

Monitoring and Technical Assistance Manual

**For use as a part of participation in the
Carl D. Perkins
Vocational and Technical Education Act**

Fiscal Years 2003 and 2004

**Nebraska Department of Education
Career and Technical Education
301 Centennial Mall South
Lincoln, NE 68509-4987**

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Instructions for completing the Monitoring and Technical Assistance Manual

This manual is to be used cooperatively between the local education agency (LEA) and the NDE monitor assigned to work with the LEA. The NDE monitor will contact the LEA and schedule a date for the monitoring on-site visit.

Prior to the visit, the LEA should complete the following sections of this manual:

1. Page 4, Success and Areas for Improvement of the Local Plan.
2. Pages 5-14, Check the appropriate examples/documentation that verifies compliance with the assurance statement and have a sample of the example/appropriate documentation available for the monitor to review.
3. Page 15, Have the data and procedures used for performance measures available for the monitor to review.
4. Page 16, if a secondary consortium, list the schools and program areas participating in the Perkins funds.

Nebraska Department of Education
Monitoring and Technical Assistance Manual
For Carl D. Perkins Vocational and Technical Education Act

Career and Technical Education is one of the primary systems through which youth and adults are prepared to enter a competitive workforce and continue in lifelong learning. The federal and state investment of financial resources should be used to improve Career and Technical Education programs that will provide opportunities for all students to have access to and benefit from quality educational experiences.

In order to qualify for allocations of the Carl D. Perkins Vocational and Technical Education Act of 1998 funds, eligible recipients were required to prepare a Local Plan. The Act envisions that students will achieve challenging academic as well as career and technical skill proficiencies, be prepared for postsecondary education and further learning, and attain the skills needed to pursue high-skill, high-wage careers, not just entry-level jobs. Students in career and technical education should be taught to the same challenging academic standards as other students. The Performance Measures, which are a part of the Annual Report, address this priority for accountability.

This document has been prepared to assist the staff of the Nebraska Department of Education in monitoring approved projects of the Carl D. Perkins Vocational and Technical Education Act.

The monitoring process has the following purposes:

1. Determine compliance with the assurances as listed in the Local Plan.
2. Evaluate progress toward the goals identified in the Local Plan.
3. Verify that programs that have been approved as meeting program standards are in compliance.
4. Review progress toward meeting core indicators.
5. Provide technical assistance for meeting the goals identified in the Local Plan.

The following items will be addressed during the technical assistance/monitoring visit.

The Local Plan

Successes (*Completed by the local education agency*):

Areas for Improvement (*Completed by local education agency*):

The implementation of the local plan is following the goals and activities as outlined in the plan. If amendments are needed to the plan, appropriate request has been made to the NDE monitor to approve change before end of grant cycle.

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

Use of Funds

Local education agencies will provide fiscal control/accounting procedures necessary to ensure proper expenditure of and accounting for Federal funds expended for Career/Technical Education. At a minimum, the following must be a part of the procedures:

1. **Expenditure Tracking** - Establishment of a separate account for the approved plan or assignment of an auxiliary code to the approved plan identifying the line items of the plan's approved budget.
2. **Certification of Staff Time** - Some method of positive records documenting allocation of staff time must be kept.
3. **Records Management** - Maintain a full and complete record of expenditures connected with the approved plan. Copies of primary source documents such as purchase orders, paid invoices, paid vouchers, and related correspondence are to be on file with the eligible recipient and be available upon request for state and federal audits. Records must be maintained for five years.

The local education agency is able to demonstrate that fiscal control and fund accounting procedures that ensure proper expenditure of funds are in place and utilized.

Examples/Appropriate Documentation

- Copy of an itemized printout of the total expenditures attributed to the approved plan for the fiscal year.
- Staff time if certified if appropriate for job assignments.
- Copies of primary source documents such as purchase orders, paid invoices, paid vouchers, and related correspondence.

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

The local education agency provides documentation that funds are utilized appropriately according to the local plan and Perkins guidelines.

Examples/Appropriate Documentation

- Observation of equipment appropriately placed in CTE programs
- Curriculum guides used in CTE classrooms
- Records of inservices provided to CTE staff

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

Evaluation of Plan and Activities

The plan and activities have appropriate evaluation methods designed to determine the effectiveness of the use of Perkins funds for the improvement of Career and Technical Education. The local education agency provides a sample of the evaluation methods used.

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

Assurances

The assurance statements appear in bold throughout this section of the manual. Under each assurance is a list of examples of what appropriate documentation could be to satisfy the assurance. At least one example must be provided for each assurance.

Equity

- 1. Career and technical education programs will address equity issues and provide equal opportunities to individuals without discrimination on the basis of race, color, national origin, sex, marital status, disability, creed, or age.**

Examples/Appropriate Documentation

- ___ Staff inservice activities on diversity, including gender equity
- ___ Observation of actual practices addressing diversity, including gender equity
- ___ Targeted recruitment efforts for nontraditional students
- ___ Career guidance/counseling activities designed to reduce stereotypes and recruit nontraditional students
- ___ Action plans to improve participation of nontraditional students in programs

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

Coordination and Planning

2. Career and technical education programs will be jointly planned and coordinated with programs conducted under the Workforce Investment Act, Adult Education, Title 1, IDEA, the Rehabilitation Act, and with apprenticeship programs to ensure nonduplication of other federal programs. (To avoid duplication, consideration has been given to other occupational training programs being conducted by other agencies in the area.)

Examples/Appropriate Documentation

- Advisory committee members represent other agencies
- Agreements with community colleges/other occupational training agencies
- Correspondence with required coordinating entities
- Description and results of joint projects

To be completed by NDE: Requirements met Yes No

NDE Monitor Notes:

3. The Local Plan application will be made available for review and comment by interested parties including the Local Workforce Development Boards authorized under the Workforce Investment Act (PL105-220).

Examples/Appropriate Documentation

- List of parties or individuals included in review and their comments about the plan
- Letters of recommendation or endorsement by reviewing parties

To be completed by NDE: Requirements met Yes No

NDE Monitor Notes:

4. Parents, students, teachers, representatives of business and industry, representatives of special populations, and other interested individuals, as well as the local career and technical education advisory committee, are involved in developing, implementing, and evaluating all career and technical education programs.

Examples/Appropriate Documentation (both are required):

- Minutes of advisory committee meetings or annual report by advisory committee

To be completed by NDE: Requirements met Yes No

NDE Monitor Notes:

(Secondary Only)

5. To the extent consistent with the number and location of students enrolled in private or religious secondary schools or home schools, provision is made for the participation of these students in the career and technical education programs of the local educational agency. (The applicant has made provisions for students enrolled in private secondary schools to participate in career education programs receiving federal funds although transportation is provided at the private schools expense. Applicant has no obligation to serve home schools.)

Examples/Appropriate Documentation

- ___ Records of communication with private schools and evidence of refusal or acceptance
- ___ Enrollment records identifying private school enrollments

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

(Secondary Only)

6. Effective procedures will be developed, including an expedited appeals procedure, by which concerned parents, students, teachers, and area residents will be able to participate in local decisions that impact programs offered under this Act.

Examples/Appropriate Documentation

- ___ Documentation of appeals process
- ___ Information distributed about appeals process

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

Program Requirements for Use of Funds

7. Students who participate in career and technical education programs will be taught to the same academic standards as all other students and encouraged through counseling to pursue a coherent sequence of courses that integrate academic and occupational disciplines.

Examples/Appropriate Documentation

- ___ Documentation of individual or group counseling activities
- ___ Involvement of staff from academic and career education in integration activities
- ___ Integrated courses offered

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

8. Career and technical education programs will provide students with a strong experience in and an understanding of all aspects of an industry.

Examples/Appropriate Documentation

- ___ Sequence of courses offered in a specific occupational area
- ___ Programs meet program standards

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

9. The local educational agency will develop, improve, or expand the use of technology in career and technical education, which may include teacher training to use state-of-the-art technology, providing students with skills to enter a high technology and telecommunications field, internships, and mentoring programs in high technology industries.

Examples/Appropriate Documentation

- ___ Lists of teachers who attended technology training inservices
- ___ Lists of students participating in internships and mentoring programs
- ___ District wide technology plan addresses this assurance

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

10. The local educational agency will provide professional development activities, which may include effective teaching skills, improving community involvement, becoming current with all aspects of the industry, business internships, technology use and application.

Examples/Appropriate Documentation

- ___ Schedule of professional development activities offered, including title of inservice and teachers participating
- ___ List of teachers participating in business internships

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

11. The local educational agency will initiate, improve, expand, and modernize quality career and technical education programs.

Examples/Appropriate Documentation

- ___ Secondary programs meet program standards
- ___ Local school improvement plan addresses this assurance
- ___ Funds are allocated from the local educational agency to improve and expand career and technical education programs

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

12. The local educational agency will provide a career and technical education program that is of such size, scope, and quality as to bring about improvement in the quality of education offered by the school.

Examples/Appropriate Documentation

- Secondary career programs meet program standards
- Postsecondary programs are industry certified/verified with students earning an associate degree or certificate

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

13. Secondary and postsecondary institutions will link career and technical education programs including implementing tech prep programs.

Examples/Appropriate Documentation

- Drawing board and tech prep articulation agreements are in place
- Other methods of articulation

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

Financial Regulations

14. Local educational agencies will submit required statistical, financial, and descriptive reports to the Nebraska Department of Education.

Examples/Appropriate Documentation

- Reports required for previous year submitted
- Annual report submitted
- Claim forms submitted

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

15. Funds will be used to supplement state and local funds for career and technical education and not supplant such state and local funds.

Examples/Appropriate Documentation

- Accounting records show tracking of expenditures of Perkins funds for the Local Plan
- Evidence in the Local Plan that activities are new or modifications of previous activities (demonstration of program improvement)
- A budget is provided for the program by the local education agency

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

16. Organizations representing the interests of the purchasing entity or its employees or any affiliate of such an organization may not directly benefit financially from funds used to acquire any equipment (including computer software).

Examples/Appropriate Documentation

- Governing board policy
- Accounting records assure where funds have been used
- Line item coding to separate funds

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

17. No funds under this Act shall be used to (1) require any secondary school student to choose or pursue a specific career path or major; and (2) mandate that any individual participate in a career and technical education program, including a career and technical education program that requires the attainment of a federally funded skill level, standard, or certificate of mastery.

Examples/Appropriate Documentation

- Policy statement in student handbook addressing this assurance
- Documentation of guidance counseling practices addressing this assurance

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

18. No funds received under this Act may be used to provide career and technical education programs to students prior to the seventh grade, except that such students may use equipment and facilities purchased with funds under this Act.

Examples/Appropriate Documentation

- Accounting records show tracking of expenditures for goals identified in the Local Plan
- Documentation of grade level for program enrollments

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

19. All of the funds under this Act shall be used in accordance with the requirements of this Act. None of the funds under this Act may be used to provide funding under the School-to-Work Opportunities Act of 1994 or to carry out, through programs funded under this Act, activities that were funded under the School-To-Work Opportunities Act of 1994.

Examples/Appropriate Documentation

- Accounting records show tracking of expenditures of Perkins funds for the Local Plan
- Evidence in the Local Plan that activities are new or modifications of previous activities

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

General

20. Students who participate in career and technical education programs will meet state adjusted levels of performance and will be prepared for opportunities in postsecondary education or entry into high skill, high wage jobs in current and emerging occupations.

Examples/Appropriate Documentation

Statistical data showing student achievement

To be completed by NDE: Requirements met Yes No

NDE Monitor Notes:

21. Professionally trained counselors and teachers will provide guidance, counseling and career development activities, including those activities designed to facilitate the transition from school to post-school employment, postsecondary education, or other career opportunities.

Examples/Appropriate Documentation

- Number of staff with guidance and counseling responsibilities
- Qualifications of guidance and counseling staff with those responsibilities
- NCIS or equivalent is available for student use
- Career development activities are available for students

To be completed by NDE: Requirements met Yes No

NDE Monitor Notes:

22. The local educational agency will adequately address the career and technical education needs of students in alternative education programs, if appropriate.

Examples/Appropriate Documentation

If the local education agency does not offer alternative education programs:

Not applicable

If the local education agency does offer alternative education programs:

- Show description of programs available
- Show career and technical education student enrollments in these programs

To be completed by NDE: Requirements met Yes No

NDE Monitor Notes:

Special Populations

The term **special populations** means individuals with disabilities, economically disadvantaged (including foster children), individuals preparing for nontraditional employment, single parents (including single pregnant women), displaced homemakers, and individuals with other barriers to educational achievement (including individuals with limited English proficiency).

23. Individuals who are members of special populations will be provided equal access to career and technical education programs and will not be discriminated against on the basis of their status.

Examples/Appropriate Documentation

Secondary

- Examples of IEP's incorporating career and technical education programming
- Outreach/recruitment efforts include special populations
- Enrollment policy and class rosters reflect special population students
- List of support services is made available to special populations
- Percentage of each special population group enrolled in a program is tracked
- Career guidance and counseling activities are used to provide access to CTE

Postsecondary

- Outreach/recruitment efforts include special populations
- Enrollment policy and class rosters reflect special population students
- List of support services available to special populations
- Percentage of each special population group enrolled in a program is identified
- Analysis of retention/completion data is conducted to be used for future recruitment
- Career guidance and counseling activities are used to provide access to CTE

To be completed by NDE: Requirements met **Yes** **No**

NDE Monitor Notes:

24. Career and technical education programs will identify strategies to overcome barriers for members of special populations to succeed through support services.

Examples/Appropriate Documentation

- Description of support services provided for each special population
- IEP's are used as appropriate
- Evidence exists of least restrictive environment or modifications, including curriculum, equipment, and/or classroom
- Instructional aids and devices are used to overcome barriers
- Career guidance and counseling activities are provided

To be completed by NDE: Requirements met **Yes** **No**

NDE Monitor Notes:

25. The local educational agency will meet the needs of special populations by designing career and technical education programs to enable these students to meet state adjusted levels of performance and to prepare them for further learning or for high skill, high wage careers in current and emerging occupations.

Examples/Appropriate Documentation

- Statistical data showing special population student achievement is available
- IEP's are used as appropriate
- Evidence exists of least restrictive environment or modifications, including curriculum, equipment, and/or classroom

To be completed by NDE: Requirements met **Yes** **No**

NDE Monitor Notes:

26. Career and technical education planning for students with disabilities will be coordinated between appropriate representatives of career and technical education, special education, and state career rehabilitation agencies.

Examples/Appropriate Documentation

- Outreach/recruitment information is coordinated
- Letters, newsletters, and brochures identifying coordinated efforts
- Conferences and meetings with parents and students

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

Performance Measures

27. Local educational agencies will measure and evaluate career and technical education programs and also will assess how the needs of special populations are met. The evaluation submitted to NDE will include a measurement of:

- A. Student attainment of challenging state established academic and career and technical skill proficiencies.
- B. Student attainment of a secondary school diploma or its recognized equivalent, a proficiency credential in conjunction with a secondary school diploma, or a postsecondary degree or credential.
- C. Placement in, retention in, and completion of, postsecondary education or advanced training, placement in military service, or placement or retention in employment.
- D. Student participation in and completion of career and technical education programs that lead to nontraditional training and employment.

Examples/Appropriate Documentation

- Annual report student data reporting form

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

Local Educational Agency Comparability Assurance

28. State and local funds will be used in the schools of each local educational agency receiving funds to provide services which, taken as a whole, are at least comparable to services being provided in schools in the local educational agency not receiving such funds. A local educational agency will have met the comparability requirement if it has established and implemented the following written procedures:

- A. A district wide salary schedule; a policy to ensure equivalence among schools in teachers, administrators, and auxiliary personnel; and a policy to ensure equivalence among schools in instructional supplies; or
- B. Other measures such as student/instructional staff ratios and student/instructional staff salary ratios.

Evidence that comparability measures implemented achieve comparability and are on file locally for review.

Examples/Appropriate Documentation

- District wide salary schedules showing equitable pay between building sites within a local agency
- Program budgets are equitable
- Student/instructional staff ratios are equitable

To be completed by NDE: Requirements met _____ Yes _____ No

NDE Monitor Notes:

Performance Measures

Local education agencies must collect and evaluate data through performance measures that determine student performance in Career/Technical Education. The data requirements involve two levels of measurement:

1. Those students defined as concentrators – having completed a sequence of three courses in one discipline area
2. Those students defined as completers – those concentrators that have attained the academic and technical knowledge and skill and have completed the course offerings in their program areas.

Following are five criteria for determining the quality of the data and performance measure.

1. **Validity** – The degree to which the performance measurement approach directly and fully measures the student outcomes at the appropriate time interval. Performance measure approaches produce valid data when they use assessment and other data collection instruments that have strong validity; when they directly measure what they are supposed to measure. In addition, performance measures are valid when they are free of bias by race, gender, or special need.
2. **Reliability** – The degree to which performance measurement is conducted in a consistent manner using standardized or consistent data collection instruments (e.g. student record forms, surveys, assessment instruments) and effective management information systems for insuring quality data.
3. **Cost Effectiveness** – The degree to which performance measurement uses measurement approaches and data collection systems that provide the highest quality data at the lowest possible cost. Sharing with existing data systems and sharing data with other programs increases cost effectiveness.
4. **System Focused** – The degree to which common or consistent measurement approaches and data collection systems work with other programs within education and workforce development systems.
5. **Management Utility** – The degree to which measurement approaches are useful in managing continuous improvement at the local and state levels. Management utility is highest when performance measurement approaches are easy to understand and use and provide timely data to users to manage continuous improvement.

Appropriate definitions are used for concentrator and completer

To be completed by NDE: Requirements met _____ Yes _____ No
NDE Monitor Notes:

Performance measure system is consistent with the five quality criteria

To be completed by NDE: Requirements met _____ Yes _____ No
NDE Monitor Notes:

Comments from NDE Monitor:

Date of Monitor Visit

Authorized Signature of Local Eligible Recipient

NDE Project Monitor