

# Tech Prep Consortium

## 2011-2012 MEMORANDUM OF UNDERSTANDING

The Oklahoma Department of Career and Technology Education and { } **Tech Prep Consortium** commit jointly to the implementation of a Tech Prep system on behalf of all consortium members to the benefit of participating students. It is understood that in order to reach this goal, the parties agree to the following:

### OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION AGREES TO:

- Provide high quality professional development opportunities to consortia personnel, instructors, counselors, and administrators.
- Coordinate and conduct technical assistance visits with each consortium every three years and evaluate consortium performance, as evidenced in the Tech Prep Accountability System (TPAS).
- Provide communication, leadership, and in-service to Tech Prep consortium coordinators.
- Provide funding for implementation and local administration activities pursuant to the Federal Tech Prep grant and TPAS requirements.

### TECH PREP CONSORTIUM AGREES TO:

- Increase the number of Oklahoma CTE students who complete high school with college credit, pursue and complete a post-secondary credential, an industry recognized certificate or degree and are employed in the field in which they were prepared.

#### Career Majors

- Implement high-tech, high-wage, high-demand career majors utilizing the career cluster framework that support local industry in economic development and wealth generation, and create seamless transitions from 11th and 12th grade to associate and baccalaureate degrees.

#### Preparatory Services

- Provide a holistic approach to student support through preparatory services that include: comprehensive education and career planning, awareness of student opportunities, academic assessment, career and technical assessment, student transitions success, dropout prevention and dropout recovery strategies.

#### Professional Development

- Participate in Quarterly Technical Assistance Meetings, Tech Prep and Alliance designated meetings and state-sponsored professional development activities.
- Assign consortium representative to participate in state activities if consortium coordinator is unable to attend.
- Conduct site visits and observation opportunities by individuals and teams involved with the Tech Prep system or from other consortia when requested

#### Accountability

- Work with other school improvement initiatives to more efficiently and effectively use Tech Prep dollars.
- Utilize CTIS, TPAS and Tech Prep technical assistance visits to address benchmarks, objectives, outcomes, and definitions of standards related to the Carl D. Perkins Career and Technical Education Improvement Act of 2006.
- Have effective Tech Prep student identifier system (i.e. based on state definition of Tech Prep students and ODCTE Tech Prep Student Roster).
- Follow ODCTE schedule for collecting, analyzing, and reporting data.
- Submit **quarterly** reimbursement claim report with OCAS expenditure report and any necessary documentation within 30 days of completed quarter to the ODCTE through the IMPACT system (July-September, due October 31; October-December, due January 31; January-March, due April 30; April-June, due August 15).
- Maintain accurate and current consortium budget and records, and complete budget revisions in IMPACT as needed.
- Maintain accurate and current Tech Prep student data, and submit final Tech Prep Student Roster to the ODCTE by May 1.
- Maintain TPAS and submit year-end performance reports to the ODCTE by June 15.
- 4<sup>th</sup> quarter reimbursement will not be distributed until consortia has completed reporting requirements and no more than 5% unmatched students

#### Articulation

- Actively promote and support the Cooperative Alliance concept.

#### Consortium Development

- Employ a qualified Tech Prep Coordinator to conduct the activities of the consortium.
- Must have a regional steering committee, such as an advisory committee, in place and operational that will assist in implementing the essential and supporting elements of Tech Prep. Committee will consist of 51% business partners and chaired by a business representative. Responsibilities of this committee include:
  - Establish priorities of the consortium for development and implementation of system building activities,
  - Work with the consortium coordinator to meet the requirements of CTIS and PDOS including program and student outcomes,
  - Ensure that a local Memorandum of Understanding is completed and signed for each participating educational institution.

### TECH PREP CONSORTIUM AND LOCAL SITES AGREE TO:

#### CAREER MAJORS

- Identify, develop and implement at least one career cluster, with supporting pathways based on Labor Market Information, which includes at least one active sponsoring business partner, opportunities to earn college credit, an identifiable student outcome that leads to a degree, certificate or license, and a common core of academic and career courses identified, aligned, and incorporating state academic standards and industry standards, as well as a plan to revise and align academic and career courses.

#### PREPARATORY SERVICES

- Support Tech Prep schools that are following their Comprehensive Guidance Plan for students in grades 7-14.
- Provide parents the opportunity to participate in their student's career advisement and educational planning process.
- Provide an Equal Access Plan to all students wishing to participate in the Tech Prep Program.
- Ensure that all Tech Prep students have an individual Plan of Study with a career cluster and pathway(s) identified.
- Ensure that all Tech Prep students and parents are knowledgeable of the opportunities through the Cooperative Alliances
- Ensure that Tech Prep students and parents are aware of options to obtain college degrees, certifications, or licensure through their selected career cluster.

#### PROFESSIONAL DEVELOPMENT

- Provide high quality, intense and targeted professional development opportunities for counselors, teachers, and administrators.
  - All professional development planned and administered by the consortium should be based on researched and identified needs and include comprehensive follow-up to determine the effectiveness of the training and identify strengths and weaknesses.
- Establish a documented cascading process, which uses individuals trained with Tech Prep dollars to pass those concepts on to other members of the consortium.

#### ACCOUNTABILITY

- Develop and maintain cooperative relationships between consortium and sending schools in which sharing of data fosters collaborative efforts.

#### ARTICULATION

- Meet academic standards developed by the state, linking the last two years of high school to the first two years of postsecondary education and beyond by ensuring that cooperative alliances among technology centers and higher education institutions are current, effective, and receiving support from high schools and business and/or labor organizations.

## AGREEMENT

The undersigned have reviewed this Memorandum of Understanding and accept it as the basis for the 2011-2012 school year for working together toward a common purpose through the Tech Prep system. **Tech Prep funds will not be available after FY12.** The state or the consortium may dissolve their participation by notifying the other parties in writing.

Superintendent	Date	Tech Prep Coordinator	Date
Phil Berkenbile, State Director Oklahoma Department of Career and Technology Education	Date	State Tech Prep Coordinator Oklahoma Department of Career and Technology Education	Date