



## Colorado Pathways in Technology Early College High Schools (P-TECH)

<http://www.cde.state.co.us/postsecondary/p-tech>

### *MODEL AGREEMENT\**

This cooperative agreement reflects the overall commitment and the specific responsibilities/roles of the (*Local Education Provider*), (*Insert Higher Education Partner Name,*) and (*Insert Industry Employer(s) Partner Name*) in the creation and administration of a P-TECH school, per Colorado **HOUSE BILL 15-1270**.

All partners will be responsible for the performance of any services provided by the partner/consortium members, any partners, consultants, or other organizations, and coordinate participation. The partners agree to facilitate communication with and between each other in order to ensure that the partners/all consortium members fully know all aspects/activities that will be conducted through the P-TECH program. The partner/consortium may choose to select a lead to facilitate communications.

All Partners should review their respective roles and responsibilities outlined below and sign the Agreement to indicate their commitment to fulfilling all of these and any additional responsibilities they may indicate.

HOUSE BILL 15-1270 states that this Agreement *must* address at minimum:

- The responsibilities of the local education provider and the community college to provide, at a minimum, course work, counseling, and student support services, as well as provisions relating to instructor qualifications;
- The responsibilities of the employer to provide workplace education and experiences and to consult with the local education provider and community college on course design, as requested, whether the employer is a certified center of learning, with preference given to such employers, and any funding that the employer may provide for the p-tech school program;
- The responsibilities of the employers to work with the community college to ensure that course and post-secondary program competencies meet wider industry expectations as well as the needs of the partner employer(s);
- The procedure for communication and shared decision-making by the local education provider, community college, and employer regarding school operations; and
- The allocation of support, including but not limited to funding, internships, mentorships, potential job opportunities, and other related resources, between the local education provider, the employer, and the community college.

## Recommended Additional Areas the Agreement Should Address

### Responsibilities of Partners

K-12 Education: Essential responsibilities of K-12 partners include:

- Committing to fully implement the Colorado Graduation Guidelines , serving all students in the same common location beginning in 9<sup>th</sup> grade to assure that all students have a consistent, innovative program and college and career culture and all faculty have the opportunity to collaborate and focus on Colorado P-TECH instructional and support services;
- Forming a strong partnership including a procedure for communication, documented in the P-TECH application, with the higher education and industry employer(s) employer partners and any other community partners;
- Encouraging the enrollment of a student body that is socio-economically and racially diverse and that includes first-generation college students, English language learners, and students with disabilities.
- Identifying potential school leaders who have demonstrated the ability to drive exceptional student outcomes; are dedicated to working with under-served students and their families; can provide the leadership skills essential for program success; and can integrate high school, college, and work-based learning experiences, and in cases where a new school leader is hired, working with the higher education and industry employer(s) employer partners to select the school leader;
- Identifying secondary instructors, in consultation with the higher education partner, who have proper and relevant credentials;
- Working with higher education and industry employer(s) employer partners to develop a seamless scope and sequence of courses that enable all students to earn an associate degree within six years (at their own pace) and that includes workplace learning;
- Establishing a college-going culture for all students that begins on the first day of 9<sup>th</sup> grade and continues throughout all 6 years of the program, engaging students in instruction on key “college knowledge”, academic and personal behaviors such as time management; collaboration; problem-solving; leadership; study skills; communication; and tenacity. Credit-bearing college course work and tutoring should be introduced as soon as appropriate.
- Introducing the career and industry focus for all students beginning on the first day of 9<sup>th</sup> grade and continuing throughout the six years of the program by infusing workplace skills and industry content into academic courses and offering time in the school schedule and calendar for the full range of workplace learning, e.g. mentoring, workplace visits, job shadowing, internships, apprenticeships, etc;
- Offering multiple pathways for students with varying levels of academic achievement in 8<sup>th</sup> grade to participate and complete the full six year program successfully;
- Preparing students for college-level coursework, so remedial coursework at the post-secondary level is not necessary;
- Providing relevant and ongoing professional development for the principal/school leader and all participating teachers, including support and frequent exchanges during the school year;
- Ensuring that students apply for and approve the use of the College Opportunity Fund (COF) for their college courses; and
- Maximizing available funding streams such as federal School Improvement Grants and secondary level Perkins program funding, to support the needs of participating students. (Please note: Students participating in the P-TECH Program will **NOT** be eligible for Federal financial aid, including Pell grants.)
- Granting high school diplomas, as appropriate.

\*Sample only

Higher Education: Essential responsibilities of higher education partners include:

- Forming a strong partnership, documented in the P-TECH application, with the K-12 and industry employer(s) employer partners and any other community partners;
- Identifying appropriate college courses to include in the program's scope and sequence, ensuring that students can earn an industry-recognized associate degree (or the two-year degree that is the industry standard for the targeted jobs) within six years of beginning the Colorado P-TECH program;
- Identifying appropriate coursework and experiences to introduce students to college course work as soon as appropriate;
- Working with the high school to determine which courses will be taught by college faculty, which by high school teachers with adjunct status, and which by a combination of the two (and ensuring the appropriate college-level rigor of courses taught by adjunct faculty);
- Collaborating with high school faculty to ensure that course content will prepare students for college work;
- Collaborating with high school faculty and staff to practice and develop intensive student support services which should include innovative approaches for early diagnosis and interventions for students who require additional academic assistance (Please note: Funds for this program cannot be spent on college remedial coursework; therefore, all high school coursework should prepare students to seamlessly enter college level courses.);
- Collaborating with industry employer partner(s) to align college coursework with relevant technical skills and workplace competencies, as defined by industry;
- Identifying post-secondary instructors who have proper and relevant credentials as required by the Higher Learning Commission (HLC);
- Maintaining student advisory resources and credit transfer policies that protect the pathway to degree completion for participating students;
- Ensuring that students apply for and approve the use of College Opportunity Fund (COF) for their college courses at the community college;
- Maximizing available funding streams as appropriate, , to support the needs of participating students (please note: students participating in the P-TECH Program will **NOT** be eligible for Federal financial aid, including Pell grants);
- Providing dedicated staff to work on the initiative, including a College Liaison who has the authority to coordinate with the school on the college/university partner's behalf; and
- Awarding post-secondary certificates and associate degrees, as appropriate.

Employer(s): Essential responsibilities of business partners include:

- Forming a strong partnership, documented in the P-TECH Application, with the K-12 and higher education partners and any other community partners;
- Committing to place every student who successfully completes the program first in line for a job;
- Identifying a mentor for every participating student (a sample commitment would be for mentors to participate in at least two face-to-face opportunities with their mentee per year and communicate with their mentee online every week with an approximate time commitment of 30 minutes per week);
- Creating an up-to-date skills map for the industry/sector that identifies essential job requirements;
- Collaborating with the K-12 and higher education partners to identify the post-secondary two year degree that will ensure students meet industry expectations and validating the proposed scope and sequence;

- Providing workplace visits, speakers, internships and apprenticeships for participating students;
- Collaborating with K-12 and higher education staff to align technical skills and workplace competencies with curriculum, course offerings, and other resources;
- Funding that the employer may provide for the P-TECH program; and
- Providing dedicated staff to work on the initiative, including an Industry Liaison who has the authority to coordinate with the school on the industry employer(s) employer partners' behalf.

In addition, all partners must commit to participate in a statewide network of Colorado P-TECH schools and to working with colleagues to share expertise and experience on the development of the Colorado P-TECH model, as well as pertinent resources, tools and strategies.

Additional Responsibilities of each Partner (please list all partners' responsibilities and identify the partner who will serve as the implementation lead, as recognized by all partners):

***Signature Page***

**Name of Local Education Provider (LEP):** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Higher Education Partner:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Industry Employer Partner:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Industry Employer Partner (if multiple):** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE AGREEMENT FOR YOUR PROGRAM SHOULD REFLECT THE SPECIFICS OF YOUR PROGRAM AND YOUR PARTNER/CONSORTIUM MEMBERS. ALL ACTIVITIES/SERVICES, ETC. THAT ARE PERTINENT TO YOUR PROJECT SHOULD BE INCLUDED. PLEASE MODIFY AND ADD ADDITIONAL FIELDS FOR MULTIPLE CONSORTIUM MEMBERS, AS NEEDED.