Georgia Department of Education CTAE Accountability & Finance Unit

GACTE Professional Learning Conference
July 2014

David S. Turner, Director
Career, Technical and Agricultural Education
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FY2015 Budget and Accountability Goals

- The Accountability Unit will improve communication in working together and in communicating with the LEAs.

- The Accountability Unit will work to improve services provided to the LEAs.

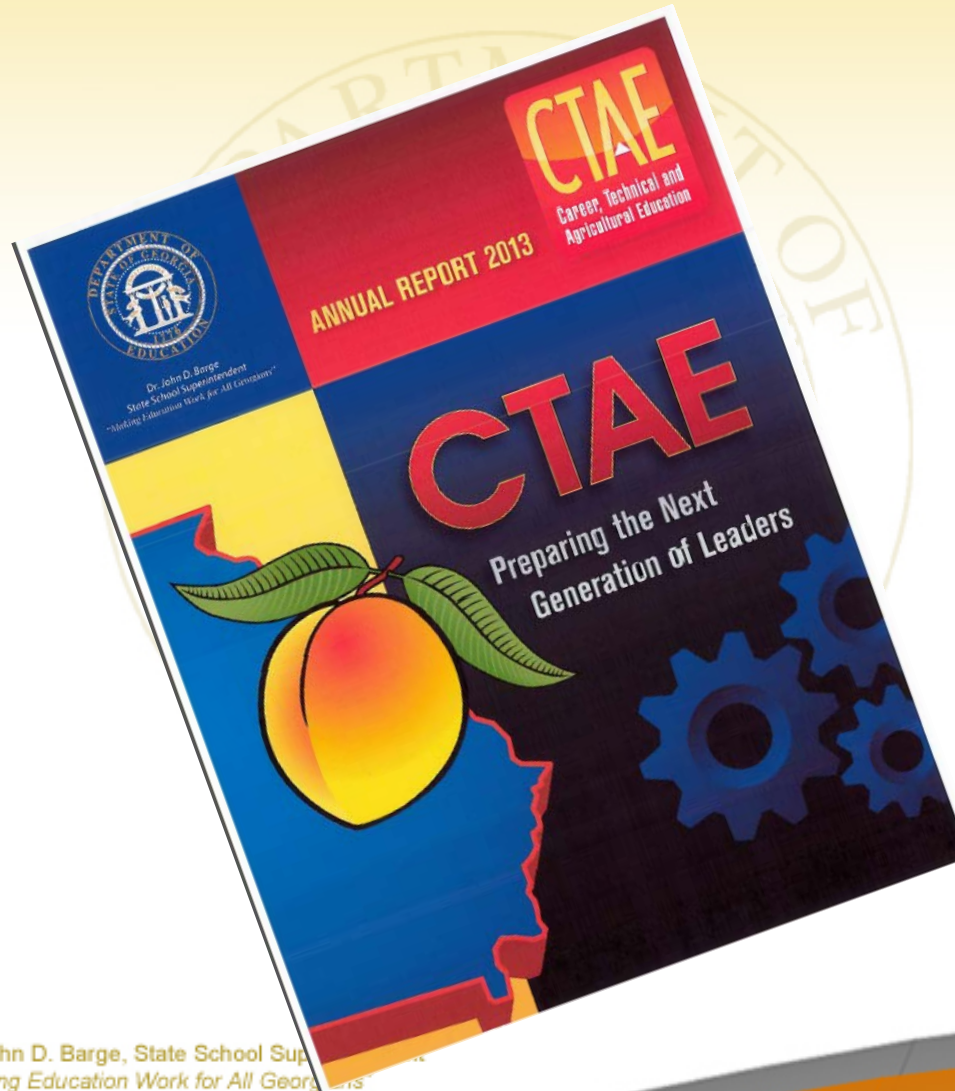# Our Commitment

Georgia CTAE is committed to providing challenging career clusters and pathway opportunities for all students.

FY2013 Annual Report

Dr. John D. Barge, State School Sup...
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FY2014 Unencumbered Funds

Career, Technical and Agricultural Education Grant Status

FY2014 (July 1, 2013 – June 30, 2014) as of July 2, 2014

System Number: **601**   System Name: **Appling County**

Grant	Approved Budget FY2014	Funds Requisitioned as of July 2, 2014	Balance of Funds Remaining in GAORS as of July 2, 2014	% of Funds Requisitioned as of July 2, 2014	Grant Status in GAORS
Career, Technical, and Agriculture - CTE Apprenticeship	$20,213	$3,500	$16,713	17.32%	Open
CTAE - Ag Extended Day	$10,946	$3,100	$7,846	28.32%	Open
CTAE - Ag Extended Year	$11,523	$5,200	$6,323	45.13%	Open
CTAE - Ag Young Farmer	$67,286	$34,000	$33,286	50.53%	Open
CTAE - Ag Youth Camps					
CTAE - Area Teachers Program					
CTAE - CTE Extended Day	$35,234	$14,000	$21,234	39.73%	Open
CTAE - CTE Extended Year	$6,840	-	$6,840	0.00%	Open
CTAE - CTE FCCLA					
CTAE - CTE Industry Certification	$10,000	-	$10,000	0.00%	Open
CTAE - Supervision	$13,367	-	$13,367	0.00%	Open

Close any grant with open status by July 31, 2014

FY2015 ALLOCATION LETTER

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION

THE ASSISTANT SECRETARY

JUL 0 1 2014

Mr. David Turner
Director
Georgia Department of Education
Career, Technical and Agricultural Education
1752 Twin Towers East
205 Jesse Hill Jr. Dr. SE
Atlanta, Georgia 30334-5040

Dear Mr. Turner:

The Office of Career, Technical, and Adult Education (OCTAE or "this office") is pleased to inform you of the approval of your State's request for extension of, and any revisions to, its State Plan under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), 20 U.S.C. §§ 2301 et seq. as amended by P.L. 109-270. OCTAE has approved your State's submission of information required by the December 9, 2013, *Guidance for the Submission of State Plan Revisions, Budgets, and Performance Levels for Program Year Eight Perkins IV Grant Awards - OMB Approval Number: 1830-0029*, except that we approve only those revisions that are reflected on the enclosed Final Agreed Upon Performance Levels (FAUPL) form and our approval is subject to the special conditions below. This letter and the terms and conditions described below are hereby incorporated into the enclosed grant award notification.

The enclosed grant award makes available the first installment of your State's basic grant (Title I) for program year eight. Pursuant to the Consolidated Appropriations Act, 2014, the first portion of Title I funds becomes available for obligation by the Secretary of Education (Secretary) on July 1, 2014. Under the Education Department General Administrative Regulations (EDGAR) at 34 CFR § 76.703(d), July 1, 2014 is the earliest date that your State can obligate these funds. These funds must be obligated during the 27-month period ending September 30, 2016.

The second installment, or remainder, of your State's basic grant will become available on October 1, 2014. At that time, this office will add funds as a supplement to the enclosed Title I grant award, **provided that your State has met the special conditions below.** These funds must be obligated by September 30, 2016.

400 MARYLAND AVE. S.W., WASHINGTON, DC 20202
www.ed.gov

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

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Dear Superintendent:

Attached is your State Board approved FY15 allocations (approved on ...
will be loaded into the Consolidated Application (Con App) after ...
is responsible for ensuring that all phases of the Con App proc...
30, 2014; including sign-off by both coordinator and superinte...
grant awards appropriately using the "FY15 CTAE Budget G...
Funds" documents as budgeting resources.

Five things must happen before a system may spend any o...
1. The system must receive Local Board approval for the ...
2. The system board approval date must be entered on th...
   Improvement grant in the Con App.
3. The Data and Budget details must be completed in th...
   status.

4. The submitted budgets must be approved by Grants ...

System Number: 601

Program Improvement	Carl D. Perk...
Professional Development	
Total Federal (85%) Basic Grant	
Perkinsplus Reserve	
State Institution	$3,775
Total Federal Grants Allocation	-
	$32,280
CTE Extended Day	**CTAE State Grants**
CTE Extended Year	$49,510
CTE Apprenticeship	$6,840
CTAE Supervision	$20,213
CTAE Industry Certification	$13,367
CTSO	$10,000
CTE State Grants Total Allocation	-
	$99,930
Agricultural Education Construction Bond	**Capital Equipment Grants**
Vocational Construction Bond	-
Total Capital Equipment Allocation	-
	-
Agricultural Education Extended Day	**State Agricultural Education Grants**
Agricultural Education Extended Year	$10,946
Agricultural Education Young Farmer Program	$11,523
Agricultural Education Area Teacher Programs	$67,124
Agricultural Education Youth Camps	-
Agricultural Education State Leadership	-
Total State Agricultural Education Grants Allocation	-
	$89,593

Sent to Superintendent and CTAE Director July 14, 2014

Copy in system folder.

Federal Perkins Allocation

$15,000 Minimal Allocation

An LEA must qualify for a grant of at least $15,000 under the formula to receive an allocation, or it must enter into a consortium that meets the minimum allocation requirement. A state may waive this minimum allocation requirement in any case in which the LEA is in a rural, sparsely populated area and demonstrates that it is unable to enter a consortium to provide CTE activities.

Perkins Grant Award

✓ **You will only be able to draw down a maximum of 25% of your grant from July 1, 2014, to September 30, 2014.**

✓ **The remaining 75% will be available to draw down from October 1, 2014, through June 30, 2015**.

BUDGETING YOUR FY15 GRANT AWARDS

- To ensure that funds are budgeted appropriately, use the "FY15 Budget Guidance" and the "Required and Permissive Uses of Perkins Funds" as your guides. A copy of each document can be downloaded from the following links:

  ➤ http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/FY15-CTAE-Grants-Budget-Guidance.pdf

  ➤ http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/FY15-Permisssive-Use-of-Perkins-Funds.pdf

BUDGETING YOUR FY15 GRANT AWARDS (cont'd)

- Remember! grant funds cannot be spent until:
  - The FY14 Completion Reports have been submitted to Grants Accounting with a status of "closed"
  - The Local Board has approved the budget (no later than September 30, 2014)
  - The data side of your Program Improvement grant shows "Program Mgr Sign-off" and the budget side shows "Approved"
- Last date for con app coordinator and superintendent to sign-off on all CTAE budget grants is September 30, 2014.

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BUDGETING YOUR FY15 GRANT AWARDS (cont'd)

- Any system that has not signed off on any grant budgets by September 30, 2014, is at risk of being required to return funds to the state.

- If this happens, the superintendent must submit a letter explaining why the grant was not signed-off and what measures will be taken to prevent this from reoccurring. A decision will be made if funds will be awarded to the system.

- Systems must notify GaDOE by September 30, 2014, through Lplan of any federal or state grant funds they will not be able to use during the fiscal period for which the funds were awarded.

PROGRAM IMPROVEMENT CAPS

- Systems must budget funds based on **MAXIMUM EXPENDITURES (CAPS) for each** Function/Object Code category as shown below

CATEGORY/OBJECT CODES	MAXIMUM EXPENDITURES (CAPS)
Administrative Cost (Function Codes 2230, 2300 & 2400)	**Maximum 5%** of Program Improvement award
Software & Equipment (Object Codes 612, 615, 616, 730 & 734) Only use 730 & 734 for items with a unit cost >$5000	**Maximum 70%** of Program Improvement award
Supplies, Technology Supplies & Books-not textbooks (Object codes 610, 611, & 642)	**Maximum 10%** of Program Improvement award
Other (Object Codes 100, 200, 300, 400, 500 & 800)	**15% or more** of Program Improvement award-THIS AMOUNT CAN INCREASE IF A SYSTEM SPENDS LESS IN ANY/ALL CATEGORIES LISTED above.

NOTE: When budgeting for caps round down so not to exceed the budget cap. Example: 5% Administration – if your 5% threshold is $2,500.00 and you spent $2,500.58, round to $2,500.00 not $2,501.00.

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Budgeting Reminders

- Provide a **specific** and **detailed** budget description of each expenditure

  – **Avoid simply providing the object code description**

General Description	Specific/Detailed Description
Expendable computer equipment	14 desktop computers for Business Lab
Registration, dues and fees	Registration for 20 CTAE teachers to attend GACTE Conference
Supplies	Classroom/lab supplies for 24 CTAE teachers at three high schools

Budgeting Reminders (cont'd)

Function Code	Used to Budget Funds
1000	Expenses are directly related to student instruction
2210	Expenses are directly related to assisting instructional staff (planning, developing, evaluating, etc.)
2230*	Expenses for CTAE Director for administration expense
2300*	Expenses for Federal indirect costs and State single audit fees
2400*	Expenses for CTAE Supervisor

* Must be within the 5% Federal Administrative CAP. **You are considered a "Director" for budgeting purposes if you have system-level CTAE duties no matter what your local title, or location of your office.

Budgeting Reminders (cont'd)

- Only employee benefit allowed is TRS excluding the Ag Young Farmer Grant which also allows state health insurance (object code 210)
  - Use specific object code 230 for TRS(13.15%)
- Benefits for substitutes and professional development stipends are **NOT** allowed
- Ag Grant's uploaded PDF file (Ag Budget Worksheet & Ag Budget Summary) **must agree** with allocation in the Con App
- Avoid budgeting for vacant positions
  - Ag PDF
  - CTE Extended Day Grant

Calculating TRS

	A	B	C	D
1		**Calculation For Teacher Retirement Portion of Teacher Salary**		
2				
3				
4				
5		Grant Award Amount (Enter amount)		
6				
7		Teacher Salary	$0.00	
8				
9		Teacher Retirement System (TRS) Amount	$0.00	
10				
11		Teacher Salary plus TRS	$0.00	
12				
13				
14				
15				
16				
17				
18				
19				
20				

BUDGET DESCRIPTIONS

		Budget Descriptions	
Function and Object Code	**Chart of Account Description**	**Vague Description** *(NOT APPROVABLE)*	**Specific and Detailed Description** *(APPROVABLE)*
1000-113	Substitute	Substitutes for CTAE Department	Substitutes for 15 CTAE teachers to attend CTSO events
2210-113	Substitute	Substitutes for CTAE teachers	Substitutes for five CTAE teachers to attend professional development
1000-580	Travel - Employees	CTAE staff travel with students	Travel for 12 CTSO advisors with students
2210-580	Travel - Employees	CTAE staff travel	Travel for five CTAE teachers to attend professional development
2230-580	Travel - Employees	Travel expenses	Travel for CTAE Director to attend drive-ins and update meetings
1000-610	Supplies	Supplies for program improvement	Instructional supplies for FACS, Healthcare Science and Construction
2230-610	Supplies	Basic supplies	Office supplies for CTAE Director
1000-611	Supplies – Technology Related	Technology supplies	Technology supplies (flash drives, printer cartridges and toner) for three CTAE programs at two high schools
2230-611	Supplies – Technology Related	Technology supplies	Technology supplies for CTAE Director
1000-612	Computer Software	Computer software for CTAE programs	Adobe Creative Suites software update for Graphic Arts at WHS
2230-612	Computer Software	Computer software	Microsoft Office for CTAE Director's laptop
1000-615	Expendable Equipment	Expendable equipment for CTAE labs.	Upgrade A/V Technology and Film lab equipment at Campbell HS and Sprayberry HS
1000-616	Expendable Computer Equipment	Computer upgrade at a high school	10 computers to upgrade Drafting Lab at LHS
2230-616	Expendable Computer Equipment	Equipment for Administration	Printer for CTAE Director's office

BUDGET DESCRIPTIONS

Budget Descriptions			
Function and Object Code	**Chart of Account Description**	**Vague Description** *(NOT APPROVABLE)*	**Specific and Detailed Description** *(APPROVABLE)*
1000-642	Books (Other than Textbooks) and Periodicals	Supplemental resources	Poultry Science Manual, 6th edition for Ag Science
2210-642	Books (Other than Textbooks) and Periodicals	Supplemental resources	Common core literacy resources
1000-730	Purchase of Equipment (Cost of $5,000 or More per Unit)	Major equipment for the CTAE labs	Laser engraver for Engineering lab at LCHS
1000-734	Purchase or Lease-Purchase of Computers (Cost of $5,000 or More per Unit)	Major computer equipment for the CTAE labs	Two plotters for Engineering labs (LHHS and MHS)
1000-810	Dues and Fees	Registration fees	CTSO conference registration fees for 15 CTAE teachers
2210-810	Dues and Fees	Dues, fees and registration costs	Registration for 14 CTAE teachers to attend professional development sponsored by CTAERN

When are Budget Amendments Required?

- Anytime funds are moved from one FUNCTION CODE to another FUNCTION CODE, an amendment is required
  - Example: Move $1,200 from **1000**-580 to **2210**-810

When are Budget Amendments Required? (cont'd)

- Anytime funds are moved from one OBJECT CODE to another OBJECT CODE, an amendment is required if moving **more** than 25% of the amount budgeted for that object code
  - Example: $1,000 budgeted under 1000-610

    25% of $1,000 = $250

    Move $275 to 1000-810

Tips for Avoiding Budget Rejections

5. Be aware of the caps placed on the Program Improvement Grant when budgeting funds

4. Calculate the correct amount for Teacher Retirement System (TRS)

3. Budget expenditures under the correct function and object codes

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Tips for Avoiding Budget Rejections

2. Provide a specific and detailed budget description of each expenditure

1. Be sure that filenames are **no more than** 24 characters and uploaded to the correct tab

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Helpful Budgeting Resources

- FY2015 Budget Guidance
- FY2015 Guidelines for Use of Perkins IV Funds
- Budget Descriptions
- Teacher Retirement Systems (TRS) Calculation Spreadsheet
- Grant Management Procedure Manual

Who You Gonna Call??

- CTE Region Coordinators
  - Nancy Bessinger (Central Region)
  - Dr. Brenda Merchant (South Region)
  - Roy Rucks (North Region)
    - **FIRST** point of contact
    - Provide technical assistance
    - Relay issues to CTAE Accountability and Improvement Unit

WHO YOU GONNA CALL?

What is the Difference between the Local Maintenance of Effort Form and the Local Maintenance of Effort Tab?

THE LOCAL MAINTENANCE OF EFFORT FORM

- The Local Maintenance of Effort form is one of the forms that the system selects from the drop-down list under the Grant Section of the Program Improvement grant which is completed by the May 15 grant application deadline

THE LOCAL MAINTENANCE OF EFFORT TAB

- After May 15, a CTAE staff member reviews and approves the data side of the Program Improvement grant

- Once this grant is approved, the information initially entered on the Local Maintenance of Effort form automatically populates the Local Maintenance of Effort Tab

Fiscal Year :	2015		Improvement - Original
Status :	New (Date: Apr 3 2014 9:24AM)		

	Program Information	ances	Programs

Uploaded Files	Grant Proposal	Local Maintenance of Effort

Print | Save | Sign-Off | Reque

Local Maintenance of Effort

A. Local Maintenance of Effort Three-Year History Chart Comparison.
Complete the chart below regarding the three-year history of total Local Maintenance of Effort for Career Techn

Note: The amount for FY 2015 must equal or exceed the amount for FY 2014 to be in compliance with m

For FY 2013:
Enter total budget amount from FY 2013 Local/QBE "Budgeted Local Maintenance of Effort Chart" which

For FY 2014:
Enter total budget amount from FY 2014 Local/QBE "Budgeted Local Maintenance of Effort Chart" which is

FY 2013 FTE/Local Budget for Career, Technical, and Agricultural Education: 0

FY 2014 FTE/Local Budget for Career, Technical, and Agricultural Education: 0

FY 2015 FTE/Local Budget for Career, Technical, and Agricultural Education: 0.00

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COMPLETING THE LOCAL MAINTENANCE OF EFFORT <u>TAB</u>

- Remember, the data from the Local Maintenance of Effort form is populated on this tab once the data side of the grant is in "Program Manager Sign-off" stage. **Note:** User can input the data rather than wait for the data side to be signed off.

  - Blue chart #1: reflects by object code categories the local/QBE funds for FY15 supporting CTAE programs

  - Blue chart #2: reflects by object code categories how you budget your FY15 Perkins Program Improvement dollars (this chart will be automatically updated as the system completes the budgeting process on the budget tab)

  - Blue chart #3: reflects the amount that you will spend on TCP activities. The amount you include in this chart will also be included in the total Program Improvement allocation reflected within Blue chart #2. If there is no cost for your TCP activities be sure to place a "0" in each object code category in this section

  - Blue chart #4: reflects the Professional Development section. You must budget the Professional Development award amount in object code category 800 (listed on allotment letter)

Reminder: Enter a zero in each object code category field that does not have an amount to avoid getting an error message when you attempt to sign off

THE LOCAL MAINTENANCE OF EFFORT TAB (cont'd)

- Once the DATA side of the grant is in "Program Manager Sign-off" status, the CTAE coordinator for the Con App is now able to edit/update the following sections of the Local Maintenance of Effort Tab
  - "Enter below the Local Board Approved Funds by Object Code"
    - Any updates to this section will automatically update the "Three Years History Comparison" section
  - "Enter the Federal Perkins IV-Transition and Career Partnership Funds by Object Codes"
  - "Enter the Federal Perkins IV-Professional Development Funds by Object Codes"

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LOCAL MAINTENANCE OF EFFORT <u>TAB</u> (cont'd)

- Remember! "The Federal Perkins-Program Improvement Funds by Object Codes" section of the Local Maintenance of Effort <u>TAB</u> **will automatically update** after the system has completed the budget detail on the Budget tab

MATCHING OR EXCEEDING THE PROGRAM IMPROVEMENT GRANT AWARD

NOTE: THE LOCAL FUNDS BUDGETED BELOW IN OBJECT CODE CATEGORIES 400-800 MUST BE EQUAL TO OR GREATED THAN THE TOTAL PROGRAM IMPROVEMENT AWARD BUDGETED IN OBJECT CODE CATEGORIES 100-800

ENTER BELOW THE LOCAL BOARD OF EDUCATION APPROVED FUNDS BY OBJECT CODE:

(100) Personal Services/ Salaries	(200) Personal Services/ Benefits	(300) Purchased Professional & Technical Services	(400) Purchased Property Services	(500) Other Purchased Services	(600) Supplies	(700) Property	(800) Other	(100-800) Total Local Maintenance of Effort
953345.16	285874.9	0	15000	18804.76	36129.69	0	4701.19	1313855.70

Total Local Maintenance of Effort Operational Cost (Object Codes 400-800 only): 74635.64

ENTER THE FEDERAL PERKINS IV - PROGRAM IMPROVEMENT FUNDS BY OBJECT CODE:

(100) Personal Services/ Salaries	(200) Personal Services/ Benefits	(300) Purchased Professional & Technical Services	(400) Purchased Property Services	(500) Other Purchased Services	(600) Supplies	(700) Property	(800) Other	(100-800) Total
0	0	1,000	0	2,000	20,000	0	8,000	31,000

Total Perkins IV Maintenance of Effort Cost (Object Codes 100-800) 31,000

Does the Total Local Operational Cost exceed the Total Perkins Operational Cost? ⦿ Yes ◯ No

Note: Your Local Board Approved Funds by Object-Total Local Maintenance of Effort Operational Cost 400-800 must equal or exceed the Program Improvement funds by Object code-Total Perkins IV Local Maitenance of Effort Cost (object codes 100-800),

NOTE: If "No" has been filled-in, the Total Perkins Operational Cost exceeds the Total Local Operational Cost. You must either adjust the amount of Local Funds or complete the explanation below:

Select from the list below the reason(s) that the Total Perkins Operational Cost exceeds the Total Local Operational Cost (Section 311(b)(1b)):

☐ Capital Expenditures

☐ Special One-time Project Cost

☐ Cost of Pilot Programs

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PROFESSIONAL DEVELOPMENT GRANT

- Your grant award letter indicates the amount to enter in section "D" (blue chart #4) of the Local Maintenance of Effort tab under object code category "800"
  - DO NOT create a budget on the budget tab!
    - Why?
      - Systems are set up in a consortium with the CTAE Resource Network
      - The CTAE Resource Network is the fiscal agent, and will budget the funds (don't get excited if you notice a larger amount appearing in the Professional Development budget than your allocation, this is the combined budget for all the LEAs)

Professional Development Allowable Expense

- Registration for a state or national conference affiliated with a program area should be paid at the member rate.

PERKINS*PLUS* GRANT

- All Perkinsplus funds must be used for the Priority activity that it was approved

- Funds must be spent according to how they were budgeted on the initial application

- **Prior approval is required before creating the amendment in the Con App**

  - Send the request for prior approval to Lplan@oe.k12.g.us with the subject line "System name – Perkinsplus revision request."

QBE/FTE Expenditure Comparison Chart

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QBE/FTE Expenditure Comparison Chart

- The Comparison Chart is to be completed after the CTAE Completion Report is showing "Closed."

- The Comparison Chart can be located at: http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Local-Plan-Application-and-Online-Forms.aspx

- The Chart will be uploaded to the Consolidated Application in the Attachment Tab by September 30, 2014. Name the chart "QBE-Perkins Chart" (fewer than 24 characters).

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State Grant Allocations

System Number		CTE Extended Day FY2015	CTE Extended Year FY2015	Youth App FY2015	CTAE Supervision FY2015	Industry Certification FY2015	CT SO FY2015	State Grants Total Allocations
601	Appling County	34,356	6,840	18,945	13,068	5,000		78,209
602	Atkinson County	-	-	-	6,534			6,534
603	Bacon County	7,208	3,817	9,473	6,534			27,032
604	Baker County	-	-	-	6,534			6,534
605	Baldwin County	34,104	-	18,945	13,068	5,000		71,117
606	Banks County	16,335	-	18,945	13,068			48,348
607	Barrow County	46,980	0	37,890	26,136			111,006
608	Bartow County	49,516	-	37,890	26,136			113,542
609	Ben Hill County	11,414	-	9,473	13,068			33,955
610	Berrien County	29,233	8,782	9,473	13,068			60,556
611	Bibb County	144,156	-	37,890	26,136			208,182
612	Bleckley County	22,614	-	9,473	6,534			38,621
613	Brantley County	20,423	-	18,945	13,068	10,000		62,436
614	Brooks County	9,266	6,483	18,945	13,068			47,762
615	Bryan County	-	-	-	26,136			26,136
616	Bulloch County	31,837	-	37,890	26,136	5,000		100,863
617	Burke County	39,248	2,283	18,945	13,068			73,544
618	Butts County	17,184	4,961	18,945	13,068			54,158
619	Calhoun County	-	-	-	6,534			6,534
620	Camden County	-	-	37,890	26,136			64,026
621	Candler County	5,092	-	18,945	13,068			37,105
622	Carroll County	80,623	2,167	37,890	26,136	5,000		151,816
623	Catoosa County	100,234	-	37,890	26,136	15,000		179,260
624	Charlton County	9,637	3,706	-	6,534			19,877
625	Chatham County	197,488		37,890	52,272	30,000		327,341
626	Chattahoochee County				6,534			6,534
627	Chattooga County			8,945	13,068			55,696
628	Cherokee County			7,890	26,136			72,535
629	Clarke County			-	13,068			47,274
630	Clay County			-	-			-
631	Clayton C...			37,890	52,272	5,000		293,650
632	Clinch			-	6,534			6,534
633	Cobb			37,890	52,272	50,000		180,893
634	Coffee			18,945	26,136			91,249
635	Colquit			37,890	26,136			142,408
636	Colum...			-	26,136	15,000		129,669
637	Cook County	24,026	-	18,945	13,068			56,039
638	Coweta County	19,160	-	37,890	26,136			83,186
639	Crawford County	8,693	-	-	6,534			15,227
640	Crisp County	16,343	2,579	18,945	13,068			50,935
641	Dade County	20,675	-	9,473	6,534			36,682

FY2015 State Grant Allocations

EXTENDED DAY CALCULATION

- No calculations were included for middle school personnel

- Your calculation was based on the percentage of funds you requested of the total funds that were available

- We have a total of **$6,348,173** allocated for FY 2015

- We had a total of **$11,172,064** in requests for funding

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Eligibility for Other State Grants

❖ You must earn at minimum of **25 CTAE FTEs** to be eligible for funding in the Youth Apprenticeship Grant or the Supervision Grant

❖ If you fall below 25 CTAE FTEs, you will be notified that your status for one-year will be held harmless to give you the opportunity to increase your FTEs

❖ If you do not reach 25 CTAE FTEs after the held harmless year, you will not be eligible for funding

Youth Apprenticeship Grant Funding Levels

Funding is based on CTAE FTE count from the most recent October submission

.25 or 1/4 position = 25 to 149 FTEs

.50 or ½ position = 150 to 499 FTEs

1 fulltime position = 500 to 4000 FTEs

Youth Apprenticeship Grant Reminders

❑ **This grant is to fund Youth Apprenticeship Programs as defined in Georgia Department of Education State Board Policy and not WBL Coordinators**

❑ **85% of this grant must be allocated to the YAP Coordinator Salary & Benefits**

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Supervision Grant Funding Levels

Funding is based on CTAE FTE count from the most recent October submission

.25 or 1/4 position = 25 to 149 FTEs

.50 or ½ position = 150 to 299 FTEs

1 fulltime position = 300 to 1,999 FTEs

2 fulltime positions =   2,000+ FTEs
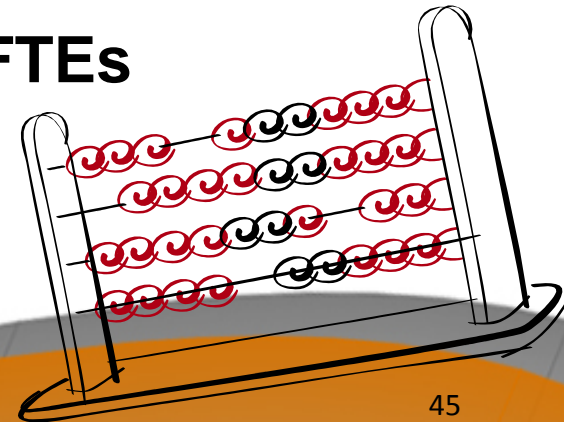
HOW TO AVOID RETURNING GRANT AWARD FUNDS TO THE STATE

- All funds must be spent by June 30th.

- Systems are encouraged to:

  - Decide at the end of prior school year, program improvement needs for upcoming school year

  - Draw down funds uniformly

  - Begin meeting regularly with your bookkeeper in early spring to compare actual expenses to budget

  - Identify amount of funds that has not been spent

  - Decide how to spend the balance of funds

  - Create amendment to adjust budgets by **June 8th**

  - After June 8th, the superintendent must write LPlan and receive confirmation to create additional amendments

AN LEA IS "AT RISK" IF 15% OR GREATER of PERKINS IV GRANT AWARD IS LEFT UNSPENT JULY 1, 2014

Career, Technical and Agricultural Education
Perkins IV - Program Improvement Grant

Three Year History of Funds not Requisitioned

as of July 2, 2014

System Number: *601*   System Name: *Appling County*

FY2012		FY2013		FY2014	
Approved Budget	Funds not Requisitioned	Approved Budget	Funds not Requisitioned	Approved Budget	Funds not Requisitioned
$40,135	$1,816	$33,215	-	$38,966	-

Total Grant Funds Received in Three Years:	$112,316
Total Funds not Requisitioned in Three Years:	$1,816
% of Funds not Requisitioned in Three Years:	1.62%

Must be less than 15%

*Unspent balance may be reduced by July 31st, since systems have up to then to draw-down their funds that they spent by June 30th

AG & VOCATIONAL CONSTRUCTION RELATED GRANTS (Capital Equipment Grants)

- Contact the program specialist for specific program area questions. All requests for equipment review must be submitted through LPlan prior to ordering items, etc

- Revised "Construction Related Equipment Grant (CRE) Guidance" on the website

AG & VOCATIONAL CONSTRUCTION RELATED GRANTS (Capital Equipment Grants)

- Contact your Regional Coordinator with questions

  - Roy Rucks, North Region Coordinator, (404) 805-7279
  - Nancy Bessinger, Central Region Coordinator, (404) 805-9633
  - Brenda Merchant, South Region Coordinator, (404) 805-9904

  - Stan Mitchell, Ag North Region Coordinator, (706) 552-4461
  - Chris Corzine, Ag Central Region Coordinator, (478) 822-7385
  - Lynn Barber, Ag South Region Coordinator, (229) 386-3428

- Contact Lplan@doe.k12.ga.us with additional questions

5-year Compliance Review Schedule

Career, Technical and Agricultural Education
Compliance Review Schedule FY14 - FY18

FY2014	FY2015	FY2016	FY2017	FY2018
602 Atkinson	606 Banks	608 Bartow	604 Baker	601 Appling
603 Bacon	616 Bulloch	617 Burke	611 Bibb	607 Barrow
605 Baldwin	621 Candler	618 Butts	613 Brantley	609 Ben Hill
610 Berrien	624 Charlton	622 Carroll	626 Chattahoochee	614 Brooks
612 Bleckley	625 Chatham	637 Cook	630 Clay	615 Bryan
619 Calhoun	642 Dawson	640 Crisp	632 Clinch	623 Catoosa
620 Camden	645 Dodge	643 Decatur	636 Columbia	627 Chattooga
629 Clarke	646 Dooly	647 Dougherty	644 DeKalb	628 Cherokee
631 Clayton	650 Echols	665 Grady	649 Early	633 Cobb
638 Coweta	657 Floyd	666 Greene	651 Effingham	634 Coffee
639 Crawford	660 Fulton	676 Houston	661 Gilmer	635 Colquitt
641 Dade	662 Glascock	677 Irwin	664 Gordon	648 Douglas
653 Emanuel	681 Jefferson	680 Jeff Davis	667 Gwinnett	652 Elbert
656 Fayette	682 Jenkins	690 Lincoln	669 Hall	654 Evans
670 Hancock	686 Lanier	698 McIntosh	678 Jackson	655 Fannin
673 Hart	688 Lee	704 Morgan	683 Johnson	658 Forsyth
674 Heard	697 McDuffie	706 Muscogee	691 Long	659 Franklin
675 Henry	699 Meriwether	714 Pike	692 Lowndes	663 Glynn
679 Jasper	701 Mitchell	717 Putnam	700 Miller	668 Habersham
684 Jones	702 Monroe	724 Screven	701 Mitchell	671 Haralson
685 Lamar	721 Richmond	730 Talbot	703 Montgomery	672 Harris
689 Liberty	725 Seminole	732 Tattnall	708 Oconee	687 Laurens
693 Lumpkin	726 Spalding	734 Telfair	712 Pickens	696 Marion
694 Macon	735 Terrell	738 Toombs	718 Quitman	705 Murray
695 Madison	740 Treutlen	739 Towns	729 Sumter	710 Paulding
707 Newton	741 Troup	755 Whitfield	731 Taliaferro	713 Pierce
709 Oglethorpe	743 Twiggs	761 Atlanta City	737 Tift	715 Polk
711 Peach	744 Union	766 Carrollton City	742 Turner	719 Rabun
716 Pulaski	749 Warren	769 Chickamauga City	745 Upson	720 Randolph
723 Schley	763 Bremen City	771 Commerce City	746 Walker	722 Rockdale
736 Thomas	764 Buford City	772 Dalton City	750 Washington	727 Stephens
753 Wheeler	767 Cartersville City	773 Decatur City	751 Wayne	728 Stewart
759 Worth	784 Pelham City	776 Gainesville City	752 Webster	733 Taylor
793 Vidalia City	789 Thomasville City	779 Jefferson City	754 White	747 Walton
		781 Marietta City	756 Wilcox	748 Ware
		786 Social Circle City	757 Wilkes	765 Calhoun City
			758 Wilkinson	792 Valdosta City

Administrative Compliance

❖ **Continuous Nondiscrimination Notification**

--Recipients must take <u>continuing</u> steps to notify students, applicants, parents, employees, and unions or professional organizations that it does not discriminate based on race, color, national origin, sex or disability.

--Must appear on all documents, applications, brochures, etc... distributed by LEA.

Sample Continuous Notification

The (Everyday County/City School System) offers career and technical education programs at (Ironworks High School, Peterman Career Technical Center, Moosehead Middle School). These programs are designed to prepare youth for a broad range of employment and further education and are offered under the guidance of certified teachers. The following is a list of programs being offered this year and the criteria for admission.

Program	Criteria for Admission	Students Must:
Health Science		
Cosmetology		Be able to work in environment with various chemicals and hair care products.
Automotive Service Technology		Be able to reach, bend, and lift 10 pounds
Horticulture		Be able to work in environment with various pollens and allergens

All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

For general information about these programs, contact:
Name
Career and Technical Administrator
Address
Telephone Number
E-Mail Address
Inquiries regarding nondiscrimination policies should be directed to:

Name and Title
Address
Telephone Number
E-mail Address

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Administrative Compliance

❖ **Annual School Public Notification**

--Prior to the beginning of the school year annually, recipient must advise students, parents, employees, and the general public that ALL CTAE program opportunities will be offered to all students regardless of race, color, national origin, sex or disability.

Sample Annual Notification

Public Notice

Concrete County Board of Education

The Concrete County School system offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12.

  Horticulture
  Cosmetology
  Culinary Arts
  Law and Public Safety
  Welding
  Automotive Service Technology
  Business/Marketing

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Mr. Ray GaDOE
  Career Technical Administrator
  333 Concrete Drive
  Tomahawk, AL 00033
  000-343-0000
  E-mail Address

Inquiries regarding nondiscrimination policies should be directed to:

Name and Title
Address
Telephone Number
E-mail Address
  Name and Title
  Address
  Telephone Number
  E-mail Address

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REMINDER DATES

- July 31st-final date to draw down FY14 funds

- July 31st- Completion Reports are due! Work with your bookkeeper to get these reports done for Grants Accounting. *LEAs with any grants having a status of open will have all FY2015 grant funds frozen*

- September 30th:
  — **Final date** for all grant sign-offs (including Local Board Approval)
  — **Final date** to return any FY14 grant funds that will not be spent

- See "Save-A-Date" schedule on next slide

CTAE LEADERS
FY2014-15 "Save the Dates"

FY15 – SAVE THE DATES

FY15 CTAE Winter Conference
February 4-6, 2015 – Hilton Atlanta/Marietta Hotel & Conference Center, Marietta, GA

Technical Assistance Workshops for FY16 State and Federal Grants

April 14, 2015 – North Region
Central Region
South Region

April 15, 2015 – South Region

April 16, 2015 – North Region
Central Region

April 21, 2015 – North Region
Central Region
South Region

April 22, 2015 – South Region

April 23, 2015 – North Region
Central Region

Updated – 6/25/14

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Questions?

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"Making Education Work for All Georgians"

Carl D. Perkins

Career and Technical Education

Act of 2006

Grant Management Procedure Manual for Georgia

2015 Edition

Purpose of the Handbook

- Provide a resource for Technical Assistance for LEAs

- Compliance with auditor's request for policies and procedures

- Establish compliance policies and procedures for programmatic aspects and fiscal compliance with Perkins IV

Components of the Manual

- List of Acronyms

- Introduction

- Programmatic Aspects of the Perkins Grant

- Fiscal Grant Management and Compliance with EDGAR

- Appendices
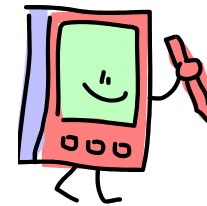
Programmatic Aspects of the Perkins Grant

Framework of the Federal Statute

- Purpose

- Definitions

- Respective Role of "State Eligible Agency"

- GaDOE Organizational Structure

- Who is a CTE student for Purposes of Perkins?

Use of Funds at State Level

- State Administration
- State Leadership
- Pass Through to Eligible Recipients
- Reserve
  - Perkins*plus*
  - Perkins*plus* Application Process

Allocation of Federal Funds

- Detail of Formula for Distribution of Perkins IV State Allocation

- Detail of Formula for Distribution of Perkins IV to LEAs

- Perkins IV Basic Grant Process

Accountability Requirements

- Core Indicators of Performance

- Core Indicator Definition and Measurement Chart

- State Levels of Performance

- Local Levels of Performance

- Consolidated Annual Report

- Financial Status Report

- Improvement Plans

Use of Funds at the Local Level

- Administration
- Program Activities
  - Required Use of Funds
  - Permissible Use of Funds

Local Application Plans

- Program Improvement Grant

- Broad Budget Guidelines

- Allowable Budget Codes

- Local application Review Process

- State Requirement

- Technical Assistance Provided

- Budget Revision Review Process

Programmatic Fiscal Requirements

- Supplement- Not Supplant

- Maintenance of Effort

- Matching

- Hold Harmless

Monitoring and Internal Audit

- System Level Monitoring

- Selection of Recipients to be Monitored

- Monitoring of Eligible Recipients

- Notification of On-site Visit

- During the Monitoring Visit

- Exit Conference

- Reports and Corrective action Plans

- Follow-Up on Findings and Corrective Action

- High Risk Monitoring

Fiscal Grant Management and Compliance with EDGAR

- Financial Management System
  - EDGAR Requirements
  - Overview of GaDOE Financial Mgmt/Acct System
    - GaDOE Budget Services
    - Recipients' Budget
    - Budget Revisions

Basic Cost Principles

- Allowable Costs
- Specific Items of Cost –SEA
- Specific Items of Cost – LEA
  - Accommodations for Individuals with Disabilities
  - Career and Technical Student Organizations
  - Interpreting Services and Equipment
  - Professional Development
  - Travel
- Timely Obligation of Funds
- Period of Availability
- Carryover Procedure
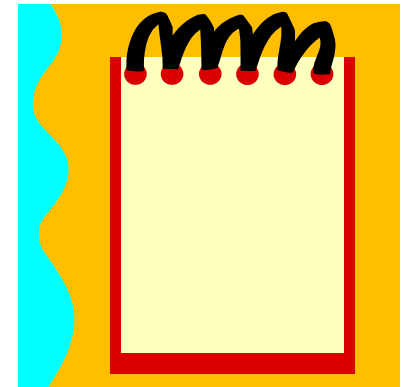
Procurement

- Purchase of Foods and Services
- Property Management
  - Property Classifications
  - Inventory
    - Inventory Procedure
    - Lost or Stolen Items
    - Disposal Procedures

Payroll and Time Distribution

- Recipients

- OMB Circular A-133 Audit Resolution

- OMNI Circular

Appendices

- Appendix A – Federal and State Grants Summaries
- Appendix B – CTAE Administrator Technical Assistance Workshop Agenda
- Appendix C – CTAE Local Maintenance of Effort Comparison Report
- Appendix D – Monitor and Technical Assistance Checklist
- Appendix E – GaDOE Fraud Program Operations Manual

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OMNI CIRCULAR CHANGES TO FEDERAL PROGRAMS MANAGEMENT

• What is the Omni Circular?

The Omni Circular or (Super Circular) is the replacement for the OMB Circulars (A-21, A-87 and A-122) and audits A-133.   These circulars establish government –wide standards for such issues as allowable costs for all federally funded programs.

- # When is it changing?

FY2015 is the last year federal programs will be held accountable under the OMB Circulars. The Omni Circular is going to be effective for any awards made on or after 12/26/14. Circulars A-21, A-87, A-102, A-122, and A-133 are going to be effective for awards made before 12/26/2014. After this date, these circulars will no longer be in effect.

- How will it affect my programs?

The Carl D. Perkins Act of 2006, from which your funding comes, is required by law to follow cost allocation guidance from the federal government.

.

- What is changing?
  - ✓ *Procurement and Property Management*
  - ✓ *Allowability of Meals and Conferences*
  - ✓ *Time and Effort Management*
  - ✓ *Audits and Audit Resolution*
  - ✓ *Financial Management Controls*
  - ✓ *Indirect Costs*
  - ✓ *New Responsibilities of the Pass-Through Agency*

Property Management

Inventory Management

- Must have adequate controls in place to account for:
  - Location of equipment
  - Custody of equipment
  - Security of equipment

What is equipment?

- Equipment: tangible, nonexpendible, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

- Grantee may also use its own definition of equipment as long as the definition would at least include all equipment defined above.

EDGAR 74.2 and 80.3

Omni Circular 200.33

Supplies

- Anything that is not equipment is considered supplies
  - "Highly Walkable" Items

- **NEW**: Computing devices
  - Machines used to acquire, store, analyze, process, public data and other information electronically
  - Includes accessories for printing, transmitting and receiving or storing electronic information
  - <u>Computing devices are supplies if less than $5,000</u>

Internal Controls

- Regardless of cost, grantee must maintain effective control and "**safeguard all assets** and assure that they are used solely for authorized purposes."

Updated Equipment Inventory Form

(NAME OF SCHOOL SYSTEM) INVENTORY MANAGEMENT RECORD												
Career, Technical and Agricultural Education												
Georgia Department of Education												
Facility Name	Facility Code	Date Purchased	Description of the Equipment	Serial Number or Equipment ID Number	Source of Equipment (Vendor)	Cost of Equipment	Fund Source	Percent Federal Funds	Location of Equipment	Condition of Equipment	Disposal Date	Disposal Sale Price

Allowability of Meals and Conferences

Current Law: A-87 / A-21

- Costs of meals and transportation is allowable if primary purpose of meeting / conference is dissemination of technical information

OIG Concerns – Meetings and Conferences

- OMB should limit meal costs to federal per diem rates and document a cost comparison of at least three sites to determine most cost-advantageous location

ESEA Title II, Part A FAQ 'Guidance'

- Consider whether hosting a meeting or conference is the most effective or efficient way to achieve the desired result.

  – When hosting a meeting, structure the agenda so there is time for participants to purchase their own food, beverages, or snacks.

  – Consider a location in which participants have easy access to food and beverages.

ED Office of General Counsel

- "Working Lunch" may be allowable. Factors to consider:
    1. Is a working lunch necessary?
    2. Is the portion of the agenda to be carried out during lunch substantive and integral to the overall purpose of the meeting?
    3. Is there a genuine time constraint that requires the working lunch?
    4. If a working lunch is necessary, is the cost of the working lunch reasonable?
    5. Has the SEA or LEA carefully documented that a working lunch is both reasonable and necessary?

Conferences
Omni-Circular: Section 200.432

- **Conference is…**
  - **A meeting, retreat, seminar, symposium, workshop or event**
  - **Whose primary purposes is the dissemination of technical information beyond the non-Federal entity and**
  - **Is necessary and reasonable for successful performance under the Federal award**

- **Allowable conference costs may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation and other items incidental to such conferences unless restricted by terms of Federal award.**

TIME AND EFFORT REQUIREMENTS

OMB Circulars Time and Effort Rule

- If federal funds are used for salaries, then time distribution records are required.

- How staff demonstrate allocability
  - If employee paid with federal funds, then must show that the employee worked on that specific federal program cost objective.

Who must participate?

- <u>All</u> employees paid with federal funds!!
- <u>Some</u> employees paid with non-federal funds
  - When salaries are used for match purposes
- NOT contractors

Time and effort (Current A-87 Rule)

Semi-Annual Certifications

- If an employee works on a single cost objective:
  - After the fact
  - Account for the total activity
  - Signed by employee **or** supervisor
  - Every six months (at least twice a year)

Personnel Activity Report (PAR)

- If an employee works on multiple cost objectives:
  - After the fact
  - Account for total activity
  - Signed by employee
  - Prepared at least monthly and coincide with one or more pay periods

Ruling Now Includes

- Stipends – payments for special projects

- Substitutes – payments to cover a class to free instructor for professional development for CTSO Activities

SEMI-ANNUAL CERTIFICATION

This is to certify that Dolley Madison has worked 100% of her time for the period November 1, 2013 through April 30, 2014 on IDEA Part B programmatic activities.

(signature)

Signature of Employee

Dolley Madison
Printed Name of Employee

5/2/14

Date

(signature)

Signature of Supervisor

Martha Washington
Printed Name of Supervisor

5/2/14

Date

PERSONNEL ACTIVITY REPORT

Employee: <u>Eleanor Roosevelt</u>

Office: <u>Special Education Teacher</u>

Reporting Period: <u>April 1 – April 30, 2014</u>

I hereby certify this report is an accurate representation of the total activity expended during the period indicated.

Cost Objective	Account Number	Program	Distribution of Time
Special Education Instruction	400	IDEA, Part B	45%
Regular Education	300	Non-Federal	55%

Signature: <u>*Eleanor Roosevelt*</u>

Date: <u>5/1/14</u>

Time Distribution Records "Standards for Documentation of Personnel Expenses"

- Must be maintained for <u>all</u> employees whose salaries are:
  - Paid in whole or in part with federal funds 200.430 (i)(1)
  - Used to meet a match/cost share requirement 200.430(i)(4)

Audits and Audit Resolution

Significant Violations

1. Time Distribution
2. MOE
3. Supplement, Not Supplant
4. Unallowable Expenses

Significant Violations

5. Procurement Irregularity
6. Ineligible Students
7. Lack of Accountability for Equipment/Materials

Significant Violations

8. Lack of Appropriate Record Keeping
9. Record Retention Problems
10. Late or no Submission of Required Reports, Inaccuracies, Inconsistencies
11. Audits of Subrecipient Unresolved

Significant Violations

12. Lack of Subrecipient Monitoring
13. Drawdown before they are needed or more than 90 days after the end of funding period
14. Large Carryover Balances
15. Lack of valid, reliable or complete performance data
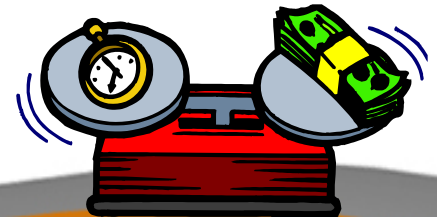
- Federal agency, OIG or GAO may conduct additional audits at federal cost

Corrective Action Plan

- Addresses each finding
- Separate from schedule of findings
- Name of contact person
- Corrective action planned
- Anticipated completion date
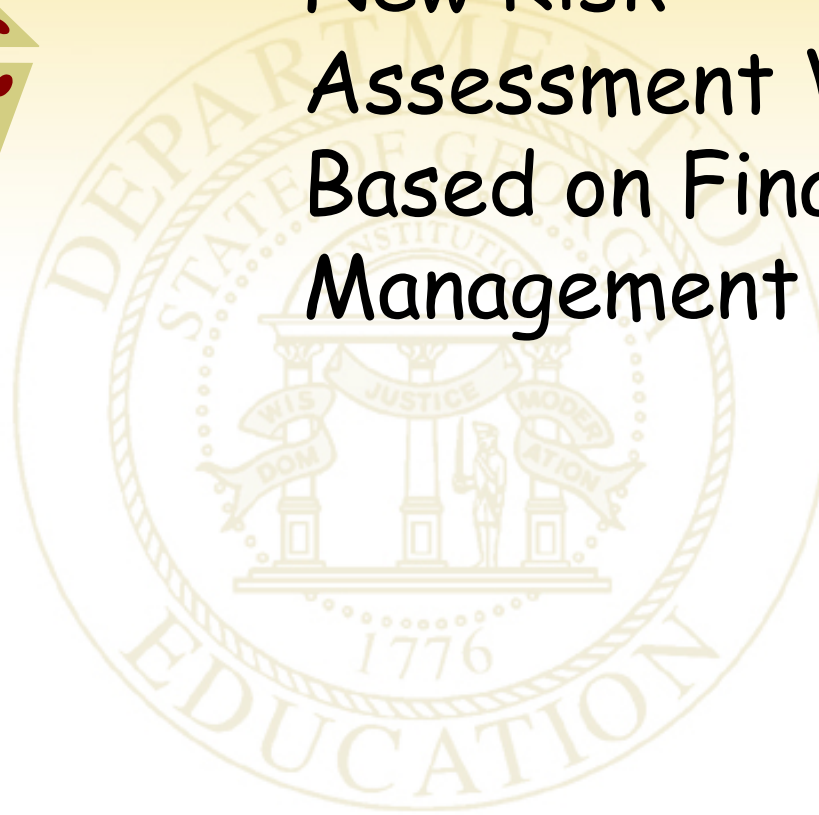- If auditee disagrees...
        Reasons

Financial Management Control
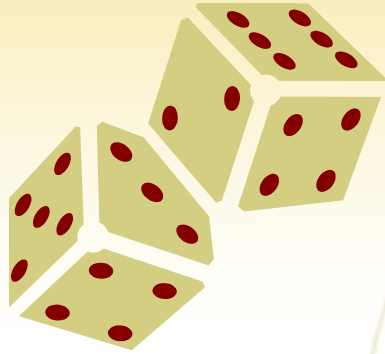
- New Risk Assessment Will be Based on Financial Management Controls

1) Identification of Awards (New)

- All federal "awards" received and expended
- The name of the federal "program"
- Identification # of award
  - CFDA Title and Number
  - Federal Award I.D. #
  - Fiscal Year of Award
  - Federal Agency
  - Pass-Through (If S/A)

2) Financial Reporting

- New shift to OMB approved performance metrics

2) Financial Reporting (cont.)

- Performance Metrics:
  1. Compare actual accomplishments to objectives (quantify to extent possible)
  2. Reasons goals were not met if appropriate
  3. Additional pertinent information (e.g. analysis and explanation of cost overruns, high unit costs)
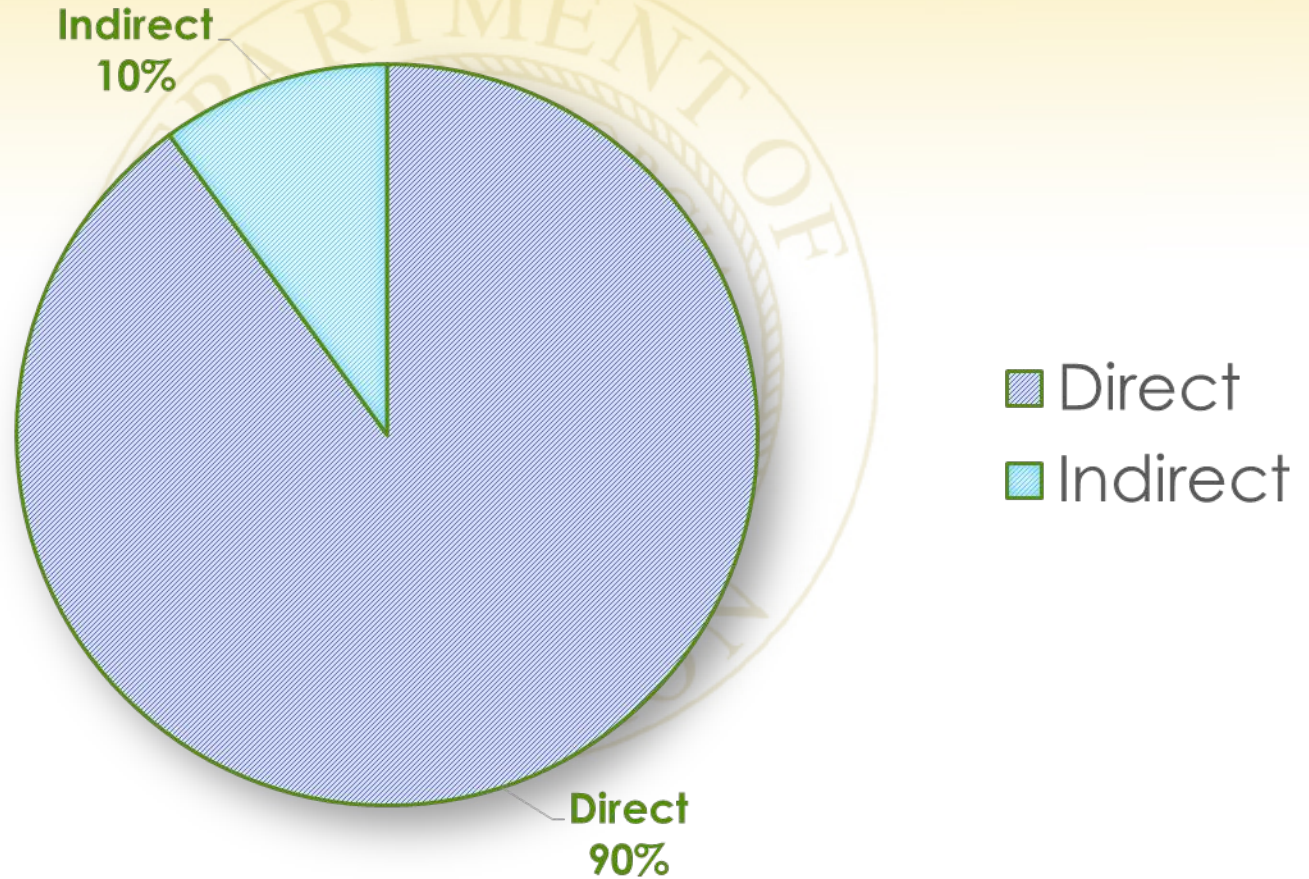
Indirect Costs

Total Cost of Federal Awards

What are Indirect Costs?

- Costs incurred for common or joint purposes
- Cost cannot be readily and specifically identified with a particular cost objective without effort disproportionate to the results achieved
  - EX: Accounting; Human Resources; Payroll; Legal Division; Utilities
- Facilities and Administration (A-21, A-122)
  - Facilities costs include: depreciation and use allowances on buildings, capital improvements, operation and maintenance, library expenses, etc.
  - Administrative costs include: normal administrative expenses and other types of expenditures not listed specifically under the facilities category

How Are Indirect Costs Charged to Federal Awards?

- Calculation: It's a fraction!!

- Top: "Indirect Cost Pool"

- Bottom: "The Base"
  - Can be "Total modified direct cost base" or "Salaries and Wages," etc.

New Responsibilities of the Pass-Through Agency

- A pass-through entity means a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program.

(e.g. ESEA, IDEA, CTE, AEFLA)

Measuring Performance "Performance Metrics"

- The non-federal entity must submit to the pass-through performance reports:
  1. Comparing actual accomplishments to the objectives established by the federal award
  2. Where the accomplishment can be quantified (e.g. cost) it may be required
  3. If performance trend data is useful to federal award agency, agency should include it as requirement for performance

Measuring Performance (cont.)

4. Reasons why goals were not met, if appropriate

5. Explanation of other pertinent information, such as cost overruns

6. Significant developments, problems, delays, adverse conditions

7. Favorable developments
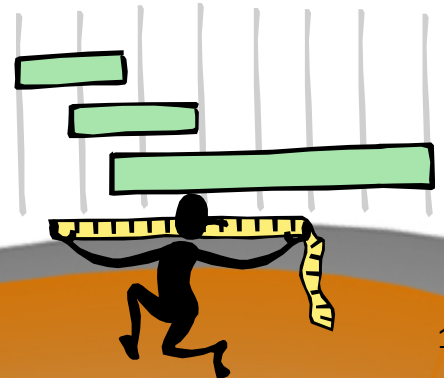
NEW RISK MANAGEMENT REQUIREMENTS FOR PASS-THROUGHS

- Pass-through must evaluate each subrecipient's risk of non compliance (federal statute / regulations / terms of award) for purpose of monitoring

- Risk Factors:
  1. Subrecipient's prior experience with the grant program
  2. Results of previous audits
  3. New personnel or substantially changed systems
  4. Results of federal monitoring

- Risk Factors:
  1. Subrecipient's prior experience with the grant program
  2. Results of previous audits
  3. New personnel or substantially changed systems
  4. Results of federal monitoring

- Pass-through may impose conditions on subgrant based on risk assessment:
  1. Shift to reimbursement
  2. Withhold payments until evidence of acceptable performance
  3. Require more reporting
  4. Require additional monitoring
  5. Require additional technical or management assistance
  6. Establish additional prior approvals

- Pass-through must monitor its subrecipients to assure compliance and performance goals are achieved
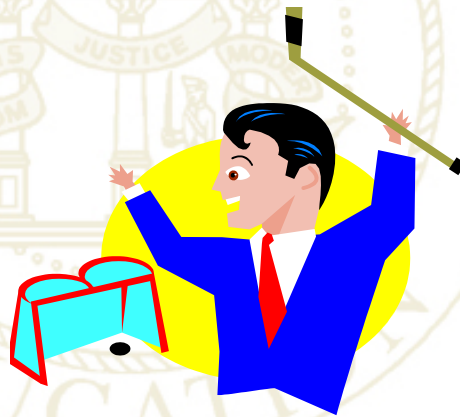
- Monitoring must include:
    1. Review financial and programmatic reports
    2. Ensure corrective action
    3. Issue a "management decision" on audit findings if the award is from the pass-through

- Pass-through must consider taking enforcement action based on non compliance:
  1. Temporarily withhold cash payments pending correction
  2. Disallow all or part of the cost
  3. Wholly or partly suspend the award
  4. Recommend to federal awarding agency suspension / debarment
  5. Withhold further federal awards
  6. Other remedies that may be legally available

Outcome Realign Monitoring

- Monitoring can no longer be on a 5-year rotation basis

- Must be based on high-risk status

- Must focus on Performance as well as compliance

- Some LEAs may be monitored annually

Accountability, Finance & Resource Staff
Contact Information

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•Brenda Barker   brbarker@doe.k12.ga.us

•Nancy Bessinger   nbessinger@doe.k12.ga.us

•Nicole Croom   ncroom@doe.k12.ga.us

•Brenda Merchant   bmerchant@doe.k12.ga.us

•Roy Rucks   rrucks@doe.k12.ga.us

•Cynthia Pitts   cpitts@doe.k12.ga.us

Questions?