



TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF EDUCATION
RYAN M. WISE, DIRECTOR

Perkins Monitoring and Review Form

District/Consortium 6 District/Consortium Number 6
Person Providing Information 0 Title: 1 Phone # 0

1. Discuss the decision-making process for purchases using Perkins funds:

1-3=1 Modify P

4-6=2 Acceptable P

>7=3 Excellent P

- (1) A local process in place; (2) Equipment tagged; (3) Recommended Disposition process followed; (4) Debarred individuals disassociated; (5) Perkins bought items secured; (6) Purchased approved items only; (7) Benefits entire consortium; (8) Supplement not supplant (P = PROCESS)

2. Briefly discuss how the district/consortium set yearly performance targets?

1-3=1 (Fair K)

4-6=2 (Good K)

>7=3 (Excellent K)

- (1) CTE instructors' consultations; (2) Review of data; (3) Review of targets; (4) Agenda and minutes of a meeting on targets; (4) alternative considerations; (5) Target discussion points available; (6) DE consultant consulted (K=Knowledge)

3. Describe how you identify activities for improvement when targets are not met?

1-3=1 (Fair U)

4-6=2 (Good U)

>7=3 (Excellent U)

- (1) Administration met with CTE instructors; (2) Brainstorming techniques was employed; (3) Advisory committee was involved; (4) Ideas and suggestions were sought; (5) DE staff was contacted; (6) personnel identified; (7) Assessment of progress determined; (8) Activities are measurable; (9) Activities are quantifiable (U=Understanding)

YES = 1  
NO = 2

4. Were any issues (concerns/recommendations/compliance) identified for Career and Technical Education (CTE) during the most recent School Improvement Review or Accreditation visit? YES   ①   NO   ②  

5. If your response is 'YES' on #4, how did the district/consortium address/resolve the issue (s)? **\*\*DE will review the most recent report in your file)**

YES=1 Resolved with Explanation  
NO=2 ==N/A (SIR)

(1) Issues satisfactorily resolved; (2) process put in place to avoid reoccurrence/repeat; (3) Personnel identified to respond to similar situations; (4) Compliance issues were rectified; (5) Solution were systemic; (6) Review process established; (7) Taskforce established to review recommendations (R=Resolution)

6. Please respond to the following provisions for special populations in the district/consortium (submit documents where applicable):

|   | ACTIVITY   | RESPONSE |    | Comment required for each "YES" response |
|---|--|----------|----|--|
|   |  | YES      | NO |  |
| a | Provides necessary assistance to special populations (SP) in CTE programs?                     | YES      | NO | YES=① NO=②<br>(N/A=3)                    |
| b | Designs and adopts activities to enable SP students meet local adjusted levels of performance? | YES      | NO | YES=① NO=②                               |
| c | Develop strategies to overcome barriers by special populations?                                | YES      | NO | YES=① NO=②                               |
| d | Strategies to improve rates of access to CTE programs by special populations?                  | YES      | NO | YES=① NO=②                               |
| e | Plan(s) to improve the success rates of SP students?   | YES      | NO | YES=① NO=②                               |

7. Please provide answers to the following on career readiness and non-traditional programs in the district/consortium (attach documents when necessary):

|   | ACTIVITY   | RESPONSE |    | COMMENTS              |
|---|--|----------|----|-----------------------|
| a | Career and Technical Education is part of college and career readiness in the district/consortium? | YES      | NO | YES=① NO=②<br>(N/A=3) |

|   |   |     |    |                |
|---|---|-----|----|----------------|
| b | Perkins funds are used to promote nontraditional fields?                            | YES | NO | YES=(1) NO=(2) |
| c | Career and academic counseling are provided to CTE students?                        | YES | NO | YES=(1) NO=(2) |
| d | CTE students are aware of linkages to future educational and training opportunities | YES | NO | YES=(1) NO=(2) |
| e | Counselors promote and encourage all students to enroll in CTE programs?            | YES | NO | YES=(1) NO=(2) |

8. Perkins IV (Section 135(b) outlined provisions for "Required Activities" (R) under 'Local Uses of Funds.' Please indicate if district/consortium developed, engaged, enabled or promoted the following required (R) activities:

| R#  | REQUIRED ACTIVITIES<br><br>*** (NOTE: These activities shall be carried out with or without Perkins funds) | RESPONSE<br><br>(N/A=3) |    | Please indicate 'how' for each "YES" response under this section |
|-----|--|-------------------------|----|--|
| R-1 | Integration of academics and career and technical education?   | YES                     | NO | YES=(1) NO=2   |
| R-2 | Linkage of secondary and postsecondary CTE programs?   | YES                     | NO | YES=(1) NO=(2)   |
| R-3 | Incorporation of 'all aspects of an industry' including work-based learning experiences?                   | YES                     | NO | YES=(1) NO=(2)   |
| R-4 | Develop, improve, or expand the use of technology in career and technical education?                       | YES                     | NO | YES=(1) NO=(2)   |
| R-5 | Provide professional development programs?   | YES                     | NO | YES=(1) NO=(2)   |
| R-6 | Develop and implement evaluation of CTE programs?  | YES                     | NO | YES=(1) NO=(2)   |
| R-7 | Initiate, improve, expand and modernize quality career and technical education programs?                   | YES                     | NO | YES=(1) NO=(2)   |
| R-8 | CTE programs have 'sufficient size, scope, and quality to be effective?                                    | YES                     | NO | YES=(1) NO=(2)   |

|     |   |     |    |            |
|-----|---|-----|----|------------|
| R-9 | Activities to prepare special populations (single parents) enrolled in CTE programs | YES | NO | YES=① NO=② |
|-----|---|-----|----|------------|

9. Perkins IV (Section 135(c) created provisions for 'Local Uses of Funds' on 20 Permissive (P) activities. Please indicate the degree to which district/consortium used funds for those listed activities by circling **one** of the numbers below (Please **review** the attachment before responding to this question)?

|     |      |      |      |     |
|-----|------|------|------|-----|
| 1   | 2    | 3    | 4    | 5   |
| ALL | MOST | SOME | NONE | N/A |

10. Please respond to the following statements pertaining to Perkins IV (attach document(s) when appropriate):

| # | STATEMENT   | RESPONSE |    |     | Briefly explain when your response is "YES" |
|---|---|----------|----|-----|---|
| 1 | You have a process to ensure funds are expended for only for allowable activities?    | YES      | NO | N/A | YES=① NO=②<br>N/A=③                         |
| 2 | Funds are spent according to approved budget?   | YES      | NO | N/A | YES=① NO=②<br>N/A=③                         |
| 3 | Funds are used to supplement and not to supplant?                                     | YES      | NO | N/A | YES=① NO=②<br>N/A=③                         |
| 4 | Goods and services are not purchased debarred or suspended party?                     | YES      | NO | N/A | YES=① NO=②<br>N/A=③                         |
| 5 | Funds are not used for incentives, inducement or relocation of staff?                 | YES      | NO | N/A | YES=① NO=②<br>N/A=③                         |
| 6 | Funds are not used for lobbying purposes?   | YES      | NO | N/A | YES=① NO=②<br>N/A=③                         |
| 7 | The 5.4% of Perkins allocation was used for building secondary/postsecondary linkages | YES      | NO | N/A | YES=① NO=②<br>N/A=③                         |
| 8 | You inventoried all equipment purchased with Perkins?                                 | YES      | NO | N/A | YES=① NO=②<br>N/A=③                         |

|    |  |     |    |     |                     |
|----|--|-----|----|-----|---------------------|
| 9  | Followed the DE/EDGAR process for disposition of equipment purchased with Perkins?         | YES | NO | N/A | YES=① NO=②<br>N/A=③ |
| 10 | Funds are used only for purposes and programs that are mutually beneficial to all members? | YES | NO | N/A | YES=① NO=②<br>N/A=③ |
| 11 | Funds were not reallocated to individual members of the consortium?                        | YES | NO | N/A | YES=① NO=②<br>N/A=③ |

11. Please include the following documents with your response:

|   | DOCUMENTS  | AVAILABILTY (Mark "Yes") |
|---|--|--------------------------|
| a | A sample of time and efforts sheet for individuals partially paid with Perkins funds |                          |
| b | Information showing that 75% of CTE programs are designated program of study (POS)   |                          |
| c | Sample of inventory methods used for Perkins equipment                               |                          |
| d | Citation for documentations  |                          |

12. REFERENCES:

1. Program of Study Guidance on the DE webpage.  
<https://www.educateiowa.gov/program-study>
2. Equipment Disposition Guideline