

C-TEC Budget and Planning Process

January	<p>Regional Coordinator –</p> <ul style="list-style-type: none"> • Get 2nd quarter status on expenditures from Fiscal Office • Revise ODE budget as necessary based on 1st and 2nd quarter purchases and expenditures
February	<p>Steering Committee -</p> <ul style="list-style-type: none"> • Discuss focus and priorities for Mini-grant process • Analyze data – if available • Discuss priorities for future professional development/focus areas of consortium
March	<p>Regional Coordinator –</p> <ul style="list-style-type: none"> • Revisit CTE Program Update (if necessary) <p>Steering Committee –</p> <ul style="list-style-type: none"> • Share Perkins allocation and draft “within consortium” Budget Distribution • Review and release Mini-grant RFP and Special Grant RFP • Analyze data • Discuss regional needs and strategies for following year
April	<p>Regional Coordinator –</p> <ul style="list-style-type: none"> • Get 3rd quarter status on expenditures from Fiscal Office • Collect Mini-grants and special Grants due <p>Steering Committee -</p> <ul style="list-style-type: none"> • Review revised budget distribution (based on Steering Committee input) • Discuss priorities based on ODE goals (e.g. Reserve Grant focus)
May	<p>Regional Coordinator –</p> <ul style="list-style-type: none"> • Obtain signatures on Consortium Agreement <p>Steering Committee –</p> <ul style="list-style-type: none"> • Review and award mini-grants and Special Grants
June	<p>Regional Coordinator –</p> <ul style="list-style-type: none"> • Write Perkins Plan for ODE <p>Steering Committee –</p> <ul style="list-style-type: none"> • Finalize next year’s budget • Set date and focus of Summer Retreat
July	<p>Regional Coordinator –</p> <ul style="list-style-type: none"> • Get 4th quarter status on expenditures from Fiscal Office • Plan retreat
August	<p>Regional Coordinator –</p> <ul style="list-style-type: none"> • Prepare and hold Retreat • Distribute Local Perkins Plan Update forms and budgets to Schools • Distribute Asset Tags and completed inventory form to districts for updating
September	<p>Regional Coordinator –</p> <ul style="list-style-type: none"> • Distribute CTE Program Update Info to Schools • Local Perkins Plan Updates and budgets due to Regional Coordinator
October	<p>Regional Coordinator –</p> <ul style="list-style-type: none"> • Get 1st/5th quarter status on expenditures from Fiscal Office • Track CTE Program Update from Schools • Review and Approve CTE Program Updates • Revise ODE budget as necessary • Collect data/info for Annual Report <p>Steering Committee –</p> <ul style="list-style-type: none"> • Review and Approve Local Perkins Plan Updates from districts/college
November	<p>Regional Coordinator –</p> <ul style="list-style-type: none"> • Write Annual Report • Collect Updated Inventories
December	-