Career, Technical, and Agricultural Education
Perkins Compliance Review
FY2013 Checklist

✔ Use timeline as guide for compliance review process

✔ Review materials used by team members during compliance review visit:
  o Team Review Procedures
  o Team Member Summary Report

✔ Review sample agenda and use as guide for your review process.

✔ Provide professional learning for staff to complete self-study document. Consider submitting a proposal through the local system coordinator and awarding PLU credit as a summer activity (i.e., 1 PLU as 10 contact hours). You may use Perkins funds to pay stipends.

✔ Your Regional Coordinator is available to provide a technical assistance “prior” to the compliance review and include your Regional Coordinator in local professional learning sessions with teachers and staff.

✔ Based on the CTAE Division (GaDOE) creating the compliance review teams, be aware of these team size guidelines: (1) an average ratio of 2 team members for 3 program areas per high school; (2) a maximum of 2 team members for a middle school with 4 program areas; (3) a school chair for each school; and (4) a system chair for the entire review process. Here is an example:

  System Chair: 1 person
  High School Team (6 program areas):  High School Chair: 1 person
                                    High School Team: 4 people
  Middle School Team (4 program areas):  Middle School Chair: 1 person
                                      Middle School Team: 2 people

  TOTAL NUMBER: 9 people

Note: This serves just as a guide -- in some cases the number of team members could be a ratio of 2 team members for 2 program areas per high school. Also, in some cases, the middle school chair will complete the visit without additional team members.
You will be provided with the names of team members approximately one (1) week prior to the compliance review date.

Submit Self-Study Documents to your Regional Coordinator as attachments via email no later than three (3) weeks prior to visit.

Keep meal arrangements simple with soft drinks and coffee in the team “work room” and provide a lunch for the team members.

Email to Regional Coordinator following attachments:

- Compliance Review Agenda
- SECTION A
- SECTION B (all high school program areas in one attachment per school)
- High School MASTER SCHEDULE
- High School Enrollment Profile (Exhibit A)
- SECTION C (all middle school program areas together)
- Middle School MASTER SCHEDULE
- Exhibit “A” – CTAE Enrollment

Submit only ONE Section B program area if there are multiple teachers in the program.

Complete and submit MASTER SCHEDULES for middle school and high school teachers (Sections B and C) as an Excel document.

Compile documentation for the nine (9) system-level items in System Level, Section – A, and place documents in labeled folders or notebook for review by the system chair. In addition, include a membership roster of your system level advisory committee and minutes for the past two years.

Compile documentation for the eight (8) items in Section “B” and the six (6) items in Section “C.” Place these documents in labeled folders or a notebook for review. There should be a set of folders for each teacher.

Have Work-based Learning student folders for all program areas available to be reviewed by system chair and/or team members.

Youth Apprenticeship Coordinator (WBL program) should be present for the compliance review. Note: All work-based learning coordinators will be interviewed and student records will be reviewed.

Make short oral or PPT presentation (5-10 minutes) to team at the beginning of visit as an overview and background for Q and A time with team members.
Serve as team member for two reviews (small, medium, large systems) if possible prior to undergoing your own school system visit.

Make written directions available to school chair and/or team members if they are responsible for traveling to different middle and high schools. Chauffeuring services for complicated routes are greatly appreciated by team members!

TBD: Systems with Office of Civil Rights (OCR) and Compliance Review visits will require a modified schedule with times and procedures to be determined and communicated at a later date to selected school systems.

Budget travel reimbursement for team members as part of FY13 Perkins IV grant. Use $150.00 per team member as an estimate. Make travel reimbursement forms available to team members, provide instructions for completion at the beginning of the meeting during the system overview, and collect forms at the conclusion of the compliance review. Instructions to team members should include reminders about the following:

- Follow state guidelines for travel reimbursement (mileage and daily meal allowances)
- Submit hotel/motel tax exemption form at check-in to avoid personal responsibility for payment of tax.

Watch for updates and follow-up communication (via email, website, and telephone) from State Staff as plans are finalized for the FY13 compliance review process.

Seek technical assistance from your CTAE Regional Coordinator on an individual basis as needed:

- Roy Rucks (404) 805-7279 (rrucks@doe.k12.ga.us) – Northern Region
- Nancy Bessinger (404) 805-9963 (nbessinger@doe.k12.ga.us) - Central Region
- Brenda Merchant (404) 805-9904 (bmerchant@doe.k12.ga.us) – Southern Region