

***2023-2024***

***MEMORANDUM of UNDERSTANDING***

***Between***

***Career and Technical Education Centers***

***Or***

***School Districts***

***And***

***The Bureau of Career and Technical Education (BCTE)***

***For***

***Participation in the BCTE Technical Assistance Program***

## Technical Assistance Program Commitment

Despite a decade of reform and rising public expenditures for education, little has changed in most high schools to prepare students for the demands of work and further education. The Technical Assistance Program (TAP) is focused on assisting schools in raising student academic achievement. The technical assistance is designed to support career and technical centers (CTCs) and high schools with approved programs by offering these sites multiple resources at minimal cost.

### Purpose

The purpose of this Program is to significantly raise the academic and technical achievement of all students enrolled in approved career and technical education programs at a CTC or high school which take advantage of this opportunity. Through this Program, the BCTE will assist CTCs and their sending school districts with raising student performance on academic assessments and occupational end-of-program assessments. Each participating school agrees to align their Perkins local application activities for increasing student achievement with the TAP activities and participate in all professional development activities provided by BCTE.

### Goal

The academic targets and skill attainment targets are based on the meaningful progress targets negotiated as part of the Perkins V grant process for 2S1 Keystone Literature, 2S2 Keystone Algebra, and 5S4 Skill Attainment.

### TAP Activities

Your school has indicated all TAP services and activities you wish to participate in during the 2023-2024 school year. Schools have been chosen to participate in the TAP services and activities based on the BCTE review of your Intent to Participate Survey responses and a school's ability to most benefit from each TAP services and activities. By signing and returning the Memorandum of Understanding (MOU), your school agrees to participate in all TAP activities listed on the MOU. **The BCTE staff expects each school to commit to the training and coaching days listed for each TAP service and activity.** TAP consultants will contact each school's administrator to schedule training and coaching days after the MOU is signed and returned. If participating in any of the PIL Programs, the BCTE will assume the cost in EACH of the PILs for two participants who are seeking Act 45 hours. In the future, if you are unable to participate in a TAP activity listed on the signed MOU, contact Erin Young at elw12@psu.edu. The BCTE staff will be made aware of these changes to the MOU.

Due to the ongoing updates to school safety regulations, providers of TAP activities will adapt training and coaching sessions to meet the specific needs of each school. Activities will be delivered as face-to-face, synchronous, or asynchronous as feasible and appropriate for each school.

**Memorandum of Understanding  
with  
Warren County Career Center**

**2023-2024  
Technical Assistance Program (TAP) Activities**

By signing this Memorandum of Understanding, you are assuring your school's participation in the following TAP activities:

- Career and Technical Distinguished School Leader
- NOCTI Pre-Tests and Study Guides
- MAX Teaching with Reading and Writing

ATTEST:

Warren County School District  
& Warren County Career Center

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Ruth A. Huck  
Secretary, Board of School Directors

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Paul J. Mangione  
President, Board of School Directors

\_\_\_\_\_  
Career and Technology Center Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent of Records Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Operating Committee Chair Signature

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director, Bureau of Career and Technical Education  
Pennsylvania Department of Education

2/20/2023

\_\_\_\_\_  
Date