CAREER, TECHNICAL, AND AGRICULTURAL EDUCATION
FY2014 PERKINS COMPLIANCE REVIEW

TEAM PROCEDURE

Purpose and Procedures

- To confirm the system's self assessment
- To confirm positive program activities
- To offer suggestions for further program improvement
- To review programs—not teachers, students, and administrators.
- To work in pairs to heighten validation of observations when visiting programs.

The Following Steps Are Presented As A Guide

INITIAL PREPARATION:

- Review the completed self-study document. Pay special attention to your assigned program area(s).
- Identify key points presented by the system administrator (and others) during the "System Review" presentation.

TOUR/PROGRAM VISIT:

- Meet with program instructors(s) and examine facilities/equipment. Talk with each instructor. Don't hesitate to clarify any questions you may have.
- Take "mental notes" of key items for Findings and/or Recommendation(s).
- Review documentation folders for each teacher.

REPORT WRITING:

- Return to the team meeting room and complete the outline of program findings.
- Be prepared to share your findings with the total team.
- Submit your written copy of findings from the assigned programs to the sub-team/team leader.

Focus Areas

- Daily Schedule
- Assistance from Department of Education, State Program Specialists, and Local Administrators
- School Improvement Model as supported by Student Achievement Data
- Pathway Completion
- Industry Certification
- Career Related Education Documentation
- Professional Association and Professional Development
- Student Organizations
- Safety Considerations in Classroom/Lab (work environment)
- Equipment and Supplies
- Reinforcement/Integration of Academics
- Service to Special Populations Students
- Advisory Committees and Industry Collaboration
- Non-traditional Enrollment
- Work-Based Learning
- Career Development

(See required documentation on back)

The following documentation should be available for review by the review team members during the on-site visit. The information should be organized in folders or notebooks for easy review. Each teacher should have a folder with the following information:

1. **ANNUAL SUPPLY/EQUIPMENT BUDGET:** A copy of the previous year's supply/equipment budget and/or expenditures for your program.

2. **CURRENT TEACHING CERTIFICATE:** Include a copy of your current teaching certificate.

3. **CAREER TECHNICAL STUDENT ORGANIZATION (CTSO) MEMBERSHIP ROSTER:** A copy of the most recent CTSO membership roster for your program. List events attended and the number of participants attending each event during school year 2012-2013.

4. **DOCUMENTATION OF INDUSTRY CERTIFICATION:** Provide documentation of program industry certification and indicate the date of expiration/re-certification.

5. **ADVISORY COMMITTEE RECORDS:** Provide agendas and minutes of the previous two year's meetings. Include committee membership roster with business/organization affiliation identified.

6. **PATHWAY COMPLETION/ASSESSMENT:** Include the number of completers and number of assessments for each pathway offered in your program during school year 2012-2013.

7. **PROFESSIONAL LEARNING:** Include all workshop/training documentation from the CTAE Resource Network and all other professional learning activities for the past two years.

8. **EQUIPMENT INVENTORY:** Include a complete up-to-date inventory of equipment currently located in and used in your program.

Middle School
Required School Level Documentation

The following documentation should be available for review by the review team members during the on-site visit. The information should be organized in folders or notebooks for easy review. Each teacher should have a folder with the following information:

1. **ANNUAL SUPPLY/EQUIPMENT BUDGET:** A copy of the previous year's supply/equipment budget and/or expenditures for your program.

2. **CURRENT TEACHING CERTIFICATE:** Include a copy of your current teaching certificate.

3. **CAREER TECHNICAL STUDENT ORGANIZATION (CTSO) MEMBERSHIP ROSTER:** A copy of the most recent CTSO membership roster and number of activities for your program last school year.

4. **ADVISORY COMMITTEE RECORDS:** Provide agendas and minutes of the previous two year's meetings. Include the committee membership roster with business/organization affiliation identified. If you do not have an advisory committee, include the documentation for the high school advisory committee on which you were a participant.

5. **PROFESSIONAL LEARNING:** Include all workshop/training documentation from the CTAE Resource Network and all other professional learning activities for the past two years.

6. **EQUIPMENT INVENTORY:** Include a complete up-to-date inventory of equipment currently located in and used in your program.