

## M-E-M-O-R-A-N-D-U-M

TO: Allen Reed, Superintendent and Loretta Rainwater

FROM: Karla Tipton, and Kiley Whitaker

DATE: February 28, 2014

RE: Perkins and CCR Monitoring

On February 11, 2014, the Office of Career and Technical Education conducted a review of the financial records related to Perkins funding and the accountability records for Career Readiness for Adair Co. Schools. The district is using Perkins funds to enhance the CTE programs. Adair Co. provided all required support documentation for the Career Readiness accountability review. During the examination, there was no reason to believe that the district had not tried to administer the Perkins funds and accountability records in accordance with the laws, rules and regulations. However there were concerns for Career Ready Students.

### **Perkins:**

#### **Findings**

- There were no findings during the visit.

#### **Recommendation**

- 75% of your funds need to be expended by April 1.

### **Career Pathways:**

#### **Recommendations**

- Business Principals and Multimedia do not account as electives in the Finance pathway.
- Multimedia and Business Law do not count as electives in the Administrative Support pathway.
- Information Support and Services does not have a complete pathway.
- Ensure that whenever possible courses are taught in a progressive sequence that builds on prior knowledge.

### **Career Readiness Accountability:**

- All evidence of CCR data was available and accurate for 2012-2013 students.
- 3 out of 10 2012-2013 students listed as preparatory did not have the credits to be marked as preparatory. KDE staff will change data where applicable. Students that are not preparatory cannot be Career Ready.

- 1 out of 7 2013-2014 students listed as preparatory were not preparatory in time to take the KOSSA assessment. The student did not complete 2 credits in the pathway before the January 15<sup>th</sup> deadline. Students must complete 2 credits in a pathway and be enrolled in the 3<sup>rd</sup> credit before the deadline in order to be eligible for KOSSA.
- Ensure that all senior preparatory students are given the opportunity to take either a KOSSA or Industry Certification. If the student does not test, ensure that evidence is maintained on why the student did not test.
- For WorkKeys, we recommend retesting students that fail to meet benchmarks on only one section.
- For non-standard CTE courses, ensure that standards and course descriptions are maintained in the student records.

If you have questions or need additional information, please contact us.