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|  | Perkins IV Monitoring and Risk Assessment  Self-Study | |
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| FY2016 | | System Level – Section A |
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SYSTEM NAME: Click here to enter text.

Perkins IV Monitoring and Risk Assessment Process

System level – Section A

GENERAL INFORMATION

Assessment and restructuring of programs should be a continual process within the school system. This process should be an integral part of a school system’s plan to assess the overall effectiveness and/or efficiency of the system’s programs and services. The assessment process provides vital information in determining the extent to which the system’s goals and objectives are being met, and ultimately how students are being served.

The Perkins Monitoring and Risk Assessment and Self-Study process will assist the local school system in its long range planning, which is a requirement of the Carl D. Perkins Career and Technical Education Act of 2006. The self-study document (Sections A and B) to be completed by the local system, will assist the Review Team in its preparation for the visit.

The major goals for the review are:

* To provide documentation for continuous program improvement, goal setting, and long-range planning.
* To ensure local/state/federal funds are expended following established guidelines.
* To provide technical assistance based on the information gathered through the Monitoring and Risk Assessment Review.
* To assess the effectiveness of the local school system in providing quality Career, Technical and Agricultural Education programs.
* To consolidate responsibilities for state and federal compliance issues into one on-site visit for every system during a five-year period.
* To fulfill U. S. Office for Civil Rights (OCR) requirements.

The Perkins Monitoring Review Team Chairperson (appointed by the Career, Technical and Agricultural Education Division of the Georgia Department of Education) will serve as the site visit coordinator. This individual will contact the local Career, Technical and Agricultural Education (CTAE) system administrator to jointly plan a review date that is as convenient as possible to both system and state staff schedules. The Perkins Monitoring and Risk Assessment Review Team Chairperson will serve as the System Chair for the on-site visit and as the GaDOE CTAE Department’s contact person for local systems with regard to questions about the information in the required system folders, completion of the self-study document, team member assignments, the on-site visit agenda, and other related areas.

The Self-Study (Sections A and B) document **must be completed and emailed to the CTAE Regional Coordinator at least *three (3) weeks* prior to the on-site visit.** This is a critical deadline since the self-study document must be reviewed before electronic copies can be distributed to the Perkins Monitoring and Risk Assessment Review team members prior to the visit.

Email the completed Self-Study to:

North Region Mr. Roy Rucks [rrucks@doe.k12.ga.us](mailto:lrucks@doe.k12.ga.us) 404-805-7279

Central Region Mrs. Nancy Bessinger [nbessinger@doe.k12.ga.us](mailto:nbessinger@doe.k12.ga.us) 404-805-9633

South Region Dr. Brenda Merchant [bmerchant@doe.k12.ga.us](mailto:bmerchant@doe.k12.ga.us) 404-805-9904

At the beginning of the visit, the team will meet with the local system director/supervisor for orientation and review of documentation. The major portion of the review will consist of on-site visits to selected high school(s) and will include equipment inventory verification in any or all middle and high school(s). Team members will interview teachers, students, counselors, and administrators. At the end of the visit, the team will reconvene to prepare and present the preliminary system and school reports. The team will then meet with the supervisor/director and/or other system administrators to provide a brief exit report. Following the visit, the system superintendent and system CTAE administrator will receive a written copy of the final team summary report via email. **System and school recommendations will be addressed in your Perkins Monitoring and Risk Assessment Improvement Plan, and depending on the intervention required, it may necessitate an annual follow-up visit/review.**

THE SELF-STUDY

The self-study document is designed to be completed in electronic format. The electronic documents should be submitted via email no later than three (3) weeks prior to the scheduled Perkins Monitoring and Risk Assessment Review visit to designated GaDOE CTAE Regional Coordinator.

The Self-Study instrument is designed to assist the local school system in long range planning for Career, Technical and Agricultural Education (CTAE) programs. It will also assist the Perkins Monitoring and Risk Assessment Review Team in preparing for the onsite visit.

The Self-Study document is divided into two major sections; Section A (system level), and Section B (high school level).

**Section A** - Information/Documentation:

Completed by the Career, Technical and Agriculture Education (CTAE) system contact person.

System Folders: See the next section for a listing of required system documents to be available for review during the on-site visit.

**Section B - High School** Information/Documentation:

Completed by all CTAE teachers (only one per program area required)

Section B-2: Completed by the high school guidance and counseling personnel

Exhibit A: High School CTAE Enrollment Statistics

High School Master Schedule

Teacher folders

Because several individuals must complete information in section B, these sections are available in “stand-alone” files entitled “Perkins Monitoring and Assessment Section B.” However, when submitting the final electronic copy to your CTAE Regional Coordinator, submit only *ONE (1) Section B per Program Area in Section B of the Self-Study.*

SYSTEM CONTACT INFORMATION

Please provide the following contact information:

**System CTAE Director**: Click here to enter text.

Office phone number (with extension): Click here to enter text.

Cell phone number: Click here to enter text.

**Review team meeting site**: Click here to enter text.

Street address: Click here to enter text.

City: Click here to enter text.

Contact person at meeting site: Click here to enter text.

Cell phone number of meeting site contact: Click here to enter text.

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| Using your system’s allotment sheet located on the GaDOE website (<https://app.doe.k12.ga.us/ows-bin/owa/qbe_reports.public_menu?p_fy=2000>), provide the number of CTAE FTEs for the past three school years. |
| FY13 Click here to enter text. FY14 Click here to enter text. FY15 Click here to enter text. |

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| Describe the primary responsibilities of your job as system CTAE Director. Include an estimate of the percentage of time you spend providing CTAE leadership and administration. |
| Click here to enter text. |

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| List the goals you have set for Career, Technical and Agricultural Education in your system for the next five years. |
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| List the major strengths of the CTAE programs in your system. |
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| Describe the specific needs for CTAE improvement in your system. |
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INDUSTRY CERTIFICATION

List all CTAE programs that are currently industry certified in your system. Note: After initial industry certification, if the program has not recertified in the past five years, it is no longer industry certified.

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| Programs Currently Industry Certified | Year Certified | Projected Programs to be Certified | Year |
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**Required system level documentation**

The following documentation should be available for review by the System Chair during the on-site visit. The information should be organized in folders or notebooks for easy review.

1. **LOCAL/STATE/FEDERAL FUNDING SUPPORT: A copy of the system’s previous year’s (FY15):**
2. **Completion Reports for all CTAE state and federal grants (include certifying statement with date of final sign off.**
3. **Detailed Expenditure Report for all CTAE state and federal grants**
4. **A copy of the system’s previous year’s Expenditure Report Detail from the 3011 CTAE Local/QBE showing the Local/State funding support for CTAE programs. A random sample of invoices will be selected for in-depth review.**
5. **Complete the FY15 Comparison Chart showing the FY2015 expenditures for Local/QBE and Perkins Program Improvement (form may be obtained from** [**www.gadoe.org**](https://www.gadoe.org/)**)**
6. **Copy of FY15 DE147 containing “draw down” history for all CTAE grants.**
7. **CONSTRUCTION RELATED EQUIPMENT GRANT (CRE): A copy of the CRE grant Agreement Letter(s) and a copy of the completed state inventory form for grants received in the past five years.**
8. **EQUIPMENT INVENTORY: Include the system’s policy and procedure for equipment purchase, disposal, monitoring, and inventory. Include a complete listing of the system’s CTAE equipment inventory. The equipment inventory will be verified. You may download a copy of the Equipment Inventory Management Record on the GaDOE/CTAE website.**
9. **CPI DATA: A copy of the system’s official and most recent CPI Report (Reports 11A & 11B) listing all Career, Technical and Agricultural Education (CTAE) staff at the district, high school, and middle school levels. Salary information does not need to be included. Provide a copy of each CTAE teacher’s current teaching certificate (black out social security numbers).**
10. **ORGANIZATIONAL CHART: A copy of the organizational chart for the system and school being reviewed. Please indicate the Career, Technical and Agricultural Education leadership position(s), and include a job description of each position.**
11. **ANNUAL PUBLIC NOTICE: A copy of the annual public notice of equity and non-discriminatory statement that was published in a legal organ prior to the first day of school.**
12. **System Level Advisory Committee: Provide agendas and minutes (indicating members attending) of the previous two year’s meetings. Include a membership roster listing each member’s company and/or organization affiliation.**
13. **Monitoring Risk Assessment Checklist: Provide a copy of the completed checklist with documentation to support the 13 items referenced on the list.**
14. **Personnel Activity Reports (PAR): Provide locally adopted procedures for completing the PAR for each employee paid with Federal funds. Include copies of your PAR reports.**
15. **Compliance Review Improvement Plan: Provide a copy of the most recent Compliance Review Improvement Plan indicating status of the system and school level recommendations.**
16. **End of Pathway Assessment (EOPA): Provide a copy of the most recent Pathway Completers District Summary & Sign Off report (include the EOPA Eligibility Report).**