

**WORK READY
COMMUNITIES
APPLICATION**

DANVILLE, KENTUCKY

September 10, 2012

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Kentucky Work Ready Communities

APPLICATION

1	Name of County	Boyle County	
2	High School Graduation Rate (most recent state NCLB reporting)	84.3	List Source/Method: i.e. summer 2011 AFGR method
			Summer 2011 AFGR method
	Would you like to include high schools that are not in the traditionally reported graduation rate shown above?	no	
	If so, please enter revised graduation rate here. Please attach a list of schools included and your calculations.		
3	Educational Attainment Rate (ages 18-64)	25.20	(Source: US Census, most recent American Community Survey five-year estimates)
4	Community Commitment	(check off)	Name of Organization
	Economic Development	<input checked="" type="checkbox"/>	Economic Development Partnership & Boyle County Industrial Foundation; Heart of KY United Way
	Elected Official(s)	<input checked="" type="checkbox"/>	Boyle County Judge Executive
	Education	<input checked="" type="checkbox"/>	Danville Independent Schools; Boyle County Schools; Bluegrass Community & Technical College; Eastern Kentucky University
	Workforce Development	<input checked="" type="checkbox"/>	Danville-Boyle County Chamber of Commerce
	Business and Industry	<input checked="" type="checkbox"/>	Boyle County Industrial Council, WIB Boyle County Rep and/or Board Members
<p>Attach meeting minutes and meeting attendance sheets showing these signatures. Letters of Commitment from various organizations are helpful as well.</p>			
5	Percentage of Households with Broadband Internet Access Available	99.3	(Source: broadband.gov)
	Rural or Urban County	urban	

Kentucky Work Ready Communities

APPLICATION

6 Are you including narrative(s) for supplemental criteria for GED or Occupational Credential Attainment? (Attach optional narratives and list sources and calculations)

yes

7 Your Contact Information (primary contact for your county application)

name	phone	email	address
Paula Fowler	859-236-2361	paula@danvilleboylechamber.com	Danville-Boyle County Chamber of Commerce 304 S. Fourth Street, Ste 102 Danville, KY 40422



February 17, 2012

RE: Kentucky Work Ready Community Certification – Boyle County

Committee Members:

On behalf of the boards of directors for the Danville/Boyle County Economic Development Partnership (EDP) and the Boyle County Industrial Foundation, I enthusiastically support the application for Boyle County to achieve certification as a Kentucky Work Ready Community.

The EDP is a community alliance of the Boyle County Industrial Foundation, Danville/Boyle County Chamber of Commerce, Danville/Boyle County Convention & Visitors Bureau, Heart of Danville Main Street Program, Main Street Perryville, and the local governments of Boyle County, Kentucky, and the Cities of Danville, Junction City, and Perryville. The EDP's purpose is to communicate, collaborate, and coordinate the interdependent economic development missions, resources, and initiatives of its Partners to grow the economy of Boyle County, Kentucky.

The Danville/Boyle County Chamber of Commerce is the EDP's lead Partner for the issue of workforce development. The EDP and the Boyle County Industrial Foundation will actively support our Chamber Partner as needed to monitor and maintain the Kentucky Work Ready Community designation. We view it as a critical competitive advantage for business development to demonstrate our community's workforce preparedness through this certification.

Thank you in advance for your consideration of our strong support for this effort. If you have any further questions, please do not hesitate to contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Jody A. Lassiter". The signature is written in a cursive style.

JODY A. LASSITER, JD
President/CEO

Heart of Kentucky United Way

118 North Third Street
PO Box 748
Danville, KY 40423-0748
Tel 859-238-6986
Fax 859-238-6988
hkuw@bellsouth.net



February 27, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter one of commitment and support to the Kentucky Work Ready Community Program for Boyle County. The Heart of Kentucky United Way is already working with many organizations in our community, and especially the Danville-Boyle County Chamber of Commerce, to improve educational achievement for all our citizens, and especially our school children. In that effort, the Danville-Boyle County Chamber of Commerce is an integral component and partner with us. Their workforce development committee has, for four years, held an Teachers' Academy that has included seven school districts and works to bring educators through a three day process of visiting business and industry to show them how curriculum meets the real world in a business setting. This initiative has opened communication and collaboration between our schools and business community and has led to many new partnerships and initiatives.

The Chamber will also focus on several other key components in education with their creation of five sub-committees this year to continue this critical work that has been ongoing and growing for the past four years. The Teacher Academy/Business Education Exchange will continue and other defined areas of focus and new committee emphasis will include: Work Ready Communities; Career Database; Technology Education Advocacy and Early Childhood Advocacy.

With their commitment to the Heart of Kentucky United Way initiative and focus on our three key strategies (Financial Stability, Education and Health), they continue to form partnerships and collaborations to enhance the education and training of our all citizens – with the goal of a work ready workforce that will continue to move our community and our citizens to a better, more productive life for all.

The Heart of Kentucky United Way is supportive of the Chamber's Work Ready Community initiative and will continue to partner and work toward a community that strives to bring success to all facets of our community and especially in the areas of Education, Financial Stability and Health.

Sincerely,

A handwritten signature in cursive script that reads "Janie B. Pass".

Janie Pass, Executive Director
Heart of Kentucky United Way

Organization: Heart of Kentucky United Way

Key Contact Name: Janie B. Pass

Key Contact Title/Role: Executive Director

Key Contact Phone Number: 859 238-6986

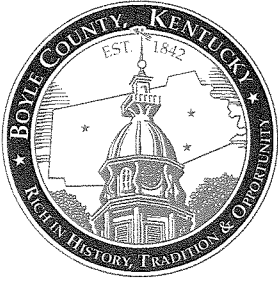
Key Contact Email Address: jpass@hkuw.org

Address: 118 North Third St.

City: Danville County: Boyle

Signature A handwritten signature in cursive script that reads "Janie B. Pass".

GIVE. ADVOCATE. VOLUNTEER.



BOYLE COUNTY FISCAL COURT

321 West Main Street, Courthouse Room 111, Danville, KY 40422
Phone (859) 238-1100 Fax (859) 238-1108
email: hmckinney@boyleky.com

Harold W. McKinney
County Judge/Executive

MAGISTRATES

First District
Dickie Mayes

Second District
Donnie Coffman

Third District
Phil Sammons

Fourth District
Jack Hendricks

Fifth District
Patty Burke

Sixth District
John Caywood

RE: Kentucky Work Ready Community Certification – Boyle County

Kentucky Workforce Investment Board
Attn: Tom West
Capital Plaza Tower, Third Floor
500 Metro Street
Frankfort, KY 40601

Dear Tom,

Please consider this letter as documentation of our commitment to the Kentucky Work Ready Community Program for Boyle County. Boyle County Fiscal Court supports this initiative of the Danville-Boyle County Chamber of Commerce, through its Workforce Development committee, and commits to participate in the program, support the program and work to spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes (for employers).

We view it as a critical competitive advantage for business development to demonstrate our community's workforce preparedness through this certification.

Thank you in advance for your consideration of our strong support for this effort. If you have any further questions, please do not hesitate to contact me at your convenience.

A handwritten signature in black ink, appearing to read "H. McKinney", is written over a circular stamp or seal.

Boyle County Fiscal Court
Harold McKinney, Judge Executive



February 17, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Boyle County. Danville Independent Schools commits to participate in the program, support the program and work to spread the word and gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes for the Danville Board of Education.

Organization: Danville Independent Schools

Key Contact Name: Dr. Carmen Coleman

Key Contact Title/Role: Superintendent

Key Contact Phone Number: 859-238-1300

Key Contact Email Address: carmen.coleman@danville.kyschools.us

Address: 152 E. Martin Luther King Blvd.

City: Danville

County: Boyle

Signature: _____

Carmen Coleman



People making a difference!

Boyle County Schools

Mike LaFavers, Superintendent
Boyle County Schools
352 N. Danville By-Pass
Danville, KY 40422

February 20, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Boyle County. Boyle County Schools commits to participate in the program, support the program, and work to spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes.

Our key contact information is as follows:

Boyle County Schools
Kristi Henry
DAC, Preschool Director
859-236-6634 extension 3220
Kristi.henry@boyle.kyschools.us
352 N. Danville By-Pass
Danville, Boyle County, KY 40422

Sincerely,



Mike LaFavers
Superintendent
Boyle County Schools

Michael S. LaFavers, Superintendent
352 North Danville Bypass / Danville, Kentucky 40422
Phone 859-236-6634 Fax 859-236-8624

Lexington Campuses

Cooper Campus
470 Cooper Drive
Lexington, KY 40506-0235
859-246-6200

Leestown Campus
164 Opportunity Way
Lexington, KY 40511-2623
859-246-6200

Regency Campus
2659 Regency Road
Lexington, KY 40503-2922
859-246-6200

Danville Campus
59 Corporate Drive
Danville, KY 40422-9690
859-239-7030

Lawrenceburg Campus
1500 Bypass North, US 127
Lawrenceburg, KY 40342-9465
502-839-8488

**Winchester-
Clark County Campus**
2020 Rolling Hills Lane
Winchester, KY 40391
859-737-3098

February 23, 2012

Dear Kentucky Workforce Investment Board:

I strongly encourage and support Danville/Boyle County's application to obtain certification as a Work Ready Community.

The staff at Bluegrass Community and Technical College (BCTC), Danville Campus is working directly with local community leadership in the development and support of the Work Ready Community Application. The community is committed to workforce development in the region and this certification will compliment current and continued economic growth initiatives as well as provide a competitive advantage in the attraction of new business and industry.

I congratulate the Danville/Boyle County community in seeking this prestigious certification. At the core of our mission, BCTC is committed to workforce development across our state and in the region, and strongly encourages this type of community collaboration. If I can answer any questions or provide additional information, please do not hesitate to contact me.

Sincerely,



Erin Tipton
Campus Director



Bluegrass

Community & Technical College

HIGHER EDUCATION BEGINS HERE

BCTC is an equal opportunity employer and education institution.



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

EKU Danville Campus

March 1, 2012

EKU Danville
1561 Hustonville Road, Suite 241
Danville, Kentucky 40422
859-236-6866
cindy.peck@eku.edu

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Boyle County and Danville. The staff of the Danville Campus of Eastern Kentucky University commits to participate in the program, support the program, and work to spread the word and to gain participation from others in our community.

In addition to the above, we are willing to participate by:

- Supporting and participating in the local Chamber of Commerce's efforts to promote this program in Danville and Boyle County,
- Working with other educational entities in Danville and Boyle County to increase the number of college graduates with associate, bachelor's, and master's degrees,
- Continuing to speak to area students in middle schools and high schools about the importance of getting a post-secondary education to improve their critical thinking and life skills,
- Teaching students about financial resources that will allow them to attend college with less debt,
- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes (for employers).

Organization: Eastern Kentucky University—Danville Regional Campus
Key Contact Name: Cindy Peck
Key Contact Title/Role: Director, ECU Danville Regional Campus
Key Contact Phone Number: 859-622-6736
Key Contact Email Address: cindy.peck@eku.edu
Address: 1560 Hustonville Road, Suite 241
Danville, KY 40422
City: Danville County: Boyle

Signature: Lucinda O. Peck Mar 1, 2012





RE: Kentucky Work Ready Community Certification – Boyle County

Chamber of Commerce

Committee Members:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Boyle County. The Danville-Boyle County Chamber of Commerce has undertaken workforce development as a major initiative of our organization for the past four years. A task force devoted to this endeavor continues to grow and tackle issues to enhance our workforce, knowing that it is a critical component of a healthy community. At the end of 2012, we created five subcommittees to focus on various areas of workforce development. These are: Teacher Academy/Business Education Exchange; Work Ready Communities; Career Database; Technology Education Advocacy and Early Childhood Advocacy. To develop a first rate workforce, we know we must work on multiple strategies and are doing so – and collaborating with many groups in our community – to achieve this goal.

At the table in this effort are all of our school systems, Community Education, our campuses of Eastern Kentucky University and the Bluegrass Community and Technical College, Heart of United Way, business and industry representatives, our library, our Economic Development Partnership, retired individuals and government officials.

We understand and value a quality, work ready workforce and have undertaken this initiative as a key component of our Workforce Development Task Force.

In addition to the above, we are willing to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort,
- Attending periodic community meetings to discuss the program with others, and
- Accepting the National Career Readiness Certificate as a valid work readiness credential in our hiring and/or promotions processes (for employers).

We view it as a critical competitive advantage for business development to demonstrate our community's workforce preparedness through this certification.

Thank you in advance for your consideration of our strong support for this effort. If you have any further questions, please do not hesitate to contact me at your convenience.

A handwritten signature in cursive script that reads "Paula Fowler".

Danville-Boyle County Chamber of Commerce
Paula Fowler, Executive Director
paula@danvilleboylechamber.com
859-583-6540

304 S. Fourth Street, Ste. 102 Danville, KY 40422 859-236-2361
info@danvilleboylechamber.com www.danvilleboylechamber.com

Kentucky Work Ready Communities

February 24, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Boyle County. As the Chair Person for Boyle County Industrial Foundation it goes without saying that we are committed to supporting and/or participating in the program while working to spread the word and gain participation from others in our community.

In addition to the above, we are willing, as time permits, to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort, and
- Attending periodic community meetings to discuss the program with others

Organization: Boyle County Industrial Council

Key Contact Name: Jeffrey Hogue

Key Contact Title/Role: Chair Person

Key Contact Phone Number: 859-319-5799

Key Contact Email Address: jhmcrd10@aol.com

Address: 95 Tuggle Rd.

City: Danville County: Boyle

Signature 

Kentucky Work Ready Communities

February 22, 2012

Dear Work Ready Community Steering Committee:

Please consider this letter documentation of our commitment to the Kentucky Work Ready Community Program for Boyle County. As the Representative/Board Members for Boyle County for Bluegrass Workforce Investment Board (WIB) it goes without saying that we are committed to supporting and/or participating in the program while working to spread the word and gain participation from others in our community.

In addition to the above, we are willing, as time permits, to participate by:

- Sending a representative to an annual strategic planning retreat for our Work Ready Community effort, and
- Attending periodic community meetings to discuss the program with others

Organization: WIB, Boyle County Representatives and/or Board Members

Key Contact Name: Amy Isola

Key Contact Title/Role: Boyle County Representative

Key Contact Phone Number: 859-236-2926

Key Contact Email Address: amy.isola@fnbky.com

Address: Farmers National Bank; PO Box 28

City: Danville County: Boyle

Signature *Amy Isola*

Key Contact Name: Sherry Davis

Key Contact Title/Role: Board Member of Bluegrass WIB

Key Contact Phone Number: 859-236-70230x209 or 859-583-1470

Key Contact Email Address: sherry.davis@hobartcorp.com

Address: 909 Irvin Road

City: Danville County: Boyle

Signature *Sherry Davis*

Workforce Development Committee
Work Ready Community Subcommittee meeting on 09/07/11
Informational Meeting on Work Ready Communities

Presented by Jennifer Compton and Bradlee Burtner from Bluegrass Area Development District

Attendance: Paula Fowler, Boyle County Chamber; Andrea Miller, Lincoln County Chamber; Jill Cutler, Mercer County Chamber; Steve Rinehart, Denyo Corp and Boyle County Chamber Workforce Development Chairman; Janie Pass, United Way Chairperson and Boyle County Chamber Workforce Development Co-Chairman; Erica Sluder, BGADD and Central KY Career Center; and Erin Tipton, BCTC.

Jennifer and Bradlee explained the Work Ready Communities program and reviewed some of the components of it. The National Career Readiness Certificate shows employers that potential employees have the skills necessary to be hired and to continue learning. The goal is to have 15% of the working age population work ready. The census will help determine the number of working age people in our county. It is intended to help unemployed people find work. Currently, career centers and adult education offices are testing. The Community & Technical Colleges used to but do not at this time. It is nationally recognized. KEY training is available at Adult Education and WIN is available at Career Centers. Boyle County High School has the Work Ethic seal program that can help students be work ready prepared.

The online test for NCRC shows the results immediately. There are three parts. There is also a paper test that takes two-three weeks to see results. The two vary in cost. People can take one, two or all three tests at once.

Another component of WRC is raising high school graduation rates. Beginning in the summer of 2011 the new measurement for this will be the AFGR (average freshman graduation rate). This program will seek 82.32% as the initial goal of each high school to attain.

Broadband availability is another indicator that this program will look at.

Recertification is required every three years.

Individual regions may market as a region but the state only recognizes each county.

Work Ready Communities

October 26th 2011

Present: Greg Shultz Danville Schools, Will Begley, Boyle Co Schools, Sueticia VanArsdale, Community Education, Janie Pass HKUW, Steve Rinheart, Denyo, Gail Jackson, GED, Erin Tipton, BCTC, Susan Watson EKU, Paula Fowler, Chamber.

Review purpose of meeting- familiarize all with application, review of vital statistics, and determine what information is available and next steps of action.

Application distributed to all present

Application for Work Ready Community must be submitted by each individual county

Mercer and Boyle Co are both working on application

*Criteria and Thresholds for application on pages 7-9 were discussed (Will and Greg will put together the plan to raise graduation rate to at least 82.3 in a 3 yr period)

* Career Ready Certificate 15% of the working age population age 18-64 = 2650 need to be certified as career ready at the gold and silver levels. Currently, we have approximately 288 people in the county with this designation -most come from ACT centers.

Schools have approximately 75% of students taking ACT as a benchmark test.

Work ready Certification could be useful for those not attending college.

Work Ready Test has VERY limited access- need to open this up.

300 senior HS students- 100 need to take this test.

Job Center only tests a very small # of people who are displaced.

Community Commitment- we have support of the key stake holders for the application.

Page 8 of application shows a requirement of 25% of county having a minimum of an Associate's Degree. To be a Work Ready Community in progress, we must have a plan to raise the rate to 32% in 5 yrs and 39% in 7 Yrs.

Group discussion - Need to develop a plan for the 25% of the population that needs technical training
Discussed where certificates and diplomas fit in the application?

Group discussion of Soft skills program for the application

Group agreed to submit application for March 5, 2012.

Next meeting is Wednesday, November 30 at 9 a.m. at Heart of KY United Way office.

Workforce Development Committee
Work Ready Community Subcommittee meeting on 11/30/11

ATTENDANCE: Paula Fowler, Chamber; John Kalk, retired; Steve Rinehart, Denyo Corp.; Gail Jackson, GED; Will Begley, Boyle County Schools; Greg Schulz, Danville Independent Schools; Janie Pass, Heart of Kentucky United Way; Erin Tipton, Bluegrass Community & Technical College; Sueticia VanArsdale, Community Education; Amy Rhinehart, Boyle County Schools, Cindy Peck, ECU.

The group continued discussion on the Work Ready Communities application process. The Work Ethic Seal program at Boyle County High School needs someone at the school promoting it more. Businesses also need to be approached to educate them on the Work Seal program and encourage them to offer job interviews to students who successfully complete the program.

Amy Rhinehart with Boyle County Schools reviewed the criteria. Many questions centered around whether the ACT translates to the Work Keys testing and could be used as an indicator for work ready status. Someone questioned if the COMPASS might also serve as a translatable benchmark. The latter is the same as having the gold and silver NCRC. David Horseman from the Garrard Area Technical School might be another to talk with. It was noted that the same company gives all three tests.

Other questions centered around the supplemental criteria and whether employees who are OSHA certified count as credentialed. Is BGADD a source for occupational credentials? We will check with the BGADD to see how the 288 certificates for Boyle County was found.

Cindy Peck from ECU and Erin Tipton from BCTC will work on the educational narrative. John will continue calling businesses in the area about credentials.

The next meeting will be in January 2012.

ATTENDANCE: **Cindy Peck, ECU; Erin Tipton, BCTC; Steve Rinehart, Denyo; John Kalk; Paula Fowler, Chamber; Gail Jackson, BCTC;** Greg Shulz, Danville Schools; Amy Rhinehart, Boyle County Schools; Sueticia VanArsdale, Community Education; Tracy Hamlin, Boyle County Public Library; **COURTESY NOTIFICATIONS:** Carmen Coleman, Danville Schools; Mike LaFavers, Boyle County Schools; Janie Pass, Workforce Co-Chair

BOLD INDICATES IN ATTENDANCE

NEXT MEETING: FEBRUARY 7 AT 8 A.M. AT THE MCCLURE BARBEE HOUSE (CHAMBER OF COMMERCE)

The following assignments were made with all information gathered and brought to the next meeting:

Amy: Determining if ACT scores transferable for NCRC test; Also COMPASS Benchmarks

Erin: Will talk with ATC Director David Horseman to learn about COMPASS Benchmarks. Translatable/transferable for NCRC? Will get GED data and work on narrative for application with Adult Ed. Director. They will also share any soft skills development they do with clients (classes, etc) in the narrative. She will also seek a letter of commitment from Dr. Augusta Julian. (An example is provided in the application on page 15.) Will talk with Ted Nicholson about CK Job Consortium certifications (Hobart and Intelligrated with welding, etc). Erin will also seek information on any classes taught on communications and business skills for use in the narrative.

Paula: Will talk to Tom West about program and seek examples of other applications, particularly on soft skills requirements (page 8). Talk with BCIF and CKSHRM to determine if manufacturers had Gold or Silver certified NCRC applicants if that would influence the hire. Paula will also talk with Woodford Chamber Director Tami Vater to see how they handled NCRC. (I will also get a list of her meeting participants and speakers.) Paula will also seek letters of commitment from Judge Executive Harold McKinney, WIB representative Sherry Davis and both superintendents. (An example is provided in the application on page 15.) Will also talk with both schools (Greg and Amy) to see if they track the ACT certifications their students achieve. Talk with Diana Devine and Sherlene Jones about hospital credentials of employees. (CNAs, phlebotomists, RNs, doctors, x-ray techs, ultra sound techs, etc.). Paula will talk with Alane Mills about school certifications. Paula will also check with Erica Sluder and Sueticia VanArsdale as to what they do for soft skills training.

Cindy: Will get educational attainment data and will talk with ECU's Cheryl Juhasz on Richmond's application. (particularly NCRC requirement). She will seek a letter of commitment from ECU President Dr. Doug Whitlock. (An example is provided in the application on page 15.) She will also talk with BGADD staff Bradlee Burtner about soft skills and educational attainment data, as well as county by county data versus hub garnered resources. Cindy will also seek information on any classes taught on communications and business skills for use in the narrative.

John: Will seek credential information from nursing homes and home health care providers.

Supplemental Credential data for 2 years will be sought through the hospital, CKSHRM, Schools (BCHS – Dudley Spoonamore – robotics, pneumatics, hydraulics, etc - and Paula Bodner’s classes - CNAs; Susan Michael’s classes – computer apps.) Teachers certifications, CPAs, HVACs, OSHA, etc.

Steve: Will talk to CKSHRM about speaking about this, recognizing soft skills (BCHS work ethic seal) and NCRC certification for interviews, Jobs Database and other workforce development programs and seek their input, strategy, engagement and support.

Workforce Development Committee

Work Ready Community Subcommittee

February 7, 2012

ATTENDANCE: Paula Fowler, Chamber; John Kalk, retired; Gail Jackson, BCTC; Steve Rinehart, Denyo Corp.; Jane Paynter, Boyle County Schools; Cindy Peck, ECU; Janie B. Pass, Heart of KY United Way; Erin Tipton, BCTC; Tracy Cooper, Boyle County Public Library.

The sub-committee of the Workforce Development Board met to continue work on the Work Ready Communities application. The group proceeded through the actual application reporting on research done to date and determining who would work on additional parts that need to be completed.

The Workforce Investment Board prefers original letters from participants. Paula has written Key points for Superintendents, Sherry Davis from Hobart who represents WIB, Jody Lassiter for the Industrial Council, Presidents of local colleges and the Judge Executive.

Cindy Peck had received the Application (or a draft) of one submitted from Madison County for review, as well.

#2 Graduation rates: Though the LEVER scores are higher for our two high schools, we must use the new AFGR graduation numbers which are 81.18. The application requires us to attain a score of 82.3. We will look to add DCA to this score. Paula will find out how we do that. Use narrative from both schools. Other thoughts included: DCA, home school, detention, drug treatment who graduate, etc.

#3 Census 25.2% of our population have achieved at least an associate degree. We will need to raise that to 32% in 3 years and 39% in 5 years. Cindy Peck from ECU will work on their Prior Learning Assessment. Erin Tipton from BCTC noted that their Tech Transitions Specialist is working to find those who have completed certifications at BCTC to invite them back to get another degree. Lindsey Wilson College @ BCTC provides a weekend program for Masters' Degree in Human Services and Counseling.

#4 Letters have been requested to be received by Paula by 2/15.

#5 Increase by 8% per year with online class. Tracy Cooper from the Public Library will add some information from Tech Group and the Library access to internet. We meet the Broad Band availability numbers for a rural county but accessibility is still an issue for those who cannot afford Internet charges or computers.

#6 Melissa Rowe will report on state attainment of GED. She and Erin will work on narrative. Many requests out to gather more information on certification. John Kalk will gather the # of people in the county with Professional Certifications in Healthcare not affiliated with the hospital. He will work with Sandy Jupin at Boyle County Schools and Greg Schulz and Carmen Coleman at Danville Schools. Schools also use psychologists, counselors, speech therapists, OT/ PT/ Dietary/Nurses, sign language

interpreters, Interpreter services. HVAC, plumbers, electricians, journeyman, etc. Gail will gather statistics of people certified in the state by trade.

Erin will get college # on certifications in trades like welding and HVAC. Information has been requested from Adult and community education.

Boyle has soft skills program in place with the Work Ethics program. It needs more promotion.

Cindy distributed draft of narrative, soft skills.

Referenced book "Adults Returning to school 2011-2012 Higher Ed for the Adult Student KHEAA"

Review the changing financial aid requirements and GPA, as well as progress in major and the impact of those things on graduation rate. Financial counseling is now required for students.

Erin remarked that we need to include KCTCS Workforce Solutions to help us identify people who complete certifications to get them back in school to complete a degree. Schools will give credit for prior learning.

#5 ED McKinney - Add information for intercession and the use of career exploration in the week.

Next meeting is FEB 21 at McClure Barbee House at 8:00 a.m.

Feb. 7, 2012

Attendance - Work Ready Communities

<u>NAME</u>	<u>EMAIL</u>	<u>CELL PHONE</u>
Paula Fowler	paula@danvilleboylechamber.com	583-6540
John Kalk		
Dail Jackson		583-1587
STEVE RINEHART		
Jane Paynter for David Young - Boyle Cty Schools		319-3806
Cindy Peck	cindy.peck@eku.edu	859-200-5894
Janie B Pass	janie@kew@wellsearch.net	238-6986
Erin Tipton	erin.tipton@kctcs.edu	239-7030
Tray Cooper	tcooper@boylepubl.b.org	238-7323

Workforce Development Committee
Work Ready Community Subcommittee meeting on 2-21-12

ATTENDANCE: Paula Fowler, Chamber; John Kalk, retired; Steve Rinehart, Denyo Corp.; Gail Jackson; Lesley White, Danville Schools; Tracy Cooper, Boyle County Library

Much of the discussion centered around the National Career Readiness Certificate and different types of professional certifications. We will continue looking at all certifications and Paula will check to see if these might fall under the Occupational certifications. If they shouldn't, we will still pursue looking at these because many point to the post-secondary educational attainment area. Some other areas mentioned were stenographers, auto mechanics, American Product & Inventory Control Society, CDLs, etc.

The NCRC criteria has been the most challenging. Do we have a site for testing? If we do not, can we work with a number of offices to develop one? Perhaps the library could look into this. We will continue to work with Bluegrass Community & Technical College's Danville campus and our Boyle County Adult Education, now handled by BCTC. Melissa Bradlee, the Adult Ed. Director, will share information on how they work with students and see if they could administer the test beyond just their students.

We also discussed the challenges in getting business and industries to test current employees. Steve suggested that we might talk with plant managers and Human Resource directors about administering the NCRC annually as part of employees training. This seemed the best opportunity for involving businesses and their current employees. The test costs doing it as part of an annual review might not be as onerous. All will watch for any free testing opportunities and relay that information on to businesses. We could email the resources link out to all.

Discussion also ensued on a public relations campaign about the NCRC and its benefits. Boyle County is one of the smaller counties in the state but it is a regional hub for commerce, shopping, finance and education for this region. The major portion of its workforce (over 60%) comes from the surrounding six to eight counties. We must continue work on a regional level, as we have with the Teachers' Academy, because so many of our employees live outside the county.

2-21-12 WRE Committee

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STEVE RINEHART

Workforce Development Committee
Work Ready Community Subcommittee meeting on 3-13-12

ATTENDANCE: Paula Fowler, Chamber; John Kalk, retired; Steve Rinehart, Denyo Corp.; Sueticia VanArsdall, Community Education; Cindy Peck, ECU; Erin Tipton, BCTC; Erica Sluder, Bluegrass Area Development District.

This meeting focused on the NCRC part of the application and questions that the committee has regarding implementation of this test. The group discussed the need for a test site for the general public and the business sector. Currently, the Career Center and Adult Education may give the test to their clients. The Career Center includes the Office of Employment & Training, Vocational Rehabilitation and the Workforce Investment office. Their clients must have a complete orientation, a one-on-one appointment and then they can take the NCRC test. Adult Ed clients must have 12 contact hours to be part of the program. The Area Technical High Schools give the NCRC test to their students.

It was noted that business and industry could ask the Career Center to test for the NCRC as part of the application process for those seeking jobs if the business lists the credential as a preferred requirement for applicants. If we encourage our business community to hire through the Career Center and ask that the NCRC be a preferred credential then the Career Center can work with potential applicants – and give them the test.

Discussion centered on other possible sites for administering the test. Community Education was suggested and is a possibility but that office is currently housed in a facility that does not have Internet. Eastern Kentucky University's Danville campus might be able to offer the test a couple days a month. The test is offered online and students pay for the test. Cindy Peck, EKY Danville Campus Director, indicated that 24 students could test based on their total computers. Other possibilities might be Bluegrass Community & Technical College and the Boyle County Public Library. The library has an enclosed computer room and extended hours that would lend itself to a test site.

The committee will work to show the existing credentials in our workforce (including National Manufacturing Skills Standard and KY Manufacturing Skills Standard) and speak to groups like Central KY Society of Human Resource Managers, the Boyle County Industrial Council, the Boyle County Industrial Foundation, and our schools to encourage use of the NCRC as a preferred credential for hiring.

We will continue to explore ways to funnel people to the Career Center and Adult Ed. The first step will be making people aware, figure out options, how to handle obstacles, look for sources of funding and show how the test is portable to any job.

Other research will include: determination of the percent of our labor force that commutes into the County for employment; seeking potential funding sources for test applicants, especially for low income, strategies for developing awareness; determining possible test sites at the library and Community Education; the possibility of looking at the ACT score as a transferable number for NCRC.

Steve will write up his efforts in the schools to teach students soft skills and his WIA efforts. Cindy will look into the ACT/NCRC comparison. John will continue to research credentials. Erin will seek options at BCTC.

Next meeting is March 29 at 8 a.m. at the Chamber.

March 13, 2012 In Attendance WAC meeting

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Workforce Development Committee
Work Ready Community Subcommittee meeting on 3-29-12

ATTENDANCE: Paula Fowler, Chamber; Cindy Peck, ECU; Erica Sluder, Bluegrass Area Development District; Gail Jackson, BC&TC.

This meeting again focused on the NCRC part of the application and questions that the committee has regarding implementation of this test. Gail shared more information on Adult Education's process. There is a minimum 12 hour requirement for clients. Enrollment takes about 30 minutes. The Test of Adult Basic Education (TABE) is given to all potential clients. If their score falls below 129, they will receive more services and be enrolled in the ERIN system (which tracks them for the different services they need.) They are then also officially enrolled in the Adult Education program. At this point, they take the WINS placement test. If they test at 5 or higher, they could take the NCRC placement test. At this score their test is also paid for by money provided to Adult Ed by the state. If they test below 5, they receive additional Adult Education services.

Erica shared information on the Career Center next. Now through June 30, the state has a grant for free NCRC testing. It is the paper test so it takes longer to get the results back. If businesses want to have job applicants tested, they can pay for one and get a second test free. Businesses can list that NCRC certified applicants are preferred for jobs at their sites. If they make it mandatory to obtain a job, then the company must have a job profile done, through the state, on the position. Bill Monterrosa, with OET, is the contact to find out how this is done and the cost.

Erin had sent Paula information on a cooperative partnership where BC&TC and both Boyle and Danville High Schools will collaborate. BC &TC's test administrator will administer the Work Keys test to identified seniors at both schools. This will mean about 40 students at BCHS and 30 at DHS. It will be the paper and pencil test so results will be slower. Erica encouraged Erin and Melissa (Adult Ed) to make sure they get the certificate if they pass. (It is automatic with the computer test.) The schools could also encourage seniors to take the test at the Career Center between now and June 30 for free.

Erica said staff is reviewing their Work Keys tests for the past several years for Boyle County to see who did not receive certificates. This might be where the difference in the Boyle County certified NCRC lies. We have been told 225 and 277.

Cindy will take the ACT and Work Keys Charts that she has found. She has been talking with the ACT office to determine if there were skill comparisons between the two tests. Initially, a staff person there thought there might be but then she was given a different answer. In the meantime, she has found charts for both tests and explanations on them. Because both the NCRC test and the ACT test for the same areas, it only seems to make sense that they can be compared and a score earned on one would equate to a particular score earned on the other. If that were the case, we could look at all high school students' ACT test scores (through their guidance counselors) and show how our students are work ready. Cindy agreed to take on the arduous task of looking at the charts for both tests and compare what the areas each tests to make a case in our application that we are indeed doing more than meets the eye. We might at least be able to make a case that there we should be able to make such comparisons.

Next meeting is April 19 at 8 a.m. at the Chamber.

3-29-12

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Workforce Development Committee
Work Ready Community Subcommittee meeting on 4-19-12

ATTENDANCE: Paula Fowler, Chamber; Cindy Peck, ECU; Erica Sluder, Bluegrass Area Development District/Central KY Job Center; Gail Jackson, BC&TC; Erin Tipton, BC&TC; Lesley White, DHS; Tracy Cooper, Boyle County Public Library; John Kalk, retired Voc-Rehab counselor; Sueticia VanArsdall, Community Education.

This meeting focused on the Soft Skills and NCRC narratives for the Work Ready Communities application. Minutes of the last three meetings were reviewed to see additional information that had been gathered to incorporate into either section. The seniors at both Boyle and Danville High Schools who will be tested on the NCRC will receive certificates showing their certification if they pass the test. Erin Tipton and the test administrator from BCTC in Lexington have incorporated that and the schools will pay for the certificate.

On the Soft Skills narrative, additional information will include programs or work on: Youth Leadership Boyle County; DHS Intercession; Bate Mentoring Program; the testing that is being done at the Central KY Career Center and Adult Education; information on the Central KY Job Training Consortium, the Black & Gold Academy, a summer enrichment week-long program this summer in the Boyle Schools; STEAM, a week-long enrichment program at Danville Schools this summer; the Gifted & Talented week-long day camp for middle school students at the Danville Eastern KY University campus; the work at the DHS Alternative School and the DHS GED program and the collaboration with Community Education, including soft skills to help students with future employment; and the Job R.E.D.I. (resume, etiquette, dress and interview) CD that now also includes a complete program with teaching materials on soft skills;

Cindy suggested the entire narrative be re-organized according to educational resources, community resources and regional resources. She will work on this. Erin Tipton will also send additional information, including % of student population at both high schools who are being tested by BC & TC, as will Sueticia, from on participants in the consortium.

The NCRC narrative was discussed. Notes from the last three meeting were reviewed to see if any new research needed to be added to the application. Erica had sent the following information for this section:

1. Free GED/NCRC pdf- anyone can come to the local office and schedule to take the Work Keys/NCRC- again it will be by appointment only now through June 30th, 2012.
2. Buy One/Get One Free (BOGO) offer that is available to employers who want to participate and have their employees or future employees to test- they can get the

BOGO offer (employers cannot state that it is a requirement to apply; but highly recommended)

3. WIA info- that's the updated version from the previous I had sent you before- changes were made on the last page as ARRA Stimulus funding is no longer available

4. Frequently asked questions- about the NCRC I thought would be helpful to you guys Attachments are included with these notes.

Cindy will continue her work on showing the correlations between the ACT test and the NCRC test to show that we have more "work ready" employees than the current 225 showing as part of those who have taken the test. Her research has uncovered the benchmarks by state, including KY's core content, and the distinct similarities between what is tested for ACT and for NCRC.

The need to add timelines for objectives was discussed. BCTC's testing of seniors at BCHS and DHS will be added with future goals to include adding other classes as possibilities. The Danville campus of BC&TC now offers one free course at their campus to all Adult Education graduates from Boyle County. Adult Education clients from the high school may also be added. Erin will check. Erica will share information on future funding of the NCRC test as she learns about their next budget year. To seek employer buy-in of the NCRC test, committee members will timeline plans to talk with groups like the Boyle County Industrial Council, the Central KY Jobs Training Consortium, Central KY Society of Human Resource Managers, Rotary, Kiwanis, etc.

Erica has made arrangements for the entire committee to take the NCRC test free of charge so we are all aware of what is involved in the test. The group will determine a date after May 17. Suggestions were: May 25 (a.m.); May 29, 30 or 31. It was suggested that Adult Ed help with preparation for the math portion!! It will take three hours to test with three 40+ minute sections in the test.

The committee members will send data to the full committee prior to the next meeting which has been set for Wednesday, April 25 at 3 p.m. at the Chamber so we will again be able to review where we are. Paula will send the full application work to date to the committee.

Narrative 2: National Career Readiness Certificate Attainment

Goal = 15% of adult workforce, or 2,650 employees, who are work-ready.

OVERVIEW

Since the NCRC test has been administered in our area technical schools in Boyle County and adjacent counties only recently, our attainment on this measure of work-readiness will require a rigorous action plan to test more adult workers. Currently, we have 225 NCRC-certified employees in Boyle County. However, if we examine adult student achievement on a comparable test—the ACT—we already have at least 855 to 1,318 additional work-ready adults from Boyle, Mercer, and Lincoln (the counties from which we draw the most employees. Because the ACT is given to all high school juniors in the state of Kentucky, the Kentucky Department of Education can now identify how many students have taken the ACT and can determine the percentage of students in each county who have achieved college/career readiness (KDE, “High School Graduate College/Career Readiness Percentage,” report updated April 25, 2012). With these combined numbers, Boyle County has between 1,080 and 1,543 college/career ready adults from which to draw.

Current Work-Ready Attainment as Measured by NCRC: As of April, 225 National Career Readiness Certificates (NCRC) have been awarded in Boyle County. Most of these certificates have been awarded to students attending our Area Technical High Schools.

Current Work-Ready Attainment as Measured by the ACT Offered to All High School Juniors: In April 2012, the Kentucky Department of Education estimated that in Boyle County alone, 41% to 60% of its students were “college/career ready” based on the performance of its high school juniors on the required ACT testing (KDE, 2012). Using these data, Boyle County employers have an additional 855 to 1,381 students who are considered “college or career ready” by the Kentucky Department of Education in Boyle, Mercer, and Lincoln Counties alone (the latter two counties being the two surrounding counties from which Boyle draws many of its employees. (See Appendix A for a complete data set.)

Current Work-Ready Attainment as Measured by the ACT Offered to Adult Post-Secondary Students: At least one local university—the EKV Danville Regional Campus—has also tested 384 adults seeking entry to college in the last three years. They estimate that 40 % of these students, or 153 people, have also tested at the benchmark college/career readiness scores on the ACT test. So this adds an additional 153 students to number of those potential employees who are college/career ready.

Total Currently College/Work-Ready: 1,236 to 1,759

ACTION PLAN TO INCREASE WORK-READY NUMBERS

To increase our numbers of work-ready employees to 2,650 within three years, we will immediately focus community efforts on four areas: Immediately offering the WorkKeys test to selected seniors at Boyle County High School and Danville Independent School to increase the number of NCRC-certified employees, identifying training and assessment sites, increasing outreach to employers, and generating greater public awareness of the program.

Immediately Offering WorkKeys to Selected High School Seniors in Boyle County

Bluegrass Community and Technical College in Danville (BCTC) offered to start a public awareness program in which they will go into the public schools each May to test selected high school seniors on the WorkKeys test. This program started in May 2012, when 71 students were tested and the initial results were very positive.

At Danville High School, 31 students (32% of senior class) tested. At Boyle County High School, 40 students (20% of senior class) tested. To increase the number of NCRCs, BCTC will collaborate with both Boyle County and Danville High Schools to identify students each year who will benefit from preparing for and taking the NCRC.

The future years, BCTC and the local schools systems will collaborate to expand and enhance the number of students preparing for and testing for the NCRC, with a goal of increasing the number of students by 10%.

Identifying Training and Assessment Sites

Training and assessment sites have been carefully to reach the greatest number of potential employees. Please see [Appendix B](#) for a list of the locations and benefits of each site.

Increasing Outreach to Employers

Our initial focus will be to increase outreach and involvement of employers to build the value of the NCRC as an economic and workforce development tool. We will distribute this information to local employers, management teams, and human resource staff members to provide a greater understanding of how the WorkKeys® system, paired with the NCRC, gives their organization a competitive workforce advantage. We will work with employer focus groups to identify core employability skills needs of business and industry and demonstrate how the NCRC meets identified skills needs. We will secure from employers a commitment that they will actively support and promote the NCRC effort. We will seek endorsement from business and industry associations through presentations or publications to association boards and/or committees, i.e. business associations, labor organizations, human resource manager groups, and industry associations. Speaking engagements will include:

- The Boyle County Industrial Foundation and Industrial Council (plant managers at all area plants, the Boyle County Economic Development Partnership).

- Central KY Society of Human Resource Managers (CKSHRM), which includes HR managers at all the major plants in three counties.
- Chamber of Commerce members. (This includes 350 members.)
- Local civic organizations, such as Rotary and Kiwanis.
- Central Kentucky Regional Jobs Training Consortium (23 industries in three counties)

Increasing Outreach to Education

- “Business-Education Exchange” programs have attempted to get educators and business leaders into each other’s world to better understand the challenges that each group faces, to begin building a network of contacts across the two groups that do not normally overlap or interact, and to help business sector begin to see that they have a role in improving the “product” that schools are producing;
- Our “Teacher Academy” programs for the past five years have sought to increase MS and HS teachers’ and administrators’ understanding of the job skills that are needed and the career options that exist in the local labor market – AND how the academic subjects are actually applied in workplace settings so that students will see the relevance of their schoolwork to the skills required in their future job/career choices;
- Our early childhood education advocacy subcommittee is working to increase awareness of the importance of early childhood education as a factor in workforce development: Children who begin Kindergarten or first grade behind academically often never catch up in reading and math skills and are at higher risk of dropping out before finishing high school. See Danville Schools Kindergarten readiness brochure distributed to families with newborns. **(Appendix C.)**
- Future Initiatives: Parents.
 - Studies have shown that when parents/guardians are actively involved and engaged in their children’s education, the children achieve at higher levels academically and are more likely to complete HS and pursue post-secondary education. Many parents/guardians are (1) intimidated by the educational system, (2) feel inadequate to help their children with “new math” or other academic topics, (3) are too busy with jobs/careers, household chores, etc.;

Generating Greater Public Awareness

Our plans to increase public awareness of the NCRC include developing new publications, creating a website and using other social media, creating public service announcements (PSAs), and scheduling industry partner events and open houses. **See Appendices D (Action Plan for Generating Public Awareness; Appendix E (Brochure on Opportunities for Workplace Skills Development) and Appendix F (National Career Readiness Certificate).**

Narrative 3: Educational Attainment

CURRENT EDUCATIONAL ATTAINMENT

➤ **High School Graduation Rate in Boyle County = 84.3%**

➤ **Percentages of Working-Age Adults with College Degrees**

According to the report "Kentucky Work Ready Communities. . . , 2010,"¹ the percentage of Boyle County residents aged 25 to 64 with

- At least an Associate degree = 25.20%¹
- At least a Bachelor's degree or higher = 23.30%²

APPENDIX G:

PLANS TO INCREASE THE HIGH SCHOOL GRADUATION RATE IN BOYLE COUNTY

Both Danville High School and Boyle County High School and have implemented strong programs to raise their graduation rates. At Danville High School, the following initiatives are now in place:

- A new Alternative School during the day and a Night School at night
- Approval of DHS as a site for the Secondary GED Program
- New content-specific computer labs
- New Learning Lab for special education students
- Truancy Diversion Program

At Boyle County High School, these new programs are being implemented:

- Credit Recovery
- Improved attendance policies
- Mentoring program for at-risk freshmen

For a complete description of these programs, please see **Appendix G:** Plan to Increase High School Graduation Rate in Boyle County.

APPENDIX H:

THE PLAN TO INCREASE ASSOCIATE DEGREE ATTAINMENT IN BOYLE COUNTY

Because Boyle County has three large SACS-accredited post-secondary institutions, we feel that we are well poised to increase the number of workers with college degrees is quite strong. The three institutions are:

- Centre College is a private liberal arts college granting bachelor's degrees. Enrollment is about 1200.
- Bluegrass Community and Technical College (BCTC)—Danville Campus is a public community college that grants Associate degrees. Enrollment is approximately 1,607.
- Eastern Kentucky University (EKU)—Danville Campus is a public comprehensive university that grants Associate, Bachelor's, and Master's degrees. Enrollment is approximately 500.
- In addition, Lindsey Wilson College offers a Master's in Counseling and Human Services onsite at the BCTC—Danville Campus.

By working collaboratively and partnering, these institutions will implement the plans described completely in **Appendix H**: Plan to Increase Associate Degree Attainment in Boyle County.

Narrative 5: Soft Skills Measurement

Evidence of Programs to Build Work Ethic/Soft Skills for Secondary and Postsecondary Populations

Boyle County has existing programs at both the secondary and postsecondary levels to develop these types of skills. In addition, the Central Kentucky Career Center provides programs, and the Danville/Boyle County Chamber of Commerce's program Leadership Boyle County has produced a popular CD to promote soft skills development.

Programs Provided by Central Kentucky Career Center

With the assistance of the Workforce Investment Act staff, the local chapter of Career Center RM is able to provide training in soft skills such as the following:

- WorkKeys and Interest Inventory
- Resume Writing
- Interviewing Skills
- Job Search Assistance
- Out-of-Area Job Search and Relocation Assistance
- Computer Classes

For a complete description, please see **Appendix I**: Programs provided by the Central Kentucky Career Center.

Programs Sponsored by the Chamber of Commerce

Developed by a recent Leadership Boyle County class, a CD called "Job R.E.D.1" (**Appendix J**) was created to teach students and prospective employees about

- Resumes
- Etiquette
- Dress
- Interview skills

This CD is now available regionally through the Teacher Academy, Community Education, and the Chamber of Commerce. Hundreds have been distributed in the region since its creation.

Programs in the Secondary Schools

Most of the schools (elementary, middle, and high school) in the Boyle County system conduct "Reality World/Reality Store" events for students to introduce them to life skills such as budgeting, evaluating, and making consumer choices, balancing a checkbook, etc.

At BCHS, in preparation for the "Reality World," all of the seniors participate in 2 to 3 hours of activities lead by volunteers from local business that focus on the transition to post-secondary education, job skills that employers seek, employment applications, resume preparation, and interviewing skills. The importance of soft skills (i.e. problem solving/critical thinking,

teamwork/collaboration, dealing with change, dependability/attendance/punctuality, flexibility/adaptability, and verbal communications) is emphasized in addition to math, reading and reading comprehension, and computer skills.

To illustrate the types of skills needed in every workplace setting, students complete a competitive challenge in which they must solve sample questions taken from the National Career Readiness certification tests on Applied Mathematics, Locating Information, and Reading for Information. Other challenges illustrate problem solving and teamwork skills.

Other programs offered in the secondary schools are

- Mentoring programs in both school systems,
- Job shadowing at Boyle County High School
- The Work Ethics Seal at Boyle County High School in which students learn about Time Management, Initiative, Adaptability, Teamwork, and Collaboration to earn a seal that is added to their diploma. (See [Appendix K: Work Seal Document](#).)
- DHS Intersession, enrichment classes courses offered between fall and spring sessions in which students can choose from a wide variety of classes ranging from computer skills to bread-making.

Programs in the Postsecondary Institutions

Ethics/ Diversity. Almost all college students are required to take an Orientation to College class and at least two English Composition classes. Academic honesty is an explicit part of these classes—that is, they learn how to credit fairly and completely another’s ideas and words when referring to them in print or speech. This skill is further emphasized in classes in which research papers are required. Students learn to understand their opposition, to establish common ground, and to offer persuasive arguments that fairly restate and ultimately refute their positions. They are taught to base their arguments primarily on data instead of emotions and to identify false reasoning. As part of a University-wide quality enhancement program that began in 2007, ECU professors focus on issues such as these in every college class, with the ultimate goal of “developing informed, critical and creative thinkers who communicate effectively.” So the emphasis on ethical and reasoned communications starts with the first class.

Acceptance of the diversity of ideas is also a “soft” skill that is increasingly emphasized by postsecondary institutions. For example, at ECU one of the six areas of the new General Education Program is “Diversity of Perspectives and Experiences.” Courses in this area include foreign languages and the study of other cultures, which foster a respect of diverse

populations. The hope is that embracing differences and learning that prejudice is not only unethical but also counterproductive will foster better teamwork in the workplace and more harmony in one's life.

In addition to these two underlying currents that run through all of these college courses, the following skills are also part of every course:

1. Emphasis on excellent communication skills—written, verbal, and in print.
2. Strong technical skills—from knowledge of basic computer applications to research skills and the ability to evaluate online sources of information for relevancy and accuracy.
3. Organizational skills—from note-taking to writing.
4. Team projects.
5. Peer reviews and coaching.

As part of EKU's free student services, college students are also introduced to work-ready behaviors in a series of free workshops throughout the year. Some of the typical topics include:

- Put Your Best Foot Forward: The Job Interview
- How to Dress for Success in the Workplace
- How to Deal with Difficult People in the Workplace

In addition, BCTC's Danville Campus offers an array of general education courses that focus on strong written and oral communication skills as well as the development of problem-solving and critical thinking abilities.

BCTC also offers free career counseling services and job readiness services to its students, including:

- Career Development
- Resume Writing
- Interview Skills
- Networking
- Internships
- Career Fairs

Narrative 6: Broadband Availability

Although most of the county is covered with accessibility at 99.3%, high speed internet is not always attainable in very rural areas due to cost, lack of technology in the home, or topography that disrupts wireless signals.

The Boyle County Public Library is striving to bring high speed internet and no -cost computer workshops to the community both through our in-house computer labs and workshops and throughout the county with our mobile lab that brings access to both technology and the internet to remote location as a part of the **Broadband Technology Opportunities Program (BTOP)**.

The **Boyle County Public Library offer workshops** in Microsoft Word, Excel, PowerPoint, and Publisher along with Introduction to the Internet, Introduction to Computers, Keyboarding, Emailing, Resume and Cover Letter writing, Online Job Searching, and Social Networking both in our computer labs at the library and with our mobile lab.

The in-house labs have an average of 3000 to 4000 logins per month which includes both workshop logins and general access.

The Boyle County Public Library is also taking part in the **Chamber of Commerce's Technology Education Advocacy Subcommittee of the Workforce Development Committee**. The Technology Education Advocacy Subcommittee is currently gathering assessment information on current availability of technology education in Boyle County, while also reviewing the need for access and educational opportunities throughout the county. The goals of this group are to see what resources are in place and what resources are needed to develop a technologically educated workforce within our community. The other goal of the group is to develop an education and career pathway to make decision making easier for individuals seeking both education and careers in technology. This easy to follow pathway will allow individuals at any level to understand what educational opportunities are available that will lead to higher paying skilled employment that is also available in their own community.

Danville-Boyle County Community Education is also a partner with the Chamber of Commerce's Technology Education Advocacy Subcommittee of the Workforce Development Committee. Community Education helps to provide low-cost computer skills classes to community members. Classes currently offered are Microsoft Word, Excel, Access, Quick Books, PowerPoint and Publisher. We also provide training in Introduction to Internet, Introduction to Computers and Resume writing in our computer lab.

Community Education helps to coordinate meetings with BC Public Library, Danville Independent schools, Boyle County schools, Bluegrass Community and Technical College and area businesses to identify gaps in technology in our community. In addition, Community Education has been helping to develop the pathways material that will be used by students and adults in the community who are seeking education and careers in our community.

Narrative 8: Supplemental Criteria

GED Attainment

Bluegrass Community and Technical College's Boyle County **Adult Education (BCAE) program** helps eligible participants upgrade their skills for viable employment in a regional workforce. To ensure duration and intensity and to address both needs, academic classes incorporate employability skills (attendance, punctuality, communications, ethics, and workplace responsibility) and computer technology into instruction, ensuring participants learn the basic skills and technology knowledge necessary to successfully obtain and retain employment. These services are provided on-site as needed. All BCAE workforce educational services meet the KYAE policy and guidelines.

BCAE provides eligible participants support and assistance with the following:

- Structured classes and workshops in 5-week cycles provide academic instruction (pre-GED, GED, developmental education, employability), advising, group tutoring, learning style identification, basic screenings for vision, hearing, and attention challenges, performance expectations in the workplace, and technology. *Assessments - Test of Adult Basic Education, (TABE), Software PowerPath, Official Practice Test (OPT), and NCRC are provided for eligible participants in set assessment cycles held during normal operational hours. Mass testing for factories and businesses is scheduled as needed.*
- GED, college, and workforce preparation with Summer Cram workshops for newly graduated high school seniors and returning adult learners. The workshops cover basic skill instruction in reading, math, writing, study skills, test-taking strategies, goal planning, communication, teamwork, and time management.
- *WIN, which can be accessed online through Kentucky Virtual Adult Education, is the self-directed delivery model for supplemental instruction associated with the NCRC credential and employability skill development. WIN provides the flexibility many participants need to balance education, work, and family obligations. WIN provides retention support and extended connection with BCAE during attendance gaps, center weather closures, and holidays.*
- Transition into postsecondary education by providing assistance in completing college applications, FAFSA forms, and researching Kentucky Higher Education Assistance Authority (KHEAA) resources; introducing participants to BCTC admissions advisors, faculty, staff, and administrators; referrals to TRiO programs; and campus tours.
- Self-sufficiency by preparing participants for high-demand positions in the regional economy. Partnerships with businesses and industries within Danville/Boyle County to

identify the credentials and training required of new hires to assist participants in transitioning into employment.

- Relationships with the agencies, schools, and community based non-profits that work directly with potential participants. Examples include the Danville Housing Authority, Office of Employment and Training, One Stop Career Center, and various other community based organizations. Through these organizations, BCAE receives referrals, work placements, participants seeking their GED, and will be able to identify and contact low-income families, individuals with low literacy skills and educational attainment, and individuals seeking employment.

According to the American Community Surveys (ACS) 2006-2010, KY enrollment and GED goals, Boyle County has 2481 people, ages 18-64, who do not have a high school diploma or GED. The Danville campus of the KCTCS Bluegrass Community & Technical College became the new fiscal agent for the Boyle County Adult Education Program (BCAE) in 2010. The program ended under the Danville Independent schools that same year so the program experienced a transition period with the retirement of the former staff and the hiring of the new staff.

The new staff is dedicated to locating and assisting Boyle County citizens who need assistance in obtaining a GED or other academic instruction to help them continue their education or become employed. Radio advertising, newspaper articles, sharing information in a variety of electronic newsletters and in social media will also help to get the word out on the new Adult Office and their new location.

The Adult Ed director also attends events like family literacy nights at the schools, Super Sunday at churches, and visits the juvenile detention and Boyle County Detention inmates, as well as temp agencies to share information on their services. She also works through the Boyle County Public Library's IT classes and will travel with staff and the library's mobile unit to bring programming and accessibility to more rural parts of our county.

Staff is committed to reaching their enrollment goal in 2012 of serving 323 students, with a goal of GED completion for 61 students. The enrollment goal for 2013 is to serve 303 students, with a goal of GED completion of 60 students.

Narrative 8: Occupational Credentials

Certifications Available at Boyle County High School

- Nursing: KOSSA, CPR, First Aid
- Engineering: Certified Solidworks Associate (CSWA); Certified Solidworks Professional (CSWP); American Design Drafting Association (ADDA) Mechanical
- Engineering and Technology Education Certificate: KOSSA
- Manufacturing Production Certificate (KOSSA)
- Information Technology: KOSSA
- Marketing: KOSSA
- Agriculture: KOSSA
- Family and Consumer Sciences: KOSSA

KOSSA Vocational Certifications at Boyle County Vocational School

- Electricity: KOSSA Construction, NCCER Electrical Level—1
- Carpentry: KOSSA Construction, NCCER Carpentry Level—1
- Allied Health: KOSSA, SRNA Certification
- Drafting: KOSSA Communications, Autodesk Certified Associate
- Welding: KOSSA Manufacturing, KY DOT (Part 1 & 2)
- Automotive: KOSSA Transportation, NA3SA, Brakes, Steering Suspension, Engine Repair

Additional professional credentials available in Boyle County are listed in Appendix G.

Central Kentucky Regional Jobs Training Consortium (CKRJTC)

The Central Kentucky Regional Jobs Training Consortium (CKRJTC) was created in 1999 by approximately six Boyle County manufacturing employers to seek collaborative and cost-effective solutions to mutual training needs. Today, CKRJTC has 21 members and 12 associate member companies in Boyle, Mercer, Lincoln, Garrard, Fayette, and Jessamine counties. The consortium secures grant-in-aid and project funding from Bluegrass State Skills Corporation (an agency of the Kentucky Cabinet for Economic Development) and KY WINS, a program of workplace education of the Kentucky Community and Technical College System (KCTCS). Through collaborative associations with Danville-Boyle County Community Education, Bluegrass Community and Technical College, and Eastern Kentucky University, training is provided for member companies, as well as computer and soft skills training for the community at-large. As needs are defined, the consortium and training providers schedule a wide range of skills training and preparation for certifications (e.g. MIG/TIG welding certification, PHR and SPHR certifications for Human Resource professionals, CQE certification for Quality Control professionals, CPIM/CSCP certifications for professionals in production and inventory

management, National Electrical Code (NEC) certification for electricians, and ISO 9001/2008 Internal Auditor certification).

Danville-Boyle County Chamber of Commerce Workforce Development Committee

The Danville-Boyle County Chamber of Commerce's Workforce Development Committee was created to *identify factors that enable and inhibit an adequately skilled labor force to support economic growth in Danville/ Boyle County and to identify strategies to address those factors.*

One of the committee's earliest discoveries was a widespread perception that there is a 'disconnect' between education and business, between what students learn in school and the skills needed for success in the workplace. As a result, much of the Workforce Development Committee's efforts to-date has been focused on eliminating that 'disconnect'.

The first initiative was to create a **Business-Education Exchange** in which educators and business leaders could spend time in each other's worlds and gain a better understanding of the challenges the other group faces each day – and improve communication among educators and businesses. The Exchange has been repeated each fall in 2007 to 2009.

A second initiative was the **Teacher Academy** in which middle and high school teachers spend extended time inside various businesses to learn about and observe the career and job opportunities that exist, the skills required in those jobs, and specific examples of the application of academic subjects like math and language skills in the workplace. The Academy has been repeated each spring in 2008, 2009, 2010, 2011 – and is being planned for May 2012.

Another result of the Exchange and Academy programs was an initiative by counselors and faculty at Boyle County High School to develop a "**Work Ethic Seal**" program that was implemented for junior and senior students in fall 2010. Similar programs have been adopted by other school systems in Kentucky and other states. To qualify for the addition of a Seal on their diploma, seniors must meet GPA and attendance requirements and demonstrate organizational, teamwork/collaboration, character, success, and communications skills in the classroom, extracurricular activities, and community involvement. The presence of the seal will indicate to prospective employers that an individual possesses the "soft skills" that are critical for success in the workplace, whether immediately after high school or following completion of post-secondary education.

This committee is a diverse mix of organizations who have come together to tackle workforce issues in our county. Programs to date have included a Business Education Exchange that brought businesses into schools and educators into businesses to see and discuss needs and

ways to collaborate. The first exchange led to a Teachers Academy that has brought educators to business and industry over a three day period to see how subjects being taught in schools are utilized in the workplace. This has also helped teachers share how businesses utilize math, science, team building, report writing and other subjects in local businesses. Teachers have also gained valuable insight into the large number of careers available in our county, which they then can share with students to share with them that work is available to return to in Boyle County for those who leave to gain college educations. The Academies, now in its fourth year, involve seven school systems from five counties because 50% of Boyle County's workforce comes from outside Boyle County. To impact our workforce, we must be regional in focus.

In 2011, the committee, with the help of Centre College students in a computer software class and a Hudson Ellis grant, also developed a career database for Boyle County showing the variety of jobs available, education needed to work in these fields, as well as the pay scale in that field. Eventually, this will be expanded to other counties so students will see the opportunities in our region. This database brings the statewide Individual Learning Program (ILP) to a local level so students can see that employment is available in our region for those who obtain educations within those career fields.

Another committee initiative has been the creation of a brochure that shows all services available to citizens looking to gain or upgrade jobs skills. With the help of the Hudson Ellis grant, this brochure was printed in large quantities in both English and Spanish and has been distributed broadly throughout our county to encourage people to seek these services to enhance their employment skills.

The Workforce Development Committee continues to tackle issues. Five new sub-committees have been formed this year that will work on: Teacher Academy/Business Education Exchange; Work Ready Communities; Career Database; Technology Education Advocacy and Early Childhood Advocacy. The Early Childhood Advocacy group is preparing a brochure for new parents on kindergarten readiness information and how they can prepare their child for school.

A recent Leadership Boyle County class, a leadership program of the Danville-Boyle County Chamber of Commerce, collaborated on a year-long project that culminated in a CD called Job R.E.D.I. that shares information from Human Resource managers on Resumes, Etiquette, Dress and Interview skills. This CD has been disseminated to teachers in the last two Teachers' Academy, to Community Education, Adult Education, schools, the Central KY Career Center, and other locations and people.

Appendix L shows additional occupational and professional credentials obtained with research.

**APPENDIX A: Data on Number of Work-Ready Students
in Boyle and Surrounding Counties—2011**

Groups Tested		Number
Boyle County Residents who had earned an NCRC certificate prior to 2012.	As tested through area vocational schools and the Central Ky. Career Center	225
Residents who earned NCRC certificates in 2012	May 2012 testing of Boyle County Seniors	71
	May 2012 testing of Workforce Development Committee members	6
2011 High School Students Classified as College and/or Work-Ready by the Kentucky Department of Education in Boyle and three adjacent counties from which Boyle County draws employees.	Boyle County H.S.	74
	Danville H.S.	33
	Mercer H.S.	88
	Lincoln H.S.	63
	Marion H.S.	98
	Garrard H.S.	51
2009—2012 Entering College Students Tested at ECU who were college and/or work-ready based on college readiness scores on the ACT.	Tested at ECU Danville	153
TOTAL :		= 862

Source: Kentucky Department of Education

*See <http://openhouse.education.ky.gov/HighSchoolGraduates.aspx> for the detailed county-by-county statistics.

APPENDIX B: Identifying Training and Assessment Sites

	<i>Purposes</i>	<i>Benefits to This Site</i>
Boyle County Adult Education Office	<ul style="list-style-type: none"> • Assess current level of work readiness. • Provide instruction & preparation for the NCRC. • Provide WorkKeys® remediation. • Administer the NCRC. 	<ul style="list-style-type: none"> • Free services. • Located conveniently in a shopping center. • This new location and new staff encourage participation and success by providing a professional yet supportive atmosphere. <ul style="list-style-type: none"> • Because of office operates under the auspices of Bluegrass Community & Technical College, those pursuing an NCRC can feel as if they are “in college” and not in a remedial environment. • One-on-one & small-group instruction available. • Self-study option available through KeyTrain™.
Central KY Career Center One Stop Office	<ul style="list-style-type: none"> • Assess current level of work readiness. • Provide instruction & preparation for the NCRC. • Provide WorkKeys® remediation. • Administer the NCRC. 	<ul style="list-style-type: none"> • Free services. • Location is convenient to downtown. • Location is well publicized because it is in the unemployment office.
All Area Technology Centers	<ul style="list-style-type: none"> • Administer the NCRC to its students. 	<ul style="list-style-type: none"> • Free testing • Conveniently administered in the school at which students already attend.
Danville/Boyle County Community Education Office	<ul style="list-style-type: none"> • Assess current level of work readiness. • Provide instruction & preparation for the NCRC. • Administer the NCRC. 	<ul style="list-style-type: none"> • Currently under consideration as a fourth site. • Location provides easy access to industry employees.

Give Children an Early Start to School Success

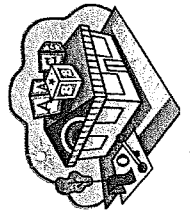
Starting school is a big step. Helping our children acquire the skills necessary to be successful is an important step in the right direction. The purpose of this pamphlet is to identify key indicators that will better prepare children for kindergarten.

Some children may not have all the skills included here, but that will not prevent them from entering school. This sample list of skills is a starting point for kindergarten preparation.

What Can You Do?

You can help prepare a child for school by sharing in the following activities:

- ⇒ **Read, Read, Read with the child.** Nothing is more important in building a foundation for learning than time spent reading and discussing stories with children. Take every opportunity to help your child become familiar with words and their meanings.
- ⇒ **Provide play experience with other children.** This activity develops social skills, building independence and self confidence.
- ⇒ **Make the most of free time.** Talk to children and encourage questions. Take nature walks, visit parks and museums, play games, visit the library, etc. Children with a wide range of experiences may be less overwhelmed by a school day.
- ⇒ **Talk about things a child will learn in school.** Discuss colors, numbers, letters, and shapes with children.



OUR SCHOOLS

Hogsett Elementary
300 Waveland Avenue
859.238.1313
Rebecca Goode, Principal

Jennie Rogers Elementary
410 East Main Street
859.238.1316
Gina Bernard, Principal

Toliver Elementary
209 Maple Avenue
859.238.1319
Judy Spellacy, Principal



Danville Schools
152 East Martin Luther King Blvd.
Danville, KY 40422
859.238.1300
Dr. Carmen Coleman, Superintendent

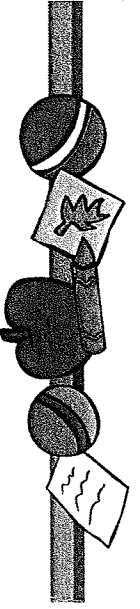
Kindergarten Here We Come!



Prepared By The

Danville Schools

*“Large enough for great opportunity
Small enough to be personal”*



When Your Children Are Better Prepared, They Are More Likely to Succeed.

Children who enter school with a wide range of skills and knowledge have a tendency to be more successful in school. Mastery of any or all of the skills listed will help your child enter kindergarten with confidence. **Remember every child who is five years old by October 1st is eligible for kindergarten.**

Some children entering kindergarten can perform the tasks listed in the following sections, at least sometimes. Your child's development may be a little faster or a little slower in certain areas. Have patience, trust your judgment and do not be critical. If you make time for your child and have fun, the rest will follow.



General Knowledge

- Identify basic colors
- Identify basic shapes
- Sort objects by color, shape, size
- Identify body parts such as head, toe, elbow, etc.
- Use pencils and scissors with control
- Duplicate blocks in a stack

How to help your child:

- Ask your child to find items that are triangles, circles, rectangles, and other shapes.
- Allow your child to cut pictures and coupons from magazines.
- Make a game of buttoning and zipping clothing.
- Teach your child to pick up small objects with tongs or tweezers.



Mathematics Skills

- Write numbers 1-10
- Count in sequence to 20
- Count number of objects in small group
- Recognize and duplicate simple patterns
- Identify common numbers (0-20)
- Count backward from 10

How to help your child:

- Play board games that require counting.
- Play number games by counting steps, cars while driving, items in the laundry, etc.
- Have your child give out treats to family members, with each person getting an equal number.
- Play dice games or dominoes to help kids learn to recognize groups of dots from 2 to 12.

Social Skills

- Play cooperatively with others
- Express feelings and emotions
- Try new activities willingly
- Ability to stay on task 15 minutes or longer
- Separate easily from parents/caregivers
- Take care of personal needs such as toilet and hand washing
- Respond to questions
- Wait for and understand directions

How to help your child:

- Provide opportunities for your child to make friends—at the park, daycare, church, etc.
- Teach your child how to join in, share and handle conflict during playtime.
- Talk to your child about their feelings. Share books that discuss different emotions.
- Teach your child to follow simple instructions and recognize authority.



Literacy Skills

- Recognize own name in print
- State name, address, phone number
- Print name correctly
- Recognize and name upper/lowercase letters
- Associate sounds with letters and/or words
- Retell a simple story
- Recognize rhyming words
- Concept of books and print products (*left to right, top to bottom, cover to back*)

How to help your child:

- Spend time talking to your child to develop oral language skills.
- Teach your child about letters and words by reading cereal boxes, signs, labels, etc.
- Read aloud with your child everyday and talk about the stories that you read.
- Encourage your child to draw and write.

APPENDIX D: Action Plan for Generating Public Awareness

Action	Implementation Date	Number of People to Be Reached
Created brochure to explain opportunities available in Boyle County to assist individuals with workplace skills development. Distributed to over 30 human services and non-profit organizations and businesses.	March 2012 [See Appendix E for a copy of brochure.]	<ul style="list-style-type: none"> • Business groups: Central KY Society of Human Resource Managers, Boyle County Industrial Council • Individuals: Job seekers at Central KY Career Center, and through human service and non-profit service providers.
Created flyer to promote NCRC test (Central Ky. Career Center) www.ckycareers.com Additional sites will be identified and used.	March 2012 [See Appendix F]	Central Kentucky computer users.
Six members of the Work Ready Committee took the NCRC test at the Central Ky. Career Center to highlight the certification to the public.	May 31, 2012	Upcoming newspaper article on the experience in local newspapers in region. Expected reach = 9,000 readers.
Held first Public Policy luncheon through Chamber of Commerce to highlight NCRC & WorkSmart KY and seek employer commitment to the program.	June 20, 2012	45
Create webpage links to Central Ky. Career Center site from partner sites <ul style="list-style-type: none"> • Chamber of Commerce • All local colleges and universities 	October 2012	350 3,500
Create PSAs for use on <ul style="list-style-type: none"> • local cable stations • radio stations. 	Fall/Spring 2012--2013	
Schedule industry partner events to present the program, encourage NCRC testing of employees & seek their endorsement.	Fall/Spring 2012--2013	

The goal in each type of outreach is to share information on the ACT's WorkKeys® assessments and targeted instruction (Reading, Math, and Locating Information). We will explain why the NCRC is an effective way to identify, remediate, and certify the skill readiness of job seekers and to target highly skilled career and technical students for employment.

Chamber of Commerce



Opportunities for Workplace Skills Development

Danville
BOYLE COUNTY, KENTUCKY

www.danvilleboylechamber.com

Resource Guide

IF YOU ARE LOOKING FOR . . .	THEN CONTACT . . .
Information on career openings in Danville or the state	Central Kentucky Career Center
How to fill out an application, prepare for a career interview, or make a resume	Central Kentucky Career Center
A place to learn or improve your basic computer skills	Danville/Boyle County Adult Education
Help in improving your reading, writing, or basic math	Community Education
Assistance in preparing for GED exam	Boyle County Public Library
Help in finding out what skills you need to improve	Danville/Boyle County Adult Education
Training to prepare for a specific career or occupation involving electrical technology, machine tool, industrial maintenance, or welding	Danville/Boyle County Adult Education
Degree requirements, admission requirements, financial aid possibilities, or course schedule information to start or finish a four-year degree	Central Kentucky Career Center
Options for completing an Associate's degree or the general studies needed for a bachelor's degree	Bluegrass Community and Technical College (BCTC) - Danville Campus
Training to prepare for a specific career or occupation involving nursing or medical technology	BCTC - Danville Campus
A way to determine your current level of skills and knowledge in reading and math	Eastern KY University
A way to improve your ability to read and speak English (as a second language)	BCTC - Danville Campus
Assistance with career skills due to impairment	National College
	Eastern KY University
	BCTC - Danville Campus
	National College
	Danville/Boyle County Adult Education
	Central Kentucky Career Center
	Danville/Boyle County Adult Education
	Pioneer Vocational Industrial Services

This brochure is made possible by Hudson-Ellicott grant funds.

National College
115 East Lexington Avenue Danville, Kentucky 40422
(859) 236-6991
www.national-college.edu

National College

National College offers post-secondary programs to educate men and women for the duties and responsibilities of careers in business settings — and to help place them in positions of opportunity and advancement. The classes in diploma and degree programs focus on the skills needed in a specific career field.

- Diploma Programs
- Accounting
 - Business Administration
 - Computerized Office Applications
 - Medical Billing and Coding
 - Medical Office Specialist
 - Pharmacy Technician
 - Accounting Office Assistant
 - Medical Office Assistant
 - Administrative Office Specialist

Associate Degrees

- Office Technology Professional
- Business Administration - Accounting
- Business Administration - Management
- Medical Assistant

Pioneer Vocational Industrial Services

150 Corporate Drive
Danville, Kentucky 40422
859-236-8413
859-236-1251 / TTY
www.pioneerservices.org

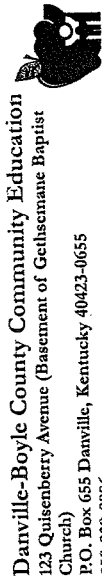


When your quality of life — and employment possibilities — are reduced by injury or results of illness, birth defect or developmental condition, it is important to focus on gaining the highest level of physical, emotional and social ability as possible. Pioneer Vocational can help.

A variety of services are available:

- Vocational assessment to determine potential for employment;
- Assistance in overcoming physical impairment, behavioral or emotional problems that may limit the ability to live independently and function in the workplace;
- Evaluation of work-related skills: verbal and written skills, eye-hand coordination, work habits, personal interactions, adaptability and learning new skills;
- Assistance with training, skills development, and adjustment to the workplace;
- Assistance in getting and keeping a career based on capabilities and interests;
- Employment in an alternative environment.

The goal of Pioneer Vocational Industrial Services is to assist capable people who have a disability to reach their full potential through employment that is within their abilities.



Danville-Boyle County Community Education
 123 Quisenberry Avenue (Basement of Getsemane Baptist Church)
 P.O. Box 655 Danville, Kentucky 40423-0655
 859-239-8986
commmed@bellsouth.net

Community Education offers both career skills training and life-long learning classes to meet the needs of all members of the community. Many learning opportunities are the result of collaborations with other organizations, the school systems, and employers in the community.

- Community Education classes can help you learn or improve marketable computer skills, from basic to advanced:
- Internet
 - Windows
 - Word
 - Excel
 - Access
 - PowerPoint
 - Publisher (for newsletters and publications)
 - Quick Books (for basic budgeting and accounting)

All computer classes are held at Community Education's on-site computer lab located with Adult Education in Big Lots Shopping Center. You can also learn basic skills for some up and coming career fields.

Eastern Kentucky University – Danville Campus
 Danville Manor Shopping Center 1560 Hustonville Road
 Danville, Kentucky 40422
www.eku.edu/danville

The Danville Campus is one of three large regional campuses of Eastern Kentucky University and offers more than 130 classes on-site each semester. General education classes, Associate and Bachelors degree programs, and substantial portions of degrees are available in the following areas:

- General Studies
- Criminal Justice
- Early Childhood Education
- Paralegal Studies
- Registered Nursing

Classes are available at the Danville Campus during the day, evenings, and on select Saturdays. Classes can also be completed through interactive TV and online.

Academic advisors on-site help students schedule and register for classes. Student services also include free Internet use, placement testing in Reading, Math, and English, free tutoring for Math and English classes, and free health clinic.

High school transcript or GED scores, ACT scores, and completed admission application are required for enrollment.



Central Kentucky Career Center
 121 East Broadway Danville, Kentucky 40422
www.ckyccareers.com
 (859) 239-7411

Other area locations in Richmond, Lexington and Georgetown. Central Kentucky Career Centers are one-stop locations that bring employment and human services agencies together under one roof.

- Through the Career Center, career seekers can:
- Look for career openings locally and state-wide
 - Find out about employment, career, and training services that are available through local agencies and organizations
 - Access many Career Center Services

Applicants can take screening tests to determine qualifications and needs. Applicants are then provided with suggestions to improve career skills and employability. Workshops for Career Readiness Skills, such as filling out career applications, preparing for and doing better in interviews, creating a resume, and others, are offered.

Through Career Centers, applicants can also access training and services from other sources that help with specific needs, such as displaced or dislocated workers, those with disabilities, welfare recipients, persons 55 and older, and veterans.

In order to assist career seekers and employers to decrease turnover, Career Center staff can help with transportation, childcare, housing, and emergency healthcare services for employees hired through Central Kentucky Career Center.

Danville/Boyle County Adult Education Learning Center
 Located next to Big Lots in Danville Square
 1714 Perryville Road, Suite #112
 Danville, Kentucky 40422
 859-238-2171 or 859-238-1272
 Melissa Rowe, Coordinator
 Email: melissa.rowe@kctcs.edu

The Danville/Boyle County Adult Education Learning Center offers classes and workshops in essential skills and provides services to qualifying adults that improve academic readiness and employability:

- Pre-GED Instruction and Skills Review (mathematics, language, reading and writing)
- GED Preparation
- Official Practice Test (OPT) Administration
- Kentucky Employment Certificate (KEC) preparation and administration
- Standardized College Entrance Exam Readiness Review (COMPASS, etc.)

All services are free and funded through Kentucky Adult Education (KYAE), Bluegrass Community College (BCTC), Heart of Kentucky United Way, and city and county governments. Please see the KY Adult Education website for additional information www.kyae.ky.gov

Bluegrass Community and Technical College (BCTC)
 Danville Campus 59 Corporate Drive Danville, Kentucky 40422
www.bluegrass.kctcs.edu
 859-239-7030

The Danville campus of BCTC offers over 40 credit program options from diplomas and certifications with hands-on training for Associate Degrees and online programs:

- Business Management and Marketing
- Electrical Technology
- Industrial Maintenance Technology
- Machine Tool Technology
- Medical Information Technology
- Medical Nurse Aide
- Practical Nursing and Registered Nursing
- Welding Technology
- Phlebotomy Technology

In addition to the classroom instruction, you can also find:

- Assistance in improving basic skills in math, reading, writing, and study skills
- Assistance in determining available financial assistance for educational expenses
- Ability to transfer Associate Degrees and coursework to a four-year college
- Associate in Arts
- Associate in Science

Boyle County Public Library
 307 W. Broadway - Danville, KY 40422
www.boylepublib.org
 (859) 236-8466

The Boyle County Public Library offers several Workforce Development and Skill building workshops that are computer based along with offering open access to the Internet and use of a multitude of software.

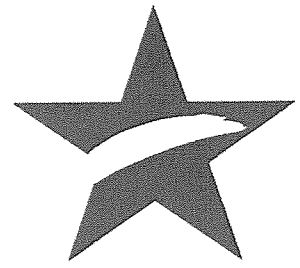
- Workshops include the following:
- Word
 - Excel
 - PowerPoint
 - Publisher
 - Introduction to Computers
 - Introduction to the Internet
 - Resume development
 - Cover Letters
 - Facebook
 - Twitter
 - LinkedIn

Other technical services available at the library include:

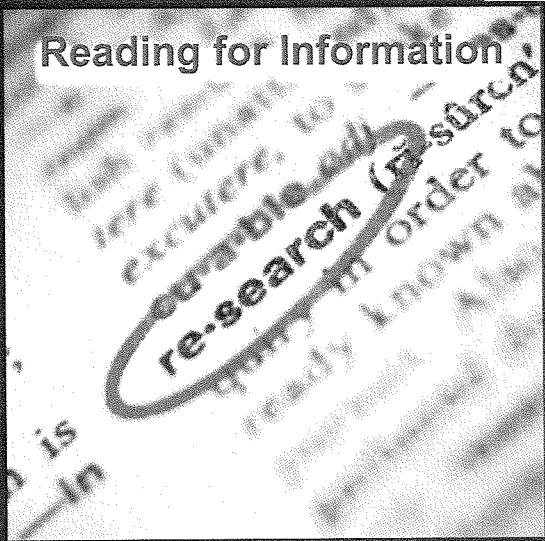
- Open Internet access for adults and children (with parents' permission)
- Online tutoring and homework help through Tutor.com
- Online links to Accelerated Reader and Reading Counts programs through ReadTheBooks.com



National Career Readiness Certificate



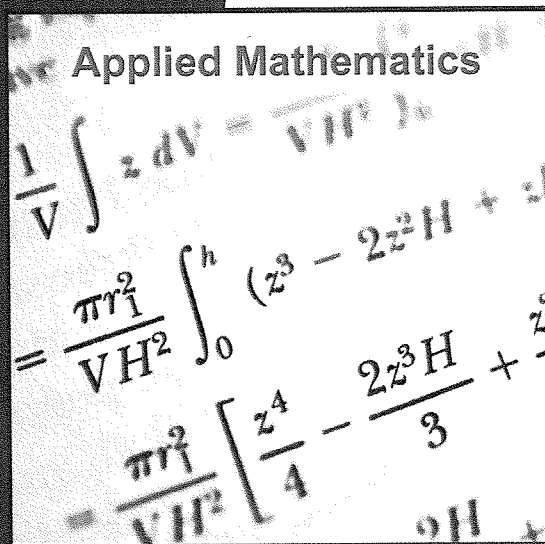
Reading for Information



The NCRC can help Kentucky employers:

- *find qualified job applicants,*
- *take the guess work out of hiring,*
- *reduce turnover, overtime and waste,*
- *match employees to the appropriate job,*
- *develop focused training initiatives for incumbent workers,*
- *implement a certified worker pool for recruiting/retention,*
- *increase employee performance,*
- *improve business production, and*
- *boost company profitability.*

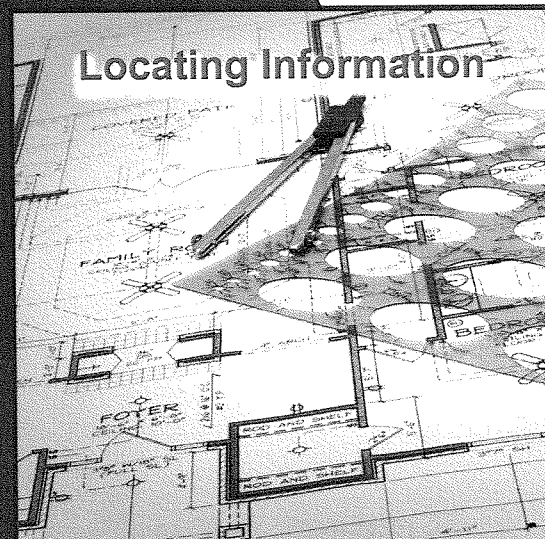
Applied Mathematics



The NCRC provides Kentucky employers:

- *HR tool for hiring,*
- *job profiling and utilizing existing profiles,*
- *lower bottom line,*
- *more promotable staff,*
- *narrow applicant pool, and*
- *reduced training and continued-training cost.*

Locating Information



Three employee-skill levels provide clear results

- *Silver - qualified for 65% of jobs*
- *Gold - qualified for 95% of jobs*
- *Platinum - qualified for 99% of jobs*

For more information on the NCRC contact the
Danville-Boyle County Chamber of Commerce
at 859-236-2361, Paula Fowler at
paula@danvilleboylechamber.com or visit
www.ckycareers.com.

www.ckycareers.com
www.bgwib.com



Appendix G: Plan to Increase High School Graduation Rate in Boyle County

Our county is committed to raising the graduation rate to 82.32 percent to meet the state goal within three years. To achieve this goal, we are implementing multiple programs in both public high schools to assist students whose needs are not met in the traditional seven-period day classroom setting.

Danville High School Plan

Danville High School is dedicated to improving graduation rates so students are ready to be productive citizens and work-ready members of the community. Two types of alternative options are provided for qualifying Danville High School students. A total of approximately thirty (30) students, about 15 in each program, receive educational services in the Alternative School during the school day and Night School after the school day. These students need alternative services for various reasons, but many have failed courses and need access to a credit recovery program. Others may have extenuating circumstances that necessitate school attendance after the regular school day. Night School students attend a minimum of one night but may come two nights per week.

Students in both the **Alternative School and Night School** use an online instructional program with teacher guided assistance to earn credits. The program is also available for student access 24 hours a day 7 days a week anywhere students have Internet capability. Students may work at their own pace after school hours in addition to their night school time. The only restriction is that tests must be taken at school with a teacher who can proctor the exam. For 2011-12, we are using **APEX**, a new computer program that is more enhanced and challenging for students than the program used previously. APEX is being used in our alternative school and for credit recovery during school hours. This allows students that are behind in credits or having behavioral struggles and not being successful in a traditional setting to work on the computer in a smaller setting with structured support.

Students also participate with the Chamber of Commerce in a **before-school mentoring** program that focuses on soft skills and allows eighth graders a one-half day job shadowing experience with their mentor at the end of the seven-week program.

Approximately twenty-three students attend the Garrard County and Lincoln County **Area Technical Centers**. Students take classes for high school credit, industry/skill certification and take the Kentucky's Skill Standards, Assessments and Certification System (KOSSA) test at the same time. These students are engaged in areas of career interest for them so they are more likely to stay in school to graduate. By graduating from high school passing KOSSA that is based on standards identified by employers across the state, these students have a greater likelihood of success in their transition to adult life.

Danville High School was recently approved for the **Secondary GED Program** by the Kentucky Department of Education and Kentucky Adult Education. In order to be eligible for the Secondary GED program, students must be at least 16 years old, at least two school years behind on credits toward graduation and continue to be enrolled in school while pursuing this alternate path to obtaining a high school diploma. Many students who are two years behind with credits are likely to drop out, so in addition to obtaining a diploma through GED testing, the student (s) and the school are moving to lower the overall dropout rate. By giving students the Secondary GED Option, the attainment of at least an 82.32 graduation rate for Danville High School in the next three years is more likely.

Danville High School will soon have **four new content-specific computer** labs for each of our core classes (math, science, English and social studies) to increase student access to technology. This will mean a total of six labs for the school and lowers the student to computer ration. This access to modern technology will further engage students, connect them to learning and therefore prevent dropouts from occurring. Again, with the dropout moving downward, the graduation rate will advance toward the goal.

Special education teachers will staff a "**Learning Lab**" to provide extra support to students to ensure that they have enough support in classes and are successful. Per this schedule, special education staff will be absent from their collaborative classrooms on the days they staff the learning lab. The initial purpose of this lab is to provide direct services to targeted students with IEPs to assist with make-up work and concept mastery as needed. We hope that this adjusted service will allow students to better access the content and excellent instruction in the general education classrooms so these students are more likely to graduate from Danville High School.

For students whose attendance at school present challenges to their instruction and progress toward graduation, there is an ongoing **Truancy Diversion Program**. Absence thresholds trigger Infinite Campus to generate communication with parents regarding student absences. Follow-up phone calls and home visits provide encouragement for students to attend school. The Family Resource Center works to remove barriers to regular school attendance. In the most extreme cases of truancy, the local courts work in partnership with the school district to ensure that students have an education plan and that it is implemented with fidelity. The end result of efforts by all those who work with the Truancy Diversion Program is that students receive instructional and logistical support to the degree that several graduate from Danville High School who may not have otherwise done so.

Through programs such as night school, alternative school, secondary GED program, content specific computer labs, learning lab and the Truancy Diversion Program, Danville High School is striving to improve the graduation success rate for students and send them to colleges & universities, other post-secondary institutions, military and other careers with a greater chance of success. As a result, the increase in the graduation rate for Danville High School helps to make Danville and Boyle County a Work Ready Community.

Boyle County High School

Boyle County High School is committed to raising their graduation rate each year. This effort began in 2011 with the creation of a graduation task force. This group met several times and came up with three initiatives to improve graduation rates. These initiatives are:

- **Credit Recovery:** Students will have the opportunity to earn credit for courses they fail using the online program APEX. This can be done during the school year or during summer school. Students who need credit recovery are identified by their counselors or teachers and are referred to the program. The goal of credit recovery is to help students stay on track to graduate with their class.
- **Attendance:** Truancy is a significant factor influencing graduation rate. Boyle County will file truancy charges on the 7th unexcused absence. Prior to charges being filed, a home visit will be made, as well as conferencing with the student (this could be done by a school or district administrator). There will also be early intervention/conferences with students who are missing a lot of days, regardless of whether or not their absences are unexcused, because it was determined that student failures in class are more related to ABSENCES than to whether they are excused or not.
- **At-Risk Freshmen:** Each year, "at-risk" students exiting Boyle County Middle School will be identified, provided with a mentor and with important transition information. The Perkins Risk Assessment Screening will be completed on these students, as well, to better determine their risks and develop strategies to address these risks.

Additionally, students have the opportunity to earn a number of certificates through attendance in the **Technology Center** that includes the pre-engineering program at BCHS or through attendance at either the Garrard County or Lincoln County Area Technical Centers. Students take classes for high school credit, industry/skill certification and take the Kentucky's Skill Standards, Assessments and Certification System (KOSSA) test at the same time. These students are engaged in areas of career interest for them so they are more likely to stay in school to graduate. By graduating from high school and passing KOSSA that is based on standards identified by employers across the state, these students have a greater likelihood of success in their transition to adult life.

All of these initiatives are currently underway at BCHS and we believe they will have a positive impact on our graduation rate as early as this school year.

Danville High School just held a **one-week Intersession** that allowed students to job shadow and Boyle County High School also has a job shadowing day where all seniors can visit businesses for a day to learn the day-to-day operations and speak with business people about that field.

Both schools systems have participated, since its inception, with the **Danville-Boyle County Chamber of Commerce Workforce Development's Teacher Academy**. This program allows

middle and high school teachers spend extended time inside various businesses to learn about and observe the career and job opportunities and the skills required in those jobs, and specific examples of the application of academic subjects like math and language skills in the workplace. The Academy has been repeated each spring in 2008, 2009, 2010, 2011 – and is being planned for May 2012.

A new initiative with the Heart of Kentucky United Way, that covers the counties of Boyle, Garrard, Lincoln and Mercer, and the Chambers of Commerce in those four counties, has also brought together the superintendents, staff and School Board members in two forums at Centre College to discuss common issues and to work collaboratively on them. These dialogues will lead to action that will benefit all students and the workforce in this region.

The Danville-Boyle County Chamber of Commerce is also working to bring other programs into the schools. We have just purchased **CHOICES**, an interactive live classroom workshop that empowers teens to make positive educational CHOICES to increase their career and life opportunities. In two 45-minute sessions trained community volunteers take students through real-world exercises on the consequences of dropping out and the benefits of educational attainment, also introducing them to skills for success such as self-discipline, decision making, time management and goal setting. CHOICES has been delivered to more than six million teens in three countries since 1985.

The Chamber is also studying a **Young Entrepreneurs Academy**, a year-long program for students in grades 6-12. Students generate business ideas, conduct market research, write business plans, pitch to a panel of investors, and launch their very own real businesses. This program also provides local community members with a variety of opportunities to volunteer and get involved.

All of these initiatives are designed to engage and transform our students with the intention of keeping them in school.

APPENDIX H

THE PLAN TO INCREASE ASSOCIATE DEGREE ATTAINMENT IN BOYLE COUNTY

Because Boyle County has three large SACS-accredited post-secondary institutions, we feel that we are well poised to increase the number of workers with college degrees is quite strong. The three institutions are:

- Centre College, a private liberal arts college, granting bachelor's degrees. Enrollment is about 1200.
- Bluegrass Community and Technical College (BCTC)—Danville Campus is a public community college that grants Associate degrees. Enrollment is approximately 1,600.
- Eastern Kentucky University (EKU)—Danville Campus is a public comprehensive university that grants Associate, Bachelor's, and Master's degrees. Enrollment is approximately 500.
- In addition, Lindsey Wilson College offers a Master's in Counseling and Human Services onsite at the BCTC—Danville Campus.

By working collaboratively and partnering, these institutions will implement the plans described completely in Appendix E.

The Plan to Increase to 32% in 3 Years

1. By working collaboratively to develop 2 + 2 programs, to share classroom space, and to align the curricula between the Associate degrees and Bachelor's degrees offered at BCTC and EKU, these two institutions will be better able to increase the number of postsecondary graduates at both the Associate and Bachelor's levels.
2. All three of these postsecondary institutions are committed to increasing financial aid to support students and thus increase access to college.
3. Both BCTC and EKU have thriving dual credit programs that widen the access of high school students to college classes. These programs allow high school students to earn both high school and college credit while still in high school. Many of these students can earn up to 24 college credit hours before their high school graduation, which is a great encouragement for them to complete at least an Associate degree.
4. In Fall 2011, Western Kentucky University began to offer college credit to high school students at Boyle County High School, which is also expected to increase the number of students who will graduate from high school with earned college hours.

5. All of these postsecondary institutions accept Advanced Placement credit from the high schools, which also increases the number of college credit hours earned by high school students. As more high school teachers seek Master's degrees in their discipline areas, the number of classes offered for AP credit is expected to increase.
6. For the last several years, two days are set aside each Fall for ALL 8th graders in Boyle County (both Danville Independent and Boyle County Schools) to tour and chat with academic advisors, staff, and faculty at each of Danville's three main colleges—BCTC, Centre College, and ECU Danville. Showing students the many varied types of higher education facilities right here in their own community is a great way to increase their rate of college attendance.
7. In addition, representatives from all of the Boyle County colleges and universities go into the public schools frequently to make presentations about their academic programs and talk to students about the importance of a higher education.
8. Several organizations in Boyle County offer summer enrichment programs for students of all ages. In Summer 2011, for example, both Danville High School and Eastern Kentucky University—Danville Campus sponsored gifted and talented day camps for selected middle school students. Similar camps will be offered in 2012 and in the upcoming years to an even larger number of students.
9. The Governor's Scholars Program (GSP) features Centre College as one of several residential colleges each summer at which selected high school juniors can participate in their five-week program of educational enrichment. With a goal of nurturing a "sense of learning and leadership," the GSP is a model of the very best of educational practices.

The Plan to Increase to 39% in 5 Years

1. Plans for the construction of larger, permanent campuses for both BCTC and ECU are in the planning stages, which will allow both institutions to offer
 - a. More full-degree programs in Boyle County,
 - b. More varied full-degree programs, and
 - c. More community-specific degree programs that better fill the needs of our county's
 - i. Industries,
 - ii. Primary and secondary schools,
 - iii. Hospitals and social service organizations.

2. Within five years, increased offerings in community and workforce education areas such as computer skills, financial planning, and entrepreneurial activities will increase adults' awareness of how easy it is to attend college and serve as an entry point for their pursuit of Associate's and Bachelor's degrees.
3. Larger postsecondary institutions will be better able to offer prospective students even advice on how to fund their college educations. Already, improved computer access to information is available online to
 - a. GoHigher Kentucky, which is a designed for high school students beginning their college search, and
 - b. KHEAA, which has excellent information for high school students, parents, and now specifically for adults returning to college. (Much of the growth in enrollment is expected to come from older adults in the next several years, so educating the public about available financial aid is crucial to enticing adult students to tackle a college degree.)
4. Because funding a college education is one of the largest obstacles for prospective students, we can partner with local industry and other employers to offer more employer-supported scholarships for incumbent workers and make this list available to the public. These employers would undoubtedly reap the benefits of a better educated workforce, and employees benefit from the assistance.
5. Within the next two years, most public, comprehensive universities will have in place a system by which adult learners can receive college credit for "prior learning." Often referred to as Prior Learning Assessment (PLA), this system provides a way to assign college credit to an adult's "informal" learning. For example, a student who has worked through an open courseware class on the Internet could prepare a learning portfolio or take an exam to show mastery of the concepts in a Communications or Mathematics class and pay a much-reduced fee for the test—and thus the college credit for the class. According to a 2010 study of over 60,000 students at 48 colleges and universities, "participation in PLA has a dramatic effect on graduation rates and time to degree,"³ saving up to 10 months in some cases.
6. We will have many opportunities in Boyle County to increase the number of working adults who attend college. According to the U.S Department of Education's National Center of Education Statistics (NCES), the percentage increase in the number of adult students (age 25 and over) has been larger than the percentage increase in the number of younger students. This pattern is expected to continue at least through 2019⁴. Between 2000 and 2009, the enrollment of students under age 25 increased by 27 percent. Enrollment of students 25 and over rose 43 percent during the same period. From 2010 to 2019, NCES projects a 9

percent rise in enrollments of students under 25, and a 23 percent rise in enrollments of students 25 and over.⁴

7. BCTC is working aggressively to provide outreach to students who have earned prior Business and Industry credits to return and complete a credential or degree. The Workforce Transitions Specialist provides outreach and programming to those students and serves as an advocate and contact for the student in matriculating back into the college setting and assisting with credential completion.
 8. With the number of online classes increasing at a rate of at least 8 percent per academic year at some public colleges and universities, students will have more and more choices of HOW they wish to take their college courses, with many full-degree programs available entirely online. In addition to the online courses offered by educational institutions within Kentucky, students can also choose out-of-state colleges, such as the University of Phoenix, for example, which operate almost entirely online. The convenience and flexibility of scheduling that these classes offer will enable many more incumbent workers to attain a college degree.
 9. Boyle County is working aggressively to expand its broadband access, which will allow even more potential students to take online classes.
-

SOURCES

¹“Kentucky Work Ready Communities: Status of Kentucky Counties in Work Ready Community Criteria,” Dec. 03, 2010.

² U.S. Census Bureau, 2006—2010 American Community Survey. “5-Year Estimates.”

³ Anya Kamenetz, “The Transformation of Higher Education through Prior Learning Assessment,” *Change Magazine*, Sept/Oct 2011. <http://www.changemag.org/Archives/>

⁴ U.S. Department of Education, National Center for Education Statistics. (2011). Digest of Education Statistics (NCES 2011—015). <http://nces.ed.gov/fastfacts/display.asp?id=98>

Appendix I: WIA Information

With the assistance of our WIA (Workforce Investment Act) Staff...we are able to provide the following:

- Identifying high demand occupations
- Information on occupations
- Interest inventories
- Job search assistance
- Resume and cover letter writing
- Interview skills coaching

WORKKEYS & INTEREST INVENTORY (AKA NCRC Certification)

It may be determined that more detailed information is needed in order to plan your next step in the WIA process.

When training is a consideration for a client of the program or program participant, a WorkKeys test is given. WorkKeys measures three basic categories: Math, Reasoning, and Locating Information. Based on these scores plans for training can be made. The WorkKeys test also provides individuals with a Kentucky Employability Certificate, used by many employers throughout Kentucky as a means of identifying qualified individuals to consider for their vacancies.

If you are unsure of your training or employment direction, you may choose to take an interest inventory assessment. This short assessment gathers information about your interests, your strengths, and your dislikes to formulate potential occupational paths you may choose to pursue.

RESUME WRITING

Resumes are required by more and more employers; even those still accepting applications prefer to have a resume attached for review. Resumes offer more detail regarding a previous position than is often listed on an application.

If you need assistance with updating your resume, transferring it to an electronic copy for email submissions, or if you just have questions regarding the correct style of resume for the position for which you're applying, the Workforce Specialist or other qualified staff will work with you to ensure your resume gets noticed.

If do not currently have a resume, WIA offers free resume writing classes. These classes educate you on the various types of resumes, key points that get you recognized by employers, and guides you through the process for creating an electronic resume.

Appendix I: WIA Information (page 2)

INTERVIEWING SKILLS

An additional service and an excellent next step after resume writing is interviewing skills training. Each WIA location has qualified staff on hand that will work with you on your interviewing skills. WIA staff conduct mock interviews using the latest interviewing techniques, while recording your responses on video. This allows you to review your responses with the Workforce Specialist to identify your strengths and offer tips on how you can improve in other areas.

JOB SEARCH ASSISTANCE

Whether you have been in the workforce for the last 20 years and recently found yourself re-entering the job market or you're entering the workforce for the first time, WIA provides assistance with your search. WIA offers an extensive list of employers in the Bluegrass area that are currently hiring and we will assist you in getting your foot in the door through our referral process.

Employers trust the WIA referral process because we verify the qualifications sought after for the positions employers list with us. This verification process helps you get the interview because the employer knows they are receiving a qualified applicant.

OUT-OF-AREA JOB SEARCH AND RELOCATION ASSISTANCE

If during your search you locate a job outside of your commuting area and secure an interview, the WIA program can provide you with travel assistance to and from your job interview. If you are hired, WIA can assist you with the cost of relocation to the new job.

COMPUTER CLASSES

WIA offers free Basic Computers and Introduction to the Internet classes at the various locations throughout the Bluegrass. These classes offer training in: conducting internet searches, creating a free personal email account, basic internet security and more. Check your local Career Center for the date and time in your area.

TRAINING

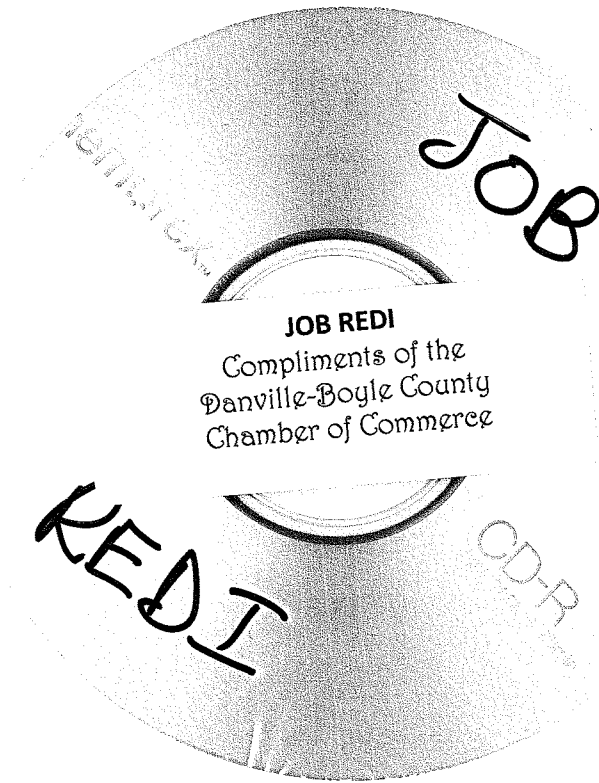
If you are identified as being in need of training there are various types available with the WIA program. 1) Occupational Skills Training: provides for two years or less and leads to a degree, diploma or certification. 2) Short-term Training is any training that is 6-months or less and does not lead to a certificate, diploma or degree. 3) ARRA Short-Term Training, a program of the American Recovery and Reinvestment Act of 2009, provides a list of several customized occupational trainings focused on high demand careers in areas such as information technology

Appendix I: WIA Information (page 3)

and the healthcare industry. Each of these trainings conclude with a degree, diploma or certification.

The above is the with Adult and Dislocated Worker program. We also have the Youth Program to which we are redoing the processes at this time...when these workshops get off and running for the Youth program- ages 18-21. They include: Resume Writing, Mock Interviewing/Dress for Success, Basic Computer Class, Budget/Finance Class, and Career Exploration. After those workshops are completed the individuals that complete will be enrolled in a 5 week Work Experience where individuals will work 40 hours a week at minimum wage.

Erica N. Sluder
WIA Business Service Specialist
Central Kentucky Career Center
Bluegrass Area Development District
(O): 859-239-7004 x 232
(C): 859-608-1335
(F): 859-239-7541
erica.sluder@ky.gov



Appendix J

Work Ethic Seal Recommendation for 2011 - 2012 School Year

Name of student: _____

Date: _____

This recommendation will become part of your Work Ethic Seal Application. It will not be disclosed to any unauthorized individual without your consent. In an effort to ensure that all recommendations are true and accurate, it is preferred that you waive your right to access the contents of this recommendation. Please check one of the boxes and sign the statement below.

I (do) (do not) waive the right to review this recommendation once submitted.

Signature _____

Date _____

Recommendation:

The student whose name appears above is working toward a Work Ethic Seal to be added to his/her diploma from Boyle County High School. The Seal is an indication that the student has gone above and beyond the minimum graduation requirements and that he/she has demonstrated the basic skills to be successful in the workforce. The recommendations of adults who have had the opportunity to observe the student in various settings and activities are essential components in determining if the criteria of the work Ethic Seal program have been met. Please complete the following form based on your knowledge of the applicant.

Your Name: _____ Position: _____ Contact Number _____

A) Organizational Skills: Please circle the appropriate rating number for each item and then subtotal the circled numbers.

Skill	Seldom demonstrates	Often demonstrates	Always demonstrates	Unable to rate
Time Management: Completes projects on time, self-manages own time	1	2	3	
Focus: stays on task, makes continuous progress toward completion of projects/assignments	1	2	3	
Initiative: starts/manages projects without need for continuous monitoring or direction	1	2	3	
Adaptability: deals effectively with changes in conditions or requirements	1	2	3	

A. Subtotal = _____ divided by 4 = _____

Additional comments concerning Organizational Skills:

B) Teamwork/Collaboration: Please circle the appropriate rating number for each item then subtotal the circled numbers.

Skill	Seldom demonstrates	Often demonstrates	Always demonstrates	Unable to rate
Works well in group toward desired /assigned goals	1	2	3	
Responsible for his/her share of group work	1	2	3	
Communicates effectively with other group members	1	2	3	
Respects the rights and opinions of others	1	2	3	
Accepts group decision	1	2	3	
Appropriately assertive of own ideas	1	2	3	
Respectful of group diversity (individuals and ideas)	1	2	3	

B. Subtotal = _____ divided by 7 = _____

Additional comments concerning Teamwork/Collaboration:

Work Ethic Seal Application For 2010-2011 School Year

Name of Student: _____

Senior Year Requirements

American Government teachers should assign points from 0-3 for the following activities: 0 = did not complete, 1 = minimum effort, 2 = good effort and 3 = excellent effort

	Points	Signature
Student participated in Reality World experience	_____	_____
Student has completed all ILP requirements	_____	_____
Student has a completed a resume (attach copy)	_____	_____
Student completed Job Shadowing (verified by an administrator)	_____	_____
Total points	_____	(8 points necessary to continue)

Recommendations

Three completed recommendations are required to qualify for the Work Ethic Seal. Recommendations must come from each of the following sources. Please provide the following information for each person who will complete a recommendation for you:

1) Classroom teacher (senior year)

Name: _____ Position: _____ Contact Number: _____

2) Club sponsor, athletic coach, extracurricular program advisor

Name: _____ Position: _____ Contact Number: _____

3) Community or religious organization sponsor, volunteer coordinator, employer, etc.

Name: _____ Position: _____ Contact Number: _____

Additional recommendations (optional)

Name: _____ Position: _____ Contact Number: _____

Name: _____ Position: _____ Contact Number: _____

General Requirements

The following information should be completed by your school counselor

	Meets Requirement	Signature
GPA: Cumulative BCHS GPA _____ (minimum 2.5 GPA required)	_____	_____
Attendance: No more than one (1) unexcused absence during senior year	_____	_____
No more than one (1) unexcused school tardy during senior year	_____	_____
Discipline: No more than two (2) disciplinary referrals during senior year	_____	_____

(Note: A discipline referral for theft, weapon possession, harassment/bullying, arson or possession of illegal substances will terminate application process.)

C) Character Development: Please circle the appropriate rating number for each item then subtotal the circled numbers.

Skill	Seldom demonstrates	Often demonstrates	Always demonstrates	Unable to rate
Displays loyalty, honesty, trustworthiness	1	2	3	
Demonstrates positive attitude and self-confidence	1	2	3	
Has a realistic sense of own abilities and limitations	1	2	3	
Takes responsibility for own actions	1	2	3	
Accepts criticism and uses it to improve	1	2	3	
Deals appropriately with individuals with different cultural/racial/social/educational backgrounds	1	2	3	

C. Subtotal = _____ divided by 6 = _____

Additional comments concerning student's character development:

D): Success Skills: Please circle the appropriate rating number for each item then subtotal the circled numbers.

Skill	Seldom demonstrates	Often demonstrates	Always demonstrates	Unable to rate
Analyzes information, ask questions, apply critical thinking	1	2	3	
Seeks and uses new information appropriately	1	2	3	
Interprets data and information to solve problems	1	2	3	
Establishes/maintains positive interpersonal relationships	1	2	3	

D. Subtotal = _____ divided by 4 = _____

Additional comments concerning student's skills:

E): Communications Skills: Please circle the appropriate rating number for each item then subtotal the circled numbers.

Skill	Seldom demonstrates	Often demonstrates	Always demonstrates	Unable to rate
Comprehends written material and take appropriate action	1	2	3	
Verbally expresses ideas clearly and concisely	1	2	3	
Expresses ideas clearly and concisely in writing	1	2	3	
Writes legibly, spells correctly, uses proper grammar	1	2	3	
Listens actively, maintains eye contact, does not interrupt	1	2	3	

E. Subtotal = _____ divided by 5 = _____

Additional comments concerning student's communications skills:

Grand Total (A + B + C + D + E) = _____
(maximum = 15)

Signature: _____

Date: _____

APPENDIX L: OCCUPATIONAL AND PROFESSIONAL CREDENTIALS

Bluegrass Community and Technical College Boyle Co. Credentials: last 2 academic years		
Acad. Year	Credential	# Boyle Co. residents
2009-2010	Associate Degree	34
	Diploma	17
	Certificate	65
	TOTAL	116
2010-2011	Associate Degree	32
	Diploma	10
	Certificate	47
	TOTAL	89
TOTAL	Associate Degree	66
	Diploma	27
	Certificate	112
	TOTAL	205

Erin Tipton
 Campus Director, Danville
 Bluegrass Community and Technical College
 59 Corporate Drive
 Danville, KY 40422
 (859) 239-7030, ext. 56862
 FAX - (859) 239-7710

March 1, 2012

Caldwell Stone Credentialed Employees (Clay Albright)

- KY Licensed Blaster
- KY licensed Aggregate Technician
- Red Cross Certified in First Aid
- Red Cross Certification in CPR
- Part 46 MSHA Trained Miner (MSHA= Mine Safety Health Administration)

John Albright

- KY Licensed Blaster
- KY Licensed Aggregate Technician
- Part 46 MSHA Trained Miner
- CDL License

APPENDIX L: OCCUPATIONAL AND PROFESSIONAL CREDENTIALS

Craig Carrier

- CDL License
- Part 46 MSHA Trained Miner
- Red Cross Certified in First Aid
- Red Cross Certified in CPR

Tyler Hatter

- KY Licensed Blaster
- Part 46 MSHA Trained Miner
- Red Cross Certified in First Aid
- Red Cross Certified in CPR

Ron Sawyer

- Part 46 MSHA Trained Miner
- Red Cross Certified in First Aid
- Red Cross Certified in CPR

Will Ziesmer

- CDL License
- Part 46 MSHA Trained Miner
- Red Cross Certified in First Aid
- Red Cross Certified in CPR

Clark Patrick

- Part 46 MSHA Trained Miner

Jason Downs

- Part 46 MSHA Trained Miner
- Red Cross Certified in First Aid
- Red Cross Certified in CPR

Vernon Pittman

- Part 46 MSHA Trained Miner

Monte Elliot

- Part 46 MSHA Trained Miner
- Red Cross Certified in First Aid
- Red Cross Certified in CPR

APPENDIX L: OCCUPATIONAL AND PROFESSIONAL CREDENTIALS

Jerry Ford

- Part 46 MSHA Trained Miner

Donald Harris

- Part 46 MSHA Trained Miner

Norman Elliot

- Part 46 MSHA Trained Miner

Bobby Walton

- Part 46 MSHA Trained Miner

Every Miner on our property that goes beyond our scalehouse MUST be trained under Part 46 Government Guidelines from MSHA. They must have 24 hours of training so I figured that would be a certification in and of itself.

36

Certified Public Accountants 14

Craig Butler, McDaniel Wealth Management, William Ruth, Timothy Montgomery, Robinson-Hughes & Christopher.

Attorneys 20

Janet Stanton; William Noelker; Hensley & Smith; Chris Herron; Hudson & Hudson; Ann Luck Williams; McClure & McClure; Adam Clayton Miller; Kevin Nesbitt; Mathew Walter; Clay & Clay; Kenneth Pearce; and Helton & Erwin.

Community Medical Clinics, Physician Offices, Nursing Home-Assistive Living, Home Health and Other Community Health Organization Employees who Require Licensure or Certification.

Nurse Practitioner 8

Physicians Assistant 6

Registered Nurse 78

Licensed Practical Nurse 55

Certified Nursing Assistant 102

Certified Medical Assistant 11

Physicians 55

Optometrists 5

Opticians 3

Audiologists 3

APPENDIX L: OCCUPATIONAL AND PROFESSIONAL CREDENTIALS

Hearing Instrument Specialist 3
Optical, Ultrasound, Nuclear, Echo & X-Ray Technicians 12
Phlebotomists 6
Pharmacists 19
Chiropractors 10
Chiropractic Assistant 1
Physical Therapist 4
Physical Therapist Assistant 3
Occupational Therapist 2
Occupational Therapist Assistant 2
Speech Therapist 2
Social Worker 1
Recording & Coding Clerks 5
Interpreters 20
Dietician 1
Psychologists 2

Women's Care for the Commonwealth, Baptist Cardiology, Danville Family Physicians, Dr. Richard Nallinger, Dr. William Rankin and Dr. Thomas Serey, Dr. Charles Zimmerman, Dr. Peter Ballard, Bluegrass Kidney Specialists, Hope Clinic, Dr. Mark Brunner, General Surgery Associates, Eye Associates of Danville, Dr. Salli Slone, Danville Family Medicine, Baptist Express Care, Care Tenders of the Bluegrass, Enlow & Shahzad Associates in Medicine, Central Kentucky Surgeons, Danville Medical Specialists, The Spine Center, Hometown Clinic, Danville Center for Health & Rehab., Caldwell & Cook Hearing Service, McDowell Home Health, Dr. John Dody, Wal-Mart Vision Center & Pharmacy, Danville Physical Therapy, Charleston Nursing Home, Family Chiropractic, Back to Basics Chiropractic, The Eye Center, Orthopedic & Sports Medicine, Good Neighbor Pharmacy, Kroger Pharmacy, The Medicine Shoppe, Tinder Hearing Service, Interpreter Referral Service, Beltone Hearing Service, Boyle County Health Department, Psychological Services of Danville, Central Kentucky Psychiatry, Health First Chiropractic, Danville Chiropractic Center, Dr. Mackey's Family Chiropractic, True Chiropractic Center, CVS Pharmacy.

Dental Office Staff Who Need License-Certification.

Dentists 20
Dental Hygienist 13
Recording Clerk 1

Dr. Earlene Green, Dr. Don Adkins, Dr. Susan Couzens, Dr. Carolyn Moody, Dr. Clay Stewart, Dr. Robert Webster, Drs. White-Greer & Maggard, Dental Associates, General Dental Care, Family Dentistry, Pediatric Dentistry and Dr. Clay Warren.

Education

The following positions in education require a license or certification.

Administrators 29
Teachers 405
Guidance Counselors 16

APPENDIX L: OCCUPATIONAL AND PROFESSIONAL CREDENTIALS

Librarians 5
Speech Therapist 5
Occupational Therapist 2
Occupational Therapy Assistant 2
Physical Therapy Assistant 2
Psychologist 4
Interpreter 8
Registered Nurse 3
38 bus drivers with a CDL (BCHS)
1 HVAC employee (BCHS)

Boyle County Schools, Danville Independent Schools, Kentucky School for the Deaf and Danville Christian Academy.

Auto Technicians

43 Certified Auto Technicians

Hometown Tire, Bob Allen Auto, Stuart Powell, Allen Service, B & M Smith Garage, Danville Fleet Service, Danville Foreign Car & Recreation and Ken Towery Auto.

Insurance Agents who are Licensed.

Licensed Insurance Agents 67

Allstate Insurance, Crawford Insurance, Danville Insurance, Durham & Demare Insurance, Farm Bureau Insurance, FNB Financial Group, Gash-Fitzpatrick Insurance, Paula Lanham Insurance, Martin Insurance, Monumental Life Insurance, Nationwide Insurance, Preferred Insurance, State Farm Insurance, Northwestern Mutual Life Insurance and Johnson Pohlman Insurance.

Real Estate

The Real Estate Board indicates that there are 60 individuals in the positions of Primary Broker, Broker and Agent in Boyle County.