



# CTAE State Newsletter

November 2009

Volume 9 Number 1



## In This Issue

- Program Delivery Update
- Information on CTAE Textbooks/ Instruction Materials
- Development and Transition Update
- Agricultural Education
- Accountability/ Improvement

## Contact Us

[www.gadoe.org/ci\\_cta.aspx](http://www.gadoe.org/ci_cta.aspx)

## Gary Steppe, State Director ([gsteppe@doe.k12.ga.us](mailto:gsteppe@doe.k12.ga.us))



I enjoyed visiting with so many of you at our drive-in conferences. I hope you felt the conferences supplied you with valuable information. Soon we will have completed half of this school year. As our time with these students flies by, we need to keep our focus on our mission to prepare our students for post-secondary education and the workforce. We hear from some of the post-secondary folks that some of the students we are sending them may have the career and technical skills they need but lack the core basic academic skills they need to insure success.

What can we do in our classes to improve these fundamental academic skills for our students? Let me suggest three ideas I got from the Southern Regional Education Board (SREB) that may be helpful.

- Expect students to do substantial reading (may be technical in nature) and reflective writing in the career field.
- Expect them to describe or present orally what they learn through class projects, problem-solving activities and lab work.
- Expect tasks to develop analytical thinking skills.

CTAE teachers can really make a difference by also blending academic and technical contact through projects and by designing our courses to provide students numerous opportunities in the context of their career field to develop problem-solving skills, improve their research and organizational skills when addressing a problem or task. Have a great Thanksgiving!

---

## Scott Carey, Program Delivery ([scarey@doe.k12.ga.us](mailto:scarey@doe.k12.ga.us))

Thank you for all the outstanding support you have provided to teachers and students this fall. It was great to hear you talk about the positive energy going on in your programs at the Administrator Drive-In meeting. My PowerPoint presentation from the meeting is posted on the GaDOE web site for your reference. Please feel free to contact me or any of our staff if you have questions or comments regarding our programs. Have a wonderful holiday season!

## Architecture, Construction, Communication and Transportation

*Sonny Cannon at [gcannon@doe.k12.ga.us](mailto:gcannon@doe.k12.ga.us)*

### Expo and SkillsUSA State Championships

The 2010 Expo and SkillsUSA State Championships return to the Georgia International Convention Center on Friday, March 12, 2010. It's the single largest showcase of Career and Technical Education and industry partnering with education in Georgia. Last year's event drew more than 6,000 students, teachers, counselors and industry leaders from across the state.

This year's event brings together multiple industries, including architecture, construction, engineering, energy, public safety, and transportation. More than 200 employers from these industries will demonstrate and provide hands-on experiences for students to learn about exciting career opportunities. The showcase of the one-day event is the SkillsUSA State Championships, which will feature the best high school and technical college students in the state competing in 25-plus construction, public safety, transportation, and leadership contests.

The 2010 Expo and SkillsUSA State Championships are presented by the Construction Education Foundation of Georgia (CEFGA) at [www.cefga.org](http://www.cefga.org), The Transportation Education Foundation of Georgia (TEFGA), and The New Media Education Foundation of Georgia (NMEFGA) at [www.nmefga.org](http://www.nmefga.org). Admission is \$12 per student and includes a boxed lunch and drink. Hours are 8 a.m. to 4 p.m., Friday, March 12, 2010. For more information or to register, please contact CEFGA at (678) 889-4445 or TEFGA at (770) 634-6161.

\*\*\*\*\*

## Business and Computer Science

*Sarah Heath at [sheath@doe.k12.ga.us](mailto:sheath@doe.k12.ga.us)*

### Georgia Business Education Blog

New - teachers can now share their ideas about courses, project based learning, FBLA, etc., through a blog at <http://georgiabusinesseducation.blogspot.com/>

### Scholarship

FBLA has established a \$9,000 scholarship for a female FBLA member/Business Education student to attend Wesleyan College in Macon. The scholarship is renewable for all four years of attendance!

Qualifications:

1. Student must be an active FBLA Member
2. Student must have a 3.0 GPA
3. Student must score a 1100 on SAT or 25 on the ACT
4. Student must achieve the America Level of the Business Achievement Awards by NLC 2010

Please have interested qualified female students contact Danielle Lodge at [dlodge@wesleyancollege.edu](mailto:dlodge@wesleyancollege.edu)

### Computer Applications Standards Based Projects for the Classroom Workshop

12/15/09, 8:00 a.m. - 3:30 p.m.

Offered through the ETC Centers by Sarah Heath

\*See the CTAERN in a few weeks - registration information coming soon\*

### Integrating FBLA in the Classroom

1/5/10, 8:00 a.m. - 3:30 p.m.

Offered through the ETC Centers by Sarah Heath

\*See the CTAERN in a few weeks - registration information coming soon\*

## **Economics, Stock Market Game, and Financial Literacy Workshops**

[http://www.gcee.org/workshops/register\\_for\\_workshops.asp](http://www.gcee.org/workshops/register_for_workshops.asp)

## **Legal Environment of Business and other Law Related Courses Workshops/Information**

[http://www.gabar.org/law-related\\_education/](http://www.gabar.org/law-related_education/)

## **CISCO Webinar**

### **CCENT Cert Prep Session #4**

December 2, 2009, 4:00 p.m., Eastern Standard Time (New York, GMT-05:00)

To register to attend session #4: <https://cisco.webex.com/cisco/onstage/g.php?d=207394580&t=a>

If you need more information or assistance with registration, please email Karen Alderson at [kalderso@cisco.com](mailto:kalderso@cisco.com).

### **Fall Leadership Conference**

12/04/09 - 12/05/09

Athens, GA - The Classic Center

Registration Deadline = November 4th

### **Region Leadership Conferences**

Please join us for RLC and see what FBLA Competition is like for many of your students!

#### **Region 1:**

- Friday, January 22 (AM)
- Moultrie Technical College, Moultrie
- Region Adviser: Vivian Laster, Terrell High School

#### **Region 2:**

- Thursday, February 4 (PM)
- Coffee High School, Douglas
- Region Adviser: Deborah Patton, Coffee High School

#### **Region 3:**

- Thursday, January 21 (PM)
- Wayne County High School, Jesup
- Region Adviser: Debbie Stephens, Wayne County High School

#### **Region 4:**

- Thursday, January 14 (PM)
- Swainsboro High School, Swainsboro
- Region Adviser: Cherie Hooks, Swainsboro High School

#### **Region 5:**

- Friday, February 5 (AM)
- Middle Georgia Technical College, Warner Robins
- Region Adviser: Sherry Johnson, Perry High School

#### **Region 6:**

- Monday, January 25 (PM)
- Marion County High School, Buena Vista
- Region Adviser: Sherry McAllister, Marion County High School

#### **Region 7:**

- Monday, February 1 (PM)
- Rockmart High School, Rockmart
- Region Adviser: Janet Dover, Rockmart High School

#### **Region 8:**

- Wednesday, January 20 (PM)
- Ringgold High School, Ringgold
- Region Adviser: Kym Johnson, Ringgold High School

Region 9:

- Tuesday, January 26 (PM)
- Woodland High School, Cartersville
- Region Adviser: Jill Olson, Woodland High School

Region 10:

- Thursday, January 28 (PM)
- Milton High School, Milton
- Region Adviser: Donna Robinson, Milton High School

Region 11:

- Wednesday, January 27 (PM)
- North Forsyth High School, Cumming
- Region Adviser: Shannon Anderson-Rush, North Forsyth High School

Region 12:

- Friday, January 29 (AM)
- DeKalb Technical College, Clarkston
- Region Adviser: La'Sonya Smith, Miller Grove High School

Region 13:

- Tuesday, February 2 (PM)
- Henry County High School, McDonough
- Region Adviser: Regina Daigre, Henry County High School

Region 14:

- Friday, January 15 (PM)
- Newton High School, Covington
- Region Adviser: Debra Lary, Newton High School

Region 15:

- Tuesday, January 19 (PM)
- Madison County High School, Danielsville
- Region Adviser: Christy Drew, Madison County High School

\*\*\*\*\*

## Engineering and Technology

*Ron Barker at [rbarker@doe.k12.ga.us](mailto:rbarker@doe.k12.ga.us)*

### Fall Teachers Conference

The Fall Georgia Engineering and Technology Education (GETEA) Conference was held in Jasper, Georgia on October 23-24, 2009, at Pickens County Middle School. The dual track program featuring middle school and high school presentations was a success. Presentations were also given on Robotics, Drafting/CAD, Manufacturing, Engineering, Energy Systems, Electronics, Lemelson-MIT InvenTeams, the Design and Technology IB Program, and fundraising - just to mention a few. The conference featured industrial tours and teacher presentations along with an Advanced Engineering and Technology Forum. The Awards Luncheon showcased GETEA/ITEA teacher excellence and program excellence awards, program certification recognition, and outgoing officer recognition.

Keynote Speaker Euridice Oware, an Engineering Educator from Boston, MA, spoke about “Students’ Perceptions of Engineers and Engineering” reinforcing beliefs that students need to have career-related information in elementary school in order to dispel myths regarding engineers and what they do in our global society. Euridice offered an interest session on “Engineering the Future – Challenges for High School Students”. This session was a good introduction to the Engineering the Future course developed at the Boston Museum of Science. Ms. Oware also presented “Building Math – Adventures for Middle School Students” another program from the Boston Museum of Science.

Dr. Frank Flanders gave a presentation on the engineering and manufacturing pathway materials. Frank taught teachers how to access the materials online and make contributions to the web-based document.

The Fall Georgia Engineering and Technology Education 2010 conference will be held in Brunswick at the New Career Center.

### **Georgia TSA Fall Leadership Conference**

The Georgia Technology Student Association Fall Leadership and Competitive Event Conference was held at St. Simons Island on November 13-15, 2009, at the Sea Palms Resort. The State Officer team and advisory committee worked diligently on the conference and planned a rewarding experience for both students and teachers. The Cardboard Boat Problem Solving Event and the new Robotics Event helped produce an exciting activity filled weekend for the Engineering and Technology Education co-curricular organization. The leadership sessions, technical sessions, team building, and networking proved to strengthen both the local and state chapters of this National Career and Technical Student Association (CTSO).

### **Teen Driving Safety**

The Riverdale High School Technology Team in Clayton County did a commendable job developing their new web site at [www.dot.ga.gov/teendriving](http://www.dot.ga.gov/teendriving). This is your source for safety tips, driving laws, travel information, and environment, and is a project for the Georgia Department of Transportation, the Governor's Office of Highway Safety, and the Georgia Department of Driver Services.

\*\*\*\*\*

### **Family and Consumer Sciences, Culinary Arts, and Education**

*Laura Ergle at [lergle@doe.k12.ga.us](mailto:lergle@doe.k12.ga.us)*

### **FCCLA Fall Leadership Conference**

FCCLA had a great turnout at the Fall Leadership Conference at the FFA/FCCLA Center with over 650 in attendance.

### **2009 Leadership Conference Competition Winners**

#### Membership Recruitment Competition

1st place - Bleckley County High

#### State Lapel Pin Competition

1st place - Lanier County High

#### T-shirt Competition

1st place - Southeast Bulloch Middle

### **FCCLA Rally**

The 2009 FCCLA Rally also had a great turnout, despite the rain, with more than 3600 in attendance.

The 2009 Fall Rally had some great competitions, congratulations to these winners:

#### Chili Cook-off, Senior Division

1st Place - Turner County High School

#### Chili Cook-off, Junior Division

1st Place - Perry Middle School

#### FACS Knowledge Bowl

1st Place - Coffee High School

#### Culinary Arts Knowledge Bowl

1st Place - SE Whitfield High School

#### Middle School Brochure

1st Place - GP Babb Middle School

High School Brochure

1st Place - Sonoraville High School

Chapter Booth Winners, High School

1st Place - Oglethorpe County High School

Chapter Booth Winners, Middle School

1st Place - Perry Middle School

Mark your calendars for the GATFACS Winter Teacher Conference, January 21-23, at the Marietta Hilton.

\*\*\*\*\*

**Healthcare Science, Cosmetology, Law, Public Safety**

*Phyllis Johnson at [pjohnson@doe.k12.ga.us](mailto:pjohnson@doe.k12.ga.us)*

Thanks to everyone who participated in our monthly webinars. We will have a Healthcare program specific webinar in November and a general webinar in December that will focus on careers and how to utilize GAcollge 411.

We are in the process of planning our regional workshops and more details about those events will follow. The GPS roll out for our new Physical Medicine curriculum will be January 14, and teachers will be able to participate through their closest ETC. HOSA region competitions will be in January. Advisors can check the web site [www.georgiahosa.org](http://www.georgiahosa.org) for details.

**Public Safety**

We had a great webinar with Deborah Craytor from the Georgia Bar Association. I have sent the link of the archived webinar, but I can resend the link to anyone who missed it. We will have a Public Safety program specific webinar in November and a general webinar in December that will focus on careers and how to utilize College 411.

**Personal Care Services (Cosmetology)**

We will have a Cosmetology program specific webinar in November and a general webinar in December that will focus on careers and how to utilize College 411. The GPS roll-out for our new Personal Care Services curriculum will be held December 3, and teachers will be able to participate through their closest ETC.

I want to encourage everyone to participate in our monthly webinars. At the end of each webinar the participants must fill out an assessment that will automatically pop up. Links and instructions will be sent out the week before the webinar. If a teacher misses the live webinar, the link for the archived version will be sent out a day or two after the webinar occurred.

Teachers should be preparing for SkillsUSA region competitions that will be coming up soon. See the SkillsUSA web site for more information [www.skillsusageorgia.org](http://www.skillsusageorgia.org).

Please plan on attending our HSTEA/TIEGA Winter Workshop on January 29-30, which will be held in Statesboro, Georgia this year. Once again we will have activities such as the Silent Auction to benefit our HOSA and SkillsUSA Foundations. We hope to see you there.

\*\*\*\*\*

## Marketing, Sales and Services

Linda Smith at [lsmith@doe.k12.ga.us](mailto:lsmith@doe.k12.ga.us)

### **Business Partnerships: Providing “Real World” Projects to Georgia’s Marketing Students, as Well as Cash Awards to Programs and Prizes to Students**

The Avenue is an upscale, open-air shopping/dining center which has five locations in metro Atlanta. The Avenue, a division of Cousins Properties, Inc., has collaborated with Georgia's Marketing Education Programs to develop and implement Interactive Marketing Campaign Competitions which began in August. The Avenue's marketing managers presented to marketing classes for the purpose of reinforcing curriculum standards in relation to brand development and implementation and the components of a successful marketing campaign. The students conducted more than 600 surveys to examine shopping behaviors and social media use by The Avenue's customers.

The following five Marketing Programs were selected for the competition due to their proximity to the metro Atlanta Avenues: Lassiter High School in Marietta, Kennesaw Mountain High School in Kennesaw, Whitewater High School in Fayetteville, Grayson High School in Loganville and South Forsyth High School in Cumming. Executives from Cousins Properties and The Avenue went to the high schools and conducted all preliminary judging of the students’ interactive marketing plans.

The winning team from each of the five high schools will present their marketing campaign at the Cousins Properties headquarters on Peachtree Street in Atlanta in early November. The overall winning team will work with The Avenue to instate their interactive marketing campaign. The winning team's Marketing/DECA Program will receive a \$1,000 grant and each team member will receive an iPod Touch.

### **DECA, an Association of Marketing Education Students**

- For details on “Close At Hand” Events, go to the DECA Web site at <http://georgiadeca.org/>.

### **WorkWinWow Workshop, September 24**

This one day workshop was fantastic! Many teachers who attended said all the sessions were very informative and helpful, and they said they really hoped that DECA would make this an annual event! So, I am sure that the DECA Board will want to comply. I know that all of you stretch your dollars as far as they will go. If you were able to send your marketing teacher(s) to this event please know that we really appreciated your efforts in these tough economic times.

\*\*\*\*\*

## Special Populations

Virginia Turner at [vturner@doe.k12.ga.us](mailto:vturner@doe.k12.ga.us)

### **Intervention Programs**

Special Populations Coordinators (CTI/CCAIE/PS) participated in an open discussion on the importance of training our young adults. The meeting was held at the Ritz Carlton of Atlanta on October 27, 2009. Mr. Morrow, General Manager of Ritz Carlton and Mr. Higgins of Community Connections, Inc. hosted the event. Along with Special Populations Coordinators were many business partners who presented their views on the economy, training and connecting to our communities. Business partners represented at the open forum were:

- The Georgia Department of Education
- CVS
- Solutions by Design
- CDC
- US Department of Labor
- Everett Music School and Recording Studio
- McFarland, Green Economy



Meetings such as this allow local government to partner with other agencies. The belief of a shared vision of education, businesses and community is more important than ever as we prepare our students for postsecondary education.

### Essay Winners

Two Sequoyah High School students and Georgia Career Student Association members, Emily Macke and Ansley Brown, were honored for their winning essays on “How to Prevent Home Fires” at the 17<sup>th</sup> Annual Life, Fire, and Safety Awards Luncheon sponsored by John W. Oxendine, Georgia’s Insurance and Fire Safety Commissioner. Emile Macke (first place winner for 9<sup>th</sup> grade essay competition) and Ansley Brown (2<sup>nd</sup> place winner for 9<sup>th</sup> grade essay competition) were invited to attend the Awards Luncheon held at the historical Georgia Railroad Freight Depot on October 29, 2009, in downtown Atlanta. Each winner was awarded a duffle bag full of various products donated by local businesses and a private tour of the state capitol. Also in attendance to support these winners were parents: Mr. Chris Macke and Mr. Rob Brown, Mrs. Virginia Turner (DOE Program Specialist for Career Technology Academic Education), Mr. Pete Rohan (SHS Career Technology Academic Education Supervisor), Mrs. Casandra Hembree (SHS Georgia Career Student Association Advisor), and Mrs. Heather Pope (SHS Para Educator for Technology).

---

## Emily Spann, Development and Transition ([espann@doe.k12.ga.us](mailto:espann@doe.k12.ga.us))

On behalf of your GaDOE State Staff members in the Development and Transition unit, we would like to wish you a Happy Thanksgiving holiday!

Just a reminder that we don’t want you to miss out on any of the information that has been presented via Elluminate webinar last year (FY2009) and this year (FY2010). If you need any helpful CTAE information, please click on any of the webinar resources located on the GaDOE/CTAE website at the following link:  
[http://www.gadoe.org/ci\\_cta.aspx?PageReq=CICTAEProfDev](http://www.gadoe.org/ci_cta.aspx?PageReq=CICTAEProfDev)

\*\*\*\*\*

### Curriculum Updates

Ann Hatchell @ [ahatchel@doe.k12.ga.us](mailto:ahatchel@doe.k12.ga.us)

#### Fourth Science Course Update for IHF (6)

Under the new graduation rule, students are required to complete four units in science. Information has been updated regarding the courses that can be used to meet that requirement. Please read the revised section of the Graduation Rule Guidance document, attached.



11.4.09 Revised  
Section10-3\_Guidanc

\*\*\*\*\*

### Career Guidance Update

Vivian Snyder @ [vsnyder@doe.k12.ga.us](mailto:vsnyder@doe.k12.ga.us)

**GAcollge411** - GAcollge411 has been designated as the primary tool for educational and career planning for students. The strategic goal to decrease the dropout rate, increase graduation rate and postsecondary enrollment is linked to the strategy of developing an improved comprehensive system of student advisement



focusing on postsecondary options and careers. To accomplish this strategy, the GaDOE focus will be on the newly enhanced GAcollge411.org website. The state, along with Georgia Student Finance Commission, will be able to collect data responsive to the utilization of the site at the state, district and local levels. Watch for new tools and resources located on GAcollge411 in response to this initiative.

**Nontraditional** –Nontraditional Participation (Core Indicator 6S1) Please visit the National Alliance for Partnerships in Equity (NAPE) website ([www.napequity.org](http://www.napequity.org)) for the most current information. If you are using the Five-Step process to increase enrollment for under-represented groups, collection and comparison of data should be completed. Between November 2009 and February 2010, use the data to confirm nontraditional root problems (brainstorming, surveys, and interviews).

Please be sure all members of your staff are aware of how nontraditional participation relates to the federal Perkins legislation. Further nontraditional strategies to increase the numbers for under-represented groups in CTAE pathways may be found at the following website: [www.napequity.org/page.php?187](http://www.napequity.org/page.php?187)

\*\*\*\*\*

**Professional Learning Update**  
 Robert Brown @ [rbrown@doe.k12.ga.us](mailto:rbrown@doe.k12.ga.us)

**CTAE Curriculum Training Workshops**

The following list of professional learning activities will be delivered through the ETCs (Educational Technology Centers). Once posted, you will find all of the events in the CTAE Resource Network Catalog listed under “GPS Training Workshops” or under the corresponding Program Area. Remember to have your instructors pay special attention to which ETC site they are registering to attend, as there could be as many as 15 different sites available.

<b>Workshop Date</b>	<b>Time</b>	<b>Workshop Title</b>
December 3, 2009	8:30-3:30	Personal Care GPS Training
December 15, 2009	8:30-3:30	Computer Applications Instructional Delivery Training <i>(Will be posted under Business &amp; Computer Science in CTAERN catalog)</i>
January 5, 2010	8:30-3:30	Planning & Integrating FBLA into the Classroom <i>(Will be posted under Business &amp; Computer Science in CTAERN catalog)</i>
January 12, 2010	8:30-3:30	Collision Repair GPS Training
January 13, 2010	8:30-3:30	Metals GPS Training
January 14, 2010	8:30-3:30	Physical Medicine GPS Training
February 3, 2010	8:30-3:30	HVACR / CCST GPS Training

**Information on CTAE Textbooks/Instructional Materials– State Board Recommendation Process**

The State Board Recommendation Cycle for Grades 6-12 Career, Technical and Agricultural Education will be: 2011-2012. To find out information regarding the current Georgia Textbook and Learning Resources Program, click on the following address located on the GaDOE website:

[http://www.gadoe.org/ci\\_services.aspx?PageReq=CIServBooks](http://www.gadoe.org/ci_services.aspx?PageReq=CIServBooks)

Note that the GaDOE Georgia Textbook/Instructional Materials Guide listed in the link above includes a complete listing of textbooks and other instructional materials recommended by the Georgia Board of Education for use by local school systems.

Questions concerning the Georgia Textbook Recommendation Program should be addressed to:

Academic Standards  
Georgia Department of Education  
1754 Twin Towers East  
205 Jesse Hill Jr. Drive SE  
Atlanta, GA 30334  
Tel: (404) 656-6865

Please click on these important GaDOE website links regarding textbook/instructional materials:

[Georgia Textbook/Instructional Materials Recommendation Program: An Overview](#)  
[Re-Aligned Georgia Textbook/Instructional Materials Recommendation Cycle](#)  
[Frequently Asked Questions](#)  
[Accessible Textbooks for Students with Print Disabilities](#)

Subject areas are reviewed for recommendation every 6 (six) years. The next recommendation cycle for grades 6-12 Career, Technical and Agricultural Education textbooks/instructional materials will be 2011-2012.

In order to ensure that a particular publisher is included in the textbook bid process, make sure that the publisher information is sent to Randall Lee, [rlee@doe.k12.ga.us](mailto:rlee@doe.k12.ga.us), by November 2010. The CTAE textbook/instructional resource bid process will begin in January 2011.

In addition to any other method of textbook selection, the State Board of Education may add to the approved list of textbooks for use in the public schools of this state any textbook or series of textbooks requested in writing by:

- (1) The superintendents of five or more different school systems; or
- (2) Twenty or more teachers from at least 20 different school systems that teach and are certified to teach the courses encompassed by the textbook requested.

---

## John (Chip) Bridges, Agricultural Education

[jbridges@doe.k12.ga.us](mailto:jbridges@doe.k12.ga.us)

As most of you may know, we currently have two vacancies in the Agricultural Education Program. We are proud to announce that the Agricultural Education North Region Coordinator position is now posted and we are accepting applicants for this important position. We also hope to have the AG-ED Central Region Coordinator position announced soon. Please feel free to contact me with any questions or potential applicants for these positions. Here is the link to find the posted announcement:

[http://www.gadoe.org/pea\\_hr\\_jobsearch.aspx?jobid=822](http://www.gadoe.org/pea_hr_jobsearch.aspx?jobid=822)

Your support for agricultural education is just a phone call away. Please let us know if you have any questions or concerns. Here is our contact information:

**South Region Agricultural Education**

Melvin Thompson, [mthompso@doe.k12.ga.us](mailto:mthompso@doe.k12.ga.us), 229-386-3428

**Central Region Agricultural Education**

Anne Smith, [asmith@gaaged.org](mailto:asmith@gaaged.org), 478-289-2559

**North Region Agricultural Education**

Dana Perkins, [dperkins@gaaged.org](mailto:dperkins@gaaged.org), 706-542-3679

**Georgia FFA Association**

Ben Lastly, [blastly@uga.edu](mailto:blastly@uga.edu), 706-542-8990

Also remember that all agricultural education and FFA information can be found on the web:

[www.gaaged.org](http://www.gaaged.org)

---

## Charles Banks, Accountability/Improvement ([cbanks@doe.k12.ga.us](mailto:cbanks@doe.k12.ga.us))

### **Check your Consolidated Application**

CTAE Directors please take a minute to check your Consolidated Application (Program Status screen) to ensure that your grants are showing a status of "Approved," or "Superintendent Sign-Off." If the grant shows "Program Manager Revision Request" you must review the Audit Trail and make the corrections as indicated there. It is your responsibility to ensure that the changes are made and the sign-off process is complete. If the grant shows "Coordinator Sign-off," please remind your superintendent to sign-off. Remember that there are two tabs (Budget and DC-Data) that require both superintendent and coordinator sign-off for each grant. To sign-off on the data side, select Program Information, then Grant Proposal and click the Sign-off button. On the budget tab, the sign-off button is located to the right of the "Print" button. Your grant is not considered "approvable" until both sign-offs are completed. Please do not risk losing your grant funds because you did not complete the sign-off process to make your grant "approvable."

FY 2010 Perkins Five Year Program Review cycle has now been completed. Thirty four (34) school systems with a total of 80 high schools and 23 middle schools were a part of this review process. Many of you served as team members and some sent teachers to be a part of the team, too. We cannot thank you enough. Without your willingness to help, we could not complete the Perkins Five Year Program Reviews in such a timely manner.

### **Construction-Related Equipment Grants (CREQ)**

All FY10 CREQ grant recipient systems are encouraged to regularly submit requisitions for reimbursements as soon as possible. Do not wait until the end of the grant period (October 31, 2010) to begin the submission process. Please be sure to share the purchasing guidelines and reimbursement procedures with your financial grants submitters to avoid reimbursement delays. By January 2010, at least 50% of the grant funds should have been spent for eligible equipment and requisitions (via the GAORS system) should be submitted. For any item that is not on the state equipment list for the funded program, you must request and receive prior approval in order for reimbursement consideration. Send approval requests to [dclarke@doe.k12.ga.us](mailto:dclarke@doe.k12.ga.us). Provide the name of the vendor, item name, item number, and price each. After a check of the vendor's web site, you will receive a response as to whether it is eligible for reimbursement with grant funds.

CREQ grant requests for FY11 were submitted last May (2009) and we are awaiting the funding decisions of the next legislative session. If your system made a request for FY11 but you have not or will not build or modify the lab(s) noted in your application for the start of the FY11 school year, please contact Dennis Clarke ASAP. (by phone at 770-500-2029 or by email at [dclarke@doe.k12.ga.us](mailto:dclarke@doe.k12.ga.us)). Thanks.

### **Office for Civil Rights (OCR) Compliance Reviews**

There have been five systems which have participated in OCR Compliance Reviews for FY10. Thanks to all those who assisted with this review process. We plan to notify the systems that are selected for FY11 OCR reviews by mid to late spring of 2010. The notification officially goes to the system superintendent.