

Proposition 98 California Apprenticeship Initiative

North Bay Trades Introduction Program

Scope of Services for Kathy Takemoto

Salary and Benefits for Kathy Takemoto in support of the North Bay Trades Introduction Program (NB TIP) for assigned work as the NB TIP Program Assistant and Data Analyst.

Background

College of Marin was awarded a Proposition 98 California Apprenticeship Initiative Grant by the State for \$391,872. Most of these funds will be contracted by agreement from College of Marin (COM) to the North Bay Building and Trades Council (NBBTC) to plan and execute a minimum of four cohorts in the North Bay for pre-apprenticeship training, through their NB TIP apprenticeship readiness program. Pre-apprenticeship training is a program area of the Adult Education Program.

Duties of the Program Assistant/Data Analyst include:

- Serve as Program Director's assistant
- Participate as a member of the NB TIP Steering Committee
- Collect, input and report student data as required by the grant and the NBBTC
- Collect student data required by the Adult Education Program grant
- Perform student follow-up activity in order to obtain student apprenticeship status and union employment.
- Provide outreach and marketing to all north bay counties in order to recruit eligible students to attend NB TIP
- Prepare required grant data sets, financial reports, and narratives by published deadlines, working in Scope of Services for my salary
- Work in NB TIP office approximately 1 day per week.

Compensation

San Rafael City Schools will invoice North Bay Building & Trades Council \$1,562.50 per month, not to exceed an 8 month total of \$12,500 for work period July 1, 2019 – February 28, 2020.

Invoices will be sent to:

Mr. Frank Cuneo
NB TIP Program Director
North Bay Building and Trades Council
2525 Cleveland Avenue, Suite A
Santa Rosa, CA 95403

Signed:

For the NBBCTC – NB TIP Program
Jack Buckhorn

Date

For San Rafael City Schools Board
Doug Marquand

Date