

Montana Carl D. Perkins Policy and Procedures Manual

Subject: Accountability
Policy: Negotiated Performance Levels
Effective: July 1, 2007
Revised: February 23, 2011

Perkins Policy:

The Montana State Plan for Career and Technical Education, in accordance with the Carl D. Perkins Career and Technical Education Improvement Act, requires the state to negotiate with the Office of Vocational and Adult Education (OVAE) Final Agreed-Upon Performance Levels (FAUPL) for each performance indicator. Proposed adjustments to the targets can be requested annually through the OVAE state plan revision system. Documentation and support must be available for adjustment discussions.

The state must meet a minimum of 90% of the FAUPL for each indicator. An improvement plan must be developed for indicators below this level. If an indicator is missed three years in a row, sanctions may apply.

The State eligible agencies, the Office of the Commissioner of Higher Education (OCHE) and the Office of Public Instruction (OPI), must annually negotiate indicator performance levels for each local application recipient. Grants, other than local applications, will coordinate with identified local grantees to support indicator targets.

Secondary Procedures:

Montana's state secondary performance levels are negotiated annually with the eligible agency (OCHE) and with the Office of Vocational and Adult Education (OVAE). Once finalized, the state performance levels are posted on the electronic E-Grant System. As districts log in to complete their annual Perkins application, they will see the state negotiated performance level as well as their specific district's previous years' performance for all secondary indicators. The district will enter their proposed performance target for the current year. If any of the school's indicators are below the state level, the district is required to list on the E-Grant application the programs that are not meeting the state negotiated performance levels and to describe strategies and activities they will conduct to improve.

Performance Improvement Plan:

If a Legal Education Agency (LEA) does not score at least 90% of the state negotiated level on one of the performance factors, the following courses of action will occur based upon the level of the occurrence.

Year 1 –The first year the LEA does not score at least 90% on the state negotiated level on any of the performance indicators, the LEA will receive official notification from OPI’s Career and Technical Education of the deficiency.

Year 2 –Upon the second consecutive year that LEA does not score at least 90% on the state negotiated level on the performance indicator, the LEA will be asked to develop an Improvement Plan to correct the deficiency. Guidance and assistance in the development and implementation of this plan will be provided from the Career and Technical Education Specialists at OPI.

Year 3 – Upon the third consecutive year that LEA does not score at least 90% on the state negotiated level on the performance indicator, the LEA will be directed to use their Perkins funds to address the deficiency.

Year 4 – Upon the fourth consecutive year that LEA does not score at least 90% on the state negotiated level on performance indicator, the OPI Career and Technical Education specialists will provide on-site assistance in developing the budget and plan to correct the deficiency.

Each LEA and school will be treated on an individual, case-by-case basis. OPI Career and Technical Education Specialists will be part of the teams guiding the Schools of Promise.

To access secondary Perkins applications on the E-Grants system [click here](#) and then click Public Access.

Postsecondary Procedures:

Performance Indicator Target Negotiations:

- A baseline for each Perkins performance indicator is established based on the first full year of data gathered.
- Annual increases are negotiated with OVAE for the state and will be the basis for negotiating annual increases for local application grantees.
- Each postsecondary local application grantee will receive proposed indicator targets with their annual allocation notice.
- Grantees will have 30 days to complete the renewal application and to negotiate adjustments to the targets if appropriate. Adjustments to the targets must be supported in writing with data and be thoroughly justified.
- Taking into account the justification provided, the OCHE Grant Manager will provide counter target(s) within 10 business days of receipt of the request for adjustment.
- If a grantee does not accept the adjusted target(s), they will have 10 business days to submit a counter proposal to the the Perkins State Director.
- The Perkins State Director will review the negotiated targets and justifications and within 10 business days provide the third and the final counter proposal target(s). If the grantee does not accept the final agreed-upon targets, Perkins funds will not be allocated for the proposed application.

Postsecondary Performance Indicator Improvement Plan:

Performance Improvement Plans must be developed if one or more targets are not met. Targets include race/ethnicity and special population targets if more than 10% below the negotiated indicator target. If a specific target is missed three times in a row, sanctions may be imposed.