



# LINKS Newsletter

Volume 2

December 2005

## LINKS Planning Moves Ahead

### Dear LINKS Committee Members,

Welcome to our second LINKS Newsletter!

The second advisory committee meeting was held on **November 29, 2005** Members received an update on the planning of this innovative and groundbreaking education effort designed to help our high-risk youth.

“Things have been moving behind the scenes very rapidly,” SCOE Deputy Superintendent Marty Cavanaugh said as he addressed the meeting.

Mr. Cavanaugh told committee members that efforts continue to launch the program by January.

However, he emphasized that unless the aggressive staff recruitment that is underway attracts the best available candidates, the launching of LINKS could come at a later time. The top priority is the hiring of two teachers to lead the program. Mr. Cavanaugh stressed that the quality of this program is dependent upon the quality of people involved with it.

During his presentation, Mr. Cavanaugh announced that the LINKS concept is receiving a great deal of interest from local school districts who are already inquiring about the enrollment process and how they can get involved.

“This is a very ‘now’

need,” Mr. Cavanaugh said.

### Behavior Modification Program

Dr. Joseph Petterle, principal at the newly re-named Elinor Lincoln Hickey Junior/Senior High School (the former Palmiter Community School), was introduced to the group. He spoke about the new behavior modification program being instituted at the school. The basic concept behind the program involves students accumulating “successful days”, allowing them to earn privileges on campus, while building self-esteem. In the short time the behavior project has been in place, the results have been very positive.



**This banner is from the opening page of the LINKS Website. The site will closely match the newly produced brochure.**

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## More About the LINKS Program

### LINKS Schedule

The LINKS program calls for a six-hour schedule for students which will include:

- Breakfast
- Supplemental Instruction
- Two hours of academy-like instruction which will include job readiness,

Virtual Enterprise and Core Curriculum

- Lunch
- Continued academy instruction
- Work experience, ROP or community service.

### Need more LINKS Info?

The LINKS brochures are now available for

distribution. The brochures provide details about the LINKS program, goals, and student expectations. Those interested in receiving copies of the brochure should contact Tim Taylor, Assistant Superintendent, Court and Community Schools at (916) 228-2507 or via e-mail at [ttalor@scoe.net](mailto:ttalor@scoe.net).

**“Things have been moving behind the scenes very rapidly,”**

SCOE Deputy Superintendent Marty Cavanaugh describing the intensity of the planning that has been involved with launching the LINKS program.



**LINKS Advisory Meeting  
November 29, 2005  
Breakout Groups**

**Students  
need to  
understand  
the  
“System for  
Success”.**

**Curriculum/Career Technical Standards Group– reported by Robin Pierson**

The Curriculum/Career Technical Standards group reviewed the notes from the previous meeting and added several resources. These resources included UC Website for A-G Standards; Virtual Enterprise career strand and alignment with A-G standards; Contra Costa County ROP courses aligned to A-G standards; use of a Career Faire with employers.

Additional input was provided relative to the Individualized Learning Plan and needs assessment. Two suggestions for re-naming the Individualized Learning Plan included Student Success Plan and A-CAP (Assessment for Career/Academic Plan or Academic Career Assessment Plan).

Other assessment information ideas included the following:

- Identify strengths in order to impact change
- Connect student interests to lifetime commitment to work
- Provide opportunities for student to shadow work settings
- Connect the student to school (team building; valued school member)
- Include health information (i.e. allergies; setting needs)
- Provide information on self-advocacy
- Provide community resource information

Input to the collaborative work group included having both the academic and career technical staff work together on the ILP/ Student Success Plan. Also, have the Career Technical person visit the academic setting and vice versa in order to better align teaching in both settings.

Input to the staff development included the need to identify specific time for staff to meet together to discuss, prepare, plan, and review; develop team building activities for staff as well as support for staff in the areas of curriculum, behavior, and instruction. Behavior management structure should be developed which consistent across all LINKS programs, Community School, and Court schools, as appropriate.

**Student Eligibility/Enrollment/Intake Process– reported by Sandy Raney**

**Nine Key Suggestions**

- |  |  |  |
|--|--|--|
| 1. Student needs to fit the LINKS profile.   | 5. Admission into the program should be done by a panel consisting of students, counselor, teacher, and parents. | 8. Program should include students on independent study, credit deficient, and Special Education students. |
| 2. A selection process needs to be put into place.                                 | 6. Students need to understand the “system for success”.   | 9. Transitioning students to and from the program should be done over a period of time when possible.      |
| 3. A LINKS program needs to be placed at the Boys Ranch.                           | 7. Students in the program could produce a DVD for   |  |
| 4. Districts need to take responsibility for training staff so they understand the | student profile for referrals.   | orientation for future students.   |

We are currently working on a new Web site ([www.scoe.net/links](http://www.scoe.net/links)) which will serve as our window to the world to inform the public about the LINKS program. That Website is **coming soon!**

Please send your newsletter information to René Bender ([rbender@scoe.net](mailto:rbender@scoe.net)) or Carol Dana ([cdana@scoe.net](mailto:cdana@scoe.net)).

**Next Advisory Meeting is TBA.**



**LINKS Advisory Meeting  
November 29, 2005  
Breakout Groups**

**Community Partnerships and Student Mentors-reported by Cheryl Raney**

The group discussed strategies for implementing opportunities for community members to mentor students in the LINKS program. The group discussed a two-pronged approach comprised of a community volunteer component and a mentoring component. The volunteer program will allow flexibility for adults to

contribute their time and expertise by assisting with activities of the Student Success Center, working in the various "voademic" programs, and by providing a positive adult presence on campus. The mentoring component, aimed at assisting students with their personal, academic and career goals, would start with SCOE employees and could later expand to

the community at-large. Several SCOE employees have experience mentoring community school students. SCOE has a well-developed recruitment and training program for volunteer mentors, which could be used for LINKS. Lou Persano will be the lead in recruiting, training and retaining the volunteers and mentors.



**WorkKeys assessments measure ten foundational workplace skills**

**Work Readiness and Internships- reported by Linda Mitchell**

**Four Key Components**

1. **WorkKeys** - An assessment of students' skill levels and also the skills needed for specific jobs, indicating where gaps exist, enabling teachers to target gaps. SETA utilizes WorkKeys.
2. **Work Ready Certificate** - This Certificate is to be awarded to students

- upon completion and mastery of employability skills.
- 3. **Student Success Center** - Career Center concept operated by students, staff, mentors and volunteers, the central hub of LINKS.
- 4. **Virtual Enterprise** - A network of virtual businesses set up and run by classrooms

throughout California, as well as nationally and globally. Students determine management and structure, products and services, and engage in the daily operations of running a business, including buying/selling from other virtual businesses.

**"The referral application is the first step in the admission process for LINKS"**

**Mentors/Volunteers Needed- reported by René Bender**

At the last sub-committee meeting on December 5, 2005, the group made the distinction between Mentor and Volunteer. A Mentor will be trained and act as a coach with the students on a 1-on-1 basis. The first Mentors/Coaches will come from SCOE. They will complete a Mentor Training Class before joining the classroom. In Phase 1 an estimated 80 Mentors will be needed to provide these services to youth in the LINKS Program. There will be three classrooms at two sites: Elinor Hickey and North Area Community Schools.

The Mentor/Coach role was described by Lou Persano as

- Motivational
- Relational
- Individualized

The sub-committee will be working for the next two weeks on the final definition of Mentors and Volunteers, and their responsibilities.

The recruitment of the SCOE Mentors will begin shortly after the first of January, 2006.

The Committee will also provide flyers and brochures to recruit

Mentors both inside and outside of SCOE.

Volunteers will be utilized on an "as-needed basis" within the entire LINKS Program and will be recruited for Phase 2 in February, 2006.

Some of the ways the Mentors will assist LINKS students:

- Updating Student Portfolios
- Provide Supplemental Instruction guides
- Raise Attendance rates
- Help build trust, relationships, teamwork and self-esteem.



Applications Available for LINKS Program – reported by Joe Taylor

For Districts and agencies interested in referring students to the new LINKS program applications will soon be available.

Joe Taylor, Administrator, Child Welfare and Attendance, will provide applications to School Districts in Sacramento County. School Districts can then begin providing students who fit the profile

for LINKS, with the referral application. This referral application will also be available on-line on the LINKS website.

The referral application is the first step in the admission process for LINKS. All referral applications will be received and screened by an admission committee at SCOE for determination of

acceptance into the LINKS program. The anticipated start for the LINKS program is mid-January, 2006.

For any questions about LINKS referral applications, please contact Joe Taylor at jtaylor@scoe.net or 228-2508.

“The vital link between Business and Education and preparing students to enter the workforce”.

Success Center at Elinor Hickey High School by Rick Larkey, Inez Reyes, Mike Laharty & Debi Lauer

Purpose of the Center:

- A place where students can come to explore careers, enroll in postsecondary training, and find employment in a professional workplace environment.
- A resource for teachers to train students in life skills development, including balancing self, job, and family; job search techniques; career exploration; and successful work habits.
- Coordinate and arrange for speakers, student internships, academic mentors, and career coaches.
- Coordinate and arrange for job fairs, career fairs, field trips to college campuses and other training locations.

- The place to receive “wrap around” support services from community partners.
- The information center for those seeking employment, including responsibility for helping students find employment, enroll in training in post-secondary education and training, (including college, and the military) and earn work ready certificates.

Description of the Center:

- The Center will be a classroom featuring a variety of resources about careers, training programs, life skill information, entrepreneurship information, and employment opportunities.
- Five computers will allow students to individually work on

- resumes, work plans, and use the internet. Small tables which seat four to six people will allow small group work. A calendar of activities will be posted.
- Materials included will be from Real Game, Vital Link, Nontrad 101, 102, & 103, the Rancho Cordova Chamber of Commerce Work Ready Certificate, and a variety of resource links on the internet. Sacramento Workforce Online will be updated to reflect these links and organize a variety of information customized for student use.
- The Center will be staffed by a Project Specialist II (Program Coordinator), paid Student Interns, a Project Specialist I, ROP Counselor, and an Office Assistant.

## More on WorkKeys

**WorkKeys** is a job skills assessment system that helps students determine skill levels and education required for various jobs and assesses the student's skill levels. Students can identify skill levels required from more than 10,000 job profiles in the **WorkKeys Database**.

The **WorkKeys** job profiling component analyzes the skills needed for specific jobs and the skill levels an individual must have to perform successfully.

**WorkKeys** assessments and training allows students to make

appropriate decisions about their fit to job requirements and to identify their strengths and areas of improvement as they pursue their educational and career goals.

**WorkKeys** enables educators to identify gaps between student skills and employment needs of specific occupations. Educators can target the gaps, which will improve students' success in entry-level and subsequent jobs.

**WorkKeys** is used for white-collar professional jobs as well as jobs in manufacturing, healthcare, law

enforcement, and hospitality. More than 10,000 unique job titles, ranging from accountant to automotive technician and from welder to webmaster have been profiled.

The occupational profiles can be used to inform individuals about the typical workplace skills they are likely to need in selected occupations.

**WorkKeys partner sites** and more than 200 **ACT Centers™** nationwide provide various testing and training services for individuals, businesses and organizations.

**Workkeys assessments measures 10 foundational workplace skills.**

Applied Mathematics  
Applied Technology  
Business Writing  
Listening  
Locating Information  
Observation  
Readiness  
Reading for Information  
Teamwork  
Writing

**Visit them on their Website**  
[www.act.org/workkeys/assess/](http://www.act.org/workkeys/assess/)

## All About Virtual Enterprise

A **Virtual Enterprise** is a simulated business that is set up and run by students to prepare them for working in a real business environment. With the guidance of a teacher ("consultant") and real-world business partners, the students determine the nature of their business, its products and services, its management and structure, and engage in the daily operations of running a business. Emphasis is placed on using current business software, communications, and the Internet for business transactions.

The **Virtual Enterprise** Program links students in a global business network. This simulation takes the teacher outside of the traditional instructional paradigm

and then places the students on the front lines of the business world.

As the network of student-run businesses in the United States continues to grow, virtual enterprises are linking together in regional, national and global networks so that the firms have each other as trading/business partners.

**California Virtual Enterprise** serves a wide range of student abilities and interests. The simulation model is utilized to serve diverse student populations ranging from special education students in high school to community college students working on a business degree. The program's goal is to prepare students for the world of work.



**Examples of Virtual Enterprise Businesses**

**Company Name :** Distorted Sounds

**Categories :** Entertainment | CDs & DVDs |  
Electronics | Speciality/Luxury

**E-Mail :** [dsounds@virtualenterprise.org](mailto:dsounds@virtualenterprise.org)

**Webpage :** [Start Shopping!](#)

**Phone :** (530)879-7536

**Fax :** (530) 879-7494



**Company Name :** Electri-City

**Categories :** Electronics | CDs & DVDs |  
Communication/Printing |  
Entertainment

**E-Mail :** [electricity@virtualenterprise.org](mailto:electricity@virtualenterprise.org)

**Webpage :** [Start Shopping!](#)

**Phone :** (760)727-7284

**Fax :** (760)726-3277



For more information visit their website at  
[www.virtualenterprise.org](http://www.virtualenterprise.org)