

**California Department of Education**

**Career Technical Education**

**2015-16 Program Instrument**

I. Involvement

**I-CTE 01: Advisory Committee**

I-CTE 01. Each LEA receiving Perkins IV funds must involve parents, students, academic and career technical education teachers, faculty, administrators, career guidance and academic counselors, representatives of tech prep consortia (if applicable), representatives of business and industry, labor organizations, representatives of special populations, and other interested individuals in the development, implementation, and evaluation of CTE programs. (20 U.S.C. § 2354 (b)(5).)

1.1. The governing board of each school district participating in a career technical education program shall appoint a career technical education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers. The committee shall consist of one or more representatives of the general public knowledgeable about the disadvantaged, students, teachers, business, industry, school administration, and the field office of the Employment Development Department (EDD). (EC § 8070.)

1.2 Each CTE program assisted with Section 131 or 132 funds must have extensive business and industry involvement, as evidenced by not less than one annual business and industry advisory committee meeting and planned business and industry involvement in program activities as described in the Guidelines for the 2008-2012 Local Plan for Career Technical Education and instructions for the annual application for funds. (2008-2012 CA CTE State Plan, Ch. 5 (2).)

**Evidence**

Advisory Committee minutes and sign-in sheets from previous two years\*

Advisory Committee minutes and sign-in sheets from previous two years.

Board minutes indicating appointment of Advisory Committee members\*

Board minutes indicating appointment of Advisory Committee members.

Dissemination of Advisory Committee minutes to general public\*

Dissemination of Advisory Committee minutes to general public.

Letter of invitation to Advisory Committee participants\*

Letter of invitation to Advisory Committee participants.

## Career Technical Education

### 2015-16 Program Instrument

List of Advisory Committee members including name, position, business, and CTE industry sector\*

List of Advisory Committee members with name, position, business, and CTE industry sector represented.

## II. Governance and Administration

### **II-CTE 02: Funding Applications**

II-CTE 2. The LEA must maintain and retain for five years in district files copies of approved applications and claims for reimbursement for allocated federal vocational education funds. (34 CFR §§ 76.731, 80.42.)

#### **Evidence**

On-site verification of district files retained for a minimum of 5 years\*

On-site verification of district files retained for a minimum of 5 years.

## II. Governance and Administration

### **II-CTE 03: Inventory**

II-CTE 3. The governing board of each school district shall establish and maintain a historical inventory, or an audit trace inventory system, or any other inventory system authorized by the State Board of Education, which shall contain the description, name, identification numbers, and original cost of all items of equipment acquired by it whose current market value exceeds five hundred dollars (\$500) per item, the date of the acquisition, the location of use, and the time and mode of disposal. A reasonable estimate of the original cost may be used if the actual original cost is unknown. (EC § 35168; 34 CFR § 80.32.)

3.1 Property records must be maintained that include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

## Career Technical Education

### 2015-16 Program Instrument

3.2 A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

3.3 A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

3.4 Adequate maintenance procedures must be developed to keep the property in good condition.

3.5 If the LEA is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

### Evidence

Capital outlay request approvals\*

Capital outlay request approvals.

Equipment inventory\*

Equipment inventory.

Equipment inventory sorted by location\*

Equipment inventory sorted by location.

LEA written policies and procedures for disposal of CTE equipment\*

LEA written policies and procedures for disposal of CTE equipment.

On-site verification of inventory\*

On-site verification of inventory.

## III. Funding

III-CTE 04: Perkins Funds Support CTE Programs
--

III-CTE 4. Funds made available under Carl D. Perkins Act, Title 1, Part C, must be used to support and improve career technical education programs that – (20 U.S.C. § 2355 (a) and (b).)

4.1 Strengthen the academic and career and technical skills of students participating in career and technical education programs, by strengthening the academic and career and technical education components of such programs through the integration of academics with career and technical education

## Career Technical Education

### 2015-16 Program Instrument

programs through a coherent sequence of courses, such as career and technical programs of study described in 20 U.S.C. § 2342 (c)(1)(A) and the State Plan to ensure learning in – (20 U.S.C. § 2355(b)(1).)

A. The core academic subjects defined in 20 U.S.C. § 7801 of this title; and (20 U.S.C. § 2355 (b)(1)(A).)

B. Career and technical education subjects; (20 U.S.C. § 2355 (b)(1)(B).)

4.2 Link career and technical education at the secondary level and the postsecondary level, including offering the relevant elements of no less than one program of study described in 20 U.S.C. §2342(c)(1)(A) and the State Plan (20 U.S.C. § 2355 (b)(2).)

4.3 Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences. (20 U.S.C. § 2355 (b)(3).)

4.4 Develop, improve, or expand the use of technology in career and technical education, which may include - (20 U.S.C. § 2355 (b)(4).)

A. Training of career and technical education teachers, faculty, and administrators to use technology, which may include distance learning; (20 U.S.C. § 2355 (b)(4)(A).)

B. Providing career and technical education students with the academic and career and technical education skills (including the mathematics and science knowledge that provides a strong basis for such skills) that lead to entry into the technology fields; or (20 U.S.C. § 2355 (b)(4)(B).)

C. Encouraging schools to collaborate with technology industries to offer voluntary internships and mentoring programs, including programs that improve the mathematics and science knowledge of students; (20 U.S.C. § 2355 (b)(4)(C).)

4.5 Provide professional development programs that are consistent with section 2342 of this title to secondary and postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs, including - (20 U.S.C. § 2355(b)(5).)

A. In-service and preservice training on - (20 U.S.C. § 2355(b)(5)(A).)

(i) Effective integration and use of challenging academic and career and technical education provided jointly with academic teachers to the extent practicable; (20 U.S.C. § 2355 (b)(5)(A)(i).)

## Career Technical Education

### 2015-16 Program Instrument

(ii) Effective teaching skills based on research that includes promising practices; (20 U.S.C. § 2355 (b)(5)(A)(ii).)

(iii) Effective practices to improve parental and community involvement; and (20 U.S.C. § 2355 (b)(5)(A)(iii).)

(iv) Effective use of scientifically based research and data to improve instruction; (20 U.S.C. § 2355 (b)(5)(A)(iv).)

B. Support of education programs for teachers of career and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services to career and technical education students, to ensure that such teachers and personnel stay current with all aspects of an industry; (20 U.S.C. § 2355 (b)(5)(B).)

C. Internship programs that provide relevant business experience; and (20 U.S.C. § 2355 (b)(5)(C).)

D. Programs designed to train teachers specifically in the effective use and application of technology to improve instruction; (20 U.S.C. § 2355 (b)(5)(D).)

4.6 Develop and implement evaluations of the career and technical education programs carried out with funds under this subchapter, including an assessment of how the needs of special populations are being met; (20 U.S.C. § 2355 (b)(6).)

4.7 Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology; (20 U.S.C. § 2355 (b)(7).)

4.8 Provide services and activities that are of sufficient size, scope, and quality to be effective; and (20 U.S.C. § 2355 (b)(8).)

4.9 Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs, for high skill, high wage, or high demand occupations that will lead to self-sufficiency. (20 U.S.C. § 2355 (b)(9).)

4.10 – Follow federal guidelines that affect allowability of costs. To be allowable under Federal awards costs must be, (1) be necessary and reasonable for performance and administration of the grant award; (2) conform to any limitations or exclusions set forth in the governing regulations or in the Federal award; (3) be consistent with policies and procedures applicable to both federally-financed and other activities; (4) be accorded consistent treatment; (5) be determined in accordance with generally accepted accounting principles (GAAP) except as otherwise provided for under 2 C.F.R. § 200, et seq.; (6) not be included as a cost or used to meet cost sharing or matching requirements of any other

## Career Technical Education

### 2015-16 Program Instrument

federally-financed program; and (7) be adequately documented. (2 C.F.R. § 200.403)

#### Evidence

Articulation agreements\*

Articulation agreements.

Completed program evaluations\*

Completed program evaluations.

Course descriptions\*

Course descriptions.

Course sequence worksheets\*

Course sequence worksheets.

Descriptions of professional development activities; agendas, minutes\*

Descriptions of professional development activities; agendas, minutes.

Individual site master schedule(s)\*

Individual site master schedule(s).

Sequences and programs of study\*

Sequences and programs of study.

### III. Funding

<b>III-CTE 05: Supplement Not Supplant</b>
--

III-CTE 5. Funds made available under the Carl D. Perkins Act, Title 1, Part C, shall be used to supplement, and not supplant, non-Federal funds expended to carry out career and technical education activities and tech prep program activities. (20 U.S.C. § 2391 (a)).

5.1 Each employee paid in part from a single cost objective and in part from other revenue, or an employee paid from multiple cost objectives, must complete a Personnel Activity Report (PAR) each pay period, or use an approved sampling method (OMB Circular A-87).

## Career Technical Education

### 2015-16 Program Instrument

5.2 Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have prior approval of the awarding agency. (OMB Circular A-87 Section 15(b)(2))

#### Evidence

Capital expenditures

Capital outlay expenditure approval letters and purchase orders.

Invoices and Purchase Orders\*

Invoices and Purchase Orders.

Personnel Activity Reports & duty statements\*

Personnel Activity Reports & duty statements.

Related expenditures printout, i.e., resource 3550, 3555\*

Related expenditures printout, i.e., resource 3550, 3555.

Time Accounting Logs\*

Time Accounting Logs.

General Ledger\*

Upload a Detailed general ledger, accounting for the specific resource code(s) being reviewed. The general ledger should include the date, description, vendor name, and total amount for each expenditure line item.

### III. Funding

#### III-CTE 06: Administrative Costs

III-CTE 6. Each LEA receiving Carl D. Perkins Act, Title 1, Part C, funds shall not use more than five percent of the funds for administrative costs associated with the administration of the activities assisted (20 U.S.C. § 2355 (d)).

6.1 The LEA must properly assess administrative charges for direct or indirect costs of the Carl D. Perkins Act, Title 1, Part C, funds for administrative costs associated with the administration of activities assisted under this section (California School Accounting Manual [CSAM]; OMB Circular A-87 E, F; A-133 C).

## Career Technical Education

### 2015-16 Program Instrument

#### Evidence

Budget pages

Budget pages.

Perkins-funded employees' Personnel Activity Reports (PARs)\*

Perkins-funded employees' Personnel Activity Reports (PARs).

### III. Funding

#### III-CTE 07: Consortium Funds

III-CTE 7. Funds allocated to a consortium to meet the requirements of this subsection (Consortium requirements) shall be used only for purposes and programs that are mutually beneficial to all members of the consortium and can be used only for programs authorized under this subchapter (Distribution of funds to secondary education). Such funds may not be reallocated to individual members of the consortium for purposes or programs benefiting only one member of the consortium. (20 U.S.C. § 2351 (f)(2).)

#### Evidence

Agenda and Minutes from Consortium Lead and Members Meeting\*

Agenda and minutes describing how programs assisted are mutually beneficial to the consortium and the allocation process

Related expenditures printout, i.e., resource 3550, 3555\*

Related expenditures printout, i.e., resource 3550, 3555.

### IV. Standards, Assessment, and Accountability

#### IV-CTE 08: Indicators of Performance

V-CTE 8. All local education agencies (LEA) shall annually prepare and submit data directly to CDE regarding the progress in achieving the local adjusted levels of performance on the core indicators of performance. (20 U.S.C. §. 2323.)

## **Career Technical Education**

### **2015-16 Program Instrument**

8.1 Data are disaggregated for each of the core indicators for the categories of students described in section 1111(h)(1)(C)(i) of the Elementary and Secondary Education Act of 1965 and section 3(20) that are served under the Perkins Act. (20 U.S.C. § 2323(b)(4)(C)(ii)(I).)

8.2 The LEA must identify and quantify any disparities or gaps in performance between any such category of students and the performance of all students served. (20 U.S.C. § 2323(b)(4)(C)(ii)(II).)

8.3 The LEA must ensure that no duplicative data are reported. (20 U.S.C. § 2323(b)(4)(C)(iii).)

8.4 The LEA makes the annual report available to the public through a variety of formats, including electronically through the Internet. (20 U.S.C. § 2323(b)(4)(C)(v).)

8.5 The LEA must use annual evaluation results, including achieved core indicators performance levels, to determine needed program improvements, modifications, and professional development activities for staff. (2008-12 CA CTE State Plan, Ch. 5(2).)

### **Evidence**

Advisory committee minutes\*

Evidence from advisory committee showing the core indicators were used to determine program effectiveness.

Advisory committee roster\*

Copies of signed/dated "roll" from annual advisory committee meeting.

Evidence of public dissemination of Carl D. Perkins core indicator results\*

Evidence of public dissemination of Carl D. Perkins core indicator results.

Perkins Program Monitoring Action Plan, if applicable\*

Perkins Program Monitoring Action Plan, if applicable.

Raw data used to compile CDE 101 E-1 Report of CTE Enrollment\*

Raw data used to compile CDE 101 E-1 Report of CTE Enrollment.

Raw data used to compile CDE 101 E-2 Report of CTE Placement\*

Raw data used to compile CDE 101 E-2 Report of CTE Placement.

## Career Technical Education

### 2015-16 Program Instrument

#### VII. Teaching and Learning

<b>VII-CTE 09 High Quality CTE Program</b>
--

VII-CTE 9. The State Board-approved CTE plan requires that each LEA receiving funds under Perkins include a sequence of courses in all CTE programs; provide students with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills; and include the following planning, organizational, and instructional elements determined by the state to be critical to high quality CTE programs: (2008-12 CA CTE State Plan, Ch. 5(2), (3), (4)).

9.1 Be staffed by qualified CTE teachers, meaning teachers who 1) possess a standard secondary, single subject, or designated subject credential which authorizes the teaching of the CTE course(s) to which assigned, and 2) can document employment experience, outside of education, in the career pathway addressed by the program or other evidence of equivalent proficiency.

9.2 Focus on current or emerging high skill, high wage, or high demand occupations.

9.3 Be aligned with the State's CTE Model Curriculum Standards and Framework.

9.4 Provide for certification of students who achieve industry-recognized skill and knowledge requirements.

9.5 Be aligned with applicable feeder school and advanced level instruction in the same career pathway.

9.6 Integrate the development of CTE and academic skills in order to prepare students for immediate employment upon graduation and for further education or training.

9.7 Provide practical application and experience through actual or simulated work-based learning assignments.

9.8 Provide for equitable access and needed support services of all students, including special populations and those preparing for nontraditional occupations.

9.9 Include planned career awareness and exploration experiences.

9.10 Provide for the development of student leadership skills through an established career technical student organization or an alternate strategy that incorporates this instruction in all of the courses that make up the sequence.

## **Career Technical Education**

### **2015-16 Program Instrument**

9.11 Have a systemic plan for promoting the program to all concerned groups, including but not limited to students, parents, counselors, site and district administrators, and postsecondary educational agencies.

9.12 Expand outreach to special populations to ensure their awareness of CTE course offerings, pathways, and learning communities, as well as high skill, high wage, or high demand careers, including nontraditional careers. ((2008-12 CA CTE State Plan, Ch 3 (Personal Learning Environment))

9.13 Consist of not less than two full-year CTE courses with a combined duration of not less than 300 hours; or a single, multiple hour course which provides sequential units of instruction and has a duration of not less than 300 hours.

9.14 Be coherent, meaning that the sequence may only include those CTE courses with objectives and content with a clear and direct relationship to the occupation(s) or career targeted by the program.

9.15 Include sufficient introductory and concentration CTE courses to provide students with the instruction necessary to develop the skill and knowledge levels required for employment and postsecondary education or training

### **Evidence**

Certifications available to students\*

Certifications available to students.

Course outlines\*

Course outlines.

Records of any work-based learning activities\*

Records of any work-based learning activities.

Records that demonstrate students are provided leadership training opportunities\*

Records that demonstrate students are provided leadership training opportunities.

Teachers' credentials and records of occupational experience\*

Teachers' credentials and records of occupational experience.

Charter, member roster, examples of curricular units and activities related to leadership\*

Specific evidence of Leadership/CTSO in programs supported by Perkins.