

**Connecticut State Department of Education
Academic Office**

Career and Technical Education (CTE)

Carl D. Perkins Program Review – 2016-2017

SAMPLE AGENDA

9:00 a.m.	Arrival
9:00 – 9:15 a.m.	<u>Welcome (List Name and Title of each individual)</u> Superintendent Assistant Superintendent Principal Assistant Principal Carl Perkins Administrator
9:15 – 10:15 a.m.	<u>General Meeting</u> Carl D. Perkins Administrator Special Education Administrator School Counselor Career Coordinator/Specialist Other suggested members per instructions
10:15 – 10:30 a.m.	Break
10:30 – 11:00 a.m.	<u>Meeting with Students</u> (no more than six)
11:00 – 11:30 a.m.	<u>Career Cluster Area A Meeting</u> (1 or 2)
11:30 a.m. – 12:00 p.m.	<u>Career Cluster Area B Meeting</u> (1 or 2)
12:00 – 12:45 p.m.	Lunch
12:45 – 1:30 p.m.	<u>Equipment Check and Tour</u>
1:30 – 2:00 p.m.	<u>Career Cluster Area C Meeting</u> (if necessary)
2:00 – 2:30 p.m.	<u>Connecticut State Department of Education Team Meeting</u>
2:30 – 3:00 p.m.	<u>Exit Conference Summary Report</u> School Administrator Carl D. Perkins Administrator