

CTE Monitoring for Compliance Findings

Monitoring for Compliance Handbook
CTE REGIONAL SERVICES | Career and Technical Education



Fiscal and Policy Guide
A Guide for Administering Career and Technical Education in the Public Schools of North Carolina

CTE REGIONAL SERVICES | Career and Technical Education



January 2024
www.dpi.nc.gov

FBS Summer Conference 2024

Robert Filter, Section Chief
Robin Bowers, Southwest Region Coordinator
CTE Regional Services and Reporting

Monitoring – Why?

Career and Technical Education (CTE) in North Carolina is governed by three sources of regulatory authority.

- **Perkins** - The Strengthening Career and Technical Education for the 21st Century Act of 2018 (P.L. 115-224) provides the federal funding and regulatory authority.
- The **NC General Assembly** provides regulatory authority specific to CTE via General Statute 115c Article 10.
- The **North Carolina Board of Education** sets policy for Career and Technical Education.

All three sources require that the NC Department of Public Instruction monitor for compliance and provide technical assistance that ensures compliance.

Monitoring – Why?

In addition, the US Department of Education publishes Education Department General Administrative Regulations (EDGAR) and the Office of Management and Budget (OMB) publishes Uniform Grant Guidance (UGG) for the administration of all federal grants to nonfederal entities.

Who?

The primary monitoring responsibility rests with the North Carolina Office of Career and Technical Education **Regional Services** staff.



Monitoring – Process

Monitoring for Compliance Handbook

CTE REGIONAL SERVICES | Career and Technical Education



Districts share information for each section

Regional Coordinators review

PRC 013

Payroll Reports
Licensure Reports
Time & Effort
ABC Transfer

PRC 014, 017

Expenditure Reports
Purchase Orders & Supporting Documents

Findings?

Licensure Report

A	C	D	H	I	J	K	L	M	N
Site	Last Name	First Name	Position	Position Title	Position Subtitle	Program Code	Area	Area Description	Experience
388 - SOUTHERN ALAMANCE HIGH SCH	Alley	Jolene	388223	CAREER/TECH ED TEACHER-Licensed	Marketing Teacher		1	730 MARKETING EDUCATION (6-12)	
388 - SOUTHERN ALAMANCE HIGH SCH	Alley	Jolene	388223	CAREER/TECH ED TEACHER-Licensed	Marketing Teacher		1	760 VOCATIONAL BUSINESS EDUC (6-12)	
388 - SOUTHERN ALAMANCE HIGH SCH	Anders	Nicholas	388287	CAREER/TECH ED TEACHER-Licensed	Agriculture Teacher		1	700 AGRICULTURE (GRADES 9-12)	
324 - EASTERN ALAMANCE HIGH SCH	Anderson	Douglas	324205	CAREER/TECH ED TEACHER-Licensed	Business Education Teacher		2	760 VOCATIONAL BUSINESS EDUC (6-12)	
324 - EASTERN ALAMANCE HIGH SCH	Anderson	Douglas	324205	CAREER/TECH ED TEACHER-Licensed	Business Education Teacher		1	### MIDDLE GRADES LANGUAGE ARTS (6-8)	
324 - EASTERN ALAMANCE HIGH SCH	Anderson	Douglas	324205	CAREER/TECH ED TEACHER-Licensed	Business Education Teacher		1	### MIDDLE GRADES SOCIAL STUDIES (6-8)	
400 - WESTERN ALAMANCE HIGH SCH	Apple	Taylor	400252	CAREER/TECH ED TEACHER-Licensed	Agriculture Teacher		81	700 AGRICULTURE (GRADES 9-12)	
324 - EASTERN ALAMANCE HIGH SCH	Bell	Beth	324250	CAREER/TECH ED TEACHER-Licensed	Family Consumer Science Teacher	0L		710 FAMILY & CONSUMER SCIENCE (6-12)	
324 - EASTERN ALAMANCE HIGH SCH	Bell	Beth	324250	CAREER/TECH ED TEACHER-Licensed	Family Consumer Science Teacher		2	730 MARKETING EDUCATION (6-12)	
403 - WESTERN MIDDLE SCHOOL	Bellamy	Sabrina	403201	CAREER/TECH ED TEACHER-Licensed	Business Education Teacher		1	760 VOCATIONAL BUSINESS EDUC (6-12)	
360 - HUGH M CUMMINGS HIGH SCHOOL	Benton	Jasmine	360282	CAREER/TECH ED TEACHER-Licensed	Family Consumer Science Teacher	LL		14 BIRTH THROUGH KINDERGARTEN	
400 - WESTERN ALAMANCE HIGH SCHOOL	Billings	Elizabeth	400203	CAREER/TECH ED TEACHER-Licensed	Business Education Teacher		1	730 MARKETING EDUCATION (6-12)	
400 - WESTERN ALAMANCE HIGH SCHOOL	Billings	Elizabeth	400203	CAREER/TECH ED TEACHER-Licensed	Business Education Teacher		1	760 VOCATIONAL BUSINESS EDUC (6-12)	
400 - WESTERN ALAMANCE HIGH SCHOOL	Billings	Jule	400225	CAREER/TECH ED TEACHER-Licensed	Carpentry Teacher		5	### CARPENTRY	
360 - HUGH M CUMMINGS HIGH SCHOOL	Bradshaw	Cynthia	360270	CAREER/TECH ED TEACHER-Licensed	Business Education Teacher		1	760 VOCATIONAL BUSINESS EDUC (6-12)	
388 - SOUTHERN ALAMANCE HIGH SCHOOL	Brugh	Katherine	388224	CAREER/TECH ED TEACHER-Licensed	Family Consumer Science Teacher		4	710 FAMILY & CONSUMER SCIENCE (6-12)	
324 - EASTERN ALAMANCE HIGH SCHOOL	Brumble	Michael	324206	CAREER/TECH ED TEACHER-Licensed	Drafting Teacher		5	740 TRADE AND INDUSTRIAL EDUCATION	
388 - SOUTHERN ALAMANCE HIGH SCHOOL	Bruner	Anna	388265	CAREER/TECH ED TEACHER-Licensed	Agriculture Education Teacher		81	700 AGRICULTURE (GRADES 9-12)	
353 - HAWFIELDS MIDDLE SCHOOL	Cain	Dale	353207	CAREER/TECH ED TEACHER-Licensed	Business Education Teacher	0L		25 ELEMENTARY EDUCATION (GRADES 1-5)	
353 - HAWFIELDS MIDDLE SCHOOL	Cain	Dale	353207	CAREER/TECH ED TEACHER-Licensed	Business Education Teacher		9	### COMPUTER EDUCATION ENDORSEMENT	
353 - HAWFIELDS MIDDLE SCHOOL	Cain	Dale	353207	CAREER/TECH ED TEACHER-Licensed	Business Education Teacher		2	760 VOCATIONAL BUSINESS EDUC (6-12)	
353 - HAWFIELDS MIDDLE SCHOOL	Cain	Dale	353207	CAREER/TECH ED TEACHER-Licensed	Business Education Teacher		2	820 TECHNOLOGY EDUCATION (6-12)	

AB	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	A
CTE Report																											
Site: 300 - Central Office																											
Employee Name SSN Employee Status Tenure Status BT Status Lic. Type Lic Status Lic. Effective Lic. Expire																											
First Last XXX-XX-XXXX 01-ACT PFT r Tenure Law Cha Continuing Active 07/01/2018 06/30/2023																											
Current Assignment Site 300 Central Office Position Superintendent Primary Y End																											
License Area Area Program Code HQ Class Level Effective Date Experience																											
AGRICULTURE (GRADES 9-12) 00700 01 NA-for Non Core Academic Areas M 07/01/2003 20																											
VOCATS COORDINATOR 00830 05 NA-for Non Core Academic Areas A 05/02/2011 20																											
Subtotal: 1																											
Site: 301 - Central Office																											
Employee Name SSN Employee Status Tenure Status BT Status Lic. Type Lic Status Lic. Effective Lic. Expire																											
First Last XXX-XX-XXXX 01-ACT PFT Career Completed Continuing Active 07/01/2019 06/30/2021																											
Current Assignment Site 301 Central Office/Annex Position Instructional Management COORD CTE Primary Y End																											
License Area Area Program Code HQ Class Level Effective Date Experience																											
MARKETING EDUCATION (6-12) 00730 02 NA-for Non Core Academic Areas A 07/01/2013 26																											
VOCATIONAL BUSINESS EDUC (6-12) 00760 0L NA-for Non Core Academic Areas A 07/01/2009 26																											

Time and Effort

SEMI-ANNUAL CERTIFICATION

Warren County High School

School Name

I certify that the following employee(s) spent 100% of their time and effort on **Federal Program School-wide activities** for the period of July 1, 2016 through December 31, 2016.

Employee(s)	Federal Program(s)	Position(s)
Hervey Bobbitt	PRC 13 Career and Technical Education	T and I (Auto Teacher)
Shauna Davis	PRC 13 Career and Technical Education	Business Education
Jonte Hawkins	PRC 13 Career and Technical Education	T and I (Carpentry)
Brenda Hutcheson	PRC 13 Career And Technical Education	Health Science
Pamela Jordan	PRC 13 Career and Technical Education	Marketing
Maggie King-Harris	PRC 13 Career and Technical Education	Health Science
Lucas Paynter	PRC 13 Career and Technical Education	Agriculture (25%)
Michael Perry	PRC 13 Career and Technical Education	T and I (Masonry)
Odessa Perry	PRC 13 Career and Technical Education	Career Development Coordinator

_____ 11/3/17
 Principal Date

_____ 1/3/17
 Director Date

Employee Name: Dawn Hollis Month: October Year: 2020

Employees time and efforts are allocated:

Program 1:	<u>PRC 007</u>	PRC:	<u>7</u>	Percentage:	<u>10.00%</u>
Program 2:	<u>PRC 013</u>	PRC:	<u>13</u>	Percentage:	<u>90.00%</u>
Program 3:	_____	PRC:	_____	Percentage:	_____
Program 4:	_____	PRC:	_____	Percentage:	_____

Week 1
Supervisor Initials: DL Dates: 10/1-10/3/2020

Program	PRC	Time in Program	Percent Allocation
PRC 007	0	0:00	#DIV/0!
PRC 013	0	0:00	#DIV/0!
0	0		#DIV/0!
0	0		#DIV/0!
		0:00	

Week 2
Supervisor Initials: DL Dates: 10/4-10/10/2020

Program	PRC	Time in Program	Percent Allocation
PRC 007	0	4:25	10.9%
PRC 013	0	36:02	89.1%
0	0		0.0%
0	0		0.0%
		40:27	

Week 3
Supervisor Initials: DL Dates: 10/11-10/17/2020

Program	PRC	Time in Program	Percent Allocation
PRC 007	0	2:15	5.7%
PRC 013	0	37:30	94.3%
0	0		0.0%
0	0		0.0%
		39:45	

Week 4
Supervisor Initials: DL Dates: 10/18-10/24/2020

Program	PRC	Time in Program	Percent Allocation
PRC 007	0	5:00	12.6%
PRC 013	0	34:33	87.4%
0	0		0.0%
0	0		0.0%
		39:33	

Week 5
Supervisor Initials: DL Dates: 10/25-10/31/2020

Program	PRC	Time in Program	Percent Allocation
PRC 007	0	4:45	12.1%

SUMMARY

Program	PRC	Time in Program	Percent Allocation
0	0	16:74	10.3%

ABC Transfer

View_Month_Transfer

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ABC Transfer Request

Fiscal Year: **2014-15** 

LEA 320 Durham County

Transfer Type: **Month**

Transfer From: **PRC 013 CTE -- Month of Employment**

Month(s): **35.00**

To: **PRC 010 Waiver For Cert. Personnel**

School(s): **All Middle and High**

Monthly Base Salary	\$3,300.00 x Number of Months	35.00 = Total Base Salary	\$115,500
Hospitalization Rate	\$537.80 x Number of Months	35.00 = Hospitalization Amount	\$18,823
Social Security Rate	.0765 x Total Base Salary	\$115,500 = Social Security Amount	\$8,836
Retirement Rate	.1521 x Total Base Salary	\$115,500 = Retirement Amount	\$17,568
Total Transfer Amount			\$160,727

Total Transfer Amount \$160,727

Notes and On-line Submission

Notes:

The Finance Officer below has verified the requested transfer is in accordance with the school(s) improvement plan, if applicable.

On-line Submitted By: Finance Officer, Access, Durham, Date: 05/09/2014 09:41AM

Expenditure transactions

	A	B	C	D	H	I	J	K	L	M	N	O	P
	Fund	cdpi	Program	Object		Description	Requisition Type	Vendor	Vendor Number	Budget Amount	Amt. Encumbered	Amt. Invoiced	Justification
1													
2	State Funds												
3	PRC 014												
147	1	5120	014	312		Workshop Expense/Allowable Travel	tr	Toni Caison			\$23.16	\$23.16	Travel reimbursement for Central & Southeast Regions CDC/SPC Conference
148	1	5120	014	312		Workshop Expense/Allowable Travel	tr	Everett Goldston		\$75.80	\$75.80	\$75.80	Travel reimbursement for FCCLA SLC
149	1	5120	014	312		Workshop Expense/Allowable Travel	tr	Everett Goldston		\$86.70	\$86.70	\$86.70	Travel reimbursement for Skills USA SLC
150	1	5120	014	312		Workshop Expense/Allowable Travel	tr	Virtual Enterprises International, Inc.		\$20.00	\$20.00	\$20.00	Payment for workshop costs for T. Parks to attend VEI workshop
151	1	5120	014	312		Workshop Expense/Allowable Travel	P-card	Sheraton Greensboro Hotel		\$933.60	\$933.60	\$933.60	Payment for CCHS adviser and NwHS chaperone hotel rooms for FCCLA SLC
152	1	5120	014	312		Workshop Expense/Allowable Travel	tr	Lerah Brooks		\$61.56	\$61.56	\$61.56	Travel reimbursement for Exploring Computer Science workshop
153	1	5120	014	312		Workshop Expense/Allowable Travel	tr	Edris Glover		\$75.80	\$75.80	\$75.80	Travel reimbursement for FCCLA SLC
154	1	5120	014	312		Workshop Expense/Allowable Travel	tr	Edris Glover		\$86.70	\$86.70	\$86.70	Travel reimbursement for Skills USA SLC
155	1	5120	014	312		Workshop Expense/Allowable Travel	tr	Melissa Bristol		\$37.04	\$37.04	\$37.04	Travel reimbursement for Code.org workshop
156	1	5120	014	312		Workshop Expense/Allowable Travel	cr	NC DPI Cash Collections			\$4,640.00	\$4,640.00	Registration payment for 2016 CTE Summer Conference
157										\$39,105.63	\$39,568.38	\$38,327.97	Total to date
158													
159	1	5120	014	313		Advertising Materials		5331 P-Card encumbrance (Original Amt: \$50.00)			\$43.04	\$43.04	P-card encumbrance for CTE banner
160	1	5120	014	313		Advertising Materials		5493 P-Card encumbrance (Original Amt: \$250.00)			\$233.43	\$233.43	P-card encumbrance for pilot wing pins & travel kits
161	1	5120	014	313		Advertising Materials	cr	Classic Apparel		\$186.79	\$186.79	\$186.79	Payment for CCS logo pens
162	1	5120	014	313		Advertising Materials	cr	Caviness Printing Service		\$44.84	\$44.84	\$44.84	Payment for business cards
163	1	5120	014	313		Advertising Materials	cr	Caviness Printing Service		\$434.47	\$434.47	\$434.47	Payment for CTE brochures
164	1	5120	014	313		Advertising Materials		6467 P-Card encumbrance (Original Amt: \$300.00)			\$325.36	\$325.36	P-card encumbrance for CTE Stress reliever balls
165	1	5120	014	313		Advertising Materials		6606 P-Card encumbrance (Original Amt: \$175.00)			\$162.21	\$162.21	P-card encumbrance for signs for T. Parks @ NwHS
166	1	5120	014	313		Advertising Materials		6707 P-Card encumbrance (Original Amt: \$485.00)			\$290.32	\$290.32	P-card encumbrance for banners for JMHS @ NwHS
167	1	5120	014	313		Advertising Materials	cr	Caviness Printing Service		\$424.87	\$424.87	\$424.87	Payment for note card and envelopes for NTHS invitations
168										\$2,151.39	\$2,151.39	\$2,151.39	Total to date
169													
170	1	5120	014	319		Other Professional/Technical Services	cr	Chatham Co. Health Department		\$548.00	\$548.00	\$548.00	Shots for JMHS & NwHS Nursing Fundamentals students
171	1	5120	014	319		Other Professional/Technical Services	cr	Chatham Co. Health Department		\$389.00	\$389.00	\$389.00	Shots for JMHS & NwHS Nursing students
172	1	5120	014	319		Other Professional/Technical Services	cr	Randolph Community College		\$90.00	\$90.00	\$90.00	Payment for BLS cards for JMHS Nursing students
173										\$1,027.00	\$1,027.00	\$1,027.00	
174													
175	1	5120	014	327		Rental/Leases	cr	Praxair Distribution Inc		\$719.75	\$719.75	\$719.75	Lease renewal for acetylene tanks (2015-2016)

2015-2016 CTE

2015-2016 Secondary Ed.

P-Card PO's

Herff Jones Invoic ...

Purchase Orders & Supporting Documents

Invoice Address: 253-288-650

INVOICE ADDRESS: 457414 911431894

TO: ZONES, INC. 1102 15TH ST SW SUITE 102 AUBURN, WA 98001

PURCHASE ORDER

SHIP TO: BRUNSWICK COUNTY SCHOOLS CAREER/TECHNICAL EDUCATION 25 REFERENDUM DRIVE, NE BOLIVIA, NC 28422 CHARLENE DEAL 910-253-1055

DATE: 10/07/20 REQUISITION: RENEWAL 8 REQUIRED DATE:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
727.00 EA	1. 5120.014.319.000.000.00 RENEWAL OF IMPERO SUPPORT *NOTE PO TO C-DEAL TO SUBMIT TO REP** QUOTE 4930020-0-000-2 IMPERO SUPPORT EXPERT EDUCATION PRO - ANNUAL SUPPORT 727 WORKSTATIONS 28 CONSOLE USER Vendor Item# SUP-001		3402.36
	TAXES		3,402.36
	TOTAL		3,432.02

624059, PO 21000498, has been confirmed.

zones.com <customerservice@zones.com>

Thu, Oct 22, 2020

Charlene Deal <cdeal@b

Completed

SCANNED OCT 28 2020

Pay # Close
Order # K1624059 (attached)

By accepting this order, vendor agrees to all BCP terms and conditions found at <http://bit.ly/20D99w0>

INSTRUCTIONS TO VENDOR

1. Payment terms are Net 30 after receipt of correct invoice and acceptance of goods.
2. P.O. Number must appear on each invoice and packing list.
3. Charge each invoice with applicable North Carolina tax.
4. Mail invoices to: 35 Referendum Drive, Bolivia or email to: vendor_invoicing@zones.net
5. Questions regarding orders should be directed to the ship to number listed above.

APPROVED FOR PAYMENT: Charlene Deal DATE: 10.23.20

APPROVED FOR PAYMENT: Truoy Cahill DATE:

URGENT
PURCHASE ORDER NUMBER MUST
APPEAR ON ALL INVOICES, PACKAGES
AND CORRESPONDENCE

PAGE: 1

P.O. NUMBER
21000498

Charlene Deal <cdeal@b



Order Confirmation

Order Detail

Order #: K1624059 Account #: 0071005644
Order Date: 2020-10-22 Purchase Order: 21000498

Billing Information:

Name: BRUNSWICK CO BOE
Address: 35 REFERENDUM DR NE BOLIVIA, NC 28422
Phone: (910) 253-2900

Shipping Address:

Name: CHARLENE DEAL BRUNSWICK CO BOE Address: 35 REFERENDUM DR NE BOLIVIA, USA, NC 28422

Item Detail:

Zones Item #	Description	Mfr. Part #	Qty	Unit Price	Total
008341382-8003	Education Pro Annual Support	SUP-001	727	\$4.68	\$3402.36

Order Subtotal: \$3402.36
Shipping: \$0.00
Tax: \$29.66
TOTAL: \$3832.02

To view your order status click here.

THANK YOU for choosing ZONES LLC for your latest technology purchase!

We are sending this message to confirm your recent order. Please ensure that all information is accurate and save this e-mail for your records.

If you have any questions about your order, please visit our Customer Support Page: www.zones.com/support

We value your business and look forward to fulfilling your technology needs.

This ensures that you receive your order in a timely manner.

Fulfillment Detail: You will be charged only as items are shipped to you.

Refund Policy: To return a product to ZONES LLC requires a return Authorization (RA) number. This can be done through your dedicated account manager or via an email to customerservice@zones.com. By submitting an online request form available on our Customer Support page at www.zones.com/support or call our Customer Care team at 1-800-248-9948.

Transaction 7/1/2019 through 6/30/2020

Unit	Num	Description	Memo	Category	Amount
17.3...		Central Region User Group, 2/14/20, T			-97.64
17.3...		Bus Driver Training, 2/18-21/20, Tra			-43.12
17.3...		Director's Internship, 3/19-20/20, Ho			0.00
17.3...		ASE, NATEF, 2/10/20, Travel, Regis			-133.90
17.3...		Directors Internship, 2/27-28/20, Tra			-120.93
17.3...	AOP	The CTSO Experience-HSE, 4/1/202			-165.00
17.3...		DELTA Conf., 3/13/20, Travel			-73.02
17.3...		NCACTE Spring Conf., 3/5-7/20, Tra			-464.25
17.3...	048A	Makalu Ventures, Drone Pilot Schoo			-224.00
17.3...	048B	Makalu Ventures, Drone Pilot Schoo			-224.00
17.3...	048C	Makalu Ventures, Drone Pilot Schoo			-224.00
17.3...	AOP	Beauty & Joy of Computing, 6/22-26/20			-75.00
17.3...		Opening Balance			0.00
17.3...		Budget Amend, 5/8/20			200.00
17.3...		Budget Amend, 5/8/20			-200.00
17.3...		Opening Balance			0.00
17.3...		Opening Balance			250.00
17.3...		Adjst To Finance, 3/13/20			2,538.51
17.3...		Budget Amend, 5/8/20			-2,786.51
17.3...	4300	4imprint - CTE Banners, Canceled P			0.00
17.3...		services			0.00
17.3...		Opening Balance			0.00
17.3...		ases			0.00
17.3...		Opening Balance			1,500.00
17.3...		Budget Amend, 5/8/20			-455.00
17.3...	593	ARC3 Gases, Yearly Cylinder Lease			-605.00
17.3...	573	ARC3 Gases, Yearly Cylinder Lease			-440.00
17.3...		rips			0.00
17.3...		Opening Balance			35,000.00
17.3...		Budget Amend, 5/8/20			-22,652.70
17.3...		THS-FFA Chapter, FFA Camp, 7/15-			-1,400.00
17.3...		WHH FFA Chapter, FFA Camp, 7/22			-600.00
17.3...		WHH FFA Chapter, Leadership, 7/25			-250.00
17.3...		FFA State Leadership Conf, 7/29-8/2			-81.89



Findings?

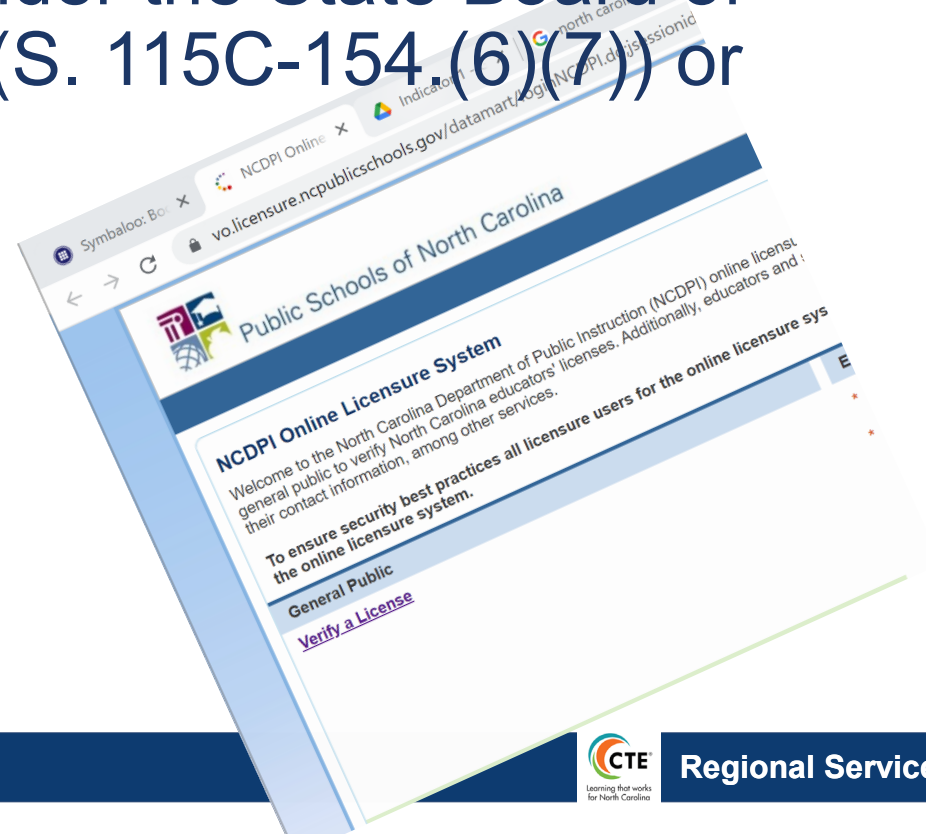
What do you think we found?



Which of the top findings will we review?

- A1. Career and technical education programs are supervised, directed, or coordinated by persons qualified under the State Board of Education policies. (S. 115C-154.(6)(7)) or

Licensure



Which of the top findings will we review?

- B2. Funds made available under this act for career and technical education activities shall supplement, and shall not supplant, non-federal funds expended to carry out career and technical education activities. (F. 211 (a))
- The expenditures in this plan will adhere to the most recent NC Career and Technical Education (CTE) Fiscal and Policy Guide. (S. 115C-154 (9); 115C-1

Fiscal supplant

Fiscal CTE Fiscal Policy Guide



Monitoring For Compliance Scenarios

- For each scenario (on screen):
 - At your table, discuss whether you feel the scenario would be found to be compliant or non-compliant **and** why.
 - Consider what **resources** would help you to determine this.
- Have a speaker representative hold up the **RED** card for non-compliant or **GREEN** card for compliant.
- Have a speaker designated to share **why** on behalf of the group.

Monitoring for Compliance Scenario

In a four block structure, district EFG's CTE Teacher instructs two sections of Health Science I, one section of Biology and has one planning period. They are paid 37.5% from ADM and 62.5% from CTE.

Monitoring for Compliance Scenario

An Electrical Trades teacher has 10 students in 1st period Electrical Trades I, 3 students in 2nd period Electrical Trades 2, and 8 students in 4th period Electrical Trades I.

Monitoring for Compliance Scenario

The CTE Director's initiative to increase membership in Career and Technical Student Organizations (CTSO) was to have a lunch and learn for CTSOs. Students were able to visit various tables during their lunch period to learn more about the CTSOs. As an additional incentive, each table had a spinner where students were able to answer questions about the CTSO and were given small rewards including candy, \$5 gift cards, pencils, pens and one t-shirt per CTSO.

Monitoring for Compliance Scenario

The Ford County CTE Director attended the NCACTE-Administrator's Fall Conference. The administrative assistant use the following account code:
3.5120.017.312

Monitoring for Compliance Scenario

District HIJ has a required Business Advisory Council meeting at noon on Wednesday. The CTE Directors uses PRC 014 funds to purchase sandwiches and drinks for the meeting.

Monitoring for Compliance Scenario

Dodge County Schools has a PRC 017 allotment of \$50,000. They have budgeted \$1,000 for administrative workshops 3.6120.017.332 and \$2,000 for indirect costs 3.8100.017.392.

Monitoring for Compliance Scenario Five

Jackets were purchased for FCCLA officers to wear during FCCLA events. These jackets will be stored in the adviser's closet.

Monitoring for Compliance Scenario

The Datsun County purchased supplies to promote Career Exploration at the middle school. The administrative assistant used the following account code:
1.5830.014.411

Monitoring for Compliance Scenario

Three table saws with a cost of \$1,249 each were purchased for the Carpentry classes. They were coded as 1.5120.014.411

Other Fiscal Findings

- Use of incorrect codes for PRC013
 - Continued use of 5830 purpose code for CDC
 - Incorrect object code of .121 instead of .131 (support)
- Teachers are teaching non-CTE courses in schedule and salary is not prorated
- Using Purpose Code 5120 instead of 6120 for Administrator expenses
- Using Object Code 332 *Travel Reimbursement instead of 312 Workshop Expense*
- Using Object Code 418 *Computer Software instead of 411 Supplies and Materials*
 - *Include amount for subscriptions to internet based educational resources and for the purchase of on-line educational media/materials used for the instruction of pupils.*
- *Lack of a CTE inventory or missing information.*
- Purchasing not allowable purchases such as:
 - Work Keys Related Expenses
 - Office Furniture or classroom furniture not CTE specific
 - Food

Other Fiscal Findings

- Payment or reimbursement for “individual” memberships.
- Credential related expenditures
 - PRC 083
 - Credential or credential preparation only
 - No curriculum purchases
 - Clear journal entry to reclassify from PRC 014 to PRC 083
- Documentation
 - Purchase request, purchase order, packing slip or receipt notification, invoice
- Travel expense without documentation
 - Agenda
- Small awards
 - Honor cords, medals, other awards

Other Licensure Findings

- License that seems like it might work:
 - Marketing license teacher Business courses and others!
 - FCS specialty teaching other FCS courses
 - 716 Culinary teaching Child Development
- Expired license
- Class sizes (too large and too small)

How to help CTE Directors avoid future non-compliance?

Avoid Future Non-Compliance



- Inspect what you expect
 - How are they monitoring their program and providing documentation for expenditures?
- Finance Department have access to the most up-to-date handbooks to help them assist the Director:
 - NC CTE Fiscal & Policy Guide
 - Monitoring & Compliance Handbook found in the CTE Moodle *Fiscal Management and Compliance* section
 - Production Work Handbook

Avoid Future Non-Compliance

- At the end of each fiscal year, have a check list for compliance documentation purposes
 - Including:
 - PAR (Time & Effort documentation)
 - Inventory
 - Master Schedule
 - Assurances
- Lastly and most importantly, **please reach out to the CTE Regional Coordinator as a resource**, if you have questions.
 - Your RC is available to discuss Programmatic decisions, Licensure questions, Purchasing questions, etc. – anything CTE related!

North Carolina State Board of Education Districts



Connect with your
**REGIONAL
COORDINATOR**

Local Audits

- Auditing Supplement
 - Make auditor aware of questions that are outdated.



Thank you!

Robert Filter, Section Chief

robert.filter@dpi.nc.gov

Robin Bowers, Regional Coordinator

robin.bowers@dpi.nc.gov