

# FLORIDA DEPARTMENT OF EDUCATION



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Division of Career and Adult Education



May 13, 2013

## **MEMORANDUM**

TO: Eligible Recipients of Section 131 (Secondary) and Section 132 (Postsecondary) Perkins Federal Career and Technical Education Funds Authorized by Public Law 109-270 (School Districts)

FROM: Rod Duckworth, Chancellor, Division of Career & Adult Education

SUBJECT: Instructions for Establishing 2013-2014 Perkins IV Local Performance Targets, Program Improvement Plan Development, and Local Level Data Reports

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This memo will provide you pertinent information regarding accepting performance targets for the 2013-2014 Perkins IV grant using the Division of Career and Adult Education web tool, completion of Program Improvement Plans for the Perkins IV Request for Application, negotiation of performance targets, and local level data performance reports.

### **ACCEPTING AND NEGOTIATING 2012-2013 TARGETS**

Florida's 2013-2014 state performance targets are as follows:

#### Secondary level

1S1 Academic Attainment in Reading = 66.33%

1S2 Academic Attainment in Math = 88%

2S1 Technical Skill Attainment = 85.65%

3S1 School Completion = 95.18%

4S1 Student Graduation Rates = 78.5%

5S1 Placement = 80.28%

6S1 Nontraditional Participation = 31.5%

6S2 Nontraditional Completion = 95.89%

#### Adult Level (Clock Hour)

1A1 Technical Skill Attainment = 82.5%

2A1 Completion = 58.75%

3A1 Student Retention or Transfer = 56.06%

4A1 Student Placement = 76.43%  
 5A1 Nontraditional Participation = 12.31%  
 5A2 Nontraditional Completion = 17.5%

College Credit Level (Clock Hour)

1P1 Technical Skill Attainment = 44.5%  
 2P1 Completion = 47.5%  
 3P1 Student Retention or Transfer = 69.13%  
 4P1 Student Placement = 85.5%  
 5P1 Nontraditional Participation = 27.5%  
 5P2 Nontraditional Completion = 22.32%

Establishing 2013-2014 Local Performance Targets

Section 113 of the Perkins Act (P.L. 109-270) establishes and supports a state and local performance accountability system designed to assess the effectiveness of eligible recipients in achieving progress in career and technical education (CTE). Furthermore, state and local recipients of Perkins IV funds are expected to continually make progress toward improving the performance of CTE students.

The Division of Career and Adult Education (Division) has developed a web-based application to assist eligible recipients in establishing local performance targets and fulfilling the requirements of the *Performance Accountability Information* section of the 2013-2014 Request for Application (RFA). The web-based system is pre-populated with individualized data for each eligible recipient. In addition, the system will identify the Division’s recommended 2013-2014 local performance targets for a given eligible recipient, based on the following policy detailed in the Perkins IV State Plan:

Policy 1 For 2011-2012 actual local performance for any indicator which meets or exceeds the 2013-2014 state target, local eligible recipients’ 2013-2014 local targets will be increased by .5% of the 2013-2014 state target or .5% of actual local performance (if 2011-2012 local performance is higher than the 2013-2014 state target). This policy ensures compliance with the continuous improvement provision in Perkins IV.

Performance Indicators	2011-2012 Actual Local Performance	2013-2014 State Target	FLDOE Recommended 2013-2014 Local Target
4S1 Student Graduation Rate			
Scenario 1	78.5%	78.5%	80%
Scenario 2	90%	78.5%	90.5%

Policy 2 For 2011-2012 actual local performance for any indicator which does not meet the 2013-2014 state target, eligible recipients’ 2013-2014 local targets will be set at the 2013-2014 state target. This policy ensures compliance with the continuous improvement provision in Perkins IV.

Performance Indicators	2011-2012 Actual Local Performance	2013-2014 State Target	FLDOE Recommended 2013-2014 Local Target
4S1 Student Graduation Rate			
Scenario 1	70%	78.5%	78.5%
Scenario 2	60%	78.5%	78.5%

### Developing Local Program Improvement Plans

Local eligible recipients achieving less than 90 percent of a 2011-2012 local agreed upon performance level will be required to develop and implement a program improvement plan for each applicable core indicator of performance. The web-based system will identify whether a local program improvement plan needs to be developed, and eligible recipients will be able to fulfill this requirement (if applicable) via the web-based system. **Local program improvement plans must be completed in the web-based system in order to receive a grant award notification.** The Division has also made available local level data reports (which will be addressed in a later portion of this memo) to help facilitate the development of program improvement plans.

If a local education agency was required under Perkins IV to complete a program improvement plan and elected not to apply for funds during a subsequent grant year(s), the agency shall be required to complete the required program improvement plan during the next grant year for which the agency applies for Perkins IV funds. Any required program improvement plans from a prior grant year shall be submitted in conjunction with the current Request for Application. For those core indicators for which the agency did not meet the established performance levels during the last program year for which the agency received Perkins IV funds, the agency's local targets will be set at the current state target. For those core indicators for which the agency met or exceeded established performance targets during the last year for which the agency received Perkins IV funds, the agency's local targets will be increased by .5% of the state target or .5% of actual local performance (if local performance is higher than the state target). This policy ensures compliance with the continuous improvement provision in Perkins IV. Any local education agency that has never accepted Perkins IV funds shall automatically have local targets for all core indicators set at the current state target during the first year of application for Perkins IV funds.

**Attached to this document you will find a sample program improvement plan to use when developing your required plan(s).**

### Local Accountability Web-Based System Capability

The Division's local web-based accountability system allows eligible recipients to do the following:

1. Accept the Division's recommended local performance targets that have been pre-populated as local 2013-2014 targets.
2. Enter the required narrative in order to fulfill the local application requirement.
3. Develop a program improvement plan (if applicable) via the web-based system.
4. Download and sign an attestation form.

**Instructions on how to access the local accountability web-based system are attached to this memo for your review. In order to access the system and accept targets, complete required narrative for the Perkins IV Request for Application, and complete required program improvement plans, you will be required to enter a password. The user name for \_\_\_\_ school district is \_\_\_\_ and the password is \_\_\_\_\_. If you have trouble with your user name or password, please contact Susan Arvin at (850) 245-9979. If you have trouble entering data into the system, please contact Tara McLarnon at (850) 245-9005. The system does not have the capability to complete negotiation requests. Eligible recipients that would like to request negotiation for one or more targets should contact their local grant program manager as soon as possible.**

**All agencies should accept targets, complete required narrative for the Perkins IV Request for Application, and complete any required program improvement plans by May 31, 2013.**

### Important Deadlines for Negotiation

Eligible recipients interested in negotiating a local level of performance must have their agency head or authorized designee submit a signed, written request to the Division of Career and Adult Education offering a compelling appeal for an adjusted level of performance. Local eligible recipients must submit

the signed, written request for negotiation as an attachment via e-mail to the agency's assigned Grants Administration Program Manager within the Division of Career and Adult Education **no later than 5:00 p.m. (E.S.T.) on May 15, 2013. If a negotiation request has not been received by May 15, 2013, recipients will have local targets set at the targets recommended by the state.**

### **LOCAL PERFORMANCE DATA**

I am also pleased to share with you Perkins IV 2011-2012 local performance data to assist you as you develop any required program improvement plans, evaluate your local Career and Technical Education program offerings and strive toward continuous program improvement as required under Perkins IV. We strongly encourage you to use this data as you evaluate your performance and develop required program improvement plans. This data will serve to inform you of areas in which your agency is excelling and areas where performance can be improved and Perkins funds should be focused. **The attached Excel document provides** four different "views" for your analysis: by subpopulation, by program, by school, and by school and program. The subpopulations included in the summary are gender, race/ethnicity (1977 Standards), and special populations<sup>[1]</sup>. The MS Excel file is composed of four different tabs for each of the "views". The first tab contains the district by subpopulation data. The second tab is the district by program data. The third tab is the district by school data, and the fourth tab is the district by school and program tab. To calculate the percentage of any measure, divide the numerator (N) by the denominator (D) to determine your local 2011-2012 actual performance level. A copy of the MS Excel file has also been placed on your district's CCTCMIS SharePoint Restricted Hub. Please contact your local MIS director for access to the file.

Additionally, we have attached the "Perkins IV Performance Measures" PDF document to provide an overview of Florida's approved measurement approaches for all core indicators. Included in this document are descriptions of the calculations used to determine the numerator and denominator for each measure by level.

For the Perkins data at the district level, please view your district's data at the following link: <https://app1.fldoe.org/workforce/perkinsSearch/DataTool.aspx>. Please note, the data included on this web tool has been updated as of May 1, 2013, and may differ from that first reported after submission of the Perkins Consolidated Annual Report for 2011-2012. After reporting errors were indicated, the web tool was updated to reflect accurate performance levels. Any agencies directly affected will be personally contacted by representatives of the Division.

If you have questions or concerns regarding your local level data report, please contact Tara McLarnon at (850) 245-9005 or via e-mail at [tara.mclarnon@fldoe.org](mailto:tara.mclarnon@fldoe.org).

Should you have any questions regarding this memo, please contact Amy Albee-Levine at [amy.albee@fldoe.org](mailto:amy.albee@fldoe.org) or by phone at (850) 245-0949.

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Attachments:

1. Perkins IV Local Accountability System Instructions
2. Sample Program Improvement Plan
3. Perkins Performance Measures
4. Local Level Data Report

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<sup>[1]</sup> Special populations reported were disability status, economically disadvantaged, single parents, displaced homemakers, limited English proficient, migrant status, and nontraditional enrollees.