

Career, Technical, and Agricultural Education Perkins Compliance Review FY2014 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*
 - *WBL Checklist*
- ☑ 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 your Regional Coordinator the 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” per 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 seven (7) system-level items in System Level, Section – A, and place the documents in labeled folders or notebook for review by the system chair.**
- 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 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!
- ☑ Budget travel reimbursement for team members as part of FY14 Perkins IV grant. Use \$75.00 - \$100.00 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 FY14 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) – North Region
 - Nancy Bessinger (404) 805-9963 (nbessinger@doe.k12.ga.us) - Central Region
 - Brenda Merchant (404) 805-9904 (bmerchant@doe.k12.ga.us) – South Region