



CDE Federal Program Monitoring 2016–17 Career Technical Education (CTE)

I. Involvement

CTE 01: Advisory Committee

1.0 Each local educational agency (LEA) receiving Perkins IV funds must involve parents, students, academic and CTE teachers, faculty, administrators, career guidance and academic counselors, representatives of tech prep consortia (if applicable), business and industry, labor organizations, special populations, and other interested individuals in the development, implementation, and evaluation of CTE programs. (20 USC § 2354 (b)(5).)

1.1. The governing board of each school district participating in a CTE program shall appoint a CTE 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 CTE and instructions for the annual application for funds. (2008-2012 CA CTE State Plan, Ch. 5 (2).)

II. Governance and Administration

CTE 02: Funding Applications

2.0 The LEA must maintain and retain for three years in district files copies of approved applications and claims for reimbursement for allocated federal vocational education funds. (2 CFR § 200.333; 34 CFR § 76.731.)

CTE 03: Inventory

3.0 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. (EC § 35168; 2 CFR § 220.313.)

3.1 Historical inventory records must 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.

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 Adequate safeguards and maintenance procedures to keep property in good condition and prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated.

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

III. Funding

CTE 04: Perkins Funds Support CTE Programs

4.0 Funds made available under Carl D. Perkins Act, Title 1, Part C, must be used to support and improve CTE programs that – (20 USC. § 2355 (a) and (b).)

4.1 Strengthen the academic, 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 programs in a coherent sequence of courses, such as career and technical programs of study described in 20 USC § 2342 (c)(1)(A-B) and the State Plan (20 USC § 2355(b)(1).)

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 USC §2342(c)(1)(A) and the State Plan (20 USC § 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 USC. § 2355 (b)(3).)

4.4 Develop, improve, or expand the use of technology in career and technical education, which may include distance learning, strong academic and CTE skills (including the mathematics and science knowledge); and collaboration with technology industries to offer voluntary internships and mentoring programs (20 USC § 2355 (b)(4)(A-C))

4.5 Provide professional development programs to secondary and postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs (20 USC § 2355(b)(5).)

4.6 Evaluate the CTE programs including an assessment of how the needs of special populations are being met; (20 USC § 2355 (b)(6).)

4.7 Initiate, improve, expand, and modernize quality CTE programs, including relevant technology; providing services of sufficient size, scope, and quality to be effective (20 USC § 2355 (b)(7-8).)

4.8 Provide activities to prepare special populations, including single parents and displaced homemakers for high skill, high wage, or high demand occupations that will lead to self-sufficiency. (20 USC § 2355 (b)(9).)

4.9 Ensure the LEA charges costs to the program that are reasonable, necessary, and allowable in accordance with applicable statutes, regulations, and program plans. (2 CFR § 200.403)

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CTE 05: Supplement Not Supplant

5.0 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 CTE activities. (20 USC § 2391 (a)).

5.1 Each employee paid through Perkins funding, either in part or whole, must complete a Personnel Activity Report (PAR) each pay period, or use an approved sampling method (OMB Circular A-87 Attach. B, Sec. 8(h)).

5.2 Capital expenditures for special purpose equipment (unit costs of \$5000 or more) are allowable as direct costs and must have prior approval of the awarding agency. (OMB Circular A-87 Attach. B, Sec. 15(b)(2))

CTE 06: Administrative Costs

6.0 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 for administrative costs assisted under this section (California School Accounting Manual [CSAM]; OMB Circulars A-87; A-133 C).

CTE 07: Consortium Funds

7.0 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 USC § 2351 (f)(2).)

IV. Standards, Assessment, and Accountability

CTE 08: Indicators of Performance

8.0 All LEAs shall annually prepare and submit data directly to the California Department of Education (CDE) regarding the progress in achieving the local adjusted levels of performance on the core indicators of performance including disaggregated data for each of the core indicators for the student categories described in 20 USC § 6311(h)(1)(C)(i) and 20 USC § 2302(29). (20 USC §. 2323.)

8.1 The LEA must identify and quantify any disparities or gaps in performance by any category of students and must ensure no duplicative data is reported. (20 USC. § 2323(b)(4)(C)(ii-iii))

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

8.3 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).)

VII. Teaching and Learning

CTE 09: High Quality CTE Program

9.0 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 Be aligned with the State's CTE Model Curriculum Standards and Framework, focusing on current or emerging high skill, high wage, or high demand occupations, and include planned career awareness and exploration experiences.

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

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

9.5 Integrate the development of CTE and academic skills in order to prepare students for immediate employment upon graduation and for further education or training by providing practical application and experience through actual or simulated work-based learning assignments.

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

9.7 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.

9.8 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. Expand outreach to special populations to ensure their awareness of

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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))

9.9 Be a coherent sequence of CTE courses only, consisting 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, with objectives and content with a direct relationship to the occupation(s) or career targeted by the program.

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2016-17 CTE Evidence Requests

Advisory Committee Roster

AdvstryCmtRstr

Description: Advisory Committee Roster including name, position, business, and CTE industry sector represented with student names redacted.

Item Instructions: CTE 01: CTE Advisory Board members

Related Items: CTE 01

Articulation agreements

ArtcltnAgmt

Description: Evidence of at least one CTE pathway having a signed CTE articulation or dual enrollment agreement(s) with a postsecondary institution.

Item Instructions:

Related Items: CTE 04

LEA Board minutes

BrdMnts

Description: Local education agency board minutes indicating approval of CTE District Advisory Committee members, annually.

Item Instructions:

Related Items: CTE 01

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Capital Expenditures

CapExpdtrs

Description: Capital outlay expenditure request forms, invoices and approval letters for the past two years.

Item Instructions:

Related Items: CTE 03, CTE 05

Consortium Meeting Minutes

ConMtgMnts

Description: Previous two years of minutes with sign in sheets from consortium meetings describing how funding is mutually beneficial to the members of the consortium and the allocation process.

Item Instructions:

Related Items: CTE 07

Course Outlines

CrsOtlns

Description: Link documents from the current and prior year.

Item Instructions: CTE 04: At least one course description from each pathway in the LEA, including sampling from each level, i.e. introductory, concentrator and capstone.
CTE 09: At least one course description from each pathway in the LEA, including sampling from each level, i.e. introductory, concentrator and capstone.

Related Items: CTE 04, CTE 09, AE 08, PE 02, PE 07, PE 08

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Course sequence

CrsSqnc

Description: A coherent sequence of CTE Courses, consisting of not less than two full-year CTE courses with a combined duration of not less than 300 hours.

Item Instructions: CTE 04: Perkins Course sequence worksheets or similar document.
CTE 09: Perkins Course sequence worksheets or similar document.

Related Items: CTE 04, CTE 09

CTE Advisory committee minutes

CTEAdvsryCmtMnts

Description: CTE advisory committee minutes/sign in sheets for last two years - include evidence of: student performance data, program needs/goals, program evaluations and of public dissemination. i.e. weblink

Item Instructions:

Related Items: CTE 01, CTE 08

Perkins E-1 Report of Enrollment

EnrlmntRpt

Description: CTE student level raw data compiled from district SIS system for completing the Perkins E-1 Report of CTE Enrollment and include proof of public dissemination such as weblink.

Item Instructions:

Related Items: CTE 08

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Equipment Inventory

EqpmntInvnty

- Description:** Historical inventory of all equipment \$500 or more in unit price.
- Item Instructions:** CTE 03: Include those items under \$500 that are easily pilferable.
- Related Items:** CTE 03, EES 06, EL 10, AE 03, AE 09, ME 06, BASP 10, BASP 15
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General Ledger

GnLdgr

- Description:** Detailed General Ledger 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.
- Item Instructions:** CTE 05: Current and previous two fiscal year Goal Code 3800 transactions sorted by general fund and Perkins resource codes (3550, 3555)
- Related Items:** CE 12, CTE 05, FM 01, FM 02, FM 03, FM 04, FM 05, FM 06, AE 03, ME 07, ITQ 03, ITQ 04
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Industry Certifications

IndCrtfctn

- Description:** Industry certifications available to students for each CTE pathway.
- Item Instructions:**
- Related Items:** CTE 09
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LEA Inventory Policies and Procedures

InvtyPol

- Description:** LEAs Inventory Management policies and procedures for tracking, maintenance and disposal of district assets.
- Item Instructions:**
- Related Items:** CTE 03
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Job Descriptions

JobDscrptn

Description: A written description of duties associated with a specific position.

Item Instructions: CTE 05: non-teacher positions supported with Perkins funding.

Related Items: CTE 05

Leadership Development

LdrshpDvlpmnt

Description: Evidence of Career Technical Student Organization/leadership activities i.e. CTSO agendas and activities, units of instruction, membership roster with names redacted, or evidence of other strategies.

Item Instructions:

Related Items: CTE 09

Memorandum of Understanding

MOU

Description: A signed agreement between two or more LEAs.

Item Instructions: CTE 07: Perkins consortium agreement.

Related Items: CTE 07, AE 01, BASP 14

Master Schedule

MstrSchdl

Description: Master schedule of all courses offered at school sites for the current school year

Item Instructions:

Related Items: CTE 04, EL 15, EL 19

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On-site verification of district CTE files

OnstVrfctn

Description: On-site verification of district CTE files retained for a minimum of 3 years.

Item Instructions:

Related Items: CTE 02

Personnel Activity Reports (PARs)

PAR

Description: Personnel Activity Reports (PARs) for the agency and selected sites with positions funded with Categorical Program funds.

Item Instructions: CTE 05: Duty statements and Personal Activity Reports (PARs) for district individuals funded from Perkins including substitute teacher time sheets indicating the name of the teacher being subbed out.

CTE 06: Duty statements and Personal Activity Reports (PARs) for district individuals funded from Perkins including substitute teacher time sheets indicating the name of the teacher being subbed out.

Related Items: CE 12, CTE 05, CTE 06, FM 01, FM 03, HE 10, NorD 12, EL 12, ME 07, ME 09

CTE program evaluations

PgmEvals

Description: Evidence of completed CTE program evaluations such as 11 elements of a high quality CTE program or third party assessment including the date completed.

Item Instructions:

Related Items: CTE 04

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Perkins E-2 Report of Placement

PlcmntRpt

Description: Follow-up placement data on seniors who completed CTE pathways for completing the Perkins E-2 Report of CTE Enrollment and include proof of public dissemination such as weblink.

Item Instructions:

Related Items: CTE 08

Programs of Study

PrgmsStdy

Description: A six to eight year education plan showing how students move through a CTE pathway including academic classes into post secondary or employment.

Item Instructions:

Related Items: CTE 04

Professional Development

ProDvlpmt

Description: Evidence of professional development attendance such as agendas, minutes, sign in sheets, conference badges, PowerPoints, invoices.

Item Instructions:

Related Items: CTE 04

Teacher Credentials

TchrCrdntls

Description: Credential issued by the California Commission on Teacher Credentialing authorizing the teaching of specific subjects and grade levels.

Item Instructions:

Related Items: CTE 09

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Work-based learning

WrkBsdLrng

Description: Evidence and description of any work-based learning activities, such as simulated work based learning, internships, industry field trips, and job-shadowing.

Item Instructions:

Related Items: CTE 04, CTE 09
