



# UNIVERSITY OF GEORGIA

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## Perkins V Resources and Stakeholder Consultation

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## Checking-In



Our district  
hasn't started  
any consultation  
efforts.

Our district is  
making progress  
on consultation.  
We have dates  
and have  
reached out to  
partners.

Our district is  
largely done with  
consultation.



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# What is Consultation?



“In conducting the comprehensive [local] needs assessment under subsection (c), and developing the local application described in subsection (b), an eligible recipient shall involve a diverse body of stakeholders”

**Required**

|   |
|---|
| Representatives of CTE programs at postsecondary educational Institutions, including faculty and administrators |
| Business & industry representatives   |
| Representatives of state board or local workforce boards  |
| CTAE parents  |
| CTAE students   |
| Representatives of special populations  |
| Representatives of teacher prep programs  |

**Recommended**

|   |
|---|
| Chamber of Commerce representative                          |
| Economic Development/Development Authority representative   |
| Department of Labor representative                          |
| Military liaison  |
| Family Connection representative                            |
| + Additional that are locally relevant or existing partners |

Source: Georgia Department of Education

**\*\*Many of these categories involve multiple individuals or organizations\*\***



# All Stakeholders Are Local!

## Stakeholder Identification Resources

| <b>Stakeholder Resource</b>   | <b>Web Link</b>  |
|---|--|
| Georgia Chamber of Commerce Directory                                 | <a href="http://www.gacce.org/directory/">www.gacce.org/directory/</a>   |
| Georgia Family Connection Directory                                   | <a href="http://gafcp.org/collaborative-finder/">gafcp.org/collaborative-finder/</a>   |
| Georgia Department of Labor Business Services Representatives         | <a href="http://dol.georgia.gov/documents/regional-coordinator-contacts">dol.georgia.gov/documents/regional-coordinator-contacts</a> |
| Georgia Department of Labor Career Centers                            | <a href="http://dol.georgia.gov/locations/career-center">dol.georgia.gov/locations/career-center</a>                                 |
| Business Source Complete Company Information (Accessible via Galileo) | <a href="http://www.galileo.usg.edu/">www.galileo.usg.edu/</a>   |
| Local Workforce Development Area Contact List (WorkSource Boards)     | <a href="http://tcsu.edu/worksource/worksource-georgia-services/">tcsu.edu/worksource/worksource-georgia-services/</a>               |



## Summarizing Consultation

- ❑ Districts are expected to engage with their stakeholders as part of their needs assessment process
- ❑ Stakeholders must be consulted on the six pieces of the local needs assessment. District should solicit feedback on what they are doing well on, what they are not doing well on, and what gaps should be closed
- ❑ The feedback from stakeholders should be used as the district completes the local application and ultimately drives how federal funds are spent
- ❑ **Consultation does not just benefit Perkins. You can leverage this for new partnerships, support, and long-term relationships**



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## Potential Perkins V Consultation Process



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# One Approach to Consultation

Engage with your stakeholders during two meetings. Each meeting will have a specific focus on certain elements of the CLNA.



Note: There are other acceptable ways to fulfill the consultation requirement



# Regional Approach

Portions of the consultation process for the CLNA may lend themselves to a regional approach.

The elements in meeting 1 are ideal for a multi-district or regional conversation. You likely share many of the same stakeholders from key employers.



# Consultation Resources

## Consultation Resources Available

1. Meeting 1 Agenda
2. Meeting 1 Guide
3. Meeting 2 Agenda
4. Meeting 2 Guide
5. Meeting Facilitation Resource
6. Meeting Facilitation Plan Blank Template
7. Perkins Meeting Planning Checklist
8. Perkins V Data Sources Handout

# Available on the GaDOE CTAE Site

Search this site...

Richard Woods, Georgia's School Superintendent

Offices & Divisions - Programs & Initiatives - Data & Reporting - Learning & Curriculum - State Board & Policy - Finance & Operations - Contact - Calendar

Teaching and Learning - Career, Technical and Agricultural Education

**Career, Technical and Agricultural Education**

**Perkins V Plan**

- DRAFT - Georgia's State Plan for Perkins V: Strengthening CTE for the 21st Century Act - DRAFT
- DRAFT - Georgia's State Plan for Perkins V: Strengthening CTE for the 21st Century Act Appendices - DRAFT
- DRAFT - Georgia's Secondary Core Indicators of Performance
- Stakeholder Survey for Core Indicators of CTAE state and local levels (for 60 day public comment period through December 15, 2019)
- Georgia Perkins V Transition Plan
- Georgia CTAE Directors Perkins V Academy
- Perkins V Employment Assessor Questions
- Charter Schools and CTAE presentation
- Comprehensive Local Needs Assessment (CLNA) Guidance Documents**

Contact Information

Dr. Barbara Wall, State Director  
Career, Technical and Agricultural Education  
Phone: 404-657-8304  
Email: bwall@doe.k12.ga.us

State Staff List

- State CTAE Staff Contact List

CTAE Quick Links

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# Agenda Templates

Perkins V Stakeholder Consultation Session #1  
(INSERT SCHOOL DISTRICT NAME HERE)  
(LOCATION AND DATE)

(START TIME-END TIME)

- Welcome and Meeting Overview
- Overview of Perkins V and District CTAE Program
- Review of Labor Market Information Data
- Alignment Conversation
- CTAE Progress of Study
- Site, Scope, and Quality Discussion
- Conclusion

Please join us for the next consultation session on (INSERT DATE)

It is the policy of the Georgia Department of Education not to discriminate on the basis of race, color, creed, disability, citizenship, gender, pregnancy, childbirth or other related conditions, national origin, religion, military or veteran status, political opinions or affiliations, genetic information or age.

(SCHOOL DISTRICT LOGO HERE)

Perkins V Stakeholder Consultation Session #2  
(INSERT SCHOOL DISTRICT NAME HERE)  
(LOCATION AND DATE)

(START TIME-END TIME)

- Welcome and Meeting Overview
- Student Performance Data Y16B and Reflection
- Equity and Access Presentation and Discussion
- Teacher Recruitment, Retention, and Professional Development Review
- Wrap-Up Activity
- Conclusion

Thank you for your support of Career, Technical, and Agricultural Education in (SCHOOL DISTRICT)

Notes

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(SCHOOL DISTRICT LOGO HERE)

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# Meeting Guides

Each meeting guide contains:

- Run-of-show for the meeting
- Facilitation guidance
- Example questions



# Facilitation Resource

This resource includes:

- Guidance on the supplies and resources needed for a successful facilitation
- Steps for planning the facilitation
- Tips on a successful facilitated meeting
- Sample facilitation plan

## Facilitation Tools and Resources

The exact tools and resources will vary based on a number of factors (e.g., district size, room layout, expected number of participants, agenda), but the below table details the most common facilitation tool and resources that you should consider in your planning process.

| Tool/Resource                   | Explanation  |
|---------------------------------|--|
| Flip Chart and Flip Chart Paper | A flip chart in the front of the room is must-have item for most facilitated conversations. This allows you to capture key points, make lists, and document the meeting. Flip chart paper with the sticky backing allows you to easily post lists around the room.   |
| Note Cards or Sticky Notes      | Note cards or sticky notes are a great tool for quickly capturing participant feedback on a question. These tend to work well for activities where you want lots of feedback from each individual participant. The Institute of Government recommends keeping these items close by during a facilitated meeting as you can use them to pivot if you need to gather additional feedback or change from discussion to individual work. |
| Blank Paper                     | Each table should have blank paper in the center. Some people will use this for note taking and other documentation purposes. We recommend using colored paper so it easily stands out from the agenda and other printed documents.  |
| Agenda                          | Each participant should have a copy of the agenda. See the meeting 1 and meeting 2 sample agendas for examples. The agenda serves as the roadmap for the meeting and helps participants to stay engaged and know what to expect. You can also use the backside of the agenda for an activity (i.e., flip over your agenda and write down...).  |
| Pens and Markers                | Each table should have some writing utensils on it for participants to use throughout the meeting. We recommend several pens and markers. The pens will be used for notetaking and the markers for making name tents and writing on flip charts.   |



# Blank Facilitation Plan

Facilitation Plan

Event Title: \_\_\_\_\_ Date: \_\_\_\_\_

|                              |  |
|------------------------------|--|
| Meeting Goals:               |  |
| Desired Outcomes:            |  |
| Facility and Material Needs: |  |

| Time | Agenda Item | Notes/Process | Materials Required |
|------|-------------|---------------|--------------------|
|      |             |               |                    |
|      |             |               |                    |
|      |             |               |                    |
|      |             |               |                    |
|      |             |               |                    |
|      |             |               |                    |
|      |             |               |                    |

## Consultation is not a one time activity!

- With Perkins V, we will continue consultation and the needs assessment every two years.
- It is a best practice to engage with your stakeholders and partners on a regular basis
- How can you leverage your consultation partners into district or program advisory committees?



## Next Steps

What do you need to do to make the consultation efforts in Perkins V succeed?

-This Week I Will...

-Next Week I Will...

-Additional Action Items...



## Questions/Discussion/Planning Time



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