Office of Career and Technology Education
South Carolina Department of Education
Local Funding Plan Monitoring Guide and Checklist

DISTRICT: **YEAR:**

Local Plan
Process

S	U	Monitoring Requirements	Evidence of Compliance
		1.Process is clearly defined and communicated	□ Documentation exists to support the process □ Process can be explained by District staff and appropriate school level staff
		2. There is an established timeline for the local plan	□ Documentation exists to support the process □ Timeline is communicated effectively to all appropriate staff
		3. Adequate Opportunity has been afforded middle and high school principals, career center directors, and county/district CATE directors in the development of this plan for career and technology education (assurance #28)	□ Information and input are available on shared network and /or location □Clear evidence exists to support the dissemination through email, meetings, training sessions, as evidence of proof of minutes, agendas, etc.
		4. Local administrators are made aware of Local Plan *requirements* and approved use of funds	□ Information is available on shared network/location □ Disseminate evidence through email, meetings,training sessions, etc. with evidence of proof (agendas,minutes)

S	U	Monitoring Requirements	Evidence of Compliance
		5.Responsibility is assigned for ensuring the components of the approved Local Plan are implemented and someone monitors the implementation	□Responsibility is clearly defined with staff title/role/responsibility □ Job Description indicates responsibility of implementation & monitoring □ Other
		6. A copy of the most recent Quality Review Measures Program evaluation instrument is available for review	□ Location of current document is accessible and readily available □ Information and location of document are shared accordingly
		7. Documentation is available of program improvement efforts conducted based on the results of the Quality Review Measures evaluation results.	□ Dissemination of improved efforts is appropriate □ Appropriate staff are aware and provide documentation of program improvement efforts (agendas,minutes,etc.)

Reporting of Expenditures

S	U	Monitoring Requirements	Evidence of Compliance
		1. CATE Expenditure reports (reimbursement requests) are submitted to the SCDE's Office of Finance on a quarterly basis	□ Confirmed with SCDE Office of Finance reports submitted on a quarterly basis (October 15, January 15, April 15, & August 5) □ Documentation for all expenses reimbursed with Perkins funds is maintained for 3 years
		2. Local Funds are used to support the LEA's career and technology education programs	□ Finance ledgers display awarded funds are used in accordance to the current Local Plan

		3. Local Expenditures are reported to the SCDE's Office of Finance on an annual basis	□ Confirmed with SCDE Office of Finance local expenditure report submitted on an annual basis

		4. Local funds transferred to other districts/multi-district career center are appropriate and in place	□ Section B Part 3: Consortium of Agreement Form on file and current

Use of Funds

S	U	Monitoring Requirements	Evidence of Compliance
		1.Funds are used as set forth in the Local Plan including any subsequently approved changes (Assurance 20)	□ Approved Local Plan reviewed □ Purchase Orders reviewed on selected activities/budgeted expenditures □ Ensure all were allowable expenses

		2. Approved Local Plan activities are being implemented in a timely manner	□ 50% awarded funds have been spent by January and/or project budget is is loaded by January

		3. Perkins funds are used to supplement and not supplant state/local funds	□ Documentation exists to support the process

		4. All federal (Perkins) funds were expended during previous fiscal year	□ Documentation exists to support the requirement

Salaries

S	U	Monitoring Requirements	Evidence of Compliance
		1. Job duties of positions for which salaries are paid with Perkins federal and CATE State funds are an appropriate use of funds and have been identified and approved.	□ Job Description submitted with current Local Plan □ Job Description compared to Employee Employee by Account Report
		2. Completed time and effort records are on file at the local level for any employee whose salary is paid (in full or part) with current year Perkins and/or State funds as it relates to the current Local Plan	□ Most current Personnel Activity Report (Time & Effort Records) □ Employee Time Certification Form signed for most current funding year * Personnel Activity Report (monthly): Multiple federal funds (ex. Perkins,title1) or work on numerous cost objectives *Semi-Annual: 100% funding from federal or state and/or work on **one** cost objective
		3. Job activities and percentage of salary/benefits paid with Perkins and/or CATE State funds are reasonable and appropriate.	□ Current Job Description allocates the percentage of time specified for each job duty to ensure direct services are provided for CATE work based learning opportunities

Equipment

S	U	Monitoring Requirements	Evidence of Compliance
		1. All equipment purchased with state/federal funds is used to initiate new CATE Courses/ programs or improve existing CATE Courses/ programs	□ Approved Local Plan exists to support the documentation of evidence □ Funds provided to 7th grade and higher
		2. The equipment purchased with CATE state or Perkins funds is being used for the purpose(s) described in the approved Local Plan.	□ Physical Inventory of funded equipment is conducted at least once a year

		□ Equipment Inventory List includes: - Description of property -Serial number of other ID # -Vendor (source of property) -Title holder -Acquisition date -Cost of property -% of federal/state participation in cost -Location Use -Condition of property -Disposition data (if applicable) □ Equipment Inventory List is available at the school and/or district office □ Control System Adequate safeguards in place to prevent loss,damage,or theft of property □If loss, damage , theft occur there is report/investigation finding on file □ Maintenance Procedures -Documentation exist showing due diligence in keeping property in good condition

	3.Equipment Disposition	□ OCTE Disposition of CATE Equipment for Discontinued Course Form is on file and current □ Not applicable

Progress Report

S	U	Monitoring Requirements	Evidence of Compliance
		1. The LEA coordinates and collects the information needed to develop and submit the CATE Progress Report due July 15	□ The Progress Report for the previous reporting year was completed and submitted to the OCTE by the due date
		2. Documentation that supports one or more of the components of the most recent progress report is available for review.	□ Progress report is shared and available for review for all appropriate district staff & faculty through evidence of email,meetings,training sessions with evidence of proof (agendas, minutes)

Advisory Council/Committees

S	U	Monitoring Requirements	Evidence of Compliance
		1. The LEA has established a CATE Local Advisory Council and local advisory committees which are composed of appropriate membership.	□ Documentation exists displaying the council members name,address, place of employment,position,race, and sex and is on file with school district
		2. The Council and committees have a clearly defined role in planning, implementing, and evaluating the LEA's CATE programs	□ Documentation of most current minutes of council meetings are on file and submitted to appropriate district/school official to review
		3. There is evidence of input provided to the LEA by the Council/Committees within the last 12 months	□ Documentation exists to support the Council has met at least twice a year
		4. There is evidence of improvements/changes made in CATE programs on the basis of the input provided to the LEA by the Council/committees within the last 12 months.	□ Evidence in council minutes addresses CATE Local Plan, relevancy of current & future programs, current job needs, districts needs assessment, state and local evaluations, school to careers program

Program of Study (POS)

S	U	Monitoring Requirements	Evidence of Compliance
		1.The LEA offers the courses needed or required to earn at least 4 units under the secondary CATE program identified for the POS in the approved Local Plan.	□ A course/curriculum guide identifies the state-approved CATE courses needed or required to complete a minimum of 4 units for the CIP-coded program. □ The current Master Schedule indicates that the courses identified in the Local Plan, Section A,Part 4 are offered.

S	U	Monitoring Requirements	Evidence of Compliance
		2. There is evidence of an agreement/activity between the LEA and the identified postsecondary institution to coordinate and align a coherent,rigourous program of challenging academics and relevant CATE content leading to an industry-recognized credential or certificate at the postsecondary level, or an associate or baccalaureate degree.	□ Approved Local Plan exists to support the documentation of evidence (Local Plan , Section A) □ Post secondary institution is identified □ Current MOU on file (if applicable) □ Evidence of Local Advisory Council Minutes showing post secondary/secondary curriculum alignment

S	U	Monitoring Requirements	Evidence of Compliance
		3. There is evidence that the LEA provides guidance and information to students (and their parents) to consider as available options for pursuing CATE course work and related post secondary education for the approved POS.	□ Documentation exists to support the evidence □ Data for participants, concentrators, and/or completers in this POS.

S	U	Monitoring Requirements	Evidence of Compliance
		4. There is evidence of coordination, student participation, and support of the POS between the sending school and the multi-district career center that offers the CATE program named in the LEA's Local Plan (if applicable).	□ Evidence of meetings and/or other activities to coordinate and support the participation of the LEA's students in the POS at the multi-district career center.

Program Strategies for Special Populations in the CATE Programs

S	U	Monitoring Requirements	Evidence of Compliance
		1.There is evidence that indicates the needs of special population students are assessed with respect to their enrollment and participation in the CATE programs.	☐ Documentation exists to support the process

CATE Student Performance and Program Improvement

Data-Quality

S	U	Monitoring Requirements	Evidence of Compliance
		1. An effective process is used to report and collect CATE student data needed for state and federal accountability purposes.	☐ Documentation exists to support the process
		2.Deadlines for submission of the required CATE reports are communicated and in accordance with the LEA IT dept.	☐ Documentation exists to support the process
		3.Personnel responsible for collecting and entering data are trained in the use of the CATE Student Reporting Procedures Guide.	☐ Documentation exists to support the process
		4.Data is verified for accuracy prior to transmission and in response to all data review requests initiatied by the OCTE.	☐ Documentation exists to support the process
		5. LEA representatives participate in OCTE-sponsored training /professional development to ensure data quality.	☐ Documentation exists to support the process

Data-Analysis

S	U	Monitoring Requirements	Evidence of Compliance
		1. The LEA's most recent Perkins IV Performance Report is available to review and shared with appropriate local personnel when received.	□ Documentation exists to support the process
		2. The LEA reviews and analyzes the data for accountability indicators to identify significant performance gaps for any category of students and to target improvement for CATE programs.	□ Documentation exists to support the process

Local Improvement Plan

S	U	Monitoring Requirements	Evidence of Compliance
		1. There is a local program improvement plan and evidence that the plan is being implemented for any indicator where performance fell below 90% of the goal for the previous reporting year.	□ Documentation exists to support the process
		2.Federal Perkins funds are budgeted and used to improve performance in the area(s) that the LEA failed to meet performance goals.	□ Documentation exists to support the process