**2017-2018**

**Perkins Local Plan Compliance Review**

**(Completed by PDE)**

Fiscal Agent: Contact Person:

Address: Title:

Telephone #: Extension #:

Email:

**Project Number:** 38-18- **Amount:**

PDE Reviewer: Date:

PDE Supervisory

Reviewer: Date:

# USES OF FUNDS

The purpose of the Perkins Local Plan is to improve the performance of career and technical education programs so that local negotiated performance measures may be achieved. This performance report is submitted to document the extent to which each objective in the local plan has been achieved and to also validate that compliance with each assurance has been appropriately documented.

#### ASSURANCES

Regulations require a description of how each of the required assurances is met. Missing or inadequate documentation requires a written explanation of what immediate action will be taken to bring the contract into compliance.

1. Describe how parents, students, academic and career and technical education teachers, faculty, administrators, career guidance and academic counselors, representatives of tech prep consortia (if applicable), representatives of business (including small business) and industry, labor organizations, representatives of special populations, and other interested individuals are involved in the development, implementation, and evaluation of career and technical education programs assisted in understanding, the requirements of this title, including career and technical programs of study.

**Partial Compliance/Non Compliance/Compliance**

**Secondary and Postsecondary Documentation Required:**

1. Membership list with affiliation, which must have “WDB” involvement.
2. Meeting agendas, sign-in sheets, and minutes of the local plan meeting.
3. Provide detailed discussion of how the CTE programs “Required Uses of Funds” will be supported. Note: A funding grid may be used to identify all resources.
4. Examples of notification informing stakeholders about Perkins IV including required CTE program(s) of study.

**Comments:**

1. The eligible recipient has planned career and technical education activities of sufficient size, scope and quality to bring about improvement in the quality of CTE programs.

**Partial Compliance/Non Compliance/Compliance**

**Secondary and Postsecondary Documentation Required:**

1. Describe how the eligible recipient utilizes **Local** (not Perkins) funds in meeting the nine (9) required uses of funds to generate substantial improvement in the quality of CTE programs.
2. Explain the program of activities outlined in the Action Plans. What measures have been established to evaluate improvement of negotiated performance measures? How will these measures be assessed? What changes are being made to address persistent low performance on an Indicator?

**Comments:**

1. The eligible recipient has offered the appropriate courses of not less than one CTE Program of Study (POS). Refer to on page 9 of Perkins Guidelines for the Program of Study definition.

**Partial Compliance/Non Compliance/Compliance**

**Secondary Documentation Required:**

1. Samples of lesson plan/Course outline showing coherent and rigorous content aligned with challenging academic standards, technical skills within relevant career and technical programs.
2. Include copy of signed/dated CTE-program specific articulation agreement(s) with partnering postsecondary institutions to implement a seamless program of study. (Chief Operating Officer Signatures from all participating institutions required.)
3. Include copy of signed/dated dual enrollment, concurrent enrollment or other ways to achieve credit with partnering institutions from secondary to postsecondary. (Chief Operating Officer Signatures from all participating institutions required.)

**Postsecondary Documentation Required:**

1. Include copy of signed/dated CTE program-specific articulation agreement(s) with partnering secondary institutions to implement a seamless program of study. (Chief Operating Officer Signatures from all participating institutions required.)
2. Include copy of signed/dated dual enrollment, concurrent enrollment or other ways to achieve credit with partnering institutions from secondary to postsecondary. (Chief Operating Officer Signatures from all participating institutions required.)
3. Screenshot or link to catalog description of the CTE Program(s) of Study (POS).
4. A sampling of syllabus for technical courses in the Program of Study indicating coherent and rigorous content aligned with challenging academic standards, technical skills within relevant career and technical programs including the secondary component of the program of study.

**Comments:**

4. Describe how the eligible recipient provides students with strong experience in, and understanding of, all aspects of an industry, which may include work-based learning experiences. Refer to All Aspects of an Industry definition in the Definitions section of the guidelines.

**Partial Compliance/Non Compliance/Compliance**

**Secondary Documentation Required:**

1. How does the eligible recipient disseminate occupational information relative to high-skill, high-wage or high-demand occupations by regional employment sector(s)?
2. Provide PDE-320 form and at least one Program Profile (e.g., specific information, scope and sequence, articulations) from the CATS electronic data collection system.
3. Provide the Student Industry Credentials Report from PIMS showing all Industry-recognized credentials earned by students at the LEA and consortium for each CTE program.
4. List cooperative education and work-based learning programs offered by the eligible recipient. Include the number of students that participated in their program area.

**Postsecondary Documentation Required:**

1. How does the eligible recipient disseminate occupational information relative to high-skill, high-wage or high-demand occupations by regional employment sector(s)?
2. Report of all industry recognized credentials earned by students for all career and technical programs offered at the postsecondary institution.
3. List internships, field experiences and assignments embedded into the curriculum intended to provide work-based learning experiences. Include number of students that participated and their CTE program.

**Comments:**

5. The eligible recipient has ensured that students who participate in CTE programs are taught the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students.

**Partial Compliance/Non Compliance/Compliance**

**Secondary Documentation Required:**

1. Course description guide for **each** member of the consortium outlining the POS, including information about statewide articulation agreements available to students. Provide screenshots or links.
2. Copy of LEA’s strategic/comprehensive plan that indicates how negotiated performance measures will be achieved and assessed. Provide a sampling of current student transcripts.
3. PDE will randomly select transcripts from each member of the consortium. Provide a list of all senior students, noting program area and sending school.
4. Describe the assistance provided to students to establish a career plan.
5. Describe how guidance personnel provide necessary information so all students can make informed decisions as they transition from school to work.

**Postsecondary Documentation Required:**

1. Copy of postsecondary institution’s plan that indicates how negotiated performance measures will be achieved and assessed.
2. Provide a sampling of current student transcripts.
3. Provide documentation of external approval/accreditation of **program(s)**, if applicable.

**Comments:**

6. The eligible recipient has a comprehensive professional development plan that includes workshops and training for CTE, academic, guidance and administrative personnel.

**NOTE: For six or more deficiencies documented during onsite PDE compliance visit and/or lack of continuous improvement as evidenced by performance data, professional development activities sponsored by BCTE must be attended and documentation of attendance submitted on annual performance report due August 31st.**

**Partial Compliance/Non Compliance/Compliance**

**Secondary Documentation Required:**

1. A copy of the LEA’s induction and professional education plans must address 134 (b)(4). Refer to 134 (b) and 135 (b) section in local plan.
2. Sample copies of Act 48 hours earned by professional staff.
3. Describe professional development activities of CTE faculty, such as conferences attended, professional memberships and continuing education.
4. Provide a copy of the in-service plan that ensures CTE teachers will keep up with the technology and remain current with practices and standards of their professional areas.
5. Identify the goals of your safety instruction and describe how safety instruction is presented. (Or) Sampling of safety practices that meet program requirements.
6. List of professional development activities that Para educators/Para professionals attended.

**Postsecondary Documentation Required:**

* 1. Provide institutional policies related to professional development of staff.
	2. Describe professional development activities of CTE faculty, such as conferences attended, professional memberships, and continuing education, and remain current with practices and standards of their professional areas.

**Comments:**

7. The eligible recipient has a process that will be used to evaluate and continuously improve performance of the eligible recipient.

**Partial Compliance/Non Compliance/Compliance**

**Secondary Documentation Required:**

1. A copy of the assessment tool used to evaluate performance improvement. Provide an explanation of why the assessment tool was chosen. (Approved Program Evaluation (APE) Self-Study/ Occupational Advisory Committee (OAC) Minutes).
2. Accreditation/Certification for secondary, if applicable, such as Middle States.

**Postsecondary Documentation Required:**

1. Strategic/comprehensive plan of eligible recipient.
2. Institution-wide accreditation status.
3. Other institution-wide certifications, if applicable.

 **Comments:**

8. The eligible recipient will review CTE programs, identify and adopt strategies to overcome barriers that result in lower access or success for **special populations**, provide programs that enable **special populations** to meet local performance levels, and 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.

**Partial Compliance/Non Compliance/Compliance**

**Secondary Documentation Required:**

1. A description of how comprehensive career guidance and counseling is provided from local sources for special population students to enter high-skill, high-wage or high demand occupations.
2. PDE will randomly select IEP’s and review transition plans to assure alignment with career objective forms.
3. Evidence LEA is providing access to programs leading to high-skill, high-wage or high-demand occupations.
4. Describe how the CTE teachers participate in the IEP process. CTE teacher input must be evident in the IEP.
5. Copies of and/or a description of admission policies, procedures and application forms, which includes a copy of nondiscrimination policy, including all appropriate publications.

**Postsecondary Documentation Required:**

1. A description of how comprehensive career guidance and counseling is provided from local sources for special population students to enter high-skill, high-wage or high demand occupations.
2. Evidence LEA is providing to all special populations subgroups access to programs leading to high-skill, high-wage or high-demand occupations.
3. Copies of and/or a description of admission policies, procedures and application forms, which includes a copy of nondiscrimination policy, including all appropriate publications.

**Comments:**

9. The eligible recipient has identified how funds are used to promote preparation for nontraditional fields in current and emerging professions and other activities that expose students to high-skill, high-wage or high-demand occupations.

[**http://www.pde.state.pa.us/career\_edu/cwp/view.asp?a=113&q=120116**](http://www.pde.state.pa.us/career_edu/cwp/view.asp?a=113&q=120116)

**Partial Compliance/Non Compliance/Compliance**

**Secondary and Postsecondary Documentation Required:**

1. Describe strategies being used to encourage and support **nontraditional** enrollment.
2. How have the above strategies been successful in increasing the **nontraditional performance indicators**? Explain how it was proven.

**Comments:**

10. The eligible recipient will provide career guidance and academic counseling that assist CTE students including linkages to future education and training opportunities.

**Partial Compliance/Non Compliance/Compliance**

**Secondary Documentation Required:**

1. A random sampling of Career Objective forms will be reviewed.
2. Identify **civic and community partnerships** in which the Career and Technical Student Organizations (CTSO) participates with business or organizations and indicate how these partnerships or activities benefit the program.

c. Evidence of information on postsecondary programs and training opportunities that students are receiving (e.g., college visits, recruiters, guest speakers).

**Postsecondary Documentation Required:**

Evidence of information provided to students regarding future education and training opportunities.

**Comments:**

1. The eligible recipient will develop and implement effective strategies for the recruitment and retention of CTE teachers, career guidance, academic counseling other support staff including underrepresented groups and the transition to teaching from business and industry.

**Partial Compliance/Non Compliance/Compliance**

**Secondary and Postsecondary Documentation Required:**

A description of the recruitment and retention plan for CTE faculty and other support staff involved in the delivery and presentation of CTE programs.

**Comments:**

12.The eligible recipient has identified a proportionate use and benefit of a One-Stop Center and is contributing to the infrastructure costs. The contribution does not exceed 1.5% of indirect costs.

**Partial Compliance/Noncompliance/Compliance**

**Postsecondary Documentation Required:**

1. Provide a description of the calculation used to determine proportionate use and benefit of a One-Stop Center.
2. Evidence of payment made to the One-Stop Center.
3. Provide documentation of the use of Perkins funds by the One-Stop Center.
4. Provide documentation that payment does not exceed 1.5% of indicator costs.
5. Include copy of the signed assurance from the Chief Executive Officer of the

Perkins recipient that the recipient will comply with WIOA.

1. Include copy of the MOU with the One-Stop Center.

**b) Comments:EXPENDITURES**

Evidence must be reviewed to assure that all funds were used to efficiently and effectively to address the purposes of the Act as defined in each contract. The following questions will guide the initial review of the expenditures; however, local and state reviewers will be expected to pursue any suspected incongruence between use of funds and any state or federal regulation or contracted use of funds. Each of the following questions must be responded to in the affirmative or a report seeking corrective action must accompany this monitoring report.

1. Are all expenditures approvable as written in the contracts? Compare actual expenditures with the approved local plans.
2. What were the effective dates of each contract? Were all expenditures made during the effective dates of the contracts?
3. Are equipment, supplies and consumables acquired through the contract(s) being used to achieve the specified performance objectives? Is an inventory system in compliance with EDGAR in place to account for all equipment purchased with federal funds?
4. Do activities and time commitment of staff supported by the contracts correspond with that in the contracts? Are complementary job descriptions and time and effort logs on file for partially-funded personnel? Review names, job titles, job descriptions, staff schedules and official records; interview staff as needed.
5. Has the program benefited from all expenditures? Explain how it was proven.

**NARRATIVE REPORT**

The on-site reviewers must detail specific evidence and information regarding the following:

1. Are the Action Plan objective(s) clear, precise and based on negotiated performance levels? What measurable improvements have been achieved for each indicator? How is performance not meeting standards addressed in the plan’s objectives?

1. What programs of study are currently offered at the secondary/postsecondary institution? Are there any new programs being developed?

3. Describe how the POS assist students in meeting technical performance standards to prepare each student for high-skill, high-wage or high-demand occupations in current or emerging professions? How is this determined?

4. What types of strategies are being used to integrate academic and technical content in the CTE curriculum to improve students’ achievement levels?

1. List recommendations to improve the overall effectiveness of the career and technical education program.
2. Describe the contents of the Procedure Manual that was available for review.
3. Identify the schools in the consortium.

**RISK ASSESSMENT**

1. Is the Director/President new (three years or less)? If so, indicate number of months or years and provide contact information for Director.
2. Is the Business Manager new? If so, indicate number of months or years and contact information for Business Manager.
3. Is the Perkins Coordinator new? If so, provide contact information for Perkins Coordinator. Indicate number months or years at the position.
4. Were there any **Perkins’** corrective actions since 2006-2007? If so, provide documentation that all corrections identified in previous **Perkins** On-Site Compliance Reports have been completely satisfied and fully implemented. If corrections haven’t been completed, provide a detailed explanation. If the institution has not received an on-site visit within the last ten years simply put N/A.
5. Were there any Single Audit findings since 2006-2007? If so, have the corrective actions been implemented? If not, please explain. Please include the finding and the year. *Note: Include the name of the auditing firm and the date of the most recent financial audit.*
6. Was a “Sanction Letter” received within the last three years? If so, indicate what year(s) and what performance indicators. *Note: Letters included the performance indicator(s) that have not met 90% of the local adjusted level of performance for three consecutive years. Also, the letter is signed by Dr. Lee Burket.*