

**MIDDLE 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.
 

1.	<i>Daily Schedule</i> <ul style="list-style-type: none"> <li>● Length of class time</li> </ul>
	Findings:
	Recommendation:
  
2.
 

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

3.	<i>School Improvement Planning</i> <ul style="list-style-type: none"> <li>● Improvement plan to meet Adequate Yearly Progress (AYP) <i>If so, do CTAE teachers serve on school/system committee?</i></li> <li>● Other</li> </ul>
	Findings:
	Recommendation:
  
4.
 

4.	Focus Area: <i>Career Related Education Including Procedures and Documentation</i> <ul style="list-style-type: none"> <li>● Students are involved in Career Related Education activities (guest speakers, field trips, job shadowing, etc.)</li> </ul>
	Findings:
	Recommendation:
  
5.
 

5.	Focus Area: <i>Professional Association/Professional Development</i> <ul style="list-style-type: none"> <li>● Teacher has documentation of participation in local professional development activities</li> <li>● Teacher has documentation of participation in state/national professional development activities</li> </ul>
	Findings:
	Recommendation:
  
6.
 

6.	Focus Area: <i>Student Organizations</i> <ul style="list-style-type: none"> <li>● Program has an active, program specific CTSO</li> <li>● Students enrolled in the program participate in local, state, or national leadership and/or competitive events</li> </ul>
	Findings:
	Recommendation:

7.	<p>Focus Area: <i>Safety Considerations in Classroom/Lab (work environment)</i></p> <ul style="list-style-type: none"> <li>● Classroom and lab evacuation plan is posted and clearly visible</li> <li>● If applicable, students are wearing safety glasses</li> <li>● Evidence that safety is an integral part of the curriculum is noted</li> <li>● Appropriate safety devices are available (fire extinguisher, eye wash station, etc.)</li> </ul> <p>Findings: <input type="text"/></p> <p>Recommendation: <input type="text"/></p>
8.	<p>Focus Area: <i>Equipment and Supplies</i></p> <ul style="list-style-type: none"> <li>● Facilities meet minimum square footage requirements recommended by the Department of Education</li> <li>● Current inventory of equipment is on file, updated annually, and available</li> <li>● Program has an adequate budget for the purchase of materials and equipment</li> <li>● Equipment meets or exceeds industry standards</li> <li>● Program follows state standards/recommendations for space requirements and curriculum.</li> </ul> <p>Findings: <input type="text"/></p> <p>Recommendation: <input type="text"/></p>
9.	<p>Focus Area: <i>Reinforcement/Integration of Academics</i></p> <ul style="list-style-type: none"> <li>● Documentation that academics are reinforced in the curriculum</li> </ul> <p>Findings: <input type="text"/></p> <p>Recommendation: <input type="text"/></p>
10.	<p>Focus Area: <i>Service to Special Populations Students</i></p> <ul style="list-style-type: none"> <li>● Program has a parapro who assists with special needs students</li> <li>● The teacher is involved in the development of all IEPs of students enrolled in the program.</li> </ul> <p>Findings: <input type="text"/></p> <p>Recommendation: <input type="text"/></p>
11.	<p>Focus Area: <i>Advisory Committees, Industry Collaboration</i></p> <ul style="list-style-type: none"> <li>● Program advisory committee meeting minutes are available for the past two (2) years</li> </ul> <p>Findings: <input type="text"/></p> <p>Recommendation: <input type="text"/></p>
12.	<p>Focus Area: <i>Transition Process</i></p> <ul style="list-style-type: none"> <li>● School participates in and provides an adequate transition process</li> <li>● School collaborates with elementary and high school representatives as part of the transition process</li> <li>● Counselor(s) documents transition lessons throughout school year for elementary and middle school students</li> <li>● Parent involvement in the transition process is documented.</li> </ul> <p>Findings: <input type="text"/></p> <p>Recommendation: <input type="text"/></p>
13.	<p>Focus Area: <i>Career Development</i></p> <ul style="list-style-type: none"> <li>● The school has a designated Career Development Center</li> <li>● The school has a defined student advisement system</li> </ul> <p>Findings: <input type="text"/></p> <p>Recommendation: <input type="text"/></p>

**PLEASE DO NOT LIMIT YOUR FINDINGS TO THE EXAMPLES SHOWN**

**Example - Findings:**

- 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 up 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.
- The instructor would benefit from participation in the professional organizations that are affiliated with this instructional area.