# 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:
- *Team Review Procedures*
- *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)*: | | Middle School Team *(4 program areas)*: | |
|---|---|---|---|
| High School Chair: | 1 person | Middle School Chair: | 1 person |
| High School Team: | 4 people | 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