



## Overview of Improvement Plans as a part of Perkins IV

Perkins IV Local Program Improvement [Perkins Act 2006, Sec. 123]

Under Perkins IV, Minnesota State Colleges and Universities Office of the Chancellor and the Minnesota Department of Education are responsible to annually review each consortium's Perkins program based on its performance on federally determined accountability indicators. Minnesota will monitor compliance with this requirement by collecting Improvement Reports or Improvement Plans.

### ***When does my consortium prepare an Improvement Report vs. a full Improvement Plan?***

If the consortium scored **between 90 and 99%** of their negotiated target for any indicator, they will be required to write an improvement report describing how or what they will do to increase their scores and must be completed for each indicator where a performance gap existed. A report is a necessary step and occurs as part of the normal APR process and must describe what changes will occur to increase their core indicator scores.

If the consortium scored **below the 90%** level of their negotiated target for any indicator, a full improvement plan will need to be submitted for each indicator where a performance gap lower than 90% occurred. The full Improvement Plan asks for more detailed information that will allow the State Perkins staff to assist your consortium to identify resources and interventions appropriate to address your situation.

The improvement plan must be developed in consultation with the two state agencies and implemented during the first program year after the year the performance level was not met. The agencies will work with the local consortium to implement improvement activities and provide technical assistance.

### ***Using the Improvement Plan Template***

The following template serves as a tool intended to help consortia prepare an improvement report or a full improvement plan. You will see the upper section of the form provides the space for your consortium to prepare an improvement report. The lower portion of the template guides your consortium in developing and reporting the full improvement plan. ***A separate template form must be completed for EACH indicator found not in compliance.***

If the consortium does not meet the targets established during the negotiation processes for two years, the consortium will be provided technical assistance that will help to draft a plan to show what dollars will be used in the deficient core indicator(s) and what types of changes or support mechanisms will need to be implemented throughout the consortium to improve the consortium core indicator scores.

|   |  |                               |                 |   |  |
|---|--|-------------------------------|-----------------|---|--|
| <b>Complete for<br/>REPORT &amp; PLAN</b>   | <b>Perkins IV Local Improvement Report</b>   |                               |                 |   |  |
|   | Consortium Name: _____   |                               |                 |   |  |
|   | Indicator Not Met: _____   | Negotiated Performance: _____ |                 | Actual Performance: _____   |  |
|   | General strategies planned to improve performance:   |                               |                 |   |  |
| Comments or context for actual performance ( <i>optional</i> ):   |  |                               |                 |   |  |
| <b>Complete for<br/>IMPROVEMENT PLAN ONLY</b>   | <b>Perkins IV Local Improvement Plan</b>   |                               |                 |   |  |
|   | Sub-populations or groups where gap exists<br>(could be by demographic characteristic, school, program, other)   |                               |                 |   | Describe any contextual factors that might contribute to this gap.   |
|   | <b>Action steps to improve the performance</b><br>Identify the strategies/activities that will be taken to achieve the specified goal and improve the quality of CTE programs and core indicator performance | <b>Resources Needed</b>       | <b>Timeline</b> | <b>Person(s) Responsible</b><br>Identify the person(s) who will oversee implementation of strategies and who determines or communicates significant dates or achievement points throughout the year | <b>How will progress be documented?</b><br>Identify how the strategies or activities will be evaluated to measure progress. These measures should be observable or quantifiable. |
|   |  |                               |                 |   |  |
|   |  |                               |                 |   |  |
|   |  |                               |                 |   |  |
|   |  |                               |                 |   |  |
| Describe stakeholders involved, process and sources of data used to determine strategies/action steps listed above: |  |                               |                 |   |  |