

**The Year-in-Review  
2014-2015  
Career and Technical Education Programs**

**July 2014**

- Submit to local newspaper the announcement of Nondiscrimination statement for publication prior to beginning of school year. (Civil Rights Requirement)
- Recruit new teachers for any vacancies in program areas
- Get copies of CTE Teacher's SBEC certifications and keep on file

**August 2014**

- **PER due August 15<sup>th</sup>**
- **Perkins Grant due August 15<sup>th</sup> or 16<sup>th</sup>**
- Review Legislative Activity.
- Student Attendance Accounting Handbook -Save to your desktop!
- Review initial PEIMS data for new courses listed-check for accuracy
- Review Master Schedule to ensure all CTE courses are properly coded-All CTE courses begin with a 127 or a 130 PEIMS code
- Request itinerary from Career Prep/Practicum teachers who are beginning their year. Remind them of 15 day requirement for training plans. Reminder: Career Prep are PAID only
- Conduct New CTE Staff Orientation
- Conduct CTE Staff Development for all CTE teachers
- Set up Advisory Committee for CTE programs
- Meet with Counselors regarding Programs of Study, impact of schedule changes for CTE students, 6 yr. plans, etc. Bring chocolate!
- Problems and Solutions Research Plans need to be on file by the 15<sup>th</sup> day.

**September 2014**

- Have counselors continue review of class counts, monitor and adjust schedules as needed
- Host Open House/Meet Your Teacher Night
- Begin reviewing 4 year plans and coding students for PEIMS snapshot day
- Request PEIMS 170 record report for courses and class counts
- Follow through with establishing new student organizations-FCCLA, HOSA, SkillsUSA, FFA, BPA...
- Complete collection of Career Prep PAID Training Plans and Practicum Training Plans if applicable
- Review and compare 1<sup>st</sup> 6 weeks Principals and Superintendents FTE report to in-house FTE report

**October 2014**

- Continue reviewing 4 year plans and coding students for PEIMS snapshot day-Due the last Friday of October!
- Request spreadsheet of Career Prep students and employer information and a copy of signed Training agreements from Career Prep and Practicum teacher2
- 7<sup>th</sup> and 8<sup>th</sup> Grade Counselors administer career Interest/Aptitude Test
- 1<sup>st</sup> Advisory Committee Meeting
- Budgets to departments

**November 2014**

- Prepare for CTE Education Week in February-order supplies (Reception for counselors-breakfast for CTE teachers...)
- Review and compare 2<sup>nd</sup> 6 weeks Principals and Superintendents FTE report to in-house FTE report.
- Review department expenditures to date
- Begin working on Course Catalog for next year

**December 2014**

- Recruitment plan for pre-registration
- Review and compare 3<sup>rd</sup> 6 weeks Principals and Superintendents FTE report to in-house report

**January 2015**

- Resolve 2<sup>nd</sup> semester schedule changes
- Review new semester course offerings
- Review WBL students PEIMS (170 record) data-job changes, new Training Agreements...
- Review activities for CTE Education Week

**February 2015**

- Begin pre-registration activities for HS students
- CTE Education Week/Month Activities
- Review budget expenditures to date
- Review and compare 4<sup>th</sup> 6 weeks Principals and Superintendents FTE report to in-house report
- Begin pre-registration activities for MS students-tour of CTE facilities
- Conduct Interest/Aptitude assessment for 7<sup>th</sup> and 8<sup>th</sup> graders
- Conduct CTE Program evaluations

**March 2015**

- Host 2<sup>nd</sup> Advisory Committee meeting
- Meet with teachers regarding course offerings for next year based on pre-registration numbers
- Conduct equipment inventory
- Review and compare 5<sup>th</sup> 6 weeks Principals and Superintendents FTE report to in-house report

**April 2015**

- Close Federal expenditures
- Close local expenditures
- Prepare for staff to attend summer professional development conferences
- Provide input in District and Campus Improvement Plans

**May 2015**

- Review final FTE report for estimated funding
- Review district assessment data specific to CTE students
- Be available for questions on PEIMS 415 and 410 records for course completers and attendance (only 2 week period to do that)
- Secure number of students in certifications/licensures attained

**June 2015**

- Prepare final CTE Program report to Superintendent/School Board
- Review and compare 6<sup>th</sup> 6 weeks Principals and Superintendents FTE report to in-house report

*Compiled by Kay Irlas, Region 10*