

Advisory Committee Checklist

Perkins Monitoring Process

<p>Complete the following items as self-check before/after each advisory committee meeting to ensure accurate advisory committee records are kept at the local level.</p> <p>OCTE staff will also use checklist as part of the Perkins Monitoring Process.</p>	<p>Self-Check OCTE Check</p>
Assemble 1 advisory committee per program area , not program of study.	
Advisory committee has district administration representative and role is identified in minutes.	
Advisory committee has program area teacher representative and role is identified in minutes.	
Advisory committee has business/industry representative, and role is identified in minutes.	
Advisory committee has parent representative, and role is identified in minutes.	
Advisory committee has student representative, and role is identified in minutes with student name redacted.	
Advisory committee meets at least twice a year with a fall semester meeting and a spring semester meeting.	
Advisory committee meeting has formal agenda with date of meeting indicated.	
Advisory committee formal agenda includes the following Order of Business : Welcome, Introductions, Roll Call, Meeting Purpose, Minutes from Last Meeting, Review of Vision/Mission/Goals, Updates from teacher, Program Improvement Plan/Implementation/Impact Check, Recommendations, Commendations, Other, Possible Topics for Next Meeting, Next Meeting Date, Adjournment. (See sample agenda template linked below.)	
Advisory committee minutes include member checklist, record of who attended, record of who was absent, and notes organized by meeting order of business. (See sample member checklist and meeting minute template linked below.)	
Advisory committee recommendations should be accompanied by an action plan . (See sample recommendation/action plan template linked below.)	
<p>Associated Resources Available on KDE OCTE Perkins Accountability Webpage:</p> <p>Guidelines for Perkins V Advisory Committees</p> <p>Advisory Committee Sample Agenda</p> <p>Advisory Committee Meeting Minute Template</p> <p>Advisory Committee Recommendations for Programs Template</p>	
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