



**CAREER, TECHNICAL, AND AGRICUTURAL EDUCATION
2015-16 MONITORING AND RISK ASSESSMENT CHECKLIST**
(Based of FY14 Data)

System: Fairfax County

Fiscal Year: FY2014

Date:1/20/2015

ELEMENTS FOR REVIEW	YES	NO	N/A	POINTS	EVIDENCE OF COMPLIANCE AND NOTES
1. Has the current CTAE Director been in the position for two consecutive years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	I have been the CTAE Director in Fairfax County for the past 15 years.
2. Did the CTAE Director attend the following three CTAE sponsored workshops: Winter Conference, GACTE, & Spring Update?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	I was not able to attend the CTAE Winter Conference due to a death in my family, but I did send one of my staff member as a substitute.
3. Did the CTAE System Director complete the CTAE New Leaders Academy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	I did not attend the New Leaders Academy in its current structure, but I did attend the new director's training sessions required when I became system director.
4. Did the LEA meet its Perkins IV local budget match requirement?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	Our system is having a financial shortfall, and we were not able to match our Perkins IV allotment.
5. Did the LEA submit all budget amendments to the Program Improvement Grant prior to the deadline of June 6, 2014?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Our system submitted all budget amendments by the established cut-off date.

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6. Did the LEA submit its Program Improvement Grant Completion Report by the July 31, 2014, deadline?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	Our finance director was on vacation on the due date for the completion report, but it was submitted on August 15, 2014.
7. Did the LEA meet Core Indicator 2S1 (Technical Skill Attainment) on the most recently published data?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	We did not meet our system target for Core Indicator 2S1. We are providing staff development for our CTAE and Math teachers to improve the scores this school year.
8. Did the LEA sign off on the Program Improvement Grant application through the consolidated application process by May 15, 2014?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	The CTAE director and superintendent signed off on the Program Improvement Grant on May 8, 2014.
9. Did the LEA sign off on the Program Improvement Grant budget detail through the consolidated application process by September 30, 2014?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	We signed off on the Program Improvement Grant budget detail on August 30, 2014.
10.10. Did the LEA use the state recommended equipment inventory management form, or did the form used by the LEA have all the required information?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	We did not use the recommended form last year, but we are providing forms and instruction to all CTAE teachers and staff to begin using the form to document all equipment purchases in the entire CTAE department.
11. Did the LEA "draw down" funds from Grants Accounting Online Reporting System (GAORS) on a timely basis (at least quarterly)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	Our system downloads on a regular quarterly basis.
12. <i>Did the LEA have Perkins IV federal</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	Due to the fact that a planned workshop for one our CTAE teachers was canceled with short notice, we were not able to

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<i>funds greater than \$500.00 (combined total of Program Improvement, PerkinsPlus, and Carryover) left unspent after June 30, 2014?</i>					spend all of our budgeted funds in our Program Improvement Grant.
13. <i>Did the LEA report EOPA testing irregularities for the most recent fiscal year?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	Our system had no irregularities last school year.
Total Points				60	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

CTAE Director (Signature): _____ Date: 1/20/2015