**Delaware Department of Education (DDOE) Federal Compliance Monitoring Visit**

**Subject: FY16 Secondary Career and Technical Education (CTE) Monitoring Form**

**Sample Agenda**

**LEA:**

**Date of Review:**

**PURPOSE:** The Carl D. Perkins Career and Technical Education Improvement Act of 2006 requires that local recipients (local education agencies – LEAs) be monitored to support the improvement of Career & Technical Education (CTE) programs of study. The Delaware Department of Education (DDOE) CTE and STEM workgroup conduct monitoring visits on a five-year rotation schedule**.**

The monitoring form and subsequent report are provided to local recipients for the continuous improvement of CTE programs of study in conjunction the Carl D. Perkins 2006 P. L. 109‐270 [Section 134(b)(5)] and 14 DE Admin Code 525. Please see the DDOE CTE & STEM monitoring interview guide for sample questions that could be asked during the onsite visit. Additional questions may be asked based on LEA responses to the monitoring form or based on information requested by LEA staff. **It is recommended that a LEA representative work with the monitoring team to design and participate in the interview process.**

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| **Agenda Item:** | **Person Responsible:** | **Location:** | **Time (minutes):** |
| Welcome, Purpose of the Monitoring Visit, and Agenda Overview | DDOE Staff |   | 10 |
| LEA Overview of CTE based on Monitoring Form | LEA Leadership |  | 20 |
| **Concurrent Interview – Block 1** |
| Interview with LEA & School Leadership | * LEA Leadership
* School Principal(s)
* Assistant Principal(s)
 |  | 30 |
| Interview with CTE Leaders/Teachers | Select CTE Teachers |  | 30 |
| Break | 15 |
| **Concurrent Interview – Block 2** |
| Interview with School Counselors | Select School Counselors |  | 30 |
| Interview with Parents & Community Members | Select Parents & Community Members |  | 30 |
| **Concurrent Interview – Block 3** |
| Interview with CTE Program Advisory Committee | Representatives from the CTE Program Advisory Committee |  | 30 |
| Interview with Students | Select CTE Students |  | 30 |
| Break | 15 |
| Monitoring Team Visit Debrief and Discussion to Inform Monitoring Report | DDOE & LEA Representatives |  | 40 |
| Questions and Adjournment | 10 |
| Total Time: | 3.5 hours |

Recommendations contained in the final monitoring report are to be addressed and included in the Carl D. Perkins portion of the local education agency consolidated application when the next annual update is submitted. Next steps are to be addressed on or before the agreed upon date of completion.