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| 1) ABE Transitions Region | Northwest Region – 2025-26 Work Plan (submitted 4-11-25) | |
| 2) ABE Consortia within the Transitions Region | List ABE consortia within the Transitions Region | Was this ABE manager involved in developing the plan? (Yes/No) |
| | Alexandria | Yes |
| | Brainerd | Yes |
| | Cass Lake-Bena-Walker | Yes |
| | Lakes Area Adult Education | Yes |
| | Moorhead | Yes |
| | Northwest Service Cooperative | Yes |
| | Red Lake | Yes |
| | Tri-County Corrections | Yes |
| | White Earth | Yes |
| 3) Local Workforce Development Area(s) within the Transitions Region | Northwest Private Industry Council (NW PIC) – Region 1, Area 1 Rural Minnesota Concentrated Employment Program (RMCEP) – Region 1, Area 2 | |
| 4) American Job Centers (AJC), known as CareerForce Centers in MN, within the Transitions Region | Bemidji, Brainerd, Crookston, Detroit Lakes, Fergus Falls, Little Falls, Moorhead, Roseau, Thief River Falls | |
| | Healthcare - Manufacturing - Financial Services and Professional Business Services - Transportation | |

Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

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| 5) Occupations in Demand | - Construction and Specialty Trades | | | | |
| 6) Minnesota State and Tribal Nation campuses within the Transitions Region | <u>Minnesota State Institutions:</u> Alexandria Technical and Community College, Bemidji State University, Central Lakes College (Brainerd), Minnesota State Community and Technical College (Detroit Lakes), Minnesota State Community and Technical College (Fergus Falls) Minnesota State Community and Technical College (Moorhead), Moorhead State University, Northland Community and Technical College (East Grand Forks Campus), Northland Community and Technical College (Thief River Falls Campus), Northwest Technical College (Bemidji) <u>Tribal Higher Education Institutions:</u> Leech Lake Tribal College, Red Lake Nation College, White Earth Tribal and Community College | | | | |
| 7) Perkins Consortia within the Transitions Region | Central Lakes, Lakes Country, North Country, Pine to Prairie/Northland, Runestone | | | | |
| 8) Individual completing this form | Russell Fraenkel | E-mail | rwfraenkel@gmail.com | Phone | 651.253.9438 |
| 9) Designated Single Point of Contact | Russell Fraenkel | E-mail | rwfraenkel@gmail.com | Phone | 651.253.9438 |
| 10) ABE Representative/s on the Local Workforce Development Board/s (LWDBs) | Tammy Schatz Kirsten Fuglseth | E-mail | tschatz@moorheadschoools.org kfuglseth@nw-service.k12.mn.us | Phone | 218.284.3460 218.681.0900 ext.117 |
| 11) Please describe the alignment this region has with the CareerForce Center(s) in the region. Are there ABE learners who are co-enrolled in WIOA Title 1 programs adult, youth, and dislocated worker? | | | | | |
| <p>Here is a mixture of responses:</p> <p>“The majority of the White Earth ABE students are co-enrolled with the Tribal Workforce Center programs such as MFIP, QUEST (dislocated worker), Opportunities for Growth (18-24 with barriers to employment), TERO (employment training and referrals), 477 (in demand employment training), and SYED (summer youth employment). Some of our students receive services from the CareerForce Center in Detroit Lakes. I know of 2 students who receive services from both CareerForce and the Tribal Workforce Center.” – Melissa Widner</p> | | | | | |

Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

“In this region, ABE programs are well-connected with the CareerForce Center(s), offering our learners access to career exploration, job search help, and training. This relationship helps bridge the gap between learners’ educational goals and workforce opportunities. There are also ABE learners who are co-enrolled in WIOA Title 1 programs, which serve adults, youth, and dislocated workers. By working together with the CareerForce Center, these learners get support through career counseling and job readiness training, while also working toward their educational goals in ABE. Through co-enrollment in both ABE and WIOA Title 1 programs, learners get the support they need to advance both academically and professionally, which helps them succeed in the workforce and in further education. Quarterly regional transitions meetings bring together CareerForce, the Department of Employment and Economic Development (DEED), and ABE programs. These meetings help make sure ABE learners are connected to resources, career development opportunities, and training.” – Jen Hellekson

“Alexandria Area ABE and the Alexandria CareerForce Center have a close working relationship. This collaboration helps adults in many ways from obtaining a high school equivalency certificate, learning digital literacy, re-entering the workforce, to getting connected to community resources and services, or finding a job. We actively promote concurrent enrollment in Title I programs (Adult, Youth, and Dislocated Worker) by ensuring clients are aware of available opportunities. CareerForce referrals often include information about additional Title I program services, and AAABEC staff work with clients to co-enroll where appropriate, aligning educational goals with workforce development objectives. For example, we work closely with the CareerForce Center’s Youth Build Coordinator, where we can help youth, 17 through 24 years old, get a GED or a high school equivalency. CareerForce has been an excellent partner for providing community support services and access to funding for career training, testing, etc. for this clientele to be successful participants in our community. Another example, the CareerForce Center often refers adults to AAABEC to obtain computer skills with a Conditional Work Referral (CWR). Many of their unemployed and dislocated workers lack the computer skills necessary to succeed in the workplace. AAABEC offers digital literacy instruction that helps clientele learn computer skills related to life and work. While CWR only allows adults to work for a maximum of thirty hours on digital literacy skills, many CWR referred adults become ABE learners wanting to also improve their academic skills or earn their high school equivalency. We currently have five adults working with us as CWR.” – Julie Fietek

“Brainerd ABE has a collaborative relationship with our local One Stop Brainerd CareerForce Center. Yes, we have learners co-enrolled and together we put on Resume and Interview workshops throughout the year. We also promote their programs and events, and they do the same for us.” – Jessica Cass

“In a quick review, RMCEP has 58 people co-enrolled with ABE/ESL programs.” – Tina Jaster, Rural Minnesota Concentrated Employment Program

“The North Region ABE has a strong and active relationship with Bemidji’s Careerforce Workforce Service Area 2 and is a proud partner of the local and regional plan under the Workforce Innovation and Opportunity Act (WIOA). WIOA is intended to increase educational achievement and workforce participation, particularly for vulnerable or at-risk populations. Strategically aligned workforce development programs are working collaboratively with regional industry and providers to develop streamlined services for job seekers and employers.

Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

Emphasis is placed on services leading to industry recognized credentials in high demand career pathways. The goal is to increase economic participation and financial independence for workers, improve the skill and preparation of employees for industry, and strengthen America in the global economy. (Source: United States Department of Labor) There are eight Careerforce Centers in LWDA 2: Alexandria, Bemidji, Brainerd, Detroit Lakes, Fergus Falls, Little Falls, Moorhead, and Wadena. The RMCEP Administrative Offices are in Detroit Lakes. All services are provided through these CareerForce Centers. The ABE partners are in their respective communities and often are co-located with M-State partners. The North Region ABE programs have been strong and active partners in the local and regional workforce development system LWDA #2 (Rural MN Concentrated Employment Programs) for several years. The North Region ABE programs sign an MOU with the Workforce Area. The MOU outlines our commitment to a mutual referral process and to streamlining services to best meet our clients' needs. This workforce area is divided into two Local Workforce Development Areas (LWDA)." – Laura Malott

| 12) Goal 1: | Increase and strengthen career pathway opportunities for adult students. | | |
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| S.M.A.R.T. Objectives | Proposed Activities: Description How will this activity benefit the entire region? | Timeline | Proposed/Actual Outcomes and Budget |
| Goal 1 – Objective 1: Support the Northwest Regional Online Career Collaborative (ROCC) led by the Northwest Service Cooperative, Moorhead, Lakes Area, and Alexandria consortia to design and deliver 18 distance career pathway offerings for adult student benefit throughout the entire NW and NE Transitions Regions. | <p>LEAD: The Northwest Service Cooperative, Moorhead, Lakes Area, and Alexandria consortia.</p> <p>Kirsten Fuglseth – kfuglseth@nw-service.k12.mn.us Tammy Schatz – tschatz@moorheadschoools.org Jen Hellekson – jhellekson@detlakes.k12.mn.us Julie Fietek – jfietek@alexschools.org</p> <p>The <u>Northwest Service Cooperative</u>, <u>Moorhead, Lakes Area</u>, and <u>Alexandria</u> ABE consortia will build upon the 2021-22 pilot as well as the 2022-23 and 2023-24 expansion years of regional career-focused online instructional courses, in collaboration with the <u>Duluth</u> and <u>Arrowhead Economic Opportunity Agency (AEOA)</u> ABE consortium in northeast Minnesota.</p> <p>Offer online courses to meet the growing needs of the region which are difficult for individual consortia to offer on their own due to low enrollment, finances, and human resources.</p> | Offerings are provided in the summer/fall 2025 and winter/spring 2026 sessions. | Estimated Cost: \$28,390 (see below for course breakdown/detail) |

Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

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| | <p><u>Desired Strategies and Outcomes:</u></p> <ol style="list-style-type: none">1. The four northwest consortia and two northeast Minnesota consortia have agreed to design and deliver a variety of career-centered online courses in 2025-26. Each program will offer two cohorts of each course they develop, one in the summer or fall of 2025 and one in the winter or spring of 2026. Enrollment in these courses will be open to all ABE-enrolled students in either region.2. Each course will have a documented course description, noted benchmarks for participation, and proxy contact hours (through an approved Distance Learning platform on through TVM when instruction is delivered by qualified, trained instructors) available to supplement the synchronous online instruction.3. A licensed instructor from each of the four Northwest MN ABE consortia (and two Northeast MN ABE consortia) will teach the courses. Courses will serve a range of 10-20 students per session, depending upon the course content.4. NEW: Offer an Integrated Education and Training (IET) aligned course for Paraprofessional Training and Certification utilizing the ParaEducator Online course in coordination with Moorhead Area Public Schools.5. Create successful courses which can subsequently be packaged and handed off to another consortium in the Northwest or Northeast MN ABE region to offer. | | |
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Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

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| | <p>Consortia that have handed off a course, could then develop other new online regional courses.</p> <ol style="list-style-type: none"> 6. Offer successful regional courses to the statewide audience when appropriate. 7. Establish MOUs with all participating consortia in the Northwest and Central MN ABE consortia for regional online courses. 8. Offer trial courses as needed that are shorter in duration to meet the needs of learners in the most reasonable amount of time possible. 9. Develop a process for adding new courses during the year. <p><u>The following classes will be continued from the 2024-25 program year:</u></p> <ol style="list-style-type: none"> 1. Moorhead: <u>English Vocabulary for MN Driver's Manual</u> This 10-week course focuses on the basic vocabulary and knowledge that is needed to help English language learners begin studying for the Minnesota Driver's license written exam. This is a level one course in preparing for the MN Drivers Written Exam. After completing this course, students are ready to take the level 2 course, Knowledge & Content for Written Driver's Exam. 2. Lakes Area: <u>Knowledge & Content for Written Driver's Exam</u> - Previously named "Drivers' Written Exam Prep", this course was renamed in 2023-24. This level 2 course focuses on the knowledge and requirements needed to pass the MN Driver's License written exam. The content is based on the MN Driver's Manual and includes road | | <p><u>English Vocabulary for MN Driver's Manual:</u> 50 hours of instruction per cohort (including 40 class hours and 10 prep hours) at \$40/hour for two cohorts = \$4,000</p> <p><u>Knowledge & Content for Written Driver's Exam:</u> 25 hours of instruction per cohort (including 30 synchronous class hours, 10 TVM instruction hours,</p> |
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Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

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| | <p>knowledge, traffic laws, vehicle operation and signage. This is our level 2 course in preparing for the MN driver's written exam. Students who have taken the level one course, English Vocabulary for MN Driver's Manual, should take this next in preparation for the permit test.</p> <p>3. Lakes Area: <u>Fast Paced Knowledge & Content for Written Driver's Exam Prep</u> - Previously named "Accelerated Drivers' Written Exam Prep", this course was renamed in 2023-24. A shorter and faster moving version of the course focuses on the knowledge and requirements needed to pass the MN driver's license written exam. For students who only need a little boost to pass the written exam and whose English is at a high level. This is our level 3 course in preparing for the MN driver's written test.</p> <p>4. Moorhead: <u>English for Healthcare Pathways</u> -This course is designed to introduce students who may be interested in a healthcare career to the basic vocabulary and foundational concepts around healthcare careers, HIPAA, and the body systems.</p> <p>5. Alexandria: <u>Prep for the Nursing Program Entrance Exam</u> – All nursing school applicants (RN and LPN) must pass a test on critical thinking, qualitative reasoning skills, and academic content prior to admittance into a nursing program. This course is designed to help individuals who are seeking a career in the nursing field as they prepare for this entrance exam. Free practice test (\$65 value) for those who complete 40 or more hours of the course.</p> | <p>and 6.25 prep hours) at \$40/hour for two cohorts = \$2,500</p> <p><u>Fast Paced Knowledge and Content for Driver's Exam:</u> 15 hours of instruction per cohort (including 30 synchronous class hours, 10 TVM instruction hours, and 3.75 prep hours) at \$40/hour for two cohort = \$1,500</p> <p><u>English for Healthcare Pathways:</u> 50 hours of instruction per cohort (including 40 class hours and 10 prep hours) at \$40/hour for two cohorts = \$4,000</p> <p><u>Nursing Program Entrance Exam Prep:</u> 50 hours of instruction per cohort (including 40 class hours and 10 prep hours) at \$40/hour for two cohorts plus \$390 for study resources (practice test codes) = \$4,390</p> |
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Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

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| | <p>6. Northwest Service Cooperative: <u>IET Paraprofessional Training & Certification</u> - A paraprofessional (teacher assistant) provides instructional, behavioral, and other support to students. Paraprofessionals employed in Title I and Special Education programs in Minnesota schools must be highly qualified, and certification is one pathway to employment. This 8-week online class will help prepare adult learners for the Paraeducator Certification Exam. The exam is needed if adult students do not have a two or four-year degree and would like to work in a school setting with kindergarten to 12th grade students. The certification exam is an online multiple choice exam covering Reading, Writing and Math skills, including how to apply those skills in a classroom or school setting.</p> <p>7. Moorhead: <u>Professionalism for Healthcare Careers</u> - this course will explore the professional skills needed for success in a healthcare career pathway. The primary focus of the course will be identifying the optimal personal characteristics, qualities, teamwork, communication skills, personal management, and diversity in the workplace, as well as navigating getting ahead within the healthcare field.</p> <p>8. Moorhead: <u>Math Foundations for Paraprofessionals</u>- this course is designed to build the foundational math skills necessary to successfully participate in the Paraprofessional Training & Certification course and the math instruction within the ParaEducator online training modules (number sense, operation sense, multiplication & division concepts).</p> <p><u>The following courses will be offered again in the coming 2025-</u></p> | <p><u>Paraprofessional Training:</u> 50 hours of instruction per cohort (including 40 class hours and 10 prep hours) at \$40/hour for two cohorts = \$4,000</p> <p><u>Professionalism for Healthcare Careers:</u> 50 hours of instruction per cohort (including 40 class hours and 10 prep hours) at \$40/hour for two cohorts = \$4,000</p> <p><u>Math Foundations for Paraprofessionals:</u> 50 hours of instruction per cohort (including 30 synchronous class hours, 10 TVM instruction hours, and 10 prep hours) at \$40/hour for two cohorts = \$4,000</p> |
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Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

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| | <p><u>26 year by our partners in the Northeast MN Transitions Region:</u></p> <ol style="list-style-type: none"> 1. <u>AEOA: English for Hospitality Careers</u> - This course was funded in 2023-24 & 2024-25 and will continue in 2025-26. The course is designed to help non-native English speakers become more proficient in English skills on the job in the hospitality career field. It is a bridge course preparing students to successfully pass certification exams. 2. <u>Duluth: Pre-CNA</u> - This course was funded, developed and offered in 2024-25 and will be continued in 2025-26. | | <p><u>English for Hospitality Careers</u> and <u>Pre-CNA</u> = no cost to NW Region as they are paid through the NE Transition Region</p> |
| <p>Goal 1 – Objective 2 Support the efforts of a ROCC coordinator to provide 180 hours of program services.</p> | <p>LEAD: ROCC Coordinator (person to be determined). Supervised by one of the four primary NW Region ABE consortia.</p> <ol style="list-style-type: none"> 10. Organization of this work will continue to be enhanced and fine-tuned by the Regional Online Career Collaborative (ROCC) Coordinator who oversees the logistical aspects of the collaboration, which includes the following responsibilities: <ol style="list-style-type: none"> a. establish basic protocols b. maintain an updated Google Site to house the project and resources including resources specific to digital literacy skills to help students participate in online instruction c. maintain a shared course calendar d. communicate details regarding course platform delivery (Google Meet/Zoom) | <p>July 1, 2025 – June 30, 2026</p> | <p>Estimated Cost: \$6,110</p> <p>180 hours total at \$40.74/hour salary and fringe (max) less (\$3,000) to be paid by Northeast MN ABE via invoice (\$7,333 - \$3,000) = \$4,333</p> <p>Promotion: Print materials, social media messaging, outreach = \$1,777</p> |

Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

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| | <ul style="list-style-type: none"> e. push out the notifications of upcoming courses to the region f. create promotional materials for the courses g. manage student enrollments h. manage the ROCC social media presence i. deliver an annual webinar open to all teachers to introduce them to the schedule of courses available for the coming year j. answer all technical questions posed by instructors and students k. other duties as assigned | | |
| Goal 1 – Objective 3 Provide a ROCC retreat to evaluate 2025-26 efforts and plan 2026-27 program offerings and processes. | LEAD: Tammy Schatz Based on the success and outcomes achieved at a March 2025 retreat, ROCC leaders from the NW and NE regions and the RTC will convene for a one-day of evaluation and next year planning retreat. It will occur in Detroit Lakes, the day before the NW region meets to discuss the 2026-27 transitions work plan priorities. An estimated 6-8 people will be involved and like 2025 may include zoom participation from Transitions Specialist Julie Dincau from the MDE-ABE Unit. | March 2026 | Estimated Cost: \$2,000 Lodging - \$1,100 Meeting Space - \$250 Materials, Food, Supplies - \$400 Travel Reimbursement: \$250 |
| | LEAD: | | |
| 13) Goal 2: | Utilize career pathway resources in classrooms to support students as they explore and pursue their unique career pathway plans. | | |
| S.M.A.R.T. | Proposed Activities: Description | Timeline | Proposed/Actual |

Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

| Objectives | How will this activity benefit the entire transitions region? | | Outcomes and Budget |
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| <p>Goal 2 – Objective 1: Provide Supplemental EnGen distance learning seats for ROCC Health Career Pathway courses.</p> | <p>Lead: Tammy Schatz</p> <p>EnGen distance learning platform seats will supplement health career pathway courses offered by the Moorhead consortium and other consortia in the region during the 2025-2026 school year.</p> <p>Individuals enrolled in ROCC health career pathway courses will be the top priority for these seats. This platform exposes students to contextualized instruction in healthcare with the bonus of digital literacy skills and navigating a platform.</p> <p>Students enrolled in EnGen may continue accessing their seat if they are active and would like to explore additional content (<i>i.e.</i> - CPR, Health and Safety, Introduction to Certified Nursing Assistants, etc.).</p> <p>This EnGen request also has a goal to enhance the Moorhead staff's and other NW ABE consortia familiarity with the EnGen platform and to explore opportunities to embed it into future ROCC or IELCE work.</p> <p><u>Desired Outcomes:</u></p> <p>The goal would be to have all 20 of the requested EnGen seats that are being requested assigned to actively engaged learners at any given time. These are transferable seats, so as one student exits, another student would be assigned a seat.</p> <p><u>Sustainability Plan:</u></p> <p>The goal is for EnGen to generate enough contact hours and subsequent funding to help build the capacity for the future</p> | <p>July 1, 2025 – June 30, 2026</p> | <p>Estimated Cost: \$2,500</p> <p>20 seats @ \$125</p> |

Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

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| | <p>purchase of EnGen seats beyond the 2025-2026 school year.</p> <p><u>Replicability for regional and/or state benefit.</u></p> <p>This work would be able to be readily replicated throughout the region. The Moorhead consortium will share all relevant information as to the outcomes, strengths, and challenges of embedding the EnGen platform with ROCC health pathway classes. This may be done through the sharing of documentation or at meetings with other northern ABE consortia.</p> | | |
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| 14) Goal 3: | Project Management, Coordination, and Fiscal Support | | |
| S.M.A.R.T. Objectives | Proposed Activities: Description | Timeline | Proposed/Actual Outcomes and Budget |

Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

| | How will this activity benefit the entire transitions region? | | |
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| Goal 3 – Objective 1: RTC performs work plan tasks and supports related requirements determined by MDE-ABE Division and ABE managers in the Northwest Region. | <p>LEAD: Russ Fraenkel</p> <p><u>Requirements include, but are not limited to:</u></p> <ul style="list-style-type: none"> RTC facilitates quarterly meetings of ABE managers, involving Rural Minnesota Concentrated Employment Plan (CEP), DEED, and NW Private Industry Council (PIC) partners to ensure desired progress is being made to fulfill the transitions work plan, and WIOA inspired local and regional strategies. Attention will also be paid to addressing requirements and opportunities that arise during 2024-2025. <p><u>ABE Managers and Transitions Partner meetings</u> will occur on July 16, and October 2025, as well as January, March, and July 2026.</p> <ul style="list-style-type: none"> RTC attends and engages in MDE-ABE, Workforce, Minnesota State and other partner events and activities that feature transitions learning, education and career pathways strategy development and accomplishment. <p><u>Examples include, but are not limited to:</u></p> <ul style="list-style-type: none"> Periodic MDE-ABE webchats Spring and fall regional training events Quarterly RTC meetings Summer Institute and other ABE training events Career Pathways Conferences Pathways to Prosperity (P2P) and other funding sources ROCC annual planning retreat | July 2025 – June 2026 | <p>Estimated Cost: \$6,500</p> <p>On average, 3.12 hours per week is estimated to be spent by the RTC working with partners to fulfill detailed objectives in this section of the work plan and other support as requested.</p> |

Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

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| | With active engagement of transition partners, RTC develops, revises, implements, evaluates, and documents progress of the 2025-26 work plan, responding to related needs and expectations of MDE-ABE. The RTC provides the final report required by MDE-ABE. | | |
| Goal 3 – Objective 2: NW Service Cooperative provides fiscal services and ABE administrative support of NW Region 2025-26 Work Plan | Lead: Kirsten Fuglseth NW region managers are grateful to the NW Service Cooperative and the ABE department for continuing to provide fiscal and administrative support to meet MDE-ABE requirements. | July 2025 – June 2026 | Estimated Cost: \$4,500 |
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Revision History

| Date | Note change(s) and describe reason for the change(s) | Version |
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Programming Year July 1, 2025 -June 30, 2026 / ABE Regional Transitions Aid Plan

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