

FY2021 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

Perkins V eligible recipients are to consult with stakeholders in an “ongoing basis” to inform decisions, plans, and budgeting. Translating the comprehensive local needs assessment (CLNA) into action, in the form of the local application, allows the eligible recipient to focus on program improvement, and to implement plans that will have a long-term impact on access to high quality CTAE for all students. The CLNA 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-term and short-term goals, which is a requirement of Perkins V.

The major goals for the review are:

* To review documentation of a Comprehensive Local Needs Assessment (CLNA) that demonstrates Stakeholders/Team-members involvement for addressing the identified needs.
* 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 eligible recipient in providing Career, Technical and Agricultural Education pathways that are sufficient in size, scope, and quality to meet the needs of all students served.
* 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 MRA Review Coordinator. 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) and Required System Level documents **must be completed and emailed to the CTAE Regional Coordinator at least *three (3) weeks* prior to the review date.**

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

North Region Delmas Watkins dwatkins@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 site review, the Region Coordinator will meet with the local system director/supervisor for a review of findings. The CTAE local system director should ensure that the Finance Director and CPI Coordinator are available during the review. Following the review, 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 a follow-up visit/review.**

THE SELF-STUDY

The self-study document is designed to be completed in an 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 to the 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) pathways and programs of study. It will also assist the Perkins Monitoring and Risk Assessment (MRA) Review Coordinator in preparing for the review.

**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 submitted for review prior to the MRA review.

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.

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

**System CPI Coordinator:** Click here to enter text.

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| Using your system’s allotment sheet located on the GaDOE website (<https://financeweb.doe.k12.ga.us/QBEPublicWeb/ReportsMenu.aspx>), provide the number of CTAE FTEs for the past three school years. |
|  FY18 Click here to enter text. FY19 Click here to enter text. FY20 Click here to enter text.  Is your system: Charter System [ ]  Strategic Wavier System [ ]  Waivers ☐  **Please include a copy of state approved waivers for your system.** |

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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 and your stakeholders/team-members 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 CTAE pathway initiatives driven by the CLNA stakeholders/team-members and you to implement in your system. |
| Click here to enter text. |

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| Describe the major overarching needs from the CLNA that will lead to CTAE improvement in your system. |
| Click here to enter text. |

INDUSTRY CERTIFICATION

List all CTAE pathways that are currently industry certified in your system. Also list projection for future pathways to become industry certified. Note: After initial industry certification, if the pathway has not recertified in the past five years, it is no longer industry certified.

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

The following documentation should be available for review by the MRA Review Coordinator prior to review.

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| **Provided by DOE** | **Provided by LEA** |  |
|  |  | 1. **LOCAL/STATE/FEDERAL FUNDING SUPPORT: A copy of the system’s previous year’s (FY20):**
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| **x** |  | 1. **Completion Reports chart for all CTAE state and federal grants (include grant title, name of certifying person, and date of final sign off).**
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|  | **x** | 1. **Detailed Expenditure Report for all CTAE state and federal grants.**
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|  | **x** | 1. **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.**
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|  | **x** | 1. **A copy of additional local funds (such as SPLOST or Transportation) budgeted to support CTAE purchases and activities.**
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|  | **x** | 1. **A copy of the FY20 Comparison Chart showing the FY2020 expenditures for Local/QBE and Perkins Program Improvement (form may be obtained from** [www.gadoe.org](http://www.gadoe.org)**)**
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| **x** |  | 1. **Copy of FY20 DE147 summary containing “draw down” history for all CTAE grants.**
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| **x** |  | 1. **FY20 Allotment Sheet**
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|  | **x** | 1. **List of all teachers who received CTAE Extended Day and CTAE Extended Year grants in FY20 and the amount of funding received. Please indicate if local funds are used in addition to grant funds for CTAE Extended Day.**
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|  | **x** | 1. **List of all teachers who received AG Extended Day, AG Extended Year and Young Farmer grants in FY20**
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| **x** |  | 1. **Copy of FY20 AG Extended Day Budget Allocation Worksheet**
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|  | **x** | 1. **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.**
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| **x** |  | 1. **Comprehensive Local Needs Assessment (CLNA) and Local Application (LA): Provide a copy of the most recent CLNA and accompanying LA.**
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|  | **x** | 1. **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.**
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| **x** |  | 1. **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).**
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|  | **x** | 1. **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.**
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|  | **x** | 1. **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.**
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| **x** |  | 1. **MRA Improvement Plan: Provide a copy of the most recent MRA Improvement Plan indicating status of the system and school level recommendations.**
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|  | **x** | 1. **ANNUAL PUBLIC NOTICE: A copy of the annual public notice of equity and non-discriminatory statement that was published in a legal organ prior to the first day of school. Examples of the nondiscrimination statement printed, included and/or covered in all essential documents.**
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|  | **x** | 1. **System Level Advisory Committee: Provide agendas and minutes of the previous two year’s meetings.**
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