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February 20, 2009

Aledo
School District 201

To: Quad City CTE Consortium Superintendents

AIWood
School District 225

From: Larry Shimmin

Annawan
School District 226

Subject: PCCS Collaboration Agreement

Cambridge
School District 227

Galva
School District 224

Geneseo
School District 228

Kewanee
School District 229

Moline
School District 40

Orion
School District 223

Riverdale
School District 100

Rock Island
School District 41

Rockridge
School District 300

Sherrard
School District 200

Stark County
School District 100

United Township
School District 30

Westmer
School District 203

Wethersfield
School District 230

UT Area Career Center

Black Hawk College
School District 503

During the fall semester, your District signed a Letter of Intent to participate as a partner in the Partnerships for College and Career Success (PCCS) grant. As you know, the PCCS grant is a collaborative grant between ICCB and ISBE that replaces the former federal Tech Prep grant. The grant guidelines for PCCS require a formal collaboration agreement to be adopted and signed. To my knowledge this was not required of the former Tech Prep grant.

Enclosed with this memo is a copy of a draft collaboration agreement that was reviewed and approved by the Partnership Design Team at its regular meeting on February 5th. Also enclosed, please find a copy of a resolution to adopt the agreement by your Board of Education, as well as, an outline of the agreement language required within the grant guidelines. Most of the agreement's remaining language is derived from the QCC TEC Joint Agreement.

If your District plans to continue to participate and receive funding through the PCCS grant beyond FY09, I will need your Board of Education to approve the resolution. Please return a copy of the resolution and the collaborative agreement bearing original signatures to my office at your earliest convenience. If you have questions or concerns regarding the PCCS grant, please call me at (309) 752 – 1691.

Thank you for your continuing support and cooperation.

A handwritten signature in black ink, appearing to read "Larry Shimmin", is written over a horizontal line.

**Collaboration Agreement Between Partners of the
Quad City/Tri-County Partnership for College and Career Success**

Article I – General

Section 1.1 –Name-The name of the collaboration agreement formed here under shall be Quad City/Tri-County Partnership for College and Career Success (PCCS) hereinafter referred to as the Partnership.

Section 1.2–Purpose-The Partnership will collaborate to ensure that all students are college and career ready and provided with the academic and technical competencies to transition from secondary to postsecondary education in order to pursue high skill high demand, or high wage careers. The Partnership will lead by emphasizing comprehensive career preparation and providing a collaborative environment that engages and retains students in learner-centered instruction.

Section 1.3 –Formation-The Partnership is created as a component of the Quad City Career and Technical Education Consortium (QCC TEC) under the grant guidelines established by the Illinois Community College Board's 2009 Partnership for College and Career Success Grant and that pertain to Title II of the Carl D. Perkins Career and Technical Education Improvement Act of 2006. The Partnership replaces the Quad City/Tri-County Tech Prep Consortium.

Section 1.4 –Membership-Membership in this Partnership shall be extended to all secondary schools, EFE Regions, Area Career Centers, Community College, and relevant business and industry within and adjacent to the boundaries of the Black Hawk Community College District. Charter members of this Partnership are the following;

Aledo High School
AlWood High School
Annawan High School
Black Hawk Community College
Cambridge High School
Erie High School
Galva High School
Geneseo High School
Kewanee High School
Moline High School
Orion High School
Riverdale High School

Rock Island High School
Rockridge High School
Sherrard High School
Stark County High School
United Township High School
United Township Area Career Center
Westmer High School
Wethersfield High School

- 1.4.1 Membership in the Partnership shall be continuing, provided that partners may withdraw in accordance with Article VI.

Section 1.5–New Partners–New partners desiring to join the Partnership shall notify the PCCS Director and shall be recognized by the Partnership Design Team. The PCCS Director shall maintain a list of current and active partners.

Article II – Organization and Operation

Section 2.1–Governing Board–As a component of the Quad City Career and Technical Education Consortium (QCC TEC), the Partnership will be governed by the QCC TEC Board of Control and the Administrative Agent.

Section 2.2 –PCCS Director The Board of Control shall appoint a PCCS Director.

2.2.1 The PCCS Director shall be responsible to the Board of Control and shall administer the collaborative agreement according to the terms of the agreement and other directives adopted by the Board of Control.

2.2.2 The PCCS Director shall be responsible for the activities and operation of the Partnership Design Team and shall report directly to the Board of Control.

2.2.3 The PCCS Director shall file a budget and shall make such other reports and perform such other duties as may be required by the annual PCCS grant guidelines.

Section 2.3 PCCS Administrator - The Board of Control shall appoint a PCCS Administrator.

2.3.1 The PCCS Administrator shall prepare a budget, including the calculation of budget allocations for each partner and submit the budget to the PCCS Director and the Illinois Community College Board.

2.3.2 The PCCS Administrator shall approve all expenditures and shall prepare such other financial reports as required by the annual PCCS grant guidelines and/or for audit.

Section 2.4- Partnership Design Team - The PCCS Partnership Design Team shall be composed of a local Design Team leader/representative from each partner in the Partnership.

2.4.1 The Partnership Design Team shall meet regularly under the direction of the PCCS Director.

2.4.2 It shall be the responsibility of the Partnership Design Team, in cooperation with and under the direction of the PCCS Director, to coordinate the activities of the Partnership to accomplish the goals and activities of the annual PCCS grant and Title II of the Perkins grant.

Section 2.5 – Local PCCS Design Team / Leader - Each secondary school partner shall appoint a local Design Team and Design Team leader to represent the high school and District on the Partnership Design Team.

2.5.1 Each local Design Team shall include academic and technical instructors, counselors, and administrators. The names and position/teaching areas of the local Design Team members shall be included in the Transit Entity Annual Plan and Budget worksheet.

2.5.2 It shall be the responsibility of the local Design Team, under the direction of the local Design Team leader, to develop Programs of Study and accomplish other PCCS goals and activities approved under the Transit Entity Annual Plan and Budget for each high school and school District.

Article III – Programs

Section 3.1- Programs of Study-It shall be the responsibility of the Partnership Design Team to coordinate and assist in the development of approved Programs of study consisting of secondary and post-secondary learning experiences.

Section 3.2- Local Programs of Study-It shall be the responsibility of the local Design Team to identify and develop local specific CTE Programs of Study. Each secondary school partner shall develop at least one approved Program of Study relevant to the school District and local community.

Section 3.3- Data Sharing-Each secondary school partner shall agree to share data derived from Programs of Study that relates to the Perkins IV Basic State Grant Performance Measures and Perkins IV Title II Performance Measures.

Article IV – Finance

Section 4.1- Administrative Costs - Administrative costs will be charged to the PCCS grant as required/allowed under the grant guidelines. Administrative costs shall not exceed 5% of the Partnership's federal allocation.

Section 4.2 - Transit Entity Grant Allocation-Each secondary school partner shall receive a grant allocation from the PCCS grant. The allocation for each District will be calculated using a method consistent with the ICCB/ISBE PCCS grant calculations.

Section 4.3 - Fiscal Agent – The fiscal agent for the Quad City Career and Technical Education Consortium (QCC TEC) shall act as the fiscal agent for the PCCS grant.

Section 4.4 – Accounting Procedures – Account Procedures shall conform to the grant guidelines and applicable rules and regulations set forth by ICCB and/or by ISBE.

Article V – Conflict Negotiation/Resolution

Section 5.1 – Communication – Any conflict by a PCCS partner shall be communicated in writing to the PCCS Director.

Section 5.2 – Conflict Negotiation/Resolution – Upon receipt of a conflict in writing, the PCCS Director shall share the communication with the Partnership Design Team at a regularly scheduled or special Partnership Design Team meeting.

5.2.1 The PCCS Director shall make a recommendation for resolution of the conflict to the Partnership Design Team.

5.2.2 The Partnership Design Team shall vote upon the recommendation by the PCCS Director.

Section 5.3 - Final Resolution – Final resolution of any conflict shall be decided by the Board of Control.

Article VI – Withdrawal/Termination

Section 6.1 - Withdrawal by Secondary School Partners – Secondary school partners may withdraw from participation in the Partnership provided; they give written notice 18 months preceding the beginning of the fiscal year (July) in which they plan to withdraw. This notice shall be given to the PCCS Director, QCC TEC System Director, ICCB and ISBE.

6.1.1 After a vote to accept the request to withdraw, the Board of Control may agree, by stipulation, to accelerate the effective date of the withdrawal to the beginning of the next fiscal year (July).

Section 6.2 - Withdrawal by Other Partners – Other partners may withdraw from participation in the Partnership providing a notice in writing to the PCCS Director. Unless otherwise noted, withdrawal will be effective with the beginning of the next fiscal year (July).

Section 6.3 - Termination of Agreement – This agreement may be terminated in the event that 100% of the partners so agree. In such instances, the vote to terminate must occur twelve months prior to the July 1 termination date and notice shall be given to ICCB and ISBE.

Article VII – Amendments

Section 7.1 - Amendments – Any proposed amendment to this agreement, approved by a majority of the Partnership Design Team, shall be submitted along with a resolution to the Board of Control.

Section 7.2 - Ratification of Amendments – Any proposed amendment and resolution approved by the Board of Control shall be submitted to the secondary school partners' Boards of Education.

7.2.1 Secondary school partners Boards of Education shall act on a proposed amendment within 60 days.

7.2.2 Ratification of the amendment shall be deemed to take place when two-thirds (2/3) of the Districts have voted passage. Failure of a District to act within 60 days shall be deemed to be a vote with the majority.

7.2.3 The amendment will take effect upon ratification unless it provides otherwise.

Article VIII – Ratification of Agreement/Articles

Section 8.1 - Ratification – Ratification shall take place by vote of the individual secondary school partner's Board of Education.

- 8.1.1 For each District whose Board of Education adopts said resolution, the Collaboration Agreement shall replace the Letter of Intent and the District shall become a secondary school partner retroactive to July 1, 2008.

Signature Superintendent / CEO

Date

PCCS Collaboration Agreement Resolution

Whereas Congress and the President have approved and signed Public Law 109-270 reauthorizing The Carl D. Perkins Career and Technical Education Improvement Act of 2006; and

Whereas the Illinois State Board of Education (ISBE) and the Illinois Community College Board (ICCB) have collaborated to establish the Illinois Partnerships for College and Career Success Grant under Title II of The Perkins Career and Technical Education Improvement Act of 2006; and

Whereas all member Districts of the Quad City/Tri-County Tech Prep Consortium have signed a Letter of Intent to participate as a partner in the newly formed Quad City/Tri-County Partnership for College and Career Success; and

Whereas the Quad City/Tri-County Partnership for College and Career Success Partnership Design Team has reviewed and voted to approve a draft copy of a formal Collaboration Agreement (a copy of which is attached to this resolution);

Be it hereby resolved that the _____
Name of School District
ratifies the Collaboration Agreement Between Partners of the Quad City/Tri-County Partnership for College and Career Success and effectively terminates the Quad City/Tri-County Tech Prep Consortium.

CERTIFICATION

I _____ secretary of the Board of Education of
Name
_____ of _____ County,
District #

Illinois do hereby certify that the above and foregoing is a true and correct copy of a certain resolution which was duly passed by said Board at its regular meeting held on the _____ day of _____, 20 ____.

Secretary of the Board

District # County

City State

Partnerships for College and Career Success (PCCS)
FY09 Grant Guidelines

"Illinois' Partnerships for College and Career Success must be carried out under formal Collaboration Agreements between participants in the partnerships. These criteria will be developed further as partnerships are formed, implemented, and evaluated, but, at a minimum will require that;"

"A. Collaboration Agreements must be signed by partners CEO's."

"B. Collaboration Agreements must include a data sharing agreement."

Article III – Programs
Section 3.3 – Data Sharing

"C. Collaboration Agreements must designate the Partnership fiscal agent, the roles and responsibilities of the Partnership members, and a conflict negotiation / resolution clause."

(fiscal agent)
Article IV – Finance
Section 4.3 – Fiscal Agent

(roles and responsibilities)
Article II – Organization and Operation
Section 2.1 – Governing Board
Section 2.2 – PCCS Director
Section 2.3 – PCCS Administrator
Section 2.4 – Partnership Design Team
Section 2.5 – Local PCCS Design Team / Leader

(conflict negotiation / resolution clause)
Article V – Conflict Negotiation / Resolution