12/10/2015

# Streaming Session #9
# December 10, 2015 Transcript
# The 2016-2017 Perkins CTE Local Plan and Budget Submission

(00:00)
(George Willcox speaking)
Good afternoon. Welcome to the Virginia Department of Education's streaming session entitled "Career and Technical Education Perkins Plan for the 2016-2017 School Year." With you today, we will review in detail the elements involved in completing the plan. Joining me is Terry Dougherty, who is the Finance Manager for the office of Career and Technical Education. Also, we have William Hatch, who is our Federal Program Monitoring Specialist, who also shares in the responsibilities of reviewing the Perkins Plan.

First, we will provide an overview of the elements involved in the plan, followed-up with a page-by-page review of screen shots of schedules that have changed. Terry will give an overview of the OMEGA submission process, and tips with regard to ensuring that your reimbursement requests are properly submitted. We will close with the federal program monitoring schedule for the 2015-2016 school year and the submission of your self-study.

(01:35)
(George Willcox speaking)
In this first segment, we will review the procedures for loading the Excel spreadsheet. I believe this is the fifth or sixth year that we've provided the Perkins Plan in an Excel format. The two important points here are that the Excel file actually tabs in a continuous format, and if you would like to view the template in a Pagination format, you will have to set that switch in your Excel file.

In the next slide, the thing that we would want to point to is that as you're loading the Excel template, you will normally see a warning sign that will you need to enable the content. This is very important, particularly if you want to view the Perkins Plan in a page-by-page format.

(02:51)
You will notice at the top of this slide, you see in the yellow section "Security Warning," and then the arrow that indicates where you can "Enable Content." That will also make it easier to print the Perkins Plan so that it prints from a Pagination format.

(03:15)
The key point that we want to make reference to in this slide is if you do have technical support questions, Jim Cutler is the primary person to contact, and his number is 804-371-0993. Bill and I will be available for technical assistance pertaining to the content of the plan, but if you have questions about the OMEGA system, Jim Cutler is the expert to call.

(03:58)
We are pleased to share that the OMEGA system will now accept Excel 2010 files, so there are now three formats that will work: 2003, 2007, and 2010.

The local plan will be due on April 29, 2016. That form must be submitted in a substantially approvable format. Quite often, we do have to work with school divisions to clarify some of the details that are in your plan and to ensure that all of the required components are there. But, if your plan is submitted in a substantially approvable format by April 29, that will ensure that you will be eligible to spend funds effective July 1.

(05:15)
It's important to note that there are two categories of expenditures in the Perkins Plan. One is required expenditures, and the other is permissive expenditures. You can only utilize up to 40-percent of your Perkins allocation for permissive expenditures. On the flip-side of that, you could actually use 100-percent of your funds for *required* expenditures. There is a switch within the Perkins Excel template—if you exceed the 40-percent threshold on permissive expenditures, a red flag note will pop up to alert you that you need to go back and make an adjustment.

(06:20)
It's also important that your Perkins allocation be allocated within the Perkins Plan to the exact penny. If your allocation is $90,550.59, you must allocate all of those dollars, to the penny, in your Perkins Plan. If it is one penny off, we will be required to return that plan until it matches your allocation to the penny. The superintendent's memo that comes out in the early spring will provide you with your exact allocation. Until that time, you will use your 2015-2016 Perkins allocation to complete the 2016-2017 plan.

(07:28)
Regional centers must complete all of the schedules, including Schedule 17. This process began in 2015-2016, following a US Department of Education review of the state's process for administering the Perkins Plan. So, local school divisions must provide regional technical centers with the amount of funding that will flow to the regional technical center. Then, the regional technical center must allocate those funds via Schedule 17.

(08:23)
One of the other things that happened during the course of the 2015-2016 school year was that we revised the application process for submitting a new course program application. That application form is available on the CTE Web site within the DOE site. If you have specific

questions about completing that new program application template, I encourage you to contact Sharon Acuff in the Office of CTE. Sharon provided the lead work with the staff in the development of that new application.

(09:16)
One of the other things that happened during the US Department of Education's review was that we are now required to maintain a reserve fund. Before, if school divisions did not use all of their Perkins funds, we repooled those dollars and utilized them to pay for industry certifications in cases where school divisions exceeded their state allocation. We will continue to provide that level of support, but those funds must now be routed through a reserve fund and it must be formally announced that those funds will be allocated to school divisions on a certain funding basis. Terry Dougherty will talk a bit more about that later today.

(10:27)
On the front page of your Perkins application, there is a Certification and Assurance page. The top of that page must be completed in detail, because the information that you put in that top section populates all of the other pages throughout the Perkins application. Bill Hatch will talk a bit later about the requirements for signatures and the details for faxing that Certification and Assurance page in. But, the key point we wanted to make in this particular slide is that you must complete the top section so that it populates all of the other pages throughout the plan. At the bottom of that page, you are required to provide five signatures of different key people who are involved in the leadership within your school division.

(11:42)
One of the other things that we were required to do following the US Department of Education's review last December is that with all of the schedules, you will now find a narrative section in which you have to describe how the Perkins funds will be used. Before, there were primarily checkboxes, and in some cases we did maintain those, but also added a descriptive block so that you can actually describe how the school division will utilize the Perkins monies in terms of practices, policies, and plans.

(12:29)
Schedules One and Two have a couple of significant changes in that you are now required to provide the names of three representatives from business and industry. Each of those representatives should represent a different program content area that serves within the school division. So please remember that you must provide the names of at least three representatives from business and industry that were involved in the development of your plan. In Schedule Three, you are required to provide the plan of study in a Microsoft Word format, and you will email that plan of study to the email address provided here: CTE@doe.virginia.gov. That plan will be reviewed, and a separate approval will be provided pertaining to your plan of study. We would like to note that we cannot finalize the approval of your Perkins Plan until that plan of study has been submitted. Minimally, you must provide at least one; however, you could provide even more in any given year.

(14:10)
Schedule Four provides the grade levels that are associated with the various categories of special populations from economically disadvantaged K-12, disabled K-12, limited English proficiency K-12, and as you will notice there are also non-traditional underrepresented gender group (7-12) and displaced homemakers (7-12). On one of the slides that Bill will review with you, you will see where you actually have to provide the number of individuals that are in each one of those areas.

(15:06)
Schedule Nine now requires that you describe in detail how you will measure the effectiveness of the state system of Performance Standards and Measures when it comes to developing and managing your Perkins program. That part of the plan ties directly back to your performance measures in terms of 1S1 through 5S2.

(15:45)
This is the second year in which there have been changes in Schedule 15. There is now a Schedule 15 and a Schedule 15-A. All school divisions must complete schedule 15. And, if you participate in a regional technical center, you must then provide the regional technical center with information about the amount of Perkins funds that will flow to the center for services to support the students. You are not limited to the Perkins funds being the only allocation that goes to the regional centers, but minimally, you must provide that number.

(16:39)
On Schedule 15-A, regional centers must provide the names of each school division that supports the regional center and the amount of Perkins funding that the appropriate school division allocates. This is a new schedule which is completed only by regional centers.

In Schedule 16, we're drawing your attention to the maintenance of effort. Often, we have school divisions call and ask "How do I determine my maintenance of effort? Is there a document that provides that amount of money?" We encourage you to contact Terry Dougherty if you have questions about the amount of maintenance of effort funding that must be listed on Schedule 16, on Line 10, which specifically deals with the equipment and the amount of local funding that the school division allocates in that area.

(18:04)
This slide points more specifically to Line 10.

Schedule 17 is the schedule in which local school divisions and regional centers must describe how they will utilize their Perkins monies, and actually allocate those funds out by line item. We remind you again that there are two categories of funding, required and permissive, and that you can only spend up to 40-percent of your Perkins funding on a permissive item. You may, however, spend up to 100-percent of your funding on required items.

(19:19)
Bill will have a chart that will help you to see the columns that are involved in Schedule 17. We would like to point out here that in Column Two, if you are going to utilize Perkins funding for all of your programs, from agriculture to marketing to business to trades, then you may select the new "All" option instead of having to list each one of those program areas separately.

Schedule 18 deals with the administrative use of Perkins funding. A school division may use a maximum of 5% of their Perkins grant for administration. If you exceed that amount in your projections, a red flag will pop up to alert you to the need to adjust those dollars down.

(20:40)
And finally, at the end of the Perkins Plan is a comments page. If the sections of the various schedules did not provide enough information, or if you need to provide specific information, beyond what was available in the schedules, there is a full page in which additional information may be provided. Now, as we move toward the end of this first segment of today's session, the school divisions are equally divided between Bill Hatch and myself. Schedule A provides you with a list of school divisions that are assigned to each of us. However, do not hesitate to contact either one of us if you need assistance.

(21:46)
Appendix B provides descriptive information about the use of funds and exactly what can be purchased in terms of a required expenditure and also those things that fall under the category of permissive expenditures. Appendix C provides a description of the expenditure object codes from 1,000 through 8,000. Terry Dougherty will talk more about those as we move through today's session.

That provides you with an overview of the Perkins Plan. Now, William Hatch will review in more detail each of the schedules and provide additional helpful tips.

(22:50)
(William Hatch speaking)
Going back and starting at the beginning again, this is the first page, as George mentioned, of the Perkins Plan. You will key in the information, and this information will be populated throughout the rest of the plan. So, it is important to enter things correctly. One of the things that needs to be done is a copy of the signed form needs to be faxed to the VDOE upon completion. When all of the signatures are in place, you go to the next area where all the signatures need to go. Here, postsecondary is an important part of it because of the collaboration and the development of the career cluster and the plans of study. We need to make sure that we have the local Community College Perkins Administrator's signature as well. So, we need these five signatures before you fax it in. Again, these must be done for your plan to be approved.

(24:07)
Assurance #1 essentially tells us the sufficient size, scope, and quality of your CTE program and the activities are listed in Assurance #1. This used to be Scheduled 11, but we moved it here to the Assurances as a result of our federal review. Now, we are going to go to Assurance #24. This is where the school division will conduct self-assessment of the career and technical education program, and we'll get into this a little bit further in the presentation, but one of the things is that it must be completed along with the submission of the local plan that is due by April 29, 2016. We will go through which school divisions are identified to provide that.

(25:11)
Looking through the Performance Assessment tab, the Perkins Performance Standards have been aligned with the performance report. What you will be doing is taking the information from the VDOE Web site page that we have. The 2014-2015 APR will be available in January 2016. If you have any more questions about that, please feel free to give me a call.

(26:06)
On the Performance Assessment tab, the second page looks at how many standards have not been met for the first time, which would be in the first block. In the second block, it was not met for two consecutive years, and in the third block, it will be if the standard is not met for three consecutive years. You will explain why the standard was not met and what action is being taken to improve that performance.

Performance Assessment Targets for the 2015-2016 school year are identified here, and these will be your target goals for the following year. Here, we have the checklist for the schedules that are required for the school divisions and regional centers, and you are to complete all the schedules. Schedule One is the Stakeholder Participation/Involvement, and for that you need to list three business and industries--one of those will be for each of the three different career and technical education programs that you have. As you probably heard before, Workforce Investment Council was added, and labor needs to be identified.

(27:50)
On Schedule One, labor is no longer optional. It needs to be included in the Advisory Council, and if you have any questions about what a labor organization is, please feel free to contact me, and I may be able to help you find some in your area. Schedule Two is the Advisory Committee Participation/Involvement, again identifying one individual for each of the CTE Advisory Committee positions, with the exception of business and industry, and you'll need three--again, one for each of the different technical education programs that you have. And again, Labor and Workforce must be identified for that representative.

(29:00)
Continuing on Schedule Two, you need to provide a description of how the Advisory Committee and the stakeholders are informed about Perkins, and what activities the will be involved with during the 2016-2017 school year. Schedule Three is the Application for Local Career Cluster/Pathway Plan of Study. You will need to indicate all Career Clusters/Pathway

Plans of Study that the school division previously had. These must be submitted in a Microsoft Word file for the 2016-2017 Career Cluster and must be emailed to the address below four separate approval. Again, these need to be approved before your overall plan is approved.

(30:17)
Schedule Four is the Special Populations Report. The grade levels have been added for each of the seven subcategories, and these cells will allow you to enter "0" if there are no individuals in that subcategory. Schedule Seven is Professional Development. You must provide the number of teachers and administrators that are participating in the professional development activities. Keep in mind that the cell will not take an "X", so a number must be entered. Schedule Nine is the Evaluation of Career and Technical Education Programs. Beginning in school year 2015-2016, a narrative is required to explain, in detail, how programs will be conducted, and it ties back to those performance measures. And now, George is going to continue with Schedule 15.

(31:35)
(George Willcox speaking)
Schedule 15 must be completed by every school division. In Column A, you must provide the total number of students in the division, plus the number of students that are attending the regional technical center. Then, in Column B, the number of CTE students participating in the regional technical center from all of the associated school divisions. That number is calculated and in Column C, you must then share the amount of funding that your school division will send to the regional technical center. So, at the school-division level, you complete Schedule 15. Then, Schedule 15-A is completed by the regional technical center. This is a requirement from the US Department of Education so that they can actually ensure that the funds follow the students through the school division to the regional technical center. And, it will actually require that all school divisions participating in a regional technical center report those allocations to the technical center before the technical center can get their Perkins plan approved. So, efficient dissemination of those allocations will be very much appreciated by everyone involved

(33:22)
Schedule 17 is the primary schedule in which you describe how your funds will be used and the amount of funding that will be used for each item. In Column 1, in the first three blocks, you have "Required Expenditures". Under "Professional Development", all school divisions must allocate a percentage of their funding for professional development. Also, a percentage of your funding must be allocated for special populations, including non-traditional. We do not stipulate how much of the funding must be there, but when you look at the 60/40 split, a minimum of 60-percent of your funding must be spent in the required category of expenditures. Within that percentage, professional development and special populations are requirements. Then, of course, if you participate in a regional technical center, you must provide that information in the third row.

From the fourth row down, you actually select the required expenditure category, or the permissive category, in which you want to, or need to, expend funding. In Column Two, you select the program areas that the funding will be allocated to. Or, as we mentioned earlier, Item Nine is a tab for "All Programs". In Column 3, you actually describe how the funding will be used. Teachers will attend and participate in the appropriate summer conference. Five teachers will attend and participate in the marketing summer conference. Three will participate in the agriculture summer conference. Seven will participate in and attend the technology education conference. You must be detailed about how those expenditures will be used. Then, in Column 4 and 5, you provide the object code you'll be using, whether that's state, federal, or local.

(36:30)
With Schedule 18, we've added a column there, and I will ask Terry to talk a little bit about that. We have added Row 5000, which enables the school division to seek reimbursement for any indirect cost. So, that is a new separate line item that has been added to Schedule 18. The other schedules there permit you to allocate funding for administrative purposes up to a maximum of 5-percent of the overall grant.

Once you've completed Schedule 17 and 18, the bottom-line numbers on both Schedule 17 and 18 must match. Schedule 18 is automatically calculated based on the number of expenditures that you indicated would either be state, federal, or local.

(37:53)
If you need to provide additional information, the final tab in that section provide an opportunity to expand on any of the expenditures or schedules. in our next section, we will talk about the online administration of the Perkins grant, and tips and suggestions for efficient management. Terry Dougherty will provide the next segment.

(38:36)
(Terry Dougherty speaking)
One of the things that you need to do after you download your local plan spreadsheet file from the Virginia Department of Education Web site is to actually look at the file and read the directions and look at the appendices that are listed in the first tab of the local plan before you even begin your local plan application. You can print out each one of those appendixes and sets of directions for use as you are preparing your local plan. Another suggestion is if you are experiencing any problems uploading or downloading the file, you need to contact support services. The first one is located on OMEGA--it's up at the top of the upper right-hand column, and you can find that under OMEGA Support. If you click OMEGA Support, where the red arrow is indicating, it will open up a separate Web page where you can send in email messages directly to the OMEGA Support Specialists at the Virginia Department of Education, listing what your problem is and requesting some help.

The next that you need to do is if you look at the "Help" section, which is the second block down, you will be directed to the OMEGA Web page where the Online Management of Education Grant Awards (OMEGA) has their actual users guide. If you haven't printed out a PDF copy of the Omega User's Guide, you need to print that out and keep a copy on file. That provides you with all the instructions on how to upload your local plan application, as well as create budget transfer requests and your Omega reimbursement requests.

(40:35)
You can also speak to one of the OMEGA specialists at the Virginia Department of Education by calling 804-371-0993. If you have any questions regarding the directions for completing your Local Plan application in the Excel template, you can also contact the Office of Career and Technical Education at CTE@doe.virginia.gov. Remember that the school divisions are assigned to either George Willcox or William Hatch for Perkins CTE local plan support and approval. And that list of assignments is in your Welcome and Instructions tab on the Excel spreadsheet template at Appendix A.

(41:24)
One of the biggest concerns we have is when you are submitting your original Perkins CTE local plan. You must be very careful to identify the type of application. You must click on "No" in that it is a non-consolidated application. When you select "No," then you can actually go down and select, from the drop-down list, the Perkins Plan. If you select "Yes," as being a consolidated application, what we see when we look in OMEGA is a list that says "Consolidated Application" and we don't know which application is the actual Perkins Plan. It may be Special Ed; it may be Title I, so you must select "No" as a non-consolidated application, and then select the Perkins Plan.

Remember that only one local active plan application can be created in OMEGA at a time. If you have more than one plan selected or created, it will stop all functions and you will have to go back to OMEGA support to have your incorrect plan deleted before any activities can happen on your original approved plan.

(42:48)
When completing the budget in Schedule 17, the total funding allocation that is provided to from the Virginia Department of Education once we get our a location from the US Department of Education for our next school year. Normally, we get those allocations sometime in March or April, and we will do the allocation formula and publish each school's allocation in the superintendent's memo. Until that time, you can begin your application and use the allocation amount from your current school year 2015-2016 budget to develop your local plan for 2016-2017. Once the new allocations come out, you must revise your plan and submit your plan with the actual allocation amount for school year 2016-2017.

(43:48)
One of the other suggestions that we have is that you need to review the object code descriptions that are in the Welcome and Instructions tab at Appendix C. this provides you a detailed description of each one of the object codes, the definition, as well as examples of what you can use your Perkins funding for. For example, you can use 5% of your Perkins funding for administrative costs. This can be used for personnel services to offset the salary of the CTE director or other administration personnel. Or, you can use it to purchase equipment

needed for the operation of the CTE program, and central office, such as a new computer. Or, you could use the 5% to offset indirect costs that the school division wants to charge for the operation of the program. Or, it could be a combination of all of these.

Just remember that you are limited by Perkins regulations to no more than five-percent of your grant award for administrative costs. So, if you have a grant award of $100,000, five-percent of that is $5,000. You could not spend $5,000.01--you will get an error message if you try to spend that.

(45:12)
The other thing that you need to take a look at is the differences of expenditures between object code 3000 and 5000. Object code 3000 is used for the purchase of all contractual services acquired from outside sources. That may be from private vendors, public authorities, or other governmental entities. One of the biggest uses of object code 3000 is when you're paying your CTE regional consortium or fees paid to another authority such as another school division, community college, university, or other governmental entity. You would use object code 3000 for those expenses, as well as any conference registration fees that you are paying directly to an organization, or airline tickets or travel arrangements that you are paying directly to either the airline or the hotel.

So, if you are paying a registration fee to a professional association, you should be budgeting those expenses under object code 3000. Again, you can go back and look at the Welcome and Instructions tab at Appendix C for detailed information and examples of those expenditures.

(46:29)
Object code 5000, which includes other charges and indirect costs, is for expenditures that support the CTE program, which are paid within the school division. That could include CTE administrators, staff, teachers, expenses for training, conference registration, travel, lodging, and meals, where you are making the payment directly from the school division to the individual and not an outside vendor. Again, a detailed description is provided in Appendix C.

(47:06)
Remember on your Schedule 17, when you have your budget request that might span all your program areas, you can use "All" from the drop-down menu under the program, and provide one description.  So, if you're doing a professional development workshop that would include all of your CTE teachers and personnel from all over the various program areas, you could select the "All" option and provide a narrative description of that professional training or development that you're going to do, and then the appropriate object code and the expenditure of funds.

Another way that you can use the "All" code is if you are initiating, expanding, improving, and/or modernizing programs with equipment that is from the approved equipment list that may be used buy all of your program areas. For example, if you are replacing computers that are used both by your marketing program people and other program areas, that could be an

"All" expenditure. Remember that when you are submitting your reimbursement, you must provide details of the items purchased and those equipment purchases must be on the approved state equipment list. You must have an appropriate budget submitted with those that matches your local plan, so that there's no delay in providing approval of your local plan, budget, or reimbursement request.

(48:44)
Remember, before your local plan can be approved, you must submit the signed copy of the Perkins CTE Local Plan certification page to the Virginia Department of Education by fax. That number is 804-530-4560. Also, you must submit a Microsoft Word file of your complete school year 2016-2017 Plan of Study, and that must be e-mailed to CTE@doe.virginia.gov. Currently, these are the only two items that must be sent separately from your OMEGA local plan submission that is uploaded into OMEGA.

(49:37)
Remember that your Local Plan application spreadsheet file supports 2003 Excel .xls files; OMEGA will support both the 2007 and newer formats. If you have any problem uploading your file, please call OMEGA support, or call CTE.

One of the other tips that we need to remind you of is that you must monitor your to-do list in OMEGA. If you have any applications, budget transfers, or reimbursement requests that need your action, they will appear on your to-do list. So, if you have created a local plan or a budget transfer, or a reimbursement request that hasn't been submitted above your level, it will still show on your to-do list. If your local plan, budget transfer, or reimbursement request has been denied due to a problem, it is sent back to the originator of that particular file and will then appear on your to-do list. So, if your local application has been denied, you need to open up that file and look at the comments section to see why your local plan was denied and what action is needed so that you can correct that application file and resubmit it back to the Virginia Department of Education for review. Your application must receive a Level Four approval, which is normally your division superintendent's signature level, within the division before it is transmitted to the Virginia Department of Education's to-do box, so that we can actually open up the application and review it. That needs to be submitted by the deadline of April 29, 2016, in order that your application meets the federal requirement--that you have submitted a substantially approvable application, so that on July 1st of 2016, you can start to obligate and commit Federal Perkins funds.

(52:07)
A reminder that your original application is the original application that you submit into the DOE. If that application is denied and sent back to you for correction, then it must be uploaded as a revision to your original application and submitted back to the Virginia Department of Education for review. Once either your original or revision application has been approved, if you make any changes to that application, then it must be submitted as an amendment to your approved application.

Remember to check your reimbursement and budget request status. If anything has not been submitted above your level, it is on your to-do page. However, if you want to check the status of where your application or budget transfer or reimbursement request is above your level, you can do a drop down and look at the "Pending" list. This list will show you everything that is above your approval level, and that will show you where your application, budget transfer, or reimbursement request is, and who has it in their to-do list to do an approval to submit it further. Also, if you are at a higher level of application, such as a 3 or a 4, if you want to see what may be created and is coming for your review and approval, that is viewed under "View My Coming Soon" list. That is all applications, budget transfers, and reimbursement request that are below your level of approval in OMEGA. That is what I, along with George and Bill, use to see what has been created and hasn't been approved and submitted in for our Level 5 initial review.

(54:16)
It's very important that if your local plan original has been denied and sent back to you for corrections, you must upload your corrected application as a revision. Once your local plan has been approved, then all changes made after the initial approval must be submitted as an amendment. So, you must make those corrections, save your file, and upload that file into OMEGA for submission.

This is just a reminder that if you are amending your application that has been approved, it must be identified as an amended application. And those step-by-step instructions can be found in the OMEGA User's Guide, pg. 85-90.

(55:20)
One of the things that will really help us while we are reviewing your application is for you to tell us what amendments you have made in both your application and your budget. You can use the comments page of your application to do this. If you provide an explanation in your comments box of what you have made the changes for, it is a lot more efficient for us when we are reviewing, rather than going back and looking at your entire application and trying to figure out what changed from your newly submitted revision or an amendment to your application from your last approved local plan.

(56:10)
One of the new features of OMEGA is that you will get a notification back under the Announcements section when your application has been approved. Any new notifications are referred to as "Unacknowledged" until they have been opened and the user acknowledges that they have received the notification. So, you will receive back a notification in OMEGA when your application has been approved. Now, we are going to transfer back over to Bill for the Career and Technical Education Federal Monitoring.

(56:57)
(William Hatch speaking)

For the Federal Program Monitoring, it might be helpful if you review the superintendent's memo 261-15 from October 9th, 2015. It provides a brief explanation, as well as some links to the six-year monitoring schedule, the self-assessment guidance, and the self-assessment template. They will help you see what the new monitoring process is. Portions of it have stayed the same, but there were a few changes this past school year. The review system includes Phase One, which requires you to conduct a comprehensive self-assessment based on that six-year schedule cycle and develop program improvement plans as needed. That's going to address identified deficiencies and concerns that you have with your program and that we see as a result of that self-assessment.

Only the school divisions that are scheduled to undergo Federal Program Monitoring in 2015-2016 are required to submit a self-assessment with their local plan. Again, this will be identified on that six-year monitoring schedule. The next slide will be who is up for the self-assessment this coming year. Again, the CTE local plans are due to the VDEO through the Single Sign-on for Web Systems by April 29, 2016.

(58:52)
Phase II requires us to conduct an analysis of your self-assessment report and then look at some other data that is helpful in seeing where your CTE program is, and that may include on-site visitation to review some specific CTE programs. The school divisions that are identified to complete a self-assessment for this school year are going to be the targeting pool for the on-site visit for the following year, and the top seven ranked school divisions in that targeting pool will be identified for an on-site review.

Then, Phase III requires the school division to follow-up on any identified deficiencies.

(59:48)
This slide identifies who is coming up and has the self-assessment due on April 29th to be submitted with your local plan. These school divisions will be in the targeting pool for next school year's on-site visits. If you have any questions, please feel free to contact me. Now I will pass it over to George for the evaluation process.

(1:00:42)
(George Willcox speaking)
Thank you, Bill and Terry. We trust that the presentation has been beneficial, especially for new administrators, and that it served as a refresher for senior administrators. Please remember that the Perkins plan is due in a substantially approvable format by April 29th. If you have any questions about any of the schedules, please do not hesitate to call myself, Bill, or Terry. Also, with respect to the annual performance reports that are due to be released on the VDOE Web site in January, if you have questions about your annual performance report, or the school division school-level reports, please contact Mark Burnett in the Office of CTE for that.

We would ask that you take a few minutes and complete the survey of this session. We do take your comments constructively, and we use your input to continuously improve the types of programs and sessions that are provided. I would like to thank Sharon Acuff for her work in coordinating this session today. In closing, if you have any questions please do not hesitate to contact any of the participants in today's session, including James Cutler, who is the technical support for the OMEGA system. Thank you very much. Have a wonderful holiday and second semester of the school year.