

Montana Carl D. Perkins Policy and Procedures Manual

Subject: Montana Perkins Funds Distribution and Management
Policy: Program Improvement Plan
Effective: July 1, 2007
Revised: Not Applicable

Perkins Policy:

The Montana State Plan for Career and Technical Education, in accordance with the Carl D. Perkins Career and Technical Education Improvement Act of 2006 requires a Performance Improvement Plan when actual annual performance indicator results do not meet 90% of the Final Agreed-Upon Performance Levels. The improvement plan must contain the following elements:

- Detailed analysis of the indicators targeting specific programs, CIP Codes, grantees, special populations groups or other data pinpointing potential issues for improvement.
- Specific action steps, persons responsible and timeframes for indicator improvement based on the detailed analysis.
- A follow-up mechanism to assure attention to plan action steps.
- Reporting progress on the improvement plan in the Consolidated Annual Report (CAR) for the year following the missed performance level.

Secondary Procedures:

If an LEA does not score at least 80% of the state negotiated level on any one of the Carl D. Perkins performance factors, the following courses of action will occur based upon the level of the prior year's level of performance.

Year 1 – The first year the LEA does not score at least 80% 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 the LEA does not score at least 80% on the previously identified state negotiated level on the performance indicator, the LEA will be asked to develop and submit 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 80% on the previously identified state negotiated level on the performance indicator, the LEA will be directed to use a self identified amount of their Perkins funds to implement and support their Improvement Plan to address the deficiency. The budgeted amount will be required to be approved by the OPI Career and Technical Education Specialist.

Year 4 – Upon the fourth consecutive year that LEA does not score at least 80% on the previously identified 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. The on-site assistance will include a full monitoring of the LEA's entire Perkins program to ensure total program improvement participation.

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 (Montana's Highest Needs Schools as identified by OPI).

Postsecondary Procedures:

A Postsecondary Local Application Grantee is required to complete a Performance Improvement Plan when actual annual performance indicator results do not meet negotiated performance levels.

Grantees must conduct a thorough analysis of the reports for the missed indicator, identify specific programs, special population groups or strategies contributing to the missed indicator results and develop specific action steps, persons responsible and timeframes for bringing the indicator up to the negotiated target. (The reports can be found on the [Student Data Reports](#) tab of the [Perkins IV Grant Only](#) database.)

The strategies must be entered into the [Perkins IV Grant Only](#) database as a modification to your existing grant. In order to focus on the missed indicators, current approved activities and expenses may need to be put on hold or eliminated. The form ([Step 7: Program Improvement Plan Entry Form](#)) on the main menu allows you to change priorities, remove or modify existing activities, add new activities and make changes to the budget to assure funds are channeled to the revised priorities. To print the revised grant narrative and budget, choose the appropriate reports from the [Grant Application Reports Tab](#).

Results for the Improvement Plan activities will be reported in the final report for the year. If an indicator does not meet indicator targets for two years in a row, restrictions may be placed on the current grant funds to increase attention on improvement strategies. The Perkins grantee and state staff together will identify effective restrictions and written notification of these restrictions will be provided as soon as possible. If a target is missed three years in a row, a Strategic Risk Assessment Performance Review will be conducted. Sanctions may be imposed as a result of the review.

