

Career and Technical Education End-of-the-Year Report Process

1. **District has the sole authority to approve State Career and Technical Education (CTE) End-of-the-Year Report funds (15849).**
2. The District is responsible for reviewing and assuring all Perkins program improvement fund expenditures and documentation meet procurement, personnel, program and fiscal requirements.
 - a. The District may request a courtesy review by state staff of the CTE EOY Report. This is an initial review by state staff prior to approval by principals and complex area superintendent.
 - b. District approval ensures that the following have been verified:
 - i. Goals, activities and assessments are in alignment with learning outcomes (Target, Method Match is Evident).
 - ii. Actual outcomes aligned to measureable evidence which shows the degree to which learning target(s) have been achieved.
 - iii. Appropriate supporting documentation is provided as evidence of learning outcomes per stated goals/objectives.
 - iv. Accurate and complete documentation of all expenditures.
 - i. Resources purchased were documented on OYP or amendment was filed and approved.
 - ii. All expenditures for resources are allowable.
 - b. District obtains signatures for approval.
2. Once signed by Principal and Complex Area Superintendent (CAS) verifying the completeness and accuracy of the report. The CTE EOY Report is sent to the state for final check for unallowable Federal expenditures. The state staff will contact the CAS and principal if unallowable expenditures are found.
3. School will need to make appropriate revisions.
4. Once EOY Report is approved, the CTE OYP will need approval prior to allocation.

Career and Technical Education OYP Review Process

1. **District has the sole authority to approve State Career and Technical Education (CTE) OYP funds (15849).**
2. The District is responsible for **reviewing and assuring** all Perkins program improvement funding requirements are met.
 - a. The District may request a courtesy review by state staff of the CTE OYP. This is an initial review by the state staff is prior to approval by principals and complex area superintendent.
 - b. District approval ensures that the following have been verified:
 - i. Expenditures focus on the Perkins grant goals, are supplemental, and adhere to supplanting guidelines.
 - ii. Program improvement is reflected in the plan.
 - iii. Target, method match is evident.
 - iv. Targeted standards are identified.
 - v. Learning target/activities are identified.
 - vi. Evidence measures achievement of learning target(s).
 - vii. Resources support achievement of learning target(s).
 - viii. Target, method match is evident
 - ix. All resources are allowable purchases.
 - x. No purchase exceeds the three-year limit.
 - c. District obtains signatures for approval.**
3. Once signed by Principal and Complex Area Superintendent (CAS) verifying the completeness and accuracy of the plan, the CTE OYP is sent to the state for final review. If there is a concern, about any part of the Federal planned resource expenditure(s) or program improvement initiatives, the state staff will contact the CAS and principal.
4. Areas of concern will be deleted and sent back to school for revision(s). Funds will be allocated for the approved sections.
5. For the areas of concern, once revisions are made funds will be allocated for those sections.