

1) ABE Transitions Region	Northeast Minnesota	
2) ABE Consortia within the Transitions Region	List ABE consortia within the Transitions Region	Was this ABE manager involved in developing the plan? (Yes/No)
	Duluth Adult Education- ISD 709	Yes
	Arrowhead Economic Opportunity Agency (AEOA)	Yes
3) Local Workforce Development Area(s) within the Transitions Region	Region 2- Local Workforce Development Area 4 -Duluth and Local Workforce Development Area 3- NE MN	
4) American Job Centers (AJC), within the Transitions Region	Duluth CareerForce, Grand Rapids CareerForce, International Falls CareerForce, Hibbing CareerForce, Virginia CareerForce, and Cloquet CareerForce (the GR, IF, Va and Cloquet sites are affiliates.)	
5) Occupations in Demand	Health, Construction, Manufacturing (Mining, Retail/Food Services, Hospitality/Tourism)	
6) Minnesota State campuses within the Transitions Region	Lake Superior College, MN North- Rainy River, MN North-Vermillion, MN North- Itasca, MN North- Hibbing, MN North- Mesabi Range Virginia and Eveleth, and Fond du Lac Tribal and Community College	

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7) Perkins Consortia within the Transitions Region	Lake Superior Consortium and True North Stars				
8) Individual completing this form	Tracy Chase	E-mail	tracy.chase@aeoa.org	Phone	218-259-4524
9) Designated Single Point of Contact	Tracy Chase	E-mail	tracy.chase@aeoa.org	Phone	218-259-4524
10) ABE Representative/s on the Local Workforce Development Board/s (LWDBs)	Angie Frank Tracy Chase	E-mail	angie.frank@isd709.org tracy.chase@aeoa.org	Phone	218-336-8725 218-259-4524
11) The answers to questions 2-10 above identify contacts, locations, and systems that are essential in supporting adult learners in transitioning to employment, training, or postsecondary. Describe the relationships the ABE managers have with CareerForce, Perkins Consortia, Local Workforce Development Boards, and Minnesota State. Which relationships seem the strongest? Which relationships seem the weakest?					
<p>The Adult Ed Managers have working relationships with CareerForce, Local Workforce Development Boards, and Minnesota State. AEOA's Lead Instructor is on the board for the True North Stars Perkins Consortia; however, the manager is not personally familiar with the group. The Duluth manager is also not familiar with the Perkins consortia. This is an area of weakness that will be addressed.</p> <p>An area of strength for Duluth is the CareerForce partner. They have a good working relationship with several programs including Yes, Duluth, MFIP, and the senior program called SCSEP.</p> <p>AEOA's greatest strength is the great working relationships with Minnesota North- Itasca and Hibbing Campuses. Work is still being done to bring that same type of relationship to the other campuses.</p>					
12) Goal 1:	Attend/Participate in Affinity Meetings, Regional Transitions Meetings				
S.M.A.R.T. Objectives	Proposed Activities: Description			Date for completion	Proposed/Actual Outcomes and Budget

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		How will this activity benefit the entire region?		
	Continue to access current transition information and participate in future planning.	LEAD: Duluth & AEOA 1) Attend Affinity Group meetings and working committees: by participating in these meetings, Adult Ed managers will remain abreast of the collaborative efforts between Adult Ed and the Minnesota State System.	Fall 2024-Spring 2025	Duluth -4 x 1.5 hrs. = 6 x \$75 = \$450 AEOA -4 X 1.5hrs. X \$65 = \$390
	Continue to access current transition information and participate in future planning.	LEAD: Duluth & AEOA 1) Attend quarterly meetings and attend regional manager meetings- Remain involved and active in planning transition activities throughout the NE Region.	Fall 2024-Spring 2025	Duluth -16 hrs. x \$75 = \$1200 2 hrs. x 6 meetings x \$75= \$900 Total = \$2100 AEOA - 16 hrs. X \$65=\$1,040 2 hrs. X 6 meetings X \$65= \$780 Travel Reimbursement= \$1,000 Total=\$2,820
13) Goal 2:	Support, Collaborate, Expand with NW Region and ROCC.			
S.M.A.R.T. Objectives	Proposed Activities: Description How will this activity benefit the entire transitions region?		Date for completion	Proposed/Actual Outcomes and Budget
Collaborate with the NW Region to be part of the Regional Online Career	LEAD: Duluth & AEOA Support the administrative costs of participation in ROCC through financial contribution to the NW Region.		12/31/2024	Duluth/AEOA = Total=\$2,125 (Duluth-\$1,063/AEOA-\$1,062)

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Collaborative (ROCC).			
Support student transitions into careers through participation in ROCC through advertising and guidance through the registration process and learning experience.	LEAD: Duluth <ol style="list-style-type: none"> Teachers will be available to support students through the registration process, meet prerequisite requirements, and be a local contact for academic or other support in person, online, or over the phone for fall and spring classes. Advertising will include the development and customization of marketing materials and the cost of Facebook advertising. 	08/24-06/25	Duluth- Teacher time: 80 hrs. x \$75 = \$6000 Administrative tasks: \$75 x 5 = \$375 Advertising: \$412 Total = \$6787
Collaborate and contribute to ROCC by developing a remote online class as part of the region's class offerings.	LEAD: Duluth <ol style="list-style-type: none"> Teacher will take existing curriculum for a Certified Nursing Assistant Prep class intended for in person learning and adapt it for remote online learning. This will include exploring the best learning management system to use (LMS) and creating the class on the selected LMS. Offer the course, Certified Nursing Assistant Prep, twice in the academic year meeting 2 days per week for 4 hours per week over 6 weeks. Fall class will be held October-November. Spring class will be held February-March. The purpose of this course will be to help students build academic and career skills necessary to be successful in a Certified Nursing Assistant training. The course will cover a basic background of the healthcare system, including what the healthcare system involves, how to best help patients, medical 	7/2024 - 6/2025	Duluth- Planning meetings: Admin: 10 hrs. x \$75 = \$750 Teacher: 10 hrs. x \$75 = \$750 Remote online class creation: Change to 78 hrs. x \$75 = \$5850 Remote online class instruction for two cohorts: Fall: 24 hrs. x \$75 = \$1800 Remote online class prep: 6 hrs. x \$75 = \$450 Spring: 24 hrs. x \$75 = \$1800 Remote online class prep: 6 hrs. x \$75 = \$450 Subtotal: \$4500

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		vocabulary, industry expectations, and skills required of a CNA.		Duluth Total: \$11,850
Collaborate and contribute to ROCC by developing a remote online class as part of the region’s offerings. Provide IET in the Hospitality Industry and complete IET application.	LEAD: AEOA 1) Revise and modify the pilot contextualized, hybrid/Hy-flex EL course called English for Hospitality Careers that was designed and piloted in 2023-2024. The final bridge course will include building occupational vocabulary, listening and speaking skills, essential to work in hospitality careers, and preparation instruction for successful completion of certifications and stackable credential recognized by the American Hotel & Lodging Association. (i.e., certifications from American Hotel & Lodging Institute certifications called START Front Desk Representative, START Guestroom Attendant, or leadership and management certifications in specific departments may be used or another appropriate certification program approved by the local hospitality industry employers). The course will target English language learners currently working in the industry or who desire experience with potential employers of hospitality careers. 2) The 40-hour bridge course will be a pre-requisite for participants before they complete one or more certificate exams in the hospitality industry. Participants will have the option of completing one certificate exam or complete additional certificate exams and stack their credentials until they have earned a leadership or management level certification.	Follow-up Meetings with Evaluation- 7/2024- 8/2024 Classes- 9/2024- 2/2025	AEOA- Modification of course- Staff- 1 X \$50 X 40 hrs.= \$2000 Certification Course Training- Staff- 20 hrs. X \$50= \$1000 On-Site Certification Class- Staff- 25 hr. course X \$50 X 20 hrs. prep X \$50= \$2250 X 2 classes= \$4500 Mileage- \$303 AEOA Total= \$7,803	

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		3) Burlington English will be the distance learning platform for asynchronous instructions.		
In collaboration with local employers and Cook County Higher Education, establish an IET Certification program along the hospitality pathway for English Language Learners. This IET certification program will include stackable credentials in the hospitality industry and be recognized by employers. Milestones for MSG4 will be determined by the local collaboration of employers and ABE and explained in their IET application. The bridge course for this certificate program is already developed	LEAD: AEOA 1) Follow-up meetings with employers to review the pilot 2023-2024 course results. 2) Evaluate the 2023-2024 pilot course results with input from the local employers. 3) Revise the pilot course content per the employer’s suggestions and create an official bridge course for the IET certification program. 4) Establish a regular meeting schedule with the employers to revise/modify the pilot course content, adopt a certification program, create SSLOs with the employers and educators, and establish a bridge course schedule and certification exam schedule. 5) Establish a certification program approved by the local employers and determine necessary training for the instructor, and curriculum purchase if needed. Complete application and apply for IET.		AEOA- Employer Meetings-Staff- 10 hrs. X \$50=\$500 Admin- 10 hrs. X 65= \$650 SSLO’s- Staff 10 hrs. X \$50= \$500 Admin- 10 hrs. X 65= \$650 IET Application- Staff-10 hrs. X 50= \$500 Admin- 10 hrs. X 65= \$650 Mileage/Hotel= \$1,407.50 AEOA Total= \$4,857.50	

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<p>and will be required for participants to complete before completing their certifications and measurable skill gains. provide contextualized English language instruction and work-related credentials, such as certificate training in the hotel industry that are important milestones for individuals along the hospitality career pathway, involving leadership opportunities and stackable credentials in the hospitality industry.</p>			
<p>14) Goal 3:</p>	<p>Transition using online asynchronous learning.</p>		
<p>S.M.A.R.T. Objectives</p>	<p>Proposed Activities: Description How will this activity benefit the entire transitions region?</p>	<p>Date for completion</p>	<p>Proposed/Actual Outcomes and Budget</p>
<p>Support students' college transition by offering online classes to overcome</p>	<p>LEAD: Duluth 1)Teacher will take the existing in person curriculum for Pathways Read/Write class and work on modifying it for online asynchronous learning on the D2L platform.</p>	<p>07/24-08/24</p>	<p>Duluth- 18 hours x \$75 = \$1350</p>

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barriers preventing them from attending in person.				Duluth Total: \$1350
15) Goal 4:		Increase Co-Enrollment with WIOA Title 1		
S.M.A.R.T. Objectives		Proposed Activities: Description How will this activity benefit the entire transitions region?	Date for completion	Proposed/Actual Outcomes and Budget
Each CareerForce or subsidiary location will meet quarterly to move forward co-enrollments. Adult Ed will take the lead.		LEAD: AEOA 1) Build relationships with partners. Meet on a quarterly basis. Include JET, AEOA, Kootasca, and other relevant partners. 2) Discuss programs and what benefits are available for students being co-enrolled. 3) Establish a protocol for referrals with co-enrollment.	Quarterly-9/1/2024-6/1/2025	AEOA-12 staff X \$50 X 1.5 X 4=\$3600 1 Admin X \$65 X 1.5 X 4 X 7= \$2730 Mileage= \$800 AEOA Total=\$7,130
16) Goal 5:		AEOA Fiscal Administration Fees		
S.M.A.R.T. Objectives		Proposed Activities: Description How will this activity benefit the entire transitions region?	Date for completion	Proposed/Actual Outcomes and Budget

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AEOA Fiscal Administration Fees	LEAD: AEOA 1) Fiscal Administration fees for audit and other expenses.	6/30/2025	Audit- \$1.75 per \$1000 and fiscal administration is 4.5% of grant total each year. Audit is approximately \$87.50 and Fiscal Admin fees are approximately \$2,250. Total= \$2,337.50 Total Grant=\$50,000 Duluth= \$23,600 AEOA= \$26,400
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Revision History

Date	Note change(s) and describe reason for the change(s)	Version

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