



**MASSACHUSETTS  
PERKINS IV  
SECONDARY POSTSECONDARY  
CAREER/VOCATIONAL TECHNICAL  
EDUCATION LINKAGE  
ACCOUNTABILITY WORKBOOK  
(Tech-Prep)**

**2008-2009**

**&**

**2009-2010**

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## **Section 1 - Introduction**

The Massachusetts Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Initiative implements tech-prep performance indicators as required by the Title II “Tech-Prep Education” in the Carl D. Perkins Career and Technical Education Improvement Act of 2006 Public Law 109-270 (Perkins IV).

The link to the official copy of Perkins IV is at <http://www.doe.mass.edu/cte/perkins/>. Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortia staff and members should review the official copy of Perkins IV and not rely on excerpts contained in this Accountability Workbook. Staff and members should also review the Massachusetts Perkins IV Manual at [http://www.doe.mass.edu/cte/perkins/funding\\_manual.doc](http://www.doe.mass.edu/cte/perkins/funding_manual.doc) as well as the Massachusetts Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Manual at <http://www.doe.mass.edu/cte/techprep/consortiummanual.doc>.

Perkins IV sets forth tech-prep performance indicators for the first time. Perkins IV provides for the Massachusetts Department of Elementary and Secondary Education and each individual Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium to reach agreement on performance levels for each tech-prep performance indicator.

This Massachusetts Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Accountability Workbook is for 2008-2009 and 2009-2010. It will facilitate each Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium in reaching agreement with the Massachusetts Department of Elementary and Secondary Education on performance levels for each tech-prep performance indicator for Performance Years 2 (2008-2009) and 3 (2009-2010). This Accountability Workbook also provides guidance on the development of Tech-Prep Improvement Plans based on Performance Year 2 results.

The Massachusetts Department of Elementary and Secondary Education may terminate funding for individual Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortia and the entire Perkins IV Secondary Postsecondary Career/Vocational Technical Education Initiative for any fiscal year based in part or completely on tech-prep performance indicator results.

## **Section 2 - Definitions**

The definitions below are directly related to this Accountability Workbook. Additional definitions are contained in the Massachusetts Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Manual at <http://www.doe.mass.edu/cte/techprep/consortiummanual.doc>. Additional definitions pertaining to Perkins IV are provided in the Act itself, and in the Massachusetts Perkins IV Manual both of which are available through links posted at <http://www.doe.mass.edu/cte/perkins/>.

### ***Agreed-Upon Performance Level***

This term is used to denote the performance level on a tech-prep performance indicator that a Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium agreed to reach.

*ESE* is the acronym for the Massachusetts Department of Elementary and Secondary Education.

***Industry-Recognized Credential*** is a credential issued to an individual by a public agency, educational institution, private organization, or other that indicates a level of occupational competency. The Massachusetts Certificate of Occupational Proficiency will be such a credential.

### ***Performance Years***

Performance Year 1 is 2007-2008

Performance Year 2 is 2008-2009

Performance Year 3 is 2009-2010

Performance Year 4 is 2010-2011

Performance Year 5 is 2011-2012

Performance Year 6 is 2012-2013

***Postsecondary Tech-Prep Participant*** is a student who was a secondary tech-prep participant while enrolled in high school and is now enrolled in a postsecondary career and technical education program in a public two-year college.

***Secondary Tech-Prep Participant*** is a student enrolled in a career and technical education program on the secondary level in a school district that has a Perkins IV Local Plan. The school districts with Perkins IV Local Plans are included as members of Secondary Postsecondary Career/Vocational Technical Education Linkage Consortia. The membership list is posted at [http://www.doe.mass.edu/cte/techprep/consortium\\_members.html](http://www.doe.mass.edu/cte/techprep/consortium_members.html).

***Tech-Prep Actual Performance Level*** is used to denote the actual performance level attained by consortium on a tech-prep performance indicator.

### ***Tech-Prep Improvement Plan***

Refer to Section 5 of this Accountability Workbook titled “Tech-Prep Improvement Plans.”

***Tech-Prep Performance Indicators*** are given in Appendix B. **Important Note:** Tech-Prep Performance Indicator **1STP3** (Secondary Tech-Prep Participants Who Received an Industry-Recognized Credential) will not be implemented until the Massachusetts Certificate of Occupational Proficiency system is developed and implemented.

### ***Tech-Prep Performance Indicator Data Report***

Refer to Section 3 of this Accountability Workbook titled “Understanding Tech-Prep Actual Performance Levels” for information pertaining to the Tech-Prep Performance Indicator Data Report.

### ***Tech-Prep Performance Indicator Measurement Definitions***

Measurement definitions for tech-prep performance indicators are given in Appendix B.

### **Section 3 - Understanding Tech-Prep Actual Performance Levels**

The Massachusetts Department of Elementary and Secondary Education calculates the actual performance levels for tech-prep performance indicators using the measurement definitions given in the Tech-Prep Performance Indicator Measurement Definitions Chart in Appendix B. and the data in the Massachusetts Perkins IV Public Two-Year College/Postsecondary Consortium Career and Technical Education Data Report.

The actual performance levels are reported to each Perkins IV Secondary Postsecondary Career/Vocational Technical Education Linkage Consortium in January in a Tech-Prep Performance Indicator Data Report (one for each tech-prep performance indicator.)

### **Section 4 - Reaching Agreement During 2008-2009 on Tech-Prep Performance Levels for Performance Year 2 (2008-2009) and 3 (2009-2010)**

Perkins IV requires that the Massachusetts Department of Elementary and Secondary Education and each consortium reach agreement on minimum performance levels for the tech-prep performance indicators. **Important Note:** Tech-Prep Performance Indicator **1STP3** (Secondary Tech-Prep Participants Who Received an Industry-Recognized Credential) will not be implemented until the Massachusetts Certificate of Occupational Proficiency system is developed and implemented.

#### **Steps in the Process for Reaching Agreement During 2008-2009 on Tech-Prep Performance Levels for Performance Year 2 (2008-2009) and 3 (2009-2010)**

**Step 1** - The consortium members and staff shall review each Tech-Prep Performance Indicator Data Report provided in January 2009 by the Massachusetts Department of Elementary and Secondary Education.

**Step 2** - Using the Tech-Prep Performance Level Agreement Chart (Appendix C), the consortium shall propose performance levels for each tech-prep performance indicator for Performance Year 2 (2008-2009) and 3 (2009-2010) with the exception of 1STP3.

**Step 3** - The consortium coordinator shall email the completed Tech-Prep Performance Level Agreement Chart, to Karen DeCoster in the Massachusetts Department of Elementary and Secondary Education [kdecoster@doe.mass.edu](mailto:kdecoster@doe.mass.edu) by **March 2, 2009**.

**Step 4** - The Massachusetts Department of Elementary and Secondary Education will review the proposed performance levels taking into account the factors as described below. The Massachusetts Department of Elementary and Secondary Education may require that modifications be made to the proposed performance levels based on the review.

When considering proposed performance levels during the agreement process, the Massachusetts Department of Elementary and Secondary Education will take into account the following:

- How the proposed performance levels compare with the performance levels proposed by other consortia, taking into account factors that may be identified by the consortium including the characteristics of students when the students became secondary tech-prep participants and postsecondary tech-prep participants, as well as the services to be provided. In addition, the extent to which the proposed performance level will promote continuous improvement on the performance indicator by the consortium will be considered.

**Step 5** - The consortium and the Massachusetts Department of Elementary and Secondary Education will agree upon Performance Levels for Performance Year 2 (2008-2009) and 3 (2009-2010) by **March 16, 2009**.

**Step 6** - The Massachusetts Department of Elementary and Secondary Education will email the Local Adjusted Performance Level Negotiation Chart to the consortium coordinator after the negotiations have concluded so that the consortium will have a record of the final agreed-upon Tech-Prep Performance Levels for Performance Year 2 (2008-2009) and 3 (2009-2010).

#### **Revisions to Agreed-Upon Performance Levels**

The consortium may request revisions to the agreed-upon performance level for any tech-prep performance indicator if extenuating circumstances exist. The request must be submitted by the consortium coordinator in writing addressed to Karen DeCoster, Massachusetts Department of Elementary and Secondary Education, 350 Main Street, Malden, MA 02148. The request must include documentation that extenuating circumstances exist. The Massachusetts Department of Elementary and Secondary Education will respond in writing to the request within ten (10) business days of receipt.

### **Section 5 - Tech-Prep Improvement Plans**

**Important!** Tech-Prep Improvement Plans (if required) will not be submitted until April 30, 2010.

**Step 1** - The consortium shall review its Tech-Prep Performance Indicator Data Reports for Performance Year 2, which will be issued in January 2010. If a consortium has a tech-prep performance indicator that failed to meet at least 90 percent (90%) of the agreed upon performance level for the tech-prep performance indicator, the consortium will be required to develop and implement a Tech-Prep Improvement Plan for the performance indicator. Note that in cases where the denominator for the performance indicator contains less than 16 students, the consortium is not required to develop and implement a Tech-Prep Improvement Plan for that performance indicator.

**Step 2** - The consortium shall access the Tech-Prep Improvement Plan Template in Appendix D of this Accountability Workbook.

**Step 3** - The consortium shall use one Tech-Prep Improvement Plan Template for each performance indicator that failed to meet at least 90 percent (90%) of the agreed-upon performance level for the performance indicator, (except that for cases where the denominator contains less than 16 students the consortium is not required to develop and implement a Tech-Prep Improvement Plan for that performance indicator.)

**Step 4** - The consortium shall list on the Tech-Prep Improvement Plan Template the individuals that were consulted in the development of the Tech-Prep Improvement Plan.

**Step 5** - The consortium shall describe in the Tech-Prep Improvement Plan Template the Tech-Prep Improvement Plan that was developed.

**Step 6** - The consortium shall email the completed Tech-Prep Improvement Plan Template to Karen DeCoster in the Massachusetts Department of Elementary and Secondary Education at [kdecoster@doe.mass.edu](mailto:kdecoster@doe.mass.edu) by **April 30, 2010**.

**Step 7** - The Massachusetts Department of Elementary and Secondary Education will review the Tech-Prep Improvement Plan(s) submitted by the consortium.

**Step 8** - The Massachusetts Department of Elementary and Secondary Education will notify the consortium coordinator if the Tech-Prep Improvement Plan(s) does not meet minimum requirements so that the consortium will revise and resubmit them as necessary.

**Step 9** - The Massachusetts Department of Elementary and Secondary Education will notify the consortium coordinator by email when the Tech-Prep Improvement Plan has been deemed to meet minimum requirements.

**Step 10** - The consortium will implement the Tech-Prep Improvement Plan.

#### **Revisions to the Local Perkins Improvement Plan**

The consortium may revise its Tech-Prep Improvement Plans. Revised Tech-Prep Improvement Plans shall be submitted by email to Karen DeCoster in the Massachusetts Department of Elementary and Secondary Education at [kdecoster@doe.mass.edu](mailto:kdecoster@doe.mass.edu) prior to implementation. The Massachusetts Department of Elementary and Secondary Education will follow the steps outlined above resulting in revisions deemed to meet minimum requirements.

## APPENDIX A – ACCOUNTABILITY TIMELINES CHART

What and When	Reference
<p><b>Due:</b> Tech-Prep Performance Level Agreement Chart (Appendix C)  <b>When:</b> <b>March 2, 2009</b></p>	<p>Section 4 in this Accountability Workbook</p>
<p>The consortium and the Massachusetts Department of Elementary and Secondary Education will agree upon Performance Levels for Performance Years 2 (2008-2009) and 3 (2009-2010) by <b>March 16, 2009</b>.</p>	<p>Section 4 in this Accountability Workbook</p>
<p><b>Due:</b> Tech-Prep Improvement Plans, if required  <b>When:</b> By <b>April 30, 2010</b>.</p>	<p>Section 5 in this Accountability Workbook</p>

## APPENDIX B – TECH-PREP PERFORMANCE INDICATOR MEASUREMENT DEFINITIONS CHART

This chart lists the performance indicators, defines what each performance indicator measures, and gives the measurement definitions that the Massachusetts Department of Elementary and Secondary Education uses to develop Tech-Prep Performance Indicator Data Reports for each consortium. Note that the dates given in the measurement definitions are the dates used to compute Performance Year 1 results.

<b>Core Indicator</b>	<b>Measurement Definition</b>
<b>1STP1</b> Secondary Tech-Prep Participants Enrolled in Postsecondary Education	<b>Numerator</b> Secondary tech-prep participants who graduated from high school in 2007 and then enrolled in the college for the fall semester 2007. <b>Denominator</b> Secondary tech-prep participants who graduated from high school in 2007.
<b>1STP2</b> Secondary Tech-Prep Participants Enrolled in Postsecondary Education in the Same Major	<b>Numerator</b> Secondary tech-prep participants who graduated from high school in 2007 and then enrolled in the college in the same major for the fall semester 2007 <b>Denominator</b> Secondary tech-prep participants who graduated in 2007 and then enrolled in the college for the fall semester 2007
<b>1STP3</b> Secondary Tech-Prep Participants Who Received an Industry-Recognized Credential	<i>This tech-prep performance indicator will not be implemented until the Massachusetts Certificate of Occupational Proficiency system is developed and implemented.</i>
<b>1STP4</b> Secondary Tech-Prep Participants Who Prior to Graduation Completed Courses that Awarded Postsecondary Credit from the Community College	<b>Numerator</b> Secondary tech-prep participants who graduated from high school in 2007 and then enrolled in the college for the fall semester 2007, and prior to graduation completed courses that awarded postsecondary credit from the college. <b>Denominator</b> Secondary tech-prep participants who graduated in 2007 and then enrolled in the college for the fall semester 2007.
<b>1STP5</b> Secondary Tech-Prep Participants Who Graduated from High School and Then Enrolled in the College and Took Remedial Courses.	<b>Numerator</b> Secondary tech-prep participants who graduated from high school in 2007 and then enrolled in the college for the fall semester 2007, and took remedial courses during the fall semester 2007. <b>Denominator</b> Secondary tech-prep participants who graduated in 2007 and then enrolled in the college for the fall semester 2007.

<b>Core Indicator</b>	<b>Measurement Definition</b>
<p><b>1PTP1</b> Postsecondary Tech-Prep Participants Who Graduated from a Career and Technical Education Program and Were Employed 9-12 Months after Graduation</p>	<p><b>Numerator</b> Postsecondary tech-prep participants who graduated from a career and technical education program between June 2006 and the institution's official Fall 2006 Freeze Date and who were employed 9-12 months after graduation.  <b>Denominator</b> Postsecondary tech-prep participants who graduated from a career and technical education program between June 2006 and the institution's official Fall 2006 Freeze Date.</p>
<p><b>1PTP2</b> Postsecondary Tech-Prep Participants Who Graduated from a Career and Technical Education Program and Who Received an Industry-Recognized Credential During their Enrollment in a Postsecondary Career and Technical Education Program.</p>	<p><b>Numerator</b> Postsecondary tech-prep participants who graduated from a career and technical education program between June 2007 and the institution's official Fall 2007 Freeze Date and who received an industry-recognized credential or State license during their enrollment in a postsecondary career and technical education program.  <b>Denominator</b> Postsecondary tech-prep participants who graduated from a career and technical education program between June 2007 and the institution's official Fall 2007 Freeze Date.</p>
<p><b>1PTP3</b> Postsecondary Tech-Prep Participants Who Received an Associate Degree or a Two-Year Certificate</p>	<p><b>Numerator</b> Postsecondary tech-prep participants as of the institution's official Fall 2003 Freeze Date who received an Associate degree or a Two-Year Certificate as of the institution's official Fall 2007 Freeze Date.  <b>Denominator</b> Postsecondary tech-prep participants as of the institution's official Fall 2003 Freeze Date who were enrolled in a postsecondary career and technical education Associate degree program or Two-Year Certificate program.</p>
<p><b>1PTP4</b> Postsecondary Tech-Prep Participants Who were Enrolled in an Associate Degree - Bachelor Degree Transfer Program Who Received a Bachelor's Degree</p>	<p><b>Numerator</b> Postsecondary tech-prep participants who were enrolled in an Associate Degree - Bachelor Degree Transfer Program as of the institution's official Fall 2002 Freeze Date who received a Bachelor's degree as of the institution's official Fall 2007 Freeze Date.  <b>Denominator</b> Postsecondary tech-prep participants who were enrolled in an Associate Degree - Bachelor Degree Transfer Program as of the institution's official Fall 2002 Freeze Date.</p>

## APPENDIX C – TECH-PREP PERFORMANCE LEVEL AGREEMENT CHART

The agreement process is outlined in Section 4 of this Accountability Workbook.

**Consortium Name:**

**Consortium Coordinator:**

Performance Indicator	Proposed Performance Level for Performance Year 2 (2008-2009)	Final Agreed-Upon Performance Level for Performance Year 2 (2008-2009)	Proposed Performance Level for Performance Year 3 (2009-2010)	Final Agreed-Upon Performance Level for Performance Year 3 (2009-2010)	Date Agreement Reached
1STP1					
1STP2					
1STP3	*	*	*	*	*
1STP4					
1STP5					
1PTP1					
1PTP2					
1PTP3					
1PTP4					

\* **Important Note:** Tech-Prep Performance Indicator **1STP3** (Secondary Tech-Prep Participants Who Received an Industry-Recognized Credential) will not be implemented until the Massachusetts Certificate of Occupational Proficiency system is developed and implemented.

**APPENDIX C – TECH-PREP IMPROVEMENT PLAN TEMPLATE**

**Directions:** Read and follow the instructions given in Section 5 of this Accountability Workbook.

**Consortium Name:** \_\_\_\_\_ **Contact Person** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_ **Tech-Prep Performance Indicator:** \_\_\_\_\_

<b>Population</b>	