

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

**2019-20 School Year** **Application**

**Colorado Department of Education**

**Office of Postsecondary Readiness**

201 E. Colfax, Denver, CO 80203

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**For questions contact:**

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Table of Contents

**Background 3**

**P-TECH Summary and Criteria 3**

**P-TECH Model Design 3**

**Eligibility 4**

**Partner Responsibilities 4**

**Performance Measures and Indicators 5**

**Application and Selection Process 6**

**Submission Process 6**

**Application Cover Page and Checklist 7**

**Application Checklist………………………………………………………………………………………………………………… 8**

**Proposal Narrative and Operational Model 9**

**Proposed Enrollment 11**

**Cost Projections 11**

**Cooperative Agreement (model) ……………………………………………………………………………………………. 12**

**Charter Amendment (for Charter Schools Only) 12**

**Attachments:**

Attachment A: Annual Report Questions

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

**Background**

In 2015, Governor Hickenlooper signed the Pathways in Technology Early College High Schools (P-TECH) bill into law (HB 15-1270). P-TECH is intended to create a public-private partnership to prepare thousands of Colorado students for high-skill jobs of the future.

To implement this program, the Colorado Department of Higher Education (CDHE) and Colorado Department of Education (CDE) seek proposals from partnerships of school districts, charters or Boards of Cooperative Educational Services (BOCES), postsecondary education institutions, and dedicated high-growth industry employer(s) partners for the development and operation of a high school focused on STEM education programming that lasts up to 6 years.

## P-TECH Summary and Criteria

* P-TECH is an innovative partnership between a Local Education Provider (LEP) (school district or charter school), a community college(s), and one or more local high-growth industry employer(s).
* A P-TECH is a public high school or a program in a high school that includes up to 6 years of study. is an innovative partnership between a Local Education Provider (LEP) (school district or charter school), a community college(s), and one or more local high-growth industry employer(s).
* Students graduate with a high school diploma and an associate degree that is recognized by a high growth industry.
* The program(s) must have a Science, Technology, Engineering and Mathematics (STEM) focus that is informed by current and projected industry standards (providing mentoring, job shadowing, internships, pre-apprenticeship training, and workplace experiences).
* P-TECH is open to all students, with a special focus on encouraging enrollment of students who are socio-economically and racially diverse, the first to attend college in their family, English language learners, and students with disabilities.
* Interested partners will submit a partnership agreement and application that will be reviewed and, if accepted, jointly approved by the Commissioner of Education and Executive Director of Higher Education.

## P-TECH Model Design

The model is intended to:

1. Establish a rigorous and relevant education focused on the knowledge and skills students need for high-wage, high-skill, high-demand careers in Colorado;
2. Include workplace learning with ongoing mentoring by professionals in the chosen career sector, worksite visits, speakers and internships;
3. Support intensive, individualized academics taught by K-12 and college faculty that enable students to progress through the program at their own pace and align programs of study between K-12 and higher education partners;
4. Provide the opportunity for students to earn a high school diploma and an associate degree in a high-need field; and
5. Ensure that employers have access to a talented and skilled workforce with a commitment to students to be first in line for a job with the participating business partners following program completion.

Through these programs of study, students will be able to earn transcripted college credit toward an industry-recognized associate degree. Career pathways begin in grade nine and include workplace learning and high school and college coursework. The pathway provides a seamless sequence of study extending through two years of postsecondary education, culminating in the associate degree.

## Eligibility

LEPs should apply on behalf of a partnership, which must include:

* 1. Local Education Provider: LEP means a school district, Board of Cooperative Services (BOCES) that operates a high school, and/or the state charter school institute.
  2. Institution of Higher Education: A community college governed by the Colorado State Board for Community Colleges and Occupational Education, or a state-supported institution of higher education or local district junior college that is authorized to offer an associate degree linked to the goals of the program.
  3. Business: A regional employer (or consortium of employers from related sectors) and/or industry entity that requires highly skilled employees in a high-growth industry and which will utilize the knowledge and skills obtained from the secondary and postsecondary programs proposed under the application and agrees to place students who successfully complete the program first in line for a job.

To be an eligible applicant, partnerships must include at least one member from each of (1), (2) and (3) above. Additional partners may be included based on the needs identified in the geographic region. An Agreement that has been signed by all members of the partnership must be included. Partners may use the Colorado P-TECH Model Agreement, which is included in Attachment A. Partners can provide additional information that is relevant to the agreement, as long as it is not in conflict with the legislation and the intent. The LEP will serve as the signature for the application.

**Partner Responsibilities**

The application must include the agreement (refer to Attachment A: *Model Agreement*) that the local education provider, a community college, and one or more employers enter into to operate the P-TECH school. The 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.

**Performance Measures and Indicators**

There are a number of indicators which will highlight the successes and challenges of P-TECH schools, many of which will come from regular local education agency reporting channels. Therefore, P-TECH schools will be required to provide data through their districts to meet all data reporting requirements just as any other public school. School membership characteristics, staff qualifications and courses taught are just a few of these indicators. Schools will also be asked to report the following information on an annual basis (See Attachment B):

* Special Population Status.
  + First in family to attend college (by grade).
* Student Performance Timelines – including expectations for credit accumulation in each year of the program necessary for associate degree completion for all participating students within the applicable time period
  + Number of students by grade and credit accumulation:
    - behind schedule,
    - on track,
    - ahead of schedule.
* Post-graduation data of students, including employment information and/or continued education in the field.
  + Number of students:
    - Employed with industry employer partner;
    - Employed in field at other location;
    - Continuing education in field;
    - Continuing education out of field;
    - Unemployed;
    - Not continuing education; and
    - Unknown.
* A description of the progress on all performance measures, including:
  + Whether applicant is on track to meet established goals;
  + How planned activities/strategies did or did not occur as planned;
  + Challenges to implementation;
  + Changes/adjustments needed during the year; and
  + Any budget revisions and justification for those revisions.

All P-TECH schools will be held to Colorado Educational Accountability standards as defined by the Educational Accountability Act. As a new school, the 4-year and 5-year graduation rates won’t initially be available due to the unique grade configurations/programming of these schools. The ‘request to reconsider’ process will be made available to allow for submission of supplemental data in lieu of the missing graduation rate information. It is expected that the credit accrual rates by grade will support the identification of students that are on-track to graduate and meet program requirements.

## Application and Selection Process

1. Applicants should contact the Office of Postsecondary Readiness at the Colorado Department of Education, to discuss eligibility and application details: [Hunter\_Mary@cde.state.co.us](mailto:Hunter_Mary@cde.state.co.us); 303-866-6596. Completed applications can be submitted to CDE on a rolling basis. It is strongly recommended that all applications are received by December 1st, for schools planning to open for the following academic year.
2. Colorado school districts, charters and/or BOCES are eligible to submit an application, which should include a proposed curriculum, agreement with industry, and a partner institution of higher education, cost projections, and other supporting documentation.
3. The Education and Training Committee of the Colorado Workforce Development Council, a joint group of educators and industry partners convened by CDE and CDHE, will provide a recommendation to the Commissioner of Education and Executive Director of Higher Education.
4. CDE and CDHE will jointly communicate one of the following outcomes to the LEP applicant:
   1. approved to open a P-TECH school (school should open within one academic year from approval);
   2. minor changes are needed and LEP is provided feedback on application, then requested to provide additional documentation for consideration; or
   3. application is denied and LEP may re-apply after working with staff to resolve application deficiencies.
5. Approved P-TECH schools must provide reports annually to CDE and CDHE addressing performance measures and interim milestones (see “Annual Reporting Requirements” section).

## Submission Process

Completed applications can be submitted to CDE on a rolling basis. It is strongly recommended that all applications are received by December 1st for schools planning to open the following academic year.

**Email application to: Mary Anne Hunter** at [Hunter\_Mary@cde.state.co.us](mailto:Hunter_Mary@cde.state.co.us)

**Colorado Department of Education**

**Office of Postsecondary and Workforce Readiness**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Cover Page** *(Complete and attach as the first page of proposal)* | | | | | | |
| **Name of Lead Applicant Agency (LEP):** | | |  | | | |
| **Name and Title of Contact Person:** | |  | | | | |
| Mailing Address: | | | | | | County: |
| Telephone: | | | | E-mail: | | |
| I hereby certify that I am the applicant’s chief school/administrative officer and that the information contained in this application is, to the best of my knowledge, complete and accurate. I further certify, to the best of my knowledge, that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, Assurances, and Certifications. It is also understood by the applicant that immediate written notice will be provided to the Review Committee if at any time the applicant learns that its application was erroneous when submitted or has become erroneous by reason of changed circumstances. | | | | | | |
| Original Signature of Chief Administrative Officer: |  | | | | Date: | |
| Printed Name of Chief Administrative Officer: |  | | | | | |

|  |
| --- |
| *Provide the following information regarding the proposed P-TECH school:* |
| P-TECH high school will be a:  🞏 Standalone/separate entity with separate school code (Please note: the district must apply for a separate school code through CDE).  🞏 Program within an existing high school.  Provide existing high school’s code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Proposed name of P-TECH School: |
| P-TECH school physical address: |

|  |
| --- |
| **PARTNER INFORMATION:** |
| 1. **P-TECH school contact**   Name:  Title:  Email Address:  Phone number: |
| 1. **Local Education Provider contact**   Name:  Title:  Email Address:  Phone number: |
| 1. **District Superintendent**   Name:  Title:  Email Address:  Phone number: |
| 1. **Institution of Higher Education contact**   Name:  Title:  Email Address:  Phone number: |
| 1. **Business/Industry partner contact**   Name:  Title:  Email Address:  Phone number: |

|  |  |  |
| --- | --- | --- |
| **Application Checklist** | | |
| **Document** | **Checked by Applicant** | **Checked by Review Committee** |
| Application Cover Sheet with Original Signature of Chief Administrative Officer of Fiscal Agent School District, Charter or BOCES |  |  |
| Completed Application Checklist |  |  |
| Signed Agreement Between all Partners (See Model Agreement) |  |  |
| Proposal Narrative and Operational Model |  |  |
| Projected Enrollment Plan |  |  |
| Cost Projections by Year |  |  |
| Charter Amendment (as applicable, upon approval for Charter Schools Only) |  |  |

**Proposal Narrative and Operational Model 40 Points**

The following criteria will be used by reviewers to evaluate the application as a whole. In order for the application to be recommended for funding, it must receive at least 30 points out of the 40 possible points and all required elements must be addressed. An application that receives a score of 0 on any required elements will not be funded.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Proposal Narrative and Operational Model** | **Inadequate**  **(information not provided)** | **Minimal**  **(requires additional clarification)** | | **Fully Addressed**  **(clear and complete)** | |
| Provide a comprehensive description of the proposed project. The Operational Model for the P-TECH school should include but not be limited to curricula, instructional practices, faculty roles, student support structures, class schedules, experiential learning opportunities, and the associate degree that the students may attain through the P-TECH school. | | | | | |
| 1. **Abstract:** Provide a brief summary of the planned program.Provide the names of the K-12, higher education, and business partners, and indicate the lead implementation partner.Include the industry-recognized associate degrees (and any certificates, if applicable) that students may attain through the school. | 0 | 2 | | 5 | |
| 1. **Commitment to Partner Responsibilities:** Demonstrate the commitment by all partners to fulfill the items described in the Partner Responsibilities section of this application (page 4). | 0 | 2 | | 5 | |
| 1. **Plan for selecting students to enroll in the P-TECH school**, including how the plan will encourage enrollment of students who are socio-economically and racially diverse, the first to attend college in their family, English language learners, and students with disabilities. | 0 | 2 | | 5 | |
| 1. **Program Design:** Describe the program plan in detail. In addition, the narrative should discuss the use of student time/extended time through a description of any extended day and extended year programming planned for the program. Indicate the focus of the program of study, including attainment of a high school diploma, associate degree, and workforce preparation; plan for development of the detailed course of study; and how the program leverages the unique assets of each partner (K-12, higher education and business). Indicate detailed course completion expectations for credit accumulation in each year of the program necessary for associate degree completion for all participating students within the applicable time period to determine annual credit accumulation status. | 0 | 2 | | 5 | |
| 1. **Business and Higher Education Partnerships:** Describe the program activities, business partner activities, and connection to the specialized curriculum that will develop the in-demand technical skills sought by business and industry in their region. Describe the higher education coursework, support services and degree attainment pathway and its alignment with curriculum goals and regional employment needs. | 0 | 2 | | 5 | |
| 1. **Program Management and Staffing Plan:** Provide a detailed description of the program’s planned staffing, considering both the responsibility for program leadership and accountability reporting. | 0 | 2 | | 5 | |
| 1. **Support Structures:** Describe the plan to provide support for students, including the development of the career plan and academic guidance to encourage completion of the program. In addition, the narrative should contain a discussion of the professional development plans to prepare instructors in the program to teach in the integrated and complex STEM-CTE curriculum that is proposed in this application. | 0 | 2 | | 5 | |
| 1. **Governance:** Describe the program’s planned governance and leadership structure. This section will be evaluated based upon the commitment of the partners to the program and the clarity of the leadership structure. | 0 | 2 | | 5 | |
|  | **Did not Submit** | | **Submitted** | | |
| **Proposed Enrollment Table:** Applicant has completed the Proposed Enrollment table, representing the estimated number of students enrolled when operating at full capacity for each academic year listed. | ☐ | | ☐ | | |
| **Cost Projections Table:** Applicant has completed the Cost Projections table, and provided information about how the partnership will address any additional student expenses not covered by base funding for college courses. | ☐ | | ☐ | | |
| **Reviewer Comments:** | | | | | | |
| **TOTAL POINTS** | | | | | **/40** |

**Proposed Enrollment**

Please complete the following table and include it in the application package. It should represent the estimated number of students that the P-TECH school will enroll when operating at full capacity for each academic year listed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Students Served at Grade Level** | **2019-20** | **2020-21** | **2021-22** | **2022-23** | **2023-24** | **2024-25** |
| **9th Grade** |  |  |  |  |  |  |
| **10th Grade** |  |  |  |  |  |  |
| **11th Grade** |  |  |  |  |  |  |
| **12th Grade** |  |  |  |  |  |  |
| **5th Year** |  |  |  |  |  |  |
| **6th Year** |  |  |  |  |  |  |
| **Total Enrollment** |  |  |  |  |  |  |

**Cost Projections**

Please complete the following table and include it in the application package. Also, please provide information how the partnership will address any additional student expenses not covered by base funding for college courses.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Cost Projections** | **Capital Outlay** | **Salaries** | **Benefits** | **Supplies** | **Purchased Services** | **Technology** |
| **2019-20** |  |  |  |  |  |  |
| **2020-21** |  |  |  |  |  |  |
| **2021-22** |  |  |  |  |  |  |
| **2022-23** |  |  |  |  |  |  |
| **2023-24** |  |  |  |  |  |  |
| **2024-25** |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

*More on Funding: Eligible LEPs receive per pupil funding based upon their PPR for students in grades 9-12 and base funding for years 5 and 6. Students can qualify to receive College Opportunity Funds (COF) for eligible college-level coursework. COF funding goes directly to the eligible institution of higher education on the student’s behalf.*

**Cooperative Agreement (model)**

Please click [here](http://www.cde.state.co.us/postsecondary/p-tech-agreement-draft) for a sample of the PTECH Cooperative Agreement.

**Charter Amendment (for Charter Schools Only)**

If the applying LEP is a Charter School, written confirmation that the Charter School’s authorizer agrees to amend the Charter Contract to allow the Charter School to operate as a P-TECH school, if approved.

**ATTACHMENT A: Annual Report Questions**

Each school designated as a Pathway in Technology Early College High School (P-TECH) must submit a progress report to CDE annually.

**Due:** *mid-September of each year – check* [P-TECH Application and Reporting](http://www.cde.state.co.us/postsecondary/ptechapplicationelligibilityandreporting) *webpage for actual due date*

1. How many current students are/will be the first to attend college in their families?

|  |  |  |  |
| --- | --- | --- | --- |
| Grade Level | First in Family to Attend College | Not First in Family to Attend College | Total |
| 9th |  |  |  |
| 10th |  |  |  |
| 11th |  |  |  |
| 12th |  |  |  |
| 5th Year |  |  |  |
| 6th Year |  |  |  |
| Total |  |  |  |

1. Indicate by grade level below, whether or not students are accumulating credit in a manner to meet their expected graduation target date as defined by school/district policy.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grade Level | Accumulating adequate credits, expected to graduate **on** schedule | Accumulating excess credits, expected to graduate **ahead** of schedule | Accumulating too few credits, expected to graduate **behind** schedule | Total |
| 9th |  |  |  |  |
| 10th |  |  |  |  |
| 11th |  |  |  |  |
| 12th |  |  |  |  |
| 5th Yr. |  |  |  |  |
| 6th Yr. |  |  |  |  |
| Total |  |  |  |  |

1. A description of the progress on all performance measures, including:
   * Whether applicant is on track to meet established goals;
   * How planned activities/strategies did or did not occur as planned;
   * Challenges to implementation;
   * Changes/adjustments needed during the year; and
   * Any budget revisions and justification for those revisions.
2. Please note: You will be required to provide the following post-graduation information for your graduating classes of 2025, 2026 & 2027:
   1. Employed with industry employer partner
   2. Employed in field at other location
   3. Continuing education in field
   4. Continuing education out of field
   5. Unemployed, not continuing education