reports edition on the nation's best high schools, placing in the top 200, which garnered much
Publicity for the program.

C. Complete the following information regarding program dissemination.

- Number of faculty informed of project Over 50
- Number of faculty that participated in the project Over 20
- Number of inquiries received regarding the project Over 10
- Number of presentations made on the project Over 5
- Cumulative number of attendees at the presentation Over 500

8. Project Recommendations

- A. Identify specific recommendations regarding this project. Take into consideration those who may wish to replicate this project within their own district and/or college, i.e., personnel required, facility space, materials, equipment, lead time in planning efforts, community and/or business support, institutional support, etc.

The current recommendation we would make is to involve the people working in the program in the initial phases of planning a new building. As "users" of the space, we are aware of the needs and deficiencies of the current locations; and we have an understanding of what would be useful to incorporate into the plans. This is particularly important when the highest levels of authority are leaving the program at the same time (ie. College president retiring; high school Superintendent re-assigned to a different district within LAUSD). When change occurs, it is helpful to have a more comprehensive transition overall, but especially around issues of construction and contract negotiations. We are all very excited about the prospect of the new building and know the incoming leadership of both districts are relationship oriented and will always have the students' best interest in their planning.

8. Project Recommendations (Continued)

B. General Comments:

We have been very fortunate that this grant was approved for an additional year 2010-2011. We
Have had college budget issues which would have previously made institutionalizing the counselor
Position a big challenge. While the budget times have not gotten better, we now understand the urgency
To have plans made over this year for continuation of the counseling position should the grant end
In this next cycle. We believe the college counselor position is critical to the success of the students.
As mentioned previously, out of state travel has become problematic in these budget times, so
Accessing funds to support professional development and conference attendance is going to be our next
challenge. The MCNC is located on the East Coast, and the annual conference is held there every July.
We use this conference as a means to keep connected with the MCNC and learn what other
Programs are doing. We may have become too complacent in the
Past assuming this grant would always be there, but it is time for us to really institutionalize this program
On the college side with personnel.
Thank you for al of your continued support for this program!!