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December 12, 2018

**To:** K12 Local Education Agencies  
Strong Workforce Program Regional Consortium

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**Subject:** Guidance on the K12 Strong Workforce Program Selection Committee

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### **Guidance on the K12 SWP Selection Committee**

The California Community Colleges Chancellor's Office (CCCCO), in partnership with the California Department of Education (CDE) is pleased to present field guidance on the K12 Selection Committee formation process. Beginning in 2018-2019, [Education Code §§ 88827](#) established the K12 component of the Strong Workforce Program appropriating \$150,000,000 in annual ongoing career technical education funding to strengthen the programs and programs of study for students from secondary to post-secondary education and career.

K12 SWP intends to create, support, and/or expand high-quality career education programs at the K12 level that are aligned with the workforce development efforts occurring through the community college Strong Workforce Program and regional priorities.



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**K-12 Selection Committee Membership:**

The K-12 Selection Committee shall be composed of all of the following membership:

1. Current or former K-12 career technical education teachers and administrators;
2. Charter school representatives, including representatives of charter schools operating pursuant to subdivision (a) of Section 47612.1;
3. Career guidance counselors;
4. Representatives of industries that are prioritized by the consortium;
5. At least one community college faculty or administrator; and,
6. Other K-12 education stakeholders, or other stakeholders, as determined by the consortium.

**One Selection Committee per Region:**

Each of California's Strong Workforce Program Regional Consortium shall form a K12 Selection Committee made up of individuals with expertise in K12 career technical education and workforce development. Each regional consortium will consider sub-regional representation when forming the Selection Committee. The regions in the state under K12 SWP include the following:

1. North Far North Region
2. Bay Area Region
3. Central Valley/Mother Lode Region
4. South Central Coast Region
5. San Diego/Imperial Region
6. Inland Empire Region
7. Los Angeles and Orange County Region (Los Angeles and Orange County shall convene separate Selection Committees).



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#### **Tasks of the Selection Committee:**

- The K12 SWP Selection Committee will help identify high-quality applications that meet the priorities of the K12 SWP;
- The K12 SWP Selection Committee will review applications submitted regionally, select grant recipients, and determine funding amount for each grant; and,
- The K12 SWP Selection Committee will report on the amount awarded to the CCC Chancellor's office for distribution.

#### **K12 Selection Committee Composition:**

Each regional K-12 Selection Committee should be large enough to handle the volume of applications submitted, and represent the different voices in each region or sub-region. Therefore, a K-12 Selection Committee should have 12-18 highly qualified members (2-3 from each membership category), with an additional 2-6 alternates identified and selected from the applicant pool. Each K-12 Selection Committee should reflect the geographic region and sub-region, and strive to reflect the same diversity as each regions' student population.

#### **Online Application to be a K12 Selection Committee Member:**

An online application to become a regional K12 Selection Committee will be posted on the Strong Workforce Program website on December 17, 2018. Additional announcements will be made through the K12 SWP listserv. The CCC Chancellor's Office, in collaboration with CDE, representatives from the Regional Consortia, and K12 representatives developed a common application and a common rubric for use across the state to help identify and select qualified candidates. Each Regional Consortium shall form a Review Team and nominate up to 24 individuals for their regional Selection Committee. The CCC Chancellor's Office in collaboration with CDE will make the final decision on the composition of each Selection Committee based on the nominations. Persons serving on the Review Team cannot serve on the Selection Committee.

#### **Training and Term of Service:**

The CCC Chancellor's Office, in collaboration with CDE will train Selection Committee members, and use calibrating sessions to ensure a shared understanding about the roles and responsibilities of Selection Committee members, and to ensure parity in scoring applications. Each Regional Consortia will assist with the roll out of training to inform the K-12 Selection Committee members of its priority areas as it relates to K12 SWP.



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As an ethical consideration, per [Education Code §§ 88829 \(2d\)](#), to be eligible to receive a K12 SWP grant, a local educational agency that has a representative on the K12 Selection Committee shall maintain appropriate and transparent internal controls and processes to ensure that the local educational agency representative's duties and responsibilities are clearly delineated, identified, and distinguished from the duties and responsibilities conferred upon the local educational agency as a grant applicant and recipient.

Selection Committee participants will not receive compensation for their work on the Committee; however, travel costs incurred for training and Committee work are reimbursable.

**Timeline for 2018-2019/2019-2020 K12 Selection Committee:**

The proposed timeline for applications and selection of Selection Committee members is as follows:

<b>December 17, 2018:</b>	Selection Committee Applications available online
<b>February 1, 2019:</b>	Selection Committee Applications due to Regional Consortia Review Team
<b>February 1-8, 2019</b>	Regional Consortia Review Teams review and rate applications
<b>February 11, 2019</b>	Regional Consortia Review Team submit final Selection Committee nominations to CO and CDE
<b>February 12-19, 2019</b>	CO and CDE reviews final nominations
<b>February 20, 2019</b>	CO and CDE announce final membership selection on all Selection Committees
<b>February 21, 2019</b>	Regional Consortia Leads notify Selection Committee Members
<b>February 25, 2019</b>	Selection Committee Training begins for each region

For more information on K12 SWP, please visit the following resources, tools and timelines to stay informed:

- Subscribe to statewide [K12 SWP listserv](#) to receive information
- Visit the [K12 SWP timeline](#) for important dates
- Bookmark the K12 SWP website at:  
<http://doingwhatmatters.cccco.edu/StrongWorkforce.aspx> as the official source of information for K12 SWP