

PROJECT ACTIVITY PLAN

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Applicant (Lead) Agency: Teaneck Public Schools NGO Title: Tech-Prep Year (1/3)

NGO #: BV11

Goal 1: To extend the 2+2 Tech-Prep model to include articulations with 2-year and 4-year degree granting institutions, and improve articulation and transfer systems at postsecondary 2-year and 4-year degree granting institutions to promote a smooth transition for students from secondary to postsecondary education [P.L. Section 203(a)(1)(B)(i)(aa), Section 203(a)(2)(A), and Section 203(a)(2)(A), Section 203(c)(i-ii), and Section 203(c)(E)-(F)].

Objective 1: The Tech Prep consortium will develop a steering committee and provide them with team-building experiences. Major stakeholders will include representatives from the following: the lead agency (teachers, administration, guidance, parents, and students), postsecondary partners (administration, counselors, instructors), business and industry (local and regional Chambers of Commerce, the county Workforce Investment Board and economic development office, and businesses), local unions, and from human services sector.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/30/08	3 11/3/08
1.1.1 Steering committee members will be recruited from each sector as listed in objective	Tech-Prep Director and Coordinators	The lead agency will provide the names, job titles, and affiliations of each committee member	△		
1.1.2 All steering committee members will participate in an initial team-building retreat to help articulate goals and strategies for understanding and working with stakeholders from other sectors	Tech-Prep Director and Coordinators Team Building Trainer	The lead agency will provide minutes of the retreat, a list of articulated goals and strategies, participant evaluations	△		
1.1.3 The steering committee, led by rotating chairpersons, will meet quarterly with meeting locations varying among sectors for updates on business and educational developments	Tech-Prep Director and Coordinators Steering Committee	The lead agency will provide minutes of each meeting The lead agency will provide the names, job titles, and affiliations of each committee member attending each meeting	△	△	△

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			1 3/17/08	2 6/30/08	3 11/3/08
1.1.4 The steering committee will focus on development of “cultural immersion” or field experiences for members of each 1.1.4 (cont’d) sector	Tech-Prep Director and Coordinators, Steering Committee	The lead agency will provide participant assessments of experiences developed and completed (e.g., a high school and a college advisor “shadow” at each other’s worksites)		△	
1.1.5 The steering committee will form subcommittees or task forces to work on specific issues	Tech-Prep Director and Coordinators, Steering Committee	The lead agency will provide documentation of the membership, meeting schedules, and minutes of each subcommittee or task force	△	△	△
1.1.6 The lead agency will put in place a leadership team that consist of two co-coordinators and a teacher who is credentialed to make site visits to students on internships.	Tech-Prep Director and School District	The lead agency will provide the names and titles of the teachers	△		

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Objective 1.2: The Tech Prep consortium will identify and develop strategies for addressing barriers to participation in the Tech Prep program and successful transition to postsecondary education, including but not limited to financial, academic, behavioral, or special educational needs factors.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/30/08	3 11/3/08
1.2.1 An initial team building meeting will include consortium identification of transition issues and of possible task forces to strategize on specific issues	Tech-Prep Director and Coordinators, Steering Committee, trainer	The lead agency will provide minutes of the initial team building retreat, records of identified transition issues and possible task forces, and copies of participant evaluations	△		
1.2.2 All stakeholders in the Tech Prep system will be informed of the Steering Committee role and be invited to identify and attack transition issues	Tech-Prep Director and Coordinators, Steering Committee	The lead agency will provide outlines of information and recruitment presentations to parents, students, and staff at all levels that explain the Steering Committee role		△	

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			1 3/17/08	2 6/30/08	3 11/3/08
1.2.3 Tech Prep staff will pilot Accuplacer™ testing for Tech Prep 11 th and 12 th grade students and share results with instructional leaders to modify core curriculum offerings for better alignment with college entrance requirements	Tech-Prep Director and Coordinators, guidance and instructional staff at Teaneck High School	The lead agency will provide data on testing results and recommendations, if any, of instructional leaders for modifying core curriculum offerings		△	
1.2.4 Steering Committee will design and implement a formal program for college students to mentor high school students on transition issues	Tech-Prep Director and Coordinators, Steering Committee mentoring task force	The lead agency will provide a mentoring program description including goals, objectives, training, and oversight, and participant pre and post self-assessments and evaluations of the mentoring experience	△		

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Objective 1.3: The lead agency will develop and finalize articulation agreements with one two-year and one four-year postsecondary institution which will grant credit to secondary students successfully completing a designated sequence of courses.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/30/08	3 11/3/08
1.3.1 The lead agency and steering committee will create an oversight committee from Teaneck HS, Fairleigh Dickinson University, and Bergen Community College to coordinate and evaluate the formal articulation process	Tech-Prep Director and Coordinators	The lead agency will provide the names, job titles, and affiliations of each committee member	△		
1.3.2 The consortium will utilize the components of articulation agreements developed by the Tech-Prep Task Force as a basis for the articulation agreements between all consortium partners.	Tech-Prep Director and Coordinators, oversight committee	The lead agency will a copy of the finalized Tech-Prep agreement.			△
1.3.3 The committee will analyze the existing articulation agreement between Teaneck High School and FDU and make modifications as needed to adhere to the articulation template	Tech-Prep Director and Coordinators, oversight committee	The lead agency will provide a copy of the minutes of relevant meetings and provide documentation of recommended modifications and a copy of the final articulation agreement			△

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			1 3/17/08	2 6/30/08	3 11/3/08
1.3.4 The committee will develop a new articulation agreement between Teaneck High School and Bergen Community College following the template	Tech-Prep Director and Coordinators, oversight committee	The lead agency will provide a copy of the final articulation agreement			△
1.3.5 Postsecondary institutions will accept and transcribe dual credits earned at Teaneck High School	Tech-Prep Director and Coordinators, oversight committee	The lead agency will provide VEDS related to the number of college credits students earned in high school.			△

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Goal 2: To develop marketing and recruitment efforts to promote the new Tech-Prep program of study, and develop a plan to sustain the Tech-Prep program of study.

Objective 2.1: District students will be provided with career exploration activities and information on career-related academic options in the school district, including the Tech Prep program, from elementary school onward.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/30/08	3 11/3/08
2.1.1 “Junior Achievement for a Day” programs for all elementary students will focus on business careers and general career planning	Tech-Prep Director and Coordinators, Business Department	The lead agency will provide curriculum for participating students, and teacher evaluations		△	
2.1.2 Leaders of the yearlong Freshman Seminar for all district ninth graders will provide an extended career exploration component using career cluster training and career portfolios, with special focus on challenging career stereotypes based on gender, ethnicity, or ability	Tech-Prep Director and Coordinators, Business Department, Steering Committee, Freshman Seminar leaders	The lead agency will provide curriculum, copies of portfolios, documentation of components and speakers addressing career stereotypes		△	
2.1.3 Provide high school Career Exploration Day activities including instruction in use of www.njnextstep.org , speakers from local businesses who challenge gender/ethnic stereotypes, and representatives from the Bergen County One Stop Career Center	Tech-Prep Director and Coordinators, Business Department, Steering Committee, other stakeholders in school district	The lead agency will provide program outlines, evaluation forms, list of speakers and their affiliations, job titles, and purposes in participating		△	

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Goal 2: To develop marketing and recruitment efforts to promote the new Tech-Prep program of study, and develop a plan to sustain the Tech-Prep program of study.

Objective 2.2: The Tech Prep consortium of stakeholders will develop and implement a marketing and recruitment plan that includes specific outreach to parents and students in special populations.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/30/08	3 11/3/08
2.2.1 Parent meetings will be held for parents of middle school and high school students to learn about the business department, career planning/career clusters, and options for career-track business studies	Tech-Prep Director and Coordinators, guidance staff, business department staff, Steering Committee	The lead agency will provide a schedule of the dates and times of meetings; flyers and press releases; and documentation of participation.	△		
2.2.2 The Tech Prep marketing students and faculty will develop, launch, and evaluate a marketing campaign for Tech Prep	Tech-Prep Director and Coordinators, business students, business faculty, Steering Committee	The lead agency will provide a copy of the marketing campaign products; a schedule of marketing activities; and evaluation criteria and outcomes	△	△	△
			Ongoing	→	

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Objective 2.2: The Tech Prep consortium of stakeholders will develop and implement a marketing and recruitment plan that includes specific outreach to parents and students in special populations.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 11/03/08
2.2.3 The consortium will develop, launch, and evaluate a community outreach plan to encourage local businesses to support and participate in Tech Prep	Tech-Prep Director and Coordinators, business students, business faculty, Steering Committee	The lead agency will provide a copy of the outreach plan; the evaluation components; and data on the evaluation results		△	
2.2.4 The Steering Committee will consider the role of incentives (such as scholarships, and paid internships) for Tech Prep students enrolling in Tech-Prep programs of study.	Tech-Prep Director and Coordinators, Steering Committee	The lead agency will provide minutes of Steering Committee or relevant subcommittee discussions and recommendations	△		

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Goal 2: To develop marketing and recruitment efforts to promote the new Tech-Prep program of study, and develop a plan to sustain the Tech-Prep program of study.

Objective 2.3: Consortium steering committee and other stakeholders will develop a plan for sustaining the Tech Prep program upon completion of the grant period.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 11/03/08
2.3.1 The consortium will update supporters of the Tech Prep model on its progress and engage continuing commitment of resources (e.g., from Teaneck Board of Education) to ensure post-grant continuation of the program.	Tech-Prep Director and Coordinators, Steering Committee	The lead agency will provide documentation of meetings and presentations (e.g., updates to Teaneck Board of Education); records of questions and feedback	△	△	△
2.3.2 The Steering Committee will begin to explore methods for businesses to contribute financial or in-kind resources to the Tech Prep program that will sustain the outcomes of the grant period.	Tech-Prep Director and Coordinators, Steering Committee and task forces	The lead agency will provide minutes of meetings of the Steering Committee or task forces developed to address sustainability issues	Ongoing →		
2.3.3 The consortium will develop a database of participants in the Steering Committee, other subcommittees and task forces, and other stakeholders (parents, graduates of the Tech Prep program, local businesses who have participated in Tech Prep events) and survey skills and resources they would provide for future contributions to the program	Tech-Prep Director and Coordinators, Steering Committee, other stakeholders	The lead agency will provide a database of stakeholders and survey results to document potential contributors and their assets (e.g., willingness to mentor, provide internship sites, contribute supplies or gifts, provide financial support, join Steering Committee, etc.	△	△	△

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Goal 3: To develop new programs of study or modify existing programs of study in one or more of five career clusters (i.e., Health Science; Information Technology; Education and Training; Law, Public Safety and Security; or Business Management and Administration) to provide students with opportunities to earn college credit for a coherent sequence of three or more courses in a career cluster.

Objective 3.1: The Tech-Prep consortium will develop a curriculum committee that will develop, modify, and align curricula, and ensure that the curricula integrates technology, standards and emerging business practices to prepare students for college and for work.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 11/03/08
3.1.1 The Tech-Prep consortium will develop a curriculum committee that will develop, modify, and align curricula, and ensure that the curricula integrates technology, standards and emerging business practices to prepare students for college and for work.	Tech-Prep Director and Coordinators, Steering Committee	The lead agency will provide the names, job titles, and affiliations of each committee member	△		
3.2.2 The business community will be consulted to assure that technological aspects in all business courses mirror business practice.	Tech-Prep Director and Coordinators, Steering Committee	Curriculum will reflect the method and scope of technology used in conjunction with courses	△		
3.2.3 New laptops will be purchased to allow for individual student use in business classes that model business/industry usage.	Tech-Prep Director and Coordinators, Steering Committee and Curriculum Committee	Computers and cart will be in business classrooms.	△		

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Goal 4: To provide all students with opportunities to enroll in Tech-Prep programs of study including offering program services appropriate to the needs of special populations¹ [Section 203(c)(6)].

Objective 4.1: The consortium will design recruitment and outreach activities, including materials and programs for parents and guardians that recognize constraints such as limited English proficiency, lack of child care, and schedule conflicts.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 1/03/08
4.1.1 The consortium will conduct focus interviews with representative parents and guardians to identify factors that attract/enable them to attend information meetings	Tech-Prep Director and Coordinators, Steering Committee, other stakeholders	The lead agency will provide summaries of focus interviews, sign in sheets, affiliation of participants with special populations, participant evaluations of the experience	△		
4.1.2 The consortium will utilize the district World Languages staff to develop flyers, public service announcements, and mailings in appropriate languages and to provide translation at meetings	Tech-Prep Director and Coordinators, Steering Committee, World Languages staff, parent volunteers	The lead agency will provide copies of flyers, public service announcements, brochures, and other materials in various languages.	△		
4.1.3 The consortium will provide supports such as child care if needed for parents to attend meetings, utilizing community service volunteers from the high school	Tech-Prep Director and Coordinators, Steering Committee, Teaneck High School FORUM	The lead agency will provide records of services offered at meetings (child care, transportation, or other needs identified by parents and guardians.)	△	△	
4.1.4 The consortium will utilize existing district groups, such as Parents Anonymous and Special Parents of Teaneck (SPOT) to distribute information	Tech-Prep Director and Coordinators, Steering Committee, district administration	The lead agency will provide copies of email or regular correspondence with existing groups agreeing to distribute materials	△	△	

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Goal 4: To provide all students with opportunities to enroll in Tech-Prep programs of study including offering program services appropriate to the needs of special populations² [Section 203(c)(6)].

Objective 4.2: The lead agency, in collaboration with the steering committee, will design and provide **all** students with a foundation course on college requirements, college admission, and the organizational skills needed for college success.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 1/03/08
4.2.1 The consortium will review and retool the business department’s College Success curriculum to reflect input from postsecondary stakeholders	Tech-Prep Director and Coordinators, Steering Committee, business dept. staff	The lead agency will provide copies of the original and revised curriculum, and minutes of meetings at which changes were recommended.		△	
4.2.2 The consortium will review and modify the study skills component of the curriculum to improve time management, physical organization of study materials, and skills such as note-taking	Tech-Prep Director and Coordinators, Steering Committee, business dept. staff	The lead agency will provide copies of the original and revised curriculum as applicable.		△	
4.2.3 The consortium will review and modify portions on college selection, college financing, admissions, and include www.njtransfer.org usage to reflect the needs of special populations so that more students are informed and ready for college.	Tech-Prep Director and Coordinators, Steering Committee, business department staff	The lead agency will provide copies of the original and revised curriculum as applicable.		△	
4.2.4 The consortium will strengthen the component of the curriculum that emphasizes the importance of academic readiness and mastery of basic skills for postsecondary academic and vocational success.	Tech-Prep Director and Coordinators, Steering Committee, business department staff	The lead agency will provide copies of the original and revised curriculum as applicable.		△	

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Goal 4: To provide all students with opportunities to enroll in Tech-Prep programs of study including offering program services appropriate to the needs of special populations³ [Section 203(c)(6)].

Objective 4.3: The lead agency, in collaboration with the consortium, will link special education, World Language, and business teachers to provide successful learning experiences for students with special needs.

Implementation Activity	Person(s) Responsible	Documentation/Measures	1	2	3
			3/17/08	6/20/08	1/03/08
4.3.1 A consulting learning specialist will work with business faculty to assess needs and provide them with instructional modalities for working with students with learning disabilities, whether self-identified or not	Tech-Prep Director and Coordinators, Steering Committee, Special Education department, business department, learning consultant	The lead agency will provide teacher reports of modalities used, pre and post teacher self-evaluations, pre and post student self-evaluations		△	
4.3.2 The consortium will identify and implement methods for facilitating the participation of English Language Learners in the Tech Prep program	Tech-Prep Director and Coordinators, Steering Committee, World Languages department, business department	The lead agency will provide minutes of meetings with World Language and other stakeholders, lists of strategies used, and pre- and post data on numbers of ELL enrolled in business courses		△	
4.3.3 The consortium will develop self-esteem and self-advocacy activities for special education students and train business and Freshman Seminar instructors in their use	Tech-Prep Director and Coordinators, Steering Committee, Special Education department, business department, guidance staff	The lead agency will provide a list of activities developed, teacher evaluations of their effectiveness, student pre- and post assessment		△	

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Goal 4: To provide all students with opportunities to enroll in Tech-Prep programs of study including offering program services appropriate to the needs of special populations⁴ [Section 203(c)(6)].

Objective 4.4: The consortium will develop and implement specific transition activities for students in special need populations.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 1/03/08
4.4.1 The consortium will design a summer Business Enrichment Program at both Bergen Community College and Fairleigh Dickinson University campuses to address identified transition needs of all students, including those in special populations.	Tech-Prep Director and Coordinators, Steering Committee, Special Education department, World Languages department, business department, BCC advising and instructional staff	The lead agency will provide a copy of the program curriculum; staff evaluations of the experience; student evaluations; student pre- and posttests of students' knowledge and skills in transitioning to postsecondary education			△
4.4.2 College expense and college financial aid planning workshops will be offered to parents of middle school and high school students with translation and translated materials available for registered parents	Tech-Prep Director and Coordinators, Steering Committee, guidance department, postsecondary financial aid staff	The lead agency will provide copies of workshop agendas, publicity materials, handouts (in all languages offered); names of translators, if applicable; parent evaluation forms; parent pre- and posttests	△		
4.4.3 The consortium will plan and implement discussions and site visits for staff at all educational levels who work with students with disabilities to familiarize themselves with services and protocols available at each level, and oversee methods for increasing portability of student information from level to level	Tech-Prep Director and Coordinators, Steering Committee, guidance department, postsecondary advising staff	The lead agency will provide minutes of meetings at different sites, and pre and post-tests of participants' awareness of services available, copies of written policies for increasing portability while maintaining confidentiality and student autonomy	△	△	△
			Ongoing →		

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Goal 5: To provide students with structured learning experiences, or implement teaching practices in school that will help students connect the knowledge and skills they learn in school to real-world contexts through applied academics and contextual teaching [N.J.A.C. 6A:19-6.4 Structured learning experiences].

Objective 5.1: The consortium will design and implement structured and classroom-based learning experiences for students in the program to foster real-life applications of course content, explore career options, and develop contacts and relationships with supportive peers and adult mentors.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 1/03/08
5.1.1 The consortium will research and select training materials for preparing business personnel to act as mentors or supervisors of internships	Tech-Prep Director and Coordinators, Steering Committee, business department staff, guidance staff	The lead agency will provide documentation of identified materials and a rationale for the methodology selected		△	
5.1.2 The consortium will provide and evaluate training for business personnel who will act as mentors or supervisors of internships	Tech-Prep Director and Coordinators, Steering Committee, business department staff, guidance staff, consultant (possible)	The lead agency will provide a copy of the training curriculum, pre-tests and post-tests of participants pertaining to their skills in structured mentoring and knowledge of work-based learning contracts			△
5.1.3 The consortium will recruit business personnel willing to participate in classroom based activities or to host job shadowing or formal internships	Tech-Prep Director and Coordinators, Steering Committee, business department	The lead agency will provide names, job titles, affiliations, and copies of work-based learning contracts	△		
5.1.4 The consortium will oversee mentoring of high school business students by college business students at FDU and on campus visits to BCC	Tech-Prep Director and Coordinators, Steering Committee, business department staff at THS and FDU	The lead agency will provide copies of mentoring agreements, student pre- and post self-evaluations, and logs to be kept by both mentors and “mentees”	△	△	Ongoing →

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Goal 5: To provide students with structured learning experiences, or implement teaching practices in school that will help students connect the knowledge and skills they learn in school to real-world contexts through applied academics and contextual teaching [N.J.A.C. 6A:19-6.4 Structured learning experiences].

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			1 3/17/08	2 6/20/08	3 1/03/08
5.1.5 The consortium will provide oversight and input into the design of classroom-based teaching activities utilizing real-world examples and information in contextual learning	Tech-Prep Director and Coordinators, Steering Committee, business department staff at Teaneck High School, BCC, and FDU	The lead agency will provide minutes of Steering Committee and subcommittee meetings at which materials or ideas for contextual learning were provided The lead agency will provide pre- and post surveys of students participating in contextual learning	△	△	
5.1.6. All Teaneck High School students will participate in dedicated “soft skills” practice days involving all students, staff, and administration in modeling and practicing employability skills	Tech-Prep Director and Coordinators, Steering Committee, business department staff at Teaneck High School, guidance department	The lead agency will provide schedules of practice days; teacher and staff evaluations; student evaluations	△	△	

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Goal 6: To provide teachers and administrators with staff development opportunities and other activities that will promote Tech-Prep programs of study [P.L. Section 203(2)(4)(A)-(F) and Section 203(2)(5)(A-F)].

Objective 6.1: Teachers and administrators at both the secondary and postsecondary level will have an increased understanding of Tech Prep as an approach to educational reform and will support and assist effective implementation of the Tech Prep programs of study

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 1/03/08
6.1.1 The consortium will provide cross training on the Tech Prep model and its benefits as a reform movement for educators on the secondary- postsecondary levels and other stakeholders	Tech-Prep Director and Coordinators, Steering Committee, consulting staff	The lead agency will provide the name and credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms	△	△	
6.1.2 The consortium will incorporate into cross training the perspectives of business persons and public business development officials (e.g., the WIB) in training for educators to illustrate the concrete benefits of Tech Prep in the labor market, especially the importance of “soft” skills	Tech-Prep Director and Coordinators, Steering Committee, consulting staff	The lead agency will provide the name and credentials of business persons involved in meetings; dates and times of meetings; pre- and post-tests; evaluation forms		△	
6.1.3 The consortium will provide cross training on SCANS competencies and applied and contextual teaching to educators on the secondary and postsecondary level and other stakeholders	Tech-Prep Director and Coordinators, Steering Committee, consulting staff	The lead agency will provide the name and credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms		△	
6.1.4 The consortium will work with educators on the secondary and postsecondary levels to identify and provide other resources or training they may need to effectively understand and implement the program	Tech-Prep Director and Coordinators, Steering Committee, consulting staff	The lead agency will provide minutes of Steering Committee meetings; the names and credentials of trainers; dates and times of meetings; sign in sheets; pre-and post-tests; evaluations		△	

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Applicant (Lead) Agency: Teaneck Public Schools NGO Title: Tech-Prep Year (1/3)

NGO #: BV11

Goal 6: To provide teachers and administrators with staff development opportunities and other activities that will promote Tech-Prep programs of study [P.L. Section 203(2)(4)(A)-(F) and Section 203(2)(5)(A-F)].

Objective 6.2 Teachers and administrators, particularly instructional leaders, at both the secondary and postsecondary level will develop and improve skills in utilizing current technology options and tools to support and reinforce the Tech Prep program of study.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 1/03/08
6.2.1 The consortium will identify and provide cross training for educators at the secondary and postsecondary levels on technological tools (e.g., Teaneck High School website-based student reporting; email tracking of students across educational levels, industry standard hard and software)	Tech-Prep Director and Coordinators, Steering Committee, business department staff at Teaneck High School, consulting staff	The lead agency will provide the name and credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms		△	
6.2.2 The consortium will provide cross training for educators at the secondary level for utilizing software to solve complex business problems	Tech-Prep Director and Coordinators, Steering Committee, business department staff at Teaneck High School, consulting staff	The lead agency will provide the name and credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms		△	
6.2.3 The consortium will provide teachers and administrators at the secondary and postsecondary levels with training in technology for data collection and analysis, including Crystal TM Reports		The lead agency will provide the name and credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms		△	

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Applicant (Lead) Agency: Teaneck Public Schools NGO Title: Tech-Prep Year (1/3)

NGO #: BV11

Goal 7: To provide counselors with staff development opportunities and other activities that will promote Tech-Prep programs of study [P.L. Section 203(c)(5)(A)-(F)].

Objective 7.1: Counselors and advisors, including guidance, admissions, financial aid, and academic advisors, at both the secondary and postsecondary level will have an increased understanding of Tech Prep as an approach to educational reform and will support and assist effective implementation of the Tech programs of study.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 1/03/08
7.1.1 The consortium will provide cross training on the Tech Prep model/ Tech Prep curriculum development, and its benefits, for counselors and advisors on the secondary- postsecondary levels and other stakeholders	Tech-Prep Director and Coordinators, Steering Committee, consulting staff	The lead agency will provide the name and credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms	△		
7.1.2 The consortium will incorporate into cross training the perspectives of business persons and public business development officials (e.g., the WIB) in training for educators to illustrate the concrete benefits of Tech Prep in the labor market,	Tech-Prep Director and Coordinators, Steering Committee, consulting staff	The lead agency will provide the name and credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms		△	
7.1.3 The consortium will incorporate into cross training an overview of curriculum planning using standards, and the importance of integrated, applied, and contextual learning in the Tech Prep model	Tech-Prep Director and Coordinators, Steering Committee, consulting staff	The lead agency will provide the name and credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms		△	

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Applicant (Lead) Agency: Teaneck Public Schools NGO Title: Tech-Prep Year (1/3)

NGO #: BV11

Goal 7: To provide counselors with staff development opportunities and other activities that will promote Tech-Prep programs of study [P.L. Section 203(c)(5)(A)-(F)].

Objective 7.2: Counselors and advisors, including guidance, admissions, financial aid, and academic advisors, at both the secondary and postsecondary level, will have an increased understanding of the career literacy and concrete strategies (e.g., financial planning, academic requirements) needed by students to successfully complete Tech Prep programs and will provide support and assistance in program completion and advancement to the next stage in a student’s career plan (employment or continued education).

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 1/03/08
7.2.1 The consortium will provide cross training on career planning and the use of the 16 career clusters to explore careers and make flexible career plans.	Tech-Prep Director and Coordinators, Steering Committee, consulting staff, guidance staff	The lead agency will provide the name and credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms	△ Ongoing →	△	
7.2.2 Guidance and advisory staff will reinforce the use of career plans and advancement to the next stage in each student’s career plan.	Tech-Prep Director and Coordinators, Steering Committee, consulting staff, guidance staff	The lead agency will provide student data and analysis for Tech Prep students	△ Ongoing →	△	
7.2.3 High school guidance staff will monitor and reinforce the use of career portfolios begun during Freshman Seminar and continued throughout high school and into postsecondary education	Tech-Prep Director and Coordinators, Steering Committee, Freshman Seminar instructors, guidance staff	The lead agency will provide samples of student career portfolios		△ Ongoing →	△

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Applicant (Lead) Agency: Teaneck Public Schools NGO Title: Tech-Prep Year (1/3)

NGO #: BV11

Goal 7: To provide counselors with staff development opportunities and other activities that will promote Tech-Prep programs of study [P.L. Section 203(c)(5)(A)-(F)].

Objective 7.3: Counselors and advisors at both the secondary and postsecondary level will have an increased understanding of the employment needs, employer expectations, and labor market trends in business, including the importance of “soft” or “employability” skills, career and technical skills, and labor market trend awareness to anticipate and prepare for market changes, and will assist students in understanding and utilizing all of these skills in career exploration and planning.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 1/03/08
7.3.1 The consortium will provide cross-training for counselors and advisors to train them in resources and concepts of labor market trends, demand occupations, employer expectations, and employability skills	Tech-Prep Director and Coordinators, Steering Committee, consulting staff, guidance and advising staff	The lead agency will provide the name and credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms		△	
7.3.2 Guidance and advising staff will reinforce employability skills in students (e.g., reinforce appointment-making, use of datebooks or other reminders, eye contact, communication skills) in all contacts with students and on “soft skill practice days”	Tech-Prep Director and Coordinators, Steering Committee, consulting staff, guidance and advising staff	The lead agency will provide guidance staff evaluations of the effectiveness of reinforcing these skills and the use of soft skill practice days	△ Ongoing →	△	
7.3.3 Guidance and advising staff will reinforce use of labor market research and trends in student career planning and will monitor and model use of appropriate labor market information in course selection and career planning	Tech-Prep Director and Coordinators, Steering Committee, consulting staff, guidance and advising staff	The lead agency will provide guidance staff evaluations of students’ use of labor market information	△ Ongoing →	△	

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Applicant (Lead) Agency: Teaneck Public Schools NGO Title: Tech-Prep Year (1/3)

NGO #: BV11

Goal 7: To provide counselors with staff development opportunities and other activities that will promote Tech-Prep programs of study [P.L. Section 203(c)(5)(A)-(F)].

Objective 7.4: The Consortium will visit other schools with TECH-PREP programs to seek out best practices.

Implementation Activity	Person(s) Responsible	Documentation/Measures	1 3/17/08	2 6/20/08	3 1/03/08
7.4.1 Consortium partners will seek best practices to use with the Tech-Prep project with particular emphasis on providing career guidance and exploration to students in special populations.	Tech-Prep Consortium	The lead agency will provide information about best practices engaged.	△	△	△
			Ongoing →		

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Applicant (Lead) Agency: Teaneck Public Schools NGO Title: Tech-Prep Year (1/3)

NGO #: BV11

Goal 8: To implement evaluation methods that promote increased accountability, and develop database systems that will measure core indicators, and will track Tech-Prep students from secondary through postsecondary education [P.L. Section 203(e)(1)(2) refer to 1.8 ASSESSMENT OF STATEWIDE PROGRAM RESULTS].

Objective 8.1: The consortium will develop and utilize a database to track Tech Prep students from secondary and postsecondary education and, when possible, beyond, in order to measure core indicators.

Implementation Activity	Person(s) Responsible	Documentation/Measures	1	2	3
			3/17/08	6/20/08	1/03/08
8.1.1 The consortium will create a data map delineating all necessary data to be collected and analyzed, along with time frames, based on input from the Steering Committee and NJ DOE	Tech-Prep Director and Coordinators, Steering Committee, technology staff from partner institutions	The lead agency will provide the data map and associated information	△	△	
		Ongoing →			
8.1.2 The consortium will create or adapt a database for collection of data on students from recruitment to postsecondary education and beyond.	Tech-Prep Director and Coordinators, Steering Committee, technology staff from partner	The lead agency will provide specifications of the database system to be used			△
8.1.3 The consortium will provide advanced training for project staff in the use of Crystal™ reports for mining and analyzing data	Tech-Prep Director and Coordinators, Steering Committee, trainer	The lead agency will provide dates of training, names of trainers, name and credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms	△		

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Applicant (Lead) Agency: Teaneck Public Schools NGO Title: Tech-Prep Year (1/3)

NGO #: BV11

Goal 8: To implement evaluation methods that promote increased accountability, and develop database systems that will measure core indicators, and will track Tech-Prep students from secondary through postsecondary education [P.L. Section 203(e)(1)(2) refer to 1.8 ASSESSMENT OF STATEWIDE PROGRAM RESULTS].

Objective 8.1: The consortium will develop and utilize a database to track Tech Prep students from secondary and postsecondary education and, when possible, beyond, in order to measure core indicators.

Implementation Activity	Person(s) Responsible	Documentation/Measures	Report Period		
			1 3/17/08	2 6/20/08	3 1/03/08
8.1.4 The consortium will establish and continually improve student tracking systems utilizing technology such as web-based contact methods, email, and other technologies that develop.	Tech-Prep Director and Coordinators, Steering Committee, technology staff from partner institutions	The lead agency will provide names sand credentials of trainer(s); dates and times of meetings; sign in sheets; pre- and post-tests; evaluation forms		△ Ongoing →	△
8.1.5 The consortium will develop and refine methods for establishing uniform methods of data collection and analysis in partner institutions through cross-training or other methods	Tech-Prep Director and Coordinators, Steering Committee, technology and other staff from partner institutions	The lead agency will provide minutes of meetings and recommendations from Steering Committee or subcommittees on methods for establishing consistent and uniform data retrieval and tracking		△ Ongoing →	△

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Applicant (Lead) Agency: Teaneck Public Schools NGO Title: Tech-Prep Year (1/3)

NGO #: BV11

Goal 8: To implement evaluation methods that promote increased accountability, and develop database systems that will measure core indicators, and will track Tech-Prep students from secondary through postsecondary education [P.L. Section 203(e)(1)(2) refer to 1.8 ASSESSMENT OF STATEWIDE PROGRAM RESULTS].

Objective 8.2: An evaluation method, including student self-assessments, will be developed for each component of the Tech Prep program to assess program effectiveness.

Implementation Activity	Person(s) Responsible	Documentation/Measures	1	2	3
			3/17/08	6/20/08	1/03/08
8.2.1 The consortium will create self-assessment instruments to be utilized by all stakeholders involved in project-based learning or teaching activities (e.g. college students mentoring high school students)	Tech-Prep Director and Coordinators, Steering Committee, trainers	The lead agency will provide copies of self-assessments instruments used in each project activity		△	
8.2.2 The consortium will create and utilize pre-surveys and post-surveys for all major stakeholders participating in project-based learning or teaching activities (e.g., college student mentors for high school business students)	Tech-Prep Director and Coordinators, Steering Committee, trainers	The lead agency will provide copies of pre and post-survey or test instruments used in each project activity			△
8.2.3 The consortium will create and utilize other evaluation methods including focus groups, interviews, analysis of student achievement data on all levels, and evaluations of mentors and supervisors in experiential learning	Tech-Prep Director and Coordinators, Steering Committee, trainers	The lead agency will provide copies of all evaluation instruments and data collected (e.g., notes from focus groups)			△
8.2.4 Teaneck Public Schools will collect and submit VEDS data to OVTCIP on a yearly basis.	Tech-Prep Director and Coordinators	VEDS data will be received annually by OVTCIP.			△