

FY2020 Perkins V

Monitoring AND Risk assessment

System Level

Section “A”

SELF-STUDY

SYSTEM NAME: Click here to enter text.

Perkins V Monitoring and Risk Assessment Process

System level – Section A

GENERAL INFORMATION

Assessment and restructuring of programs should be a continual process within the school system. This process should be an integral part of a school system’s plan to assess the overall effectiveness and/or efficiency of the system’s programs and services. The assessment process provides vital information in determining the extent to which the system’s goals and objectives are being met, and ultimately how students are being served.

The Perkins Monitoring and Risk Assessment and Self-Study process will assist the local school system in its long-range planning, which is a requirement of Perkins V.

The major goals for the review are:

* To provide documentation for continuous program improvement, goal setting, and long-range planning.
* To ensure local/state/federal funds are expended following established guidelines.
* To provide technical assistance based on the information gathered through the Monitoring and Risk Assessment Review.
* To assess the effectiveness of the local school system in providing quality Career, Technical and Agricultural Education programs.
* To consolidate responsibilities for state and federal compliance issues into one on-site visit for every system during a five-year period.
* To fulfill U. S. Office for Civil Rights (OCR) requirements.

Your Region Coordinator will serve as the site visit coordinator and System Chair. This individual will contact the local Career, Technical and Agricultural Education (CTAE) system administrator to jointly plan a review date that is as convenient as possible to both system and state staff.

The Self-Study (Sections A) document **must be completed and emailed to the CTAE Regional Coordinator at least *three (3) weeks* prior to the on-site visit.** This is a critical deadline since the self-study document must be reviewed by your region coordinator prior to the visit.

**Email the completed Self-Study to:**

North Region Roy Rucks rrucks@doe.k12.ga.us 404-805-7279

Central Region Sharon Bonner sbonner@doe.k12.ga.us 404-805-9633

South Region Julie Kenny jkenny@doe.k12.ga.us 404-805-9904

During the visit, the Region Coordinator will meet with the local system director/supervisor for a review of documentation. The CTAE local system director should ensure that the Finance Director and CPI Coordinator are available during the review. Following the visit, the system superintendent and system CTAE administrator will receive a written summary report via email. **System recommendations related to financial issues will be addressed in your Perkins Monitoring and Risk Assessment Improvement Plan, and depending on the intervention required, it may necessitate an annual follow-up visit/review.**

THE SELF-STUDY

The self-study document is designed to be completed in electronic format. The electronic documents should be submitted via email no later than three (3) weeks prior to the scheduled Perkins Monitoring and Risk Assessment Review visit to designated GaDOE CTAE Regional Coordinator.

The Self-Study (Section A below) instrument is designed to assist the local school system in long range planning for Career, Technical and Agricultural Education (CTAE) programs. It will also assist the Perkins Monitoring and Risk Assessment Review System Chair in preparing for the onsite visit.

The Self-Study document is divided into two major sections; Section A (system level), and Section B (high school level).

**Section A** - Information/Documentation:

Completed by the Career, Technical and Agriculture Education (CTAE) system contact person.

System Folders: See the next section for a listing of required system documents to be available for review during the on-site visit.

SYSTEM CONTACT INFORMATION

Please provide the following contact information:

 **System CTAE Director**: Click here to enter text.

 Office phone number (with extension): Click here to enter text.

 Cell phone number: Click here to enter text.

 **Review team meeting site**: Click here to enter text.

 Street address: Click here to enter text.

 City: Click here to enter text.

 Zip: Click here to enter text.

 Contact person at meeting site: Click here to enter text.

 Cell phone number of meeting site contact: Click here to enter text.

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| Using your system’s allotment sheet located on the GaDOE website (<https://app.doe.k12.ga.us/ows-bin/owa/qbe_reports.public_menu?p_fy=2000>), provide the number of CTAE FTEs for the past three school years. |
|  FY17 Click here to enter text. FY18 Click here to enter text. FY19 Click here to enter text.  Is your system: Charter System [ ]  Strategic Wavier System [ ]  Waivers Click here to enter text.  |

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| Describe the primary responsibilities of your job as system CTAE Director. Include an estimate of the percentage of time you spend providing CTAE leadership and administration. |
| Click here to enter text. |

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| List the goals you have set for Career, Technical and Agricultural Education in your system for the next five years.  |
| Click here to enter text. |

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| List the major CTAE program initiatives you are implementing in your system. |
| Click here to enter text. |

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| Describe the specific needs for CTAE improvement in your system. |
| Click here to enter text. |

INDUSTRY CERTIFICATION

List all CTAE programs that are currently industry certified in your system. Note: After initial industry certification, if the program has not recertified in the past five years, it is no longer industry certified.

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| Programs Currently Industry Certified | Year Certified | Projected Programs to be Certified | Year |
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**Required system level documentation**

The following documentation should be available for review by the System Chair during the on-site visit. The information should be organized in folders or notebooks for easy review.

1. **LOCAL/STATE/FEDERAL FUNDING SUPPORT: A copy of the system’s previous year’s (FY19):**
2. **Completion Reports for all CTAE state and federal grants (include certifying statement from the audit trail with date of final sign off).**
3. **Detailed Expenditure Report for all CTAE state and federal grants**
4. **A copy of the system’s previous year’s Expenditure Report Detail from the 3011 CTAE Local/QBE showing the Local/State funding support for CTAE programs. A random sample of invoices will be selected for in-depth review.**
5. **A copy of the FY19 Comparison Chart showing the FY2019 expenditures for Local/QBE and Perkins Program Improvement (form may be obtained from** [**www.gadoe.org**](http://www.gadoe.org)**)**
6. **Copy of FY19 DE147 containing “draw down” history for all CTAE grants.**
7. **FY19 Allotment Sheet**
8. **List of all teachers who received CTAE Extended Day and CTAE Extended Year grants in FY19**
9. **List of all teachers who received AG Extended Day, AG Extended Year and Young Farmer grants in FY19**
10. **Copy of FY19 AG Extended Day Budget Allocation Worksheet**
11. **CONSTRUCTION RELATED EQUIPMENT GRANT (CRE): A copy of the CRE grant Agreement Letter(s) and a copy of the completed state inventory form for grants received in the past five years.**
12. **EQUIPMENT INVENTORY: Include the system’s policy and procedure for equipment purchase, disposal, monitoring, and inventory. Include a complete listing of the system’s CTAE equipment inventory. The equipment inventory will be verified. You may download a copy of the Equipment Inventory Management Record on the GaDOE/CTAE website.**
13. **CPI DATA: A copy of the system’s official and most recent CPI Report (Reports 11A & 11B) listing all Career, Technical and Agricultural Education (CTAE) staff at the district, high school, and middle school levels. Salary information does not need to be included. Provide a copy of each CTAE teacher’s current teaching certificate (black out social security numbers).**
14. **ORGANIZATIONAL CHART: A copy of the organizational chart for the system and school being reviewed. Please indicate the Career, Technical and Agricultural Education leadership position(s), and include a job description of each position.**
15. **Personnel Activity Reports (PAR): Provide locally adopted procedures for completing the PAR for each employee paid with Perkins funds. Include copies of your PAR reports with signatures.**
16. **Compliance Review Improvement Plan: Provide a copy of the most recent Compliance Review Improvement Plan indicating status of the system and school level recommendations.**