

HIGH SCHOOL – FY2013
Career, Technical, and Agricultural Education
Perkins Compliance Review
TEAM MEMBER SUMMARY FORM

For each assigned program area, identify the **findings** and **recommendations** in FOCUS AREAS that align with the categories and questions in the self-study document.

School System:	School:	Program Concentration:
School Chair(s):	Team Member(s):	

1.

Focus Area: <i>Daily Schedule</i> <ul style="list-style-type: none"> ● Class schedule reviewed ● Scheduled time for instruction and lab activities is adequate ● More than one (1) level of students is enrolled in class(es)
Findings:
Recommendation:
2.

Focus Area: <i>Assistance from Department of Education, State Program Specialist, and District and School level Administrators</i> <ul style="list-style-type: none"> ● The teacher receives support from local system/school administrator(s) ● The teacher knows his/her state program specialist (name/contact information)
Findings:
Recommendation:
3.

Focus Area: <i>School Improvement Model as supported by Student Achievement Data</i> <ul style="list-style-type: none"> ● Improvement plan to meet Adequate Yearly Progress (AYP) <i>If so, do CTAE teachers serve on school/system committee?</i> ● Other
Findings:
Recommendation:
4.

Focus Area: <i>Pathway Completion</i> <ul style="list-style-type: none"> ● Each course offered in program uses current state standards, objectives, and/or competencies
Findings:
Recommendation:
5.

Focus Area: <i>Industry Certification</i> <ul style="list-style-type: none"> ● Program has received industry certification ● Documentation available indicating year of certification/re-certification
Findings:
Recommendation:
6.

Focus Area: <i>Career Related Education (CRE) Documentation</i> <ul style="list-style-type: none"> ● Students are involved in Career Related Education activities (guest speakers, field trips, career fairs, etc.) ● Students are in Career Exploration Activities (mock interviews, portfolios, student presentations, job shadowing, etc.)
Findings:
Recommendation:

7.	<p>Focus Area: <i>Professional Association and Professional Development</i></p> <ul style="list-style-type: none"> ● Teacher has documentation of participation in local professional development activities ● Teacher has documentation of participation in CTAE specific state/national professional development activities <p>Findings: <input style="width: 100%;" type="text"/></p> <p>Recommendation: <input style="width: 100%;" type="text"/></p>
8.	<p>Focus Area: <i>Student Organizations</i></p> <ul style="list-style-type: none"> ● Program has an active, program specific CTSO with _____ members ● Students enrolled in the program participate in local, state, or national leadership and/or competitive events <p>Findings: <input style="width: 100%;" type="text"/></p> <p>Recommendation: <input style="width: 100%;" type="text"/></p>
9.	<p>Focus Area: <i>Safety Considerations in Classroom/Lab (work environment)</i></p> <ul style="list-style-type: none"> ● Classroom and lab evacuation plan is posted and clearly visible ● If applicable, students are wearing safety glasses ● Evidence that safety is an integral part of the curriculum is noted ● Appropriate safety devices are available (fire extinguisher, eye wash station, etc.) <p>Findings: <input style="width: 100%;" type="text"/></p> <p>Recommendation: <input style="width: 100%;" type="text"/></p>
10.	<p>Focus Area: <i>Equipment and Supplies</i></p> <ul style="list-style-type: none"> ● Facilities meet minimum square footage requirements recommended by the Department of Education ● Current inventory of equipment is on file and updated annually ● Program has an adequate budget for the purchase of materials and equipment ● Equipment meets or exceeds industry standards ● Plan for equipment replacement and upgrades <p>Findings: <input style="width: 100%;" type="text"/></p> <p>Recommendation: <input style="width: 100%;" type="text"/></p>
11.	<p>Focus Area: <i>Reinforcement/Integration of Academics</i></p> <ul style="list-style-type: none"> ● Documentation that academics are reinforced in the curriculum <p>Findings: <input style="width: 100%;" type="text"/></p> <p>Recommendation: <input style="width: 100%;" type="text"/></p>
12.	<p>Focus Area: <i>Service to Special Populations Students (CCAE, CTI, LEP, Project Success, etc.)</i></p> <ul style="list-style-type: none"> ● Indicate the number of students with IEPs enrolled in program _____ ● Students receive assistance from CCAE (formerly CVAE), CTI (formerly RVI), or Project Success teacher(s) ● Program has a parapro who assists with special needs students ● The teacher is involved in the development of all IEPs of students enrolled in the program. <p>Findings: <input style="width: 100%;" type="text"/></p> <p>Recommendation: <input style="width: 100%;" type="text"/></p>

13.

Focus Area: <i>Advisory Committees, Industry Collaboration</i> <ul style="list-style-type: none"> ● Program advisory committee meeting minutes are available for the past two (2) years ● At least three members of the committee are from business/industry ● Advisory committee has met at least twice per year for the past two years ● Middle school and postsecondary teachers are involved
Findings:
Recommendation:

14.

Focus Area: <i>Non-traditional Enrollment</i> <ul style="list-style-type: none"> ● Program recruitment materials are nondiscriminatory based on sex, race, color, national origin, or disabilities ● Program has representation of non-traditional students
Findings:
Recommendation:

15.

Focus Area: <i>Work-Based Learning (WBL)</i> <ul style="list-style-type: none"> ● Previous school year’s self assessment ● Plan of Improvement (if appropriate) ● C-Net Reports are complete ● Training plans are on file for all students currently enrolled (appropriate signatures are on all plans) ● Work permits are on file for all students currently enrolled in WBL
Findings:
Recommendation:

16.

Focus Area: <i>Career Development</i> <ul style="list-style-type: none"> ● The school has a designated Career Development Center ● The school has a defined student advisement system ● CTAE pathway information is readily available and understood by teachers and counselors
Findings:
Recommendation:

PLEASE DO NOT LIMIT YOUR FINDINGS TO THE EXAMPLES SHOWN

Example - Findings:

- Student work plans (WBL) and related documentation were readily accessible and easily reviewed.
- Revised state course standards and program standards are used as the basis for instructional activities.
- A well-equipped lab and classroom that support the use of technology and varied instructional strategies was observed.
- Students were actively engaged in learning activities.
- Project-based learning was evident in observed classroom activities.
- Extensive business and industry collaboration through active advisory committees and other on going activities was evident.
- The program has an active student organization that provides opportunities for leadership development and participation in regional and state co-curricular competitive events.
- Equipment was observed to be in good condition and appropriate for the instructional program.

Example - Recommendations:

- ANY safety concerns should be addressed (availability and use of personal protective equipment by students, fire extinguishers, electrical, etc.)
- Labs and classrooms should be cleaned and organized with unused equipment discarded so that the workspace and work environment maximizes effective teaching and is conducive to student learning.
- An active advisory committee should be implemented for the program.
- Correct course numbers and titles in accordance with the **LIST OF STATE-FUNDED K-8 SUBJECTS AND 9-12 COURSES** should be utilized.
- An active student organization to provide opportunities for leadership development and participation in regional and state co-curricular competitive events would strengthen the instructional program.
- The cooperation that exists between the high school and middle school teachers should be expanded to further promote seamless transition from the middle school program into the high school program.
- Strategies for the recruitment of non-traditional students into the program should be explored and implemented as appropriate for the local community.
- The instructor would benefit from participation in the professional organizations that are affiliated with this instructional area.