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DATE: September 18, 2019
TO: Greenbush Perkins Consortium Member Districts
FROM: Kelly Peak
Greenbush Perkins Grant Administrator
RE: FY2020 Greenbush Perkins Consortium Funds

Thank you for continuing as a member of the Greenbush Carl Perkins Consortium for the FY2020 grant year. Below you will find detailed information about the direct reimbursement funds available to your district, the process to receive reimbursement from Greenbush, and applicable deadlines. Attachment A details the equipment/supplies/software items approved for reimbursement through the Perkins Consortium for the 2019-2020 school year. Each approved item is pre-populated on the form you need to complete and return for reimbursement.

Equipment/Supplies/Software Funds:

The items listed in Attachments A and B have been **approved** by KSDE as appropriate for reimbursement with FY2020 Greenbush Perkins Consortium Grant Funds.

You are welcome to purchase and seek reimbursement for any/all of the approved items listed in Attachments A and B **up to the amount of the TOTAL Allocation Amount** shown. Equipment funds are distributed based on needs of member districts and formulated to ensure equitable distribution that is mutually beneficial for all members of the consortium.

There is the possibility we will have excess equipment funds due to a change in cost of items, other districts not purchasing all of their items, etc. If excess funds are available, we will distribute remaining funds to districts requesting additional funding up to the total amount of the expenditure.

REIMBURSEMENT FORMS
Attachment A: Supplies and Software Reimbursement
Attachment B: FY2020 Equipment Reimbursement*
<i>*Only included if district requested items over \$5,000 per unit cost</i>

Generating a Profit from Items Purchased with Perkins funds:

Federal regulations in the newly reauthorized Perkins V (Strengthening Career and Technical Education Act of 2018) stipulate any "program income" or profits earned using items purchased with Perkins funds will require substantial documentation and may negatively impact Federal funding for the Greenbush Perkins Consortium. Therefore, the Consortium will not reimburse items to be used in student-led businesses. Local funds will be necessary for this purpose.

Procurement and Contract Services:

Greenbush's Procurement and Contract Services Department may be able to provide discounted pricing on some items through competitively bid contracts. In addition, the department can assist in some pricing research if needed. More information about Greenbush Cooperative Purchasing can be found at <http://procurement.greenbush.org>.

Professional Development District Reimbursement:

Professional development options available through the Greenbush Perkins Consortium have changed for the 2019-2020 school year to streamline and reduce the paperwork burden while expanding professional development opportunities for consortium members.

District reimbursement will be provided through three of the most frequently utilized requests based on Perkins Professional Development Requests in previous years. The following activities will be reimbursed during FY2020:

- Annual CTE Conference in Manhattan, KS
- Substitute fees for CTE teachers to participate in professional learning or curriculum alignment activities designed to improve CTE pathways
- Kansas Center for Career and Technical Education (KCCTE) workshop registration fees

Details regarding the reimbursement process are outlined on the following pages. We appreciate your patience and feedback as we implement new electronic processes to expedite payment and reduce the paperwork burden for Consortium districts.

Regional Professional Development Opportunities

Regional professional development events as well as consultation options are outlined in the following pages. Jamie Manhart joined Greenbush in July and is eager to connect with Consortium members and learn more about your needs. Jamie has included the Fall 2019 CTE Workshop schedule and is developing additional options for Spring 2020 to be released by mid-November. There are no registration costs to Greenbush Perkins Consortium Districts. Substitute days may also be applied to any of these offerings.

Contacts:

If you have any questions about Perkins grant funds for equipment/supplies/software, please do not hesitate to contact Kelly Peak at 620.724.6281 or kelly.peak@greenbush.org.

If you have questions about CTE-pathways and processes, consultation, or professional development and technical assistance to impact instructional strategies and improve CTE pathways, contact Jamie Manhart at 785.690.7081 or jamie.manhart@greenbush.org.

**FY2020 GREENBUSH PERKINS CONSORTIUM
REIMBURSEMENT PROCESSES**

Equipment/Supplies/Software Reimbursement:	Submission Form	Submit to	Deadline for Submission	After the Deadline
<p>Once the approved items are purchased and received, complete Appendix A: FY2020 Supplies and Software Reimbursement form and/or Appendix B: FY2020 Equipment Reimbursement Form and submit along with all required documentation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Invoice <input type="checkbox"/> Purchase Order Attached and/or Copy of Cancelled Check or Credit Card Statement showing Invoice Paid? <input type="checkbox"/> Documentation of training and/or curricular changes attached <p>Equipment only: Inventory tags will be provided only for equipment items with a unit cost above \$5,000. Inventory tags will be sent along with your reimbursement. Please update the inventory information in Appendix B and return it with your request for reimbursement. Model and serial numbers are required for equipment.</p>	<p align="center">Attachment A: FY2020 Supplies and Software Reimbursement Form</p> <p>For Equipment (items with a unit cost above \$5,000) use</p> <p align="center">Attachment B: FY2020 Equipment Reimbursement Form</p>	<p align="center">Email to: perkins.consortium@greenbush.org</p>	<p align="center">Must be received by December 18, 2019</p>	<p>Funds may be forfeited and redistributed to other consortium districts</p>
PROFESSIONAL DEVELOPMENT				
District Reimbursement	Submission Form	Submit to	Deadline for Submission	After the Deadline
<p>Annual CTE Conference in Manhattan, KS Two registrations per consortium district have been allocated to support professional learning at the State's primary conference for Career and Technical education. Stipends of \$600 per participant will replace the detailed documentation required in previous years.</p> <p>Register for the conference and pay for all conference-related expenses using district funds.</p>	<p align="center">None Required for Greenbush</p> <p>Register for the conference and pay for all conference-related expenses using district funds.</p>	<p align="center">None Required</p> <p>Greenbush will verify attendance with conference organizers. Once participants registered are matched with conference sign-in sheets for verification, Greenbush will process payment of \$600 stipends for up to two participants per district.</p>	<p align="center">Register at https://kaesa.org/cte2020/ by December 18, 2019</p>	<p>Any remaining spots will be made available to all consortium districts on a first-come, first-served basis and communicated via email.</p>
<p>Substitute Reimbursement Expenses for substitute teachers for secondary teachers in approved CTE pathways, teachers from supporting academic programs, and counselors who received release time to work on updating approved CTE pathways are allowable use of substitute reimbursement. Participating in the state CTE, Greenbush Perkins Consortium, and/or other CTE-related professional development activities are eligible for reimbursement. Aligning curriculum to competencies and other program improvement related activities are also eligible.</p>	<p align="center">"Perkins Substitute Reimbursement Request 2019-2020" Google Sheet Template</p>	<p>Open the Google Sheet Template Under FILE select MAKE A COPY then add your USD # to the title and click on SHARE IT WITH THE SAME PEOPLE Title example: <i>101 Perkins Substitute Reimbursement Request 2019-2020</i></p>	<p align="center">March 1, 2020</p> <p align="center"><i>**We recommend you submit one form for the entire year</i></p>	<p>Any remaining funds will be redistributed to other consortium members whose Substitute costs exceeded the total amount allocated.</p>

KCCTE Workshop Registration Fees		Submission Form	Submit to	Deadline for Submission	After the Deadline
<p>Kansas Center for Career & Technical Education Workshop Fees Greenbush consortium members may attend any workshop provided through KCCTE through May 30, 2020.</p> <p>Workshop fees of more than \$50 per participant will require pre-approval by the Perkins Grant Administrator.</p> <p>Simply register for the conference and pay using district funds.</p>		<p>No Form Required</p> <p>When registering for a KCCTE workshop, instead of entering a PO#, enter the following: <i>gbperkins2019-2020</i></p>	<p>None Required</p> <p>Greenbush will verify attendance with KCCTE organizers. Once the registration list is matched with participant sign-in sheets for verification, Greenbush will send payment directly to Pittsburg State University's KCCTE on behalf of Perkins districts.</p>	<p>Workshop registration will be paid for events attended through May 1, 2020</p>	<p>Not applicable</p>
Regional Workshop Registration Fees		Submission Form	Submit to	Deadline for Submission	After the Deadline
<p>Fall 2019 Regional Workshops: Registration fees for the following workshops will be paid for all Perkins Consortium member CTE teachers.</p> <ul style="list-style-type: none"> • CTE Leaders Forums • PBL Works 101 with a Career and Technical Education Focus • CTE & Redesign Workshops <p>Spring 2020 Regional Workshops will be released by mid-November</p>		<p>During the regular online registration process for these Greenbush workshops, mark "PAY LATER" for any secondary CTE teacher</p>	<p>Greenbush will verify attendance and pay registration fees so districts don't have to pay and then request reimbursement.</p>	<p>Registration deadlines will be included with the details for each workshop. Workshop registration is first-come, first served until each session reaches maximum capacity.</p>	<p>Not applicable</p>
CTE Consultation and On-site Professional Development				Greenbush CTE Coordinator Contact	
<p>Perkins districts have access to consultation via Zoom meetings, phone calls, emails, and on-site visits in the areas listed to the right.</p>		<ul style="list-style-type: none"> • Project Based Learning (PBL) • Integrating academic achievement into CTE • Pathway improvements • PD Opportunities • Instructional Strategies to Improve Pathways • Work-Based Learning Opportunities • Networking and helping make connections among CTE teachers, administrators, and counselors in Kansas 		<p>Direct inquiries to:</p> <p>Jamie Manhart CTE Coordinator jamie.manhart@greenbush.org 785.690.7081</p>	
CTE Communications					
<p>Career and Technical Education teachers, administrators, and any others interested in the latest in CTE in Kansas will receive a monthly electronic newsletter highlighting up-to-date news and information about Kansas CTE, resources, professional development opportunities, timely reminders of important deadlines, and information about grants and funding sources available to support CTE improvements. The newsletter will also highlight Kansas districts and their thriving CTE pathways, student-run businesses, and real-life applications in their classrooms.</p>					

Greenbush Career & Technical Education Workshops

FALL 2019 Listing

- **October 25, 2019 - CTE Leaders Forums**

These forums are designed for Kansas CTE teachers and coordinators. We will meet in a variety of locations each month, including industry and school districts, to dive into new, innovative ways to maximize your CTE programs and pathways. The first forum is scheduled for October 25 in Southeast Kansas. Participants will tour the culinary and greenhouse programs at the Main Campus at Girard. Participants will then travel down the road to Pittsburg to tour the Career and Technical Education Center of Crawford County (CTEC) and explore how small communities can pool their resources to offer students CTE opportunities they could not otherwise do as individual districts. The remaining six forums will be held monthly starting in November and run through April.

Main Greenbush Campus - Girard - 9 a.m. - 2 p.m. - Up to 50 participants

\$75 for Perkins Consortium members; \$225 for non-members

(Perkins Consortium members enter *Pay Later* during registration)

- **November 6-8, 2019 – PBL Works 101 with a Career and Technical Education Focus**

An Introductory PBL workshop for interdisciplinary, career-pathway aligned Project Based Learning. Work within site-based, grade-level interdisciplinary teams to collaboratively create interdisciplinary projects that target core content as well as career pathway outcomes. Based on PBLWorks' model of Gold Standard PBL and facilitated by a PBLWorks expert National Faculty.

Manhattan, Kansas – 8 a.m. to 4 p.m. – Up to 35 participants

No costs for Perkins Consortium members.

(Perkins Consortium members enter *Pay Later* during registration)

- **December 11 and December 12, 2019 - CTE & Redesign Workshops**

This workshop will make clear connections to the current work of CTE pathways and the four principles of redesign, as well as work to establish new connections, roles, and frameworks schools and districts can utilize as they begin the path of redesign. Teachers, CTE teachers, administrators, counselors, and key staff will engage in this strategy workshop to move CTE into the forefront of the Kansas Can vision and school redesign process.

Main Greenbush Campus - Girard - 9 a.m. to noon

No costs for Perkins Consortium members; \$75 for non-members)

(Perkins Consortium members enter *Pay Later* during registration)

Greenbush Resource Center at Lawrence - 9 a.m. to noon

No costs for Perkins Consortium members; \$75 for non-members)

(Perkins Consortium members enter *Pay Later* during registration)

- **February 3-5, 2020 - Annual CTE Conference**

The annual CTE Conference is the premier CTE Conference in Kansas. Over 500 teachers, CTE coordinators and administrators descend on Manhattan for three days to network, learn from innovative presenters, visit valuable vendors, and gain current information related to our pathways, Perkins V and more! Details are now online at <https://kaesa.org/cte2020/>

Manhattan Conference Center-Hilton Garden Inn - Two stipends of \$600 are available for each Perkins member district if registered by December 18, 2019. Unused spots after the deadline will be made available to Greenbush Perkins Consortium members on a first-come, first-served basis.

Spring 2020 CTE Regional Workshops will be released by mid-November 2019