FY24 Consortium Monitoring Process
October 5, 2023
• Welcome
• FY24 Monitoring Schedule
• Purpose of Monitoring
• Monitoring Review Team
• Monitoring Process
• Q & A
# FY24 Schedule

<table>
<thead>
<tr>
<th>Consortium</th>
<th>Evidence Due</th>
<th>Monitoring Interview</th>
<th>Feedback Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>True North</td>
<td>Dec 8</td>
<td>Jan 9/10</td>
<td>TBD</td>
</tr>
<tr>
<td>Oak Land</td>
<td>Jan 12</td>
<td>Jan 30/31</td>
<td>TBD</td>
</tr>
<tr>
<td>St. Paul</td>
<td>Jan 26</td>
<td>Feb 12/13/15</td>
<td>TBD</td>
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<tr>
<td>Runestone</td>
<td>Feb 16</td>
<td>Mar 5/6/7</td>
<td>TBD</td>
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<tr>
<td>Northeast Metro</td>
<td>Mar 15</td>
<td>Apr 15/16/17</td>
<td>TBD</td>
</tr>
<tr>
<td>South Metro</td>
<td>Apr 5</td>
<td>Apr 23/24/25</td>
<td>TBD</td>
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</tbody>
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Purpose of Monitoring

• Ensure Compliance

• And...
Monitoring Review Team

- Minnesota State
  - Karl Ohrn, Sue Selland-Miller, Robb Lowe, Eva Scates-Winston
- MDE
  - Michelle Kamenov, Shelli Sowles, specialist assigned to consortium (Tim Barrett, Mary Berg, Julia Henderson)
- Fiscal Desk Audit
  - Lor Vang, Minnesota State
  - LaDonna Mustin, MDE
Monitoring Process Resources

- Consortium Monitoring Process Graphic
- Consortium Monitoring Steps (dates specific to consortium)
- FY24 Monitoring Criteria Guide for Consortia
- FY24 Monitoring Evidence Checklist
- Instructions for Submitting Monitoring Evidence
Consortium Monitoring Process

Six weeks prior to interview
Notify Consortium

Fiscal Desk Audit
Submittal deadline 30 days after notification
State staff notify secondary & postsecondary fiscal agents

Evidence Submission
Monitoring Interview

Team Reviews Evidence

Team Meets with Consortium

Team Meets Post-Interview
Feedback to Consortium

Second meeting

Final Report Complete
Corrective Actions Complete

30 days after monitoring review

TBD
# Northeast Metro Consortium Monitoring Steps

**Monitoring Period:** July 1, 2022 - June 30, 2023 (FY23)

<table>
<thead>
<tr>
<th>Monitoring Steps</th>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>1. Notify consortium</td>
<td>At least 6 weeks before interview date</td>
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<tr>
<td>2. Fiscal desk audit</td>
<td>Lor Vang works with postsecondary fiscal staff, LaDonna Mustin works with secondary fiscal staff</td>
<td></td>
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<tr>
<td>3. Evidence submittal deadline</td>
<td>Upload files to evidence folder for all 6 criteria. Email Sue Selland-Miller when finished uploading files.</td>
<td>Mar 15</td>
</tr>
<tr>
<td>4. Monitoring team review</td>
<td>Start any time, but 2 weeks held for review after submittal deadline &amp; before interview</td>
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<tr>
<td>5. Pre-interview team meeting</td>
<td>Monitoring team meets to prepare for interview</td>
<td></td>
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<tr>
<td>6. Monitoring interview</td>
<td>2.5 hours via zoom with 10-15 min presentation by consortium followed by interview on 6 criteria</td>
<td>Apr 2/3/4</td>
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<tr>
<td>7. Team meets post-interview</td>
<td>Team makes determination on findings</td>
<td>Apr 2/3/4</td>
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<tr>
<td>8. Feedback meeting</td>
<td>Karl, Michelle, Sue meet with consortium to summarize feedback from team</td>
<td>TBD</td>
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<tr>
<td>9. Final report</td>
<td>Written report targeted for 30 days after interview</td>
<td>May 15</td>
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<tr>
<td>10. Corrective actions completed</td>
<td>Date will be determined for consortium to complete corrective actions</td>
<td>TBD</td>
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Sections of Guide

• 6 Criterion Requirements
  1. Consortium Governance
  2. Fiscal Requirements
  3. Reserve Funds
  4. Partnerships
  5. Programs of Study
  6. Accountability

• References

• Compliance Components (e.g., Compliance 1.1, Compliance 1.2, etc.)

• Evidence to submit for monitoring
Evidence Tips

Requirement vs. Compliance

**Criterion 5 Requirement**
Programs provide a coherent sequence of courses through defined programs of study (POS) that:
- Incorporate challenging state academic standards;
- Address both academic and technical knowledge and skills;
- Are aligned with the needs of industry in the region;
- Progress in specificity;
- Have multiple entry and exit points that incorporate credentialing; and
- Culminate in the attainment of a recognized postsecondary credential.

Programs of study meet state-recognized POS requirements and reflect continuous improvement.

**Compliance 5.2**
The consortium has established six State-Recognized Programs of Study that represent at least four different career fields with no more than one brokered with institutions outside the consortium. Each program of study must meet the seven minimum requirements specified in the [State Recognized Programs of Study User Guide](#).

- **S-R POS – Funding POS spreadsheet** is on file and updated annually with the local application in May of each year.

**Required evidence to submit for monitoring:**
1. Summary of the consortium process to determine S-RPOS and Funding POS decisions.
2. Documentation of implementing the process, such as meeting minutes.
Evidence Tips

- Look for key words in Evidence to submit list: *summary, description, documentation*, etc.
- Look for examples (e.g., ...)

**Compliance 4.4**
Students are provided with an opportunity to earn postsecondary credits through dual enrollment (e.g., Articulation, PSEO, AP, IB, Concurrent Enrollment).

- CTE Articulation agreements are on file.
- CTE Concurrent Enrollment course offerings are on file.
- Other CTE dual enrollment opportunities are documented.

**Evidence to submit for monitoring:**

1. List of CTE Articulation agreements.
2. List of CTE Concurrent Enrollment courses and high schools offered within the reporting year.
3. Summary of outcomes from investing funds in articulation agreements and dual credit opportunities.
4. Description and documentation (e.g., meeting minutes, flyers, webpages, etc.) of efforts to increase student awareness and access to dual enrollment opportunities.
Evidence Tips

• Provide context & reference evidence
• Describe efforts and outcomes to support new teachers in your summary
• List document names of evidence after summary (see next slide)
Evidence Tips

• Evidence List
• Documents may be used for more than one criterion – only submit once, but clearly reference

Example

4.3.1 Evidence

• Compliance 4.3 Meeting Minutes
• Compliance 4.3 Email to New Teachers
• Compliance 1.2 Consortium Meeting Minutes (submitted under Criterion 1)
Evidence Tips

- Name files to reflect the Compliance item that the evidence addresses

**Compliance 1.2**
Partners review and provide input on the consortium's annual operational plan (Perkins V Local Application).
- Partners met within the reporting year.
- Minutes and agenda(s) documenting members attending, including their names, titles, and the constituencies they represent and reflecting a discussion of workforce needs and Perkins performance measures as part of planning and decision-making are on file.

**Evidence to submit for monitoring:**
1. Meeting minutes and agenda with a list of attending partners, including job titles and constituencies they represent participating in consortium planning.

**Compliance 1.2 Meeting Minutes**
**Evidence Tips**

- Name files to reflect the Compliance item that the evidence addresses

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**Compliance 4.1**

CTE local program advisory committees provide collaborative input from relevant partners, including industry professionals, employers, teachers, faculty, and students. The work of advisory committees informs consortium priorities.

- CTE local program advisory committees met within the reporting year to discuss performance, program quality, and local workforce needs.
- Agendas and meeting minutes with a list of attending partners, including job titles and constituencies they represent, are on file.

**Evidence to submit for monitoring:**

1. A summary of one example in which program advisory committee work contributed to the consortium's efforts (e.g., strategic planning, student outreach activities, career pathways development, shared curriculum, etc.).

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**Compliance 4.1 Summary of Program Advisory Committee Work**
File Types

- Acceptable file types include PDF, Word, and Excel
- No links to web-based documents such as Google Docs
- Links to websites can be included in summaries as evidence or examples
Evidence Tips

*Instructions for Submitting Monitoring Evidence (PDF)*

- Evidence Submittal Tips on p. 1
- Steps to upload files p. 2-3
Evidence Tips

FY24 Monitoring Evidence Checklist

CRITERION 1

Compliance 1.1
☐ A written summary of the consortium’s process for joint planning and decision-making.
☐ Documentation showing the consortium's process for joint planning and decision-making through one or more of the following pieces of evidence: memorandum of understanding or agreement(s), planning documents, charts or descriptions included in a local governance handbook or policy manual, funding application forms, or other consortium governance documents.

Compliance 1.2
☐ Meeting minutes and agenda with a list of attending partners, including job titles and constituencies they represent participating in consortium planning.
Monitoring
Interview

• 2.5 hours via Zoom
• Required attendance:
  • Secondary Perkins Leader
  • Postsecondary Perkins Leader
• Potential “on-call” for interview:
  • Secondary Fiscal Agent
  • Postsecondary Fiscal Agent
• Optional:
  • Secondary/Postsecondary Administrators
Agenda

• Welcome & Introductions
• Purpose of Monitoring
• Where are we in the process?
• **Consortium Presentation (10-15 min)**
• Criteria Discussion
• Closing & Next Steps
• Questions later?
  • Contact sue.selland-miller@minnstate.edu