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DATE: August 21, 2021
TO: Greenbush Perkins Consortium Member Districts
FROM: Jennifer Bingham
Greenbush Perkins Grant Manager
RE: FY2021 Greenbush Perkins Consortium Funds

Thank you for continuing as a member of the Greenbush Carl Perkins Consortium for the FY2021 grant year. Below you will find detailed information about the supports provided to member districts through the Consortium. Please review thoroughly and share information regarding professional development opportunities with your CTE teachers, counselors, paraprofessionals, and administrators.

We know this year will require flexibility and we are committed to work with you to resolve any questions or changes. Please know some changes will require approval by KSDE and may require additional time to process. We encourage you to send all communications regarding equipment/supplies/software reimbursements or professional development stipends to perkins.consortium@greenbush.org to help our team process them most efficiently.

Equipment/Supplies/Software Reimbursement

The items listed in the attached ***Approved Supplies & Software-FY21 Reimbursement Request Form*** have been **approved** by KSDE for reimbursement with FY2021 Greenbush Perkins Consortium Grant Funds. Each approved item is pre-populated on the form you need to complete and return for reimbursement.

You are welcome to purchase and seek reimbursement for any/all of the approved items listed **up to the amount of the TOTAL Perkins Reimbursement Amount** shown. These 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 documented expenditures.

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 Stipend

Perkins Consortium support for district-selected professional development will be provided through a stipend of \$1,200 per high school building. This year, a single form will be used to document allowable professional development activities identified by the Perkins Consortium Professional Development Committee and approved by KSDE. Please see below for processing information and a link to the form.

Important Note: Receipts will be retained locally and do not need to be submitted with the *Professional Development Stipend Request Form*.

Approved activity types include:

- KSDE-sponsored CTE Event
- KSDE Pathway-specific Training
- KCCTE Workshops
- K-ACTE Workshops
- CTSO-related Professional Development & Sponsorship Student Events
- February CTE Conference (virtual in 2021)
- Training provided by Professional Associations
- Field-specific State and Regional Events
- Other (requires pre-approval by the Perkins Grant Manager)

Regional Professional Development Opportunities & Consultation

Regional professional development events as well as consultation options are outlined in the following pages. Jamie Manhart, CTE Coordinator for Greenbush, is eager to connect with consortium members and continue to meet their educational needs. Jamie has established virtual collaboration opportunities throughout the school year, and she will add more events as the needs of consortium members develop and change. 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 reimbursement for equipment/supplies/software or district professional development reimbursement, please do not hesitate to contact Jennifer Bingham at 913.271.3637 or perkins.consortium@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 785.221.5914 or jamie.manhart@greenbush.org.

**FY2021 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 the Approved Supplies and Software Reimbursement form and submit along with receipts showing each item has been paid.</p> <p>Equipment only: Inventory tags will be provided only for equipment items with a unit cost above \$5,000.</p>	<p><i>Approved Supplies & Software-FY21 Reimbursement Request Form (attached PDF)</i></p>	<p>Email to: perkins.consortium@greenbush.org</p>	<p>November 2, 2020</p>	<p>Funds may be forfeited and redistributed to other consortium districts</p>
Professional Development Stipend	Submission Form	Submit to	Deadline for Submission	After the Deadline
<p>A stipend of \$1,200 per Consortium member district is provided to support district-paid expenses for approved professional development activities and substitute costs. Allowable costs include registration fees, mileage to/from the event location, and substitute fees</p> <p>Perkins funds may be used to support secondary teachers from approved Career and Technical Education (CTE) pathways, teachers from supporting academic programs, paraprofessionals, counselors, and administrators participating in CTE-related professional development. Sponsor expenses and substitute fees may be included for CTSO-related activities with a professional development component.</p> <p>Substitute fees may include teachers and counselors who received release time to work on updating approved CTE pathways, participating in the state CTE, Greenbush Perkins, and/or other related professional development, aligning curriculum to competencies, and other program improvement related activities.</p> <p>If the <i>Total Stipend Request</i> is less than \$1,200, the stipend will be reduced to the amount of actual expenses incurred and documented.</p> <p>Please complete and share this Google Sheet with perkins.consortium@greenbush.org with the required signatures and attestation by March 1, 2021.</p>	<p>Perkins District PD Stipend Request 2020-2021</p> <p>Important Note: Receipts for professional development expenses do not need to be submitted with the form; however, receipts must be maintained locally and provided upon request.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Copy the Google Sheet and enter your USD number in place of "Original" <input type="checkbox"/> Complete the form with information about professional development activities and costs incurred by the district <input type="checkbox"/> Obtain required signatures (electronic signatures are acceptable) <input type="checkbox"/> Share completed Google Sheet with perkins.consortium@greenbush.org 	<p>March 1, 2020</p>	<p>If any funds remain at the end of the year, the Consortium may disperse equally among districts documenting more than \$1,200 in paid professional development activities.</p>

Regional Professional Development	Registration & Payment	Deadline for Submission	After the Deadline
<p>All Regional Workshops for the 2020-2021 school year will be facilitated virtually. A complete, up-to-date listing of sessions will be maintained online at:</p> <p>CTE Regional Professional Development 2020-21</p> <p>The current listing to date is also included as Appendix A at the end of this document.</p>	<p>Register online using the Zoom registration links provided here.</p> <p>There is no cost to Greenbush Perkins Consortium Members for participation.</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 785.221.5914</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, work-based learning models, and real-life applications in their classrooms.</p>			

Appendix A: CTE Regional Professional Development 2020-21

A complete, up-to-date listing of sessions will be maintained online at [CTE Regional Professional Development 2020-21](#).

Links to Monthly Virtual CTE Collaboration Meetings/CTE Leaders Forum Details

- All monthly virtual collaboration sessions are 10-11 a.m. (Zoom registration links provided below)
- Subs for these virtual meetings can be reimbursed with allocated Greenbush district professional development funds.
- CTE Leaders Forums will be in-person events (or virtual if need be) that involve industry tours or district visits, post-secondary connections, pathway networking, and more. There will be two forums per month - one north and one south. Each month, we will focus on one of the seven career fields (noted below) Locations and details TBD and will be added to this document as they become available.

- **September 2020**

[Tuesday, Sept. 1 - Design, Production and Repair](#)

[Tuesday, Sept. 8 - Health](#)

[Thursday, Sept. 10 - Business](#)

[Tuesday, Sept. 15 - Public Services](#)

[Tuesday, Sept. 22 - Agriculture](#)

[Thursday, Sept. 24 - Family and Consumer Sciences](#)

[Tuesday, Sept. 29 - Media and Technology](#)

- **October 2020** - CTE Leaders Forum - Health (Oct. 9 and Oct. 23)

[Tuesday, Oct. 6 - Business](#)

[Thursday, Oct. 8 - Public Services](#)

[Thursday, Oct. 15 - Health](#)

[Tuesday, October 20 - Design, Production and Repair](#)

[Thursday, Oct. 22 - Agriculture](#)

[Tuesday, Oct. 27 - Family and Consumer Sciences](#)

[Thursday, Oct. 29 - Media and Technology](#)

- **November 2020** - CTE Leaders Forum - Design, Production & Repair (Nov. 6 and Nov. 13)

[Tuesday, Nov. 3 - Public Services](#)

[Thursday, Nov. 5 - Business](#)

[Tuesday, Nov. 10 - Family and Consumer Sciences](#)

[Thursday, Nov. 12 - Agriculture](#)

[Tuesday, Nov. 17 - Health](#)

[Thursday, Nov. 19 - Design, Production and Repair](#)

[Tuesday, Nov. 24 - Media and Technology](#)

- **January 2021** - CTE Leaders Forum - Business (Jan. 15 and Jan. 22)

[Tuesday, Jan. 5 - Media and Technology](#)
[Tuesday, Jan. 12 - Health](#)
[Thursday, Jan. 14 - Business](#)
[Tuesday, Jan. 19 - Public Services](#)
[Thursday, Jan. 21 - Family and Consumer Sciences](#)
[Tuesday, Jan. 26 - Agriculture](#)
[Thursday, Jan. 28 - Design, Production and Repair](#)

- **February 2021** - CTE Leaders Forum - FACS (Feb. 12 and Feb. 26)

[Tuesday, Feb. 2 - Public Services](#)
[Thursday, Feb. 4 - Family and Consumer Sciences](#)
[Tuesday, Feb. 16 - Business](#)
[Wednesday, Feb. 17 - Health](#)
[Thursday, Feb. 18 - Media and Technology](#)
[Tuesday, Feb. 23 - Agriculture](#)
[Thursday, Feb. 25 - Design, Production and Repair](#)

- **March 2021** - CTE Leaders Forum - Agriculture (March 5 and March 26)

[Tuesday, March 2 - Family and Consumer Sciences](#)
[Thursday, March 4 - Public Services](#)
[Tuesday, March 16 - Health](#)
[Thursday, March 18 - Agriculture](#)
[Tuesday, March 23 - Design, Production and Repair](#)
[Thursday, March 25 - Business](#)
[Tuesday, March 30 - Media and Technology](#)

- **April 2021** - CTE Leaders Forum - Public Service - (April 9 and April 23)

[Tuesday, April 6 - Family and Consumer Sciences](#)
[Thursday, April 8 - Agriculture](#)
[Tuesday, April 13 - Business](#)
[Tuesday, April 20 - Health](#)
[Thursday, April 22 - Media and Technology](#)
[Tuesday, April 27 - Design, Production and Repair](#)
[Thursday, April 29 - Public Services](#)

- **May 2021** - CTE Leaders Forum - Media & Technology (May 7 & 14)

[Tuesday, May 4 - Agriculture](#)
[Thursday, May 6 - Family and Consumer Sciences](#)
[Tuesday, May 11 - Health](#)
[Thursday, May 13 - Business](#)
[Tuesday, May 18 - Media and Technology](#)
[Thursday, May 20 - Public Services](#)
[Thursday, May 27 - Design, Production and Repair](#)

- **“CTE Grades 7-12: Down and Dirty: Four Practices to Create a Culture of Readers and Writers, Day 1” / (3 Hours) / Presenters: Traci Hinman and Jill Fornelli**

October 5, 2020 - Lawrence / October 6, 2020 - Girard

This workshop will discuss specific practices that will lay the foundation for quick & easy reading and writing strategies in Days 2 & 3. In this workshop, participants will calibrate understanding of four practices to create a culture of readers, writers, and critical thinkers. This is the first day of a three-day series of “The Down and Dirty for Grades 7-12.”

- **“CTE grades 7-12: The Down and Dirty of Interactive Reading Strategies, Day 2” / (3 Hours) / Presenters: Traci Hinman and Jill Fornelli**

November 16, 2020 - Girard / November 17, 2020 - Lawrence

This workshop will discuss content areas and specific discipline strategies essential for the CTE classrooms. This workshop is designed to give you an opportunity to discuss reading in your classroom with other CTE professionals.

- **“CTE grades 7-12: The Down and Dirty of Interactive Writing Strategies, Day 3” / (3 Hours) / Presenters: Traci Hinman and Jill Fornelli**

April 1, 2021 - Girard / April 2, 2021 - Lawrence

This workshop will discuss content areas and specific discipline strategies essential for the CTE classrooms. This workshop is designed to give you an opportunity to discuss writing in your classroom with other CTE professionals.