



Career and Technology Education

Career Technical Education

2009 – 2010 Handbook

All Career Technical Education courses will be offered without regard to race, color, national origin, sex, or disability

Career Technical Education

Experience your Future!

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CAREER TECHNICAL EDUCATION STAFF DIRECTORY

STAFF	PHONE	RM	Pthwy	LOC
1. Aguirre, Lucilla	5237	62	5K	Memorial
2. Amezquita, Celestine	N/A	114		Rowe
3. Arnold, Justin	8724	308 & 310	3K	Brown
4. Avila, Luis	5243	31	4K	Memorial
5. Babauta, Linda	3100	142	5K	McHi
6. Beamsley, Rodney	5150	AG-1	3K	Rowe
7. Blanco, Lilia (<i>CTE Tech</i>)			5K	McHi
8. Bowden, Margie (<i>Dept. Chair</i>)	972-5639	140	5K	McHi
9. Buentello, Juan	3184	304	8K	McHi
10. Canciano, Cruz	5143	311B	7K	Rowe
11. Cano, David	3189	310	5K	McHi
12. Casares, Frank	3222	208	5K	Options
13. Chavez, Cynthia	8439	314	6K	Rowe
14. Contreras, Teresa	5235	64	7K	Memorial
15. Cortez, Pablo	3222	104, 126	7K	McHi & Lamar
16. Cortez, Ruben		304	4K	McHi
17. Davis, Ginger	2819	HE-2	7K	McHi
18. De La Garza, Miriam	3100	138, 141, 310	5K	McHi
19. Dopp, Jeanne (<i>Counselor</i>)	3148		2K	McHi
20. Echazarreta, Eric	8840	402, 405, 407	5K	Rowe
21. Florence, Jerry	8828		3K	DeLeon
22. Flores, Audra	5263	STC	5K	Memorial
23. Flores, Sal	3141	306	5K	McHi
24. Fuentes, Fred (<i>Dept. Chair</i>)	3222	205	5K	Options
25. Fuentes, Jerry	N/A		6K	McHi
26. Garcia, Manuel	8887	406	5K	Rowe
27. Garcia, Miros	3186	311	5K	McHi
28. Garza, Emma	5237	100	5K	Memorial
29. Garza, Esperanza	2819	HE-3	7K	McHi
30. Garza, Robert	3134	KMAC 172-3	4K	McHi
31. Garza, Sylvia	5237	70	5K	Memorial
32. Gonzales, Martha	5277	114	5K	Memorial
33. Gonzalez, Aisha (Badiozzamani)	3100	176, 135	5K	McHi
34. Gonzalez, Alexandra	N/A	-	5K	McHi
35. Guerrero, Arturo (<i>Dept. Chair</i>)	5149	IA-2	8K	Rowe
36. Guerrero, Blanca (<i>Dept. Chair</i>)	5142	408A	7K	Rowe
37. Gutierrez, Christy (<i>CTE Secretary</i>)	5181	Portable 69	2K	Administration
38. Hernandez, J.C.	8840	118, 405	5K	Rowe
39. Herrera, Delfina	5271	113	7K	Memorial
40. Heyl, Barry	5273	110	4K	Memorial
41. Hinojosa, Omar	N/A	112	4K	Rowe
42. Huddleston, Renee	5272	109	5K	Memorial

43. Johnson, Mike	971-4300	244	8K	Cathey
44. Laurel, Ruben	4215	Shop	8K	Lincoln
45. Leal, Ricardo	3183	303	3K	McHi
46. Liguez, Robert	2822	315	8K	McHi
47. Lopez, Pedro	3175	316	8K	McHi
48. <u>Lowerv, Nancy</u>	2819	HE-2	7K	McHi
49. <u>Mancha, Isabel (CTE Clerk)</u>	5282	Portable 69	2K	Administration
50. <u>Martinez, David</u>	4245	Tech	8K	Travis
51. <u>Martinez, Dora</u>	8887	402	5K	Rowe
52. Martinez, Roberto	971-4393	Bldg. Trades	8K	I & G
53. Newman, John David	5237	54, 114	5K	Memorial
54. Nutting, James	5278	115	4K	Memorial
55. Oliva, Letty	3181	301	7K	McHi
56. Oliveira, Lahis	5237	70, 80, 99	5K	Memorial
57. Peña, Israel	8887	408B	5K	Rowe
58. Health Science Vacancy	3187	308	6K	McHi
59. Prukop, Andrew	5265	101	3K	Memorial
60. Puck, Paul			8K	Morris
61. Reyna, Diego	3141	156,306, 310	5K	McHi
62. Reyna, Regina	5275	112	4K	Memorial
63. Reyna, Rene	3182	302	8K	McHi
64. <i>Richards, Terry,</i>	5140	212A	4K	Rowe
65. <i>Rincones, Rosalinda</i>	5237	71	5K	Memorial
66. <i>Roach, Avecita(Dept. Head)</i>	8840	402, 405, 406	5K	Rowe
67. Rodriguez, Diana	3259	141	5K	McHi
68. Rodriguez, Jorge	5270	107	4K	Memorial
69. Rosales, Linda	5237	72, 69	5K	Memorial
70. Saenz, Raymond	8866	IA-1	8K	Rowe
71. Salinas, Armando	5140	212A,403,405,406	5K	Rowe
72. Salinas, Robert	5100	409	7K	Rowe
73. Salinas, Rosie (<i>Counselor</i>)	8846		2K	Rowe
74. Sanchez-Pena, Norma (<i>Counselor</i>)	5261		2K	Memorial
75. Sanchez, Jaime	8857	404	5K	Rowe
76. Sanchez, Juan	5267	104C	8K	Memorial
77. Sanchez, Romeo	3184	304	8K	McHi
78. Sandoval Silva, Lilia (Director)	5181	Portable 69	2K	Administration
79. Santiago, Helen	631-8539	176	5K	McHi
80. Seligman, Janelle	5143	311A	7K	Rowe
81. Smith, Kayla	5237	80	5K	Memorial
82. Thomas, Brent	3141&3154	176	5K	McHi
83. Thomas, Rebecca	5237	99	5K	Memorial
84. Thomas, Susan	5177	403	5K	Rowe
85. Torres, Ana (<i>Dept. Chair</i>)	5237	70 & 100	5K	Memorial

86. Treu, Maggie(<i>Dept. Chair</i>)	5235	48	7K	Memorial
87. Treviño, Cesar	3134	KMAC 172-3	4K	McHi
88. Treviño, Daniel	3188	309	3K	McHi
89. Tyler, Lela	5235	65, 64	7K	Memorial
90. Valdez, Omar	3100	STC		McHi
91. Villarreal, Fred (<i>Dept. Chair</i>)	8738	Print Shop lab	4K	Options
92. Villarreal, Laura	5274	111	6K	Memorial
93. Willars, Rosanne	8841	407	5K	Rowe
94. Zamora, Cynthia	5276	108A	6K	McHi

Career Technical Education Page A.1.a

Administration and Personnel

1. Chain of Command

Because of the Career Technical Education program's specialized characteristics, it is organized under two distinct chains of command. The **administrative** chain of command and the **program** chain of command are separate, complementary systems. More information concerning MISD organizational charts is available on the MISD Web site at http://mws.mcallen.isd.tenet.edu/_pdfs/misd/org_chart.pdf

- a. Administrative (see chart, page A.EX.01.a). The home campus principal is the teacher's primary supervisor. The following area/items are mainly within the principal's jurisdiction:

- Activity funds
- Building/room keys
- Class scheduling
- Extra duty assignments
- Fire safety/emergency procedures
- Fund raising
- Grade books and grading
- Lesson plans
- Parent conferences
- Pep rallies
- PTA activities
- Student discipline
- Teacher appraisal
- Work orders (repairs - routine and emergency)

Career Technical Education Page A.1.b

Administration and Personnel

1. Chain of Command

- b.** Program (see chart, page A.EX.01.b). “Program” authority refers to the specialized chain of command within the Career Technical Education Department itself. The Director of Career Technical Education (DCTE) is primarily responsible for:

- Articulation agreements
- Award jackets
- Bids for equipment
- Budget operations
- Census (VOC 116)
- Class schedules (CTE)
- Coordination of Advisory Councils
- Curriculum (except lesson plans)
- In-district travel
- Inventory
- Out-of-district travel
- PBMS CTE Reporting
- Recruitment of students
- Requests for equipment
- Teacher assignments
- Teacher Procurement/recruitment
- Work orders (building improvements)

Obviously, there are areas of overlapping interest and responsibility. Therefore, the above groupings are provided only to give a general idea of how the system operates. The key to past success has come from a spirit of cooperation and consultation.

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Administration and Personnel

2. Activity Funds

Each campus operates an activity fund, the use of which is governed by TEA Bulletin 679, by MISD policy, and by campus policy. Career Technical Education sponsors are expected to manage activity fund sub-accounts in a manner that adheres to established policy and reflects good “common sense.”

Moneys collected from students must be properly receipted and safeguarded. Regular deposits should be made to the school bookkeeper. **At no time** should cash or checks be left in filing cabinets, desks, school bus, or private vehicles.

Examples of funds deposited in activity account include:

Moneys collected from fund raising

Moneys collected from students for bulk purchases such as T-shirts, candy and fruit sales

Items or services purchased with activity fund moneys are to directly benefit the students that the program serves. Specific guidelines can be found in the MISD Activity Fund Procedures at MISD web site

http://mws.mcallen.isd.tenet.edu/pdfs/business/activity/ACTIVITY_FUND_MANUAL_0708.pdf

NOTE: Sales tax must be collected for all items that are resold to individuals.

Examples: T-shirts, candy, fund-raising goods, accessories

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Administration and Personnel

3. Building Keys

Keys that serve secondary teacher facilities are issued by the building principal. The key scheme provides teachers with access to outside doors, classrooms and classroom offices. Access to offices and storage areas is restricted to primary users (departmental chairs).

CTE COUNSELOR RESPONSIBILITY OF ACTIVITIES TIMELINE 2009-10

A.6.a

DATE	ACTIVITY	LOCATION
<p>August, 2009</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<ul style="list-style-type: none"> • Assist w/ Freshmen Camp • McCCTI Monthly Meeting • Coordination of advisory council by CTE Career Clusters • Attend CTE UPDATE Meeting w/ CTE Adm. Bi-weekly meeting • Coordinate district-wide travel for CTE students • Assist in scheduling of CTE students to include McCCTI and STC students • Provide Academic Counselors with Kuder reports on all students • Create Bus schedule for CTE district-wide courses 	<p>Respective High School</p> <p>STC</p> <p>TBA</p> <p>CTE Administrative Office</p> <p>Respective HS</p> <p>Respective High School</p> <p>Respective High School</p> <p>Respective High School</p>
<p>September, 2009</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<ul style="list-style-type: none"> • Coordinate 10th grade Academic/PREP orientation • Meeting w/ Advisory Council • Assist in PBMAS desegregation of data • Coordinate ASVAB testing • Responsible for Walk-thrus of CTE classes • Coordinate STC and Hispanic Chamber of Commerce speakers through PREP classes • Attend Tech Prep Meeting quarterly meeting • Attendance of STAT(South TX CTE Assoc.) quarterly meeting • Attend CTE Department Head monthly meeting • Review CTE courses on a six weeks basis to adhere to PEIMS standards and accounting attendance handbook practices • Submit training plans for Coop students • Assist in coordinating first semester Advisory Board Meeting • Prepare bus schedule for CTE district-wide courses 	<p>STC</p> <p>Respective High School</p> <p>Respective High School</p> <p>Respective High School</p> <p>Respective High School</p> <p>Respective High School</p> <p>Weslaco TX</p> <p>TBA</p> <p>Staff Development</p> <p>Respective High School</p>

<p>On-going On-going</p>	<ul style="list-style-type: none"> • Attend CTE ARD meetings • Provide continued support to CTE staff • Supervise CTE bus loading sites • Attend Special Ed and Bilingual meeting to discuss PBMAS results • Completion and Submission STeamApplication 	<p>Respective High School</p> <p>TBA</p> <p>Respective High School</p> <p>Respective High School</p> <p>Respective High School</p> <p>CTE Adm.</p>
<p>October 2009</p>	<ul style="list-style-type: none"> • Coordinate Elective Show • Assist with PSAT • Attend three day work shop on CTE PEIMS coding for submission I • TAKS assistance • Kuder Electronic Survey in PREP classes • Coodinate the 8th grade Kuder Interest Survey • Coordinate the 8th grade elective Show • Review new semester course offerings for Curriculum Bulleting • Review Career Connection Booklet • Submit S Team Applicants for attendance of Annual meeting 	<p>Respective HS/MS</p> <p>Respective High School</p> <p>CTE Adm.</p> <p>Respective HS</p> <p>Respective HS</p> <p>Respective HS</p> <p>Respective HS</p> <p>Respective HS</p> <p>CTE Adm.</p> <p>Tech PREP Reginal Office</p>
<p>November 2009</p>	<ul style="list-style-type: none"> • Coordinate 8th grade Elective show • Coordinate 8th grade administration of Kuder electronic assessment • Assist in PEIMS Submission I-- fatal error corrections • Assist in the presentation of PBMAS results to all CTE staff • Assist in Advisory Board acitivities • Attend annual Tech Prep Conference • Coordinate Advisory Council Meeting 	<p>Respective HS/MS</p> <p>Respective HS/MS</p> <p>Respective HS</p> <p>Respective HS</p> <p>CTE Adm.</p> <p>TBA</p>
<p>December 2009</p>	<ul style="list-style-type: none"> • Prepare CTE Semester Exam Bus Schedule • Finalize 8th grade Elective show • Finalize 8th grade administration of Kuder electronic assessment • Assist in PEIMS Submission I-- fatal error Corrections 	<p>Respective HS</p> <p>Respective HS/MS</p> <p>Respective HS/MS</p> <p>Respective HS</p> <p>Respective HS</p>

	<ul style="list-style-type: none"> • Assist in CATEMA training of all CTE staff who articulate CTE courses • Coordinate CTE Career Fair in partnership with STC • Assist in Finalizing the submission of Career Connection Booklet 	CTE Adm./STC CTE Adm.
January 2010	<ul style="list-style-type: none"> • Assist in 2nd semester Scheduling of CTE courses • Conduct CTE Career Fair in Partnership with STC • Coordinate Second Semester Advisory Board meeting 	Respective HS STC TBA
February 2010	<ul style="list-style-type: none"> • Assist in conducting Second Semester Advisory meeting • Coordinate CTE Education Week Activities • Assist in the coordination of Job Shadowing Activities • Review CTE applications of all CTE teachers district wide courses • Assist in TAKS testing 	TBA Respective HS Respective HS Respective HS Respective HS
March 2010	<ul style="list-style-type: none"> • Coordinate Tech Prep Days at TSTC • Assist in pre-registration activities • Coordinate the application and interview process of CTE district-wide courses • Complete Needs Assessment survey • Initiate PEIMS coding Submission 3 	TSTC in Harlingen Respective HS Respective HS CTE Adm.
April 2010	<ul style="list-style-type: none"> • Complete Program Evaluation form • Review and select recipients of CTE scholarships • CTE Counselor Pre-Registration Meetings in preparation for 2010-2011 • Review CTE Submission 3 data • Attend CTE dept. meeting in preparation for incoming yr. • Present CTE staff with pre-registration data 	CTE Adm. Office CTE Adm. Office Respective HS Respective HS TBA Respective HS
May 2010	<ul style="list-style-type: none"> • Attend CTE banquets 	TBA CTE Adm.

	<ul style="list-style-type: none"> • Review program evaluation data with CTE Administrator • Assist in scheduling activities of CTE courses for incoming year 	Respective HS
June	<ul style="list-style-type: none"> • Submit final error free PEIMS Submission 3 report • Submit report on Advisory Board evaluation • Assist in finalizing CTE scheduling conflicts 	CTE Adm. CTE Adm. Respective HS

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Administration and Personnel

4. Class Schedules

The task of formulating an effective district-wide secondary Career Technical Education class schedule has become more complex with each passing year. Obviously, the stakes are high; a well-coordinated schedule provides for efficient use of staff. Conversely, a poorly planned schedule can degrade the benefits of adequate staffing, budgeting, curriculum, and facilities.

Among the many difficulties are:

- Conference period scheduling
- Conflicts with athletics periods
- Conflicts with academic singleton courses
- Coordination between campuses sharing teachers
- Availability of facilities
- Coordination of bus schedules between campuses

In spite of the obstacles, MISD remains committed to a secondary Career Technical Education schedule with a strong teaching component and a structure that is vertically organized. Each staff member can contribute to the success of this vital process by adhering to a few “do’s” and “don’ts”:

- Do make informed suggestions to your department chairperson.
- Do take time to understand the total scheduling process.
- Do let your department chairperson know about difficulties you have encountered in the past.
- Do make every effort - every school day - to honor your teaching commitment.
- Do give some thought to priorities - you may be called on to help in making difficult choices.

Don’t attempt to coordinate a class schedule directly with your principal - the Director of Career Technical Education’s job is to negotiate the best overall schedule for the entire program.

Don’t take the narrow view of things - try to gain an understanding of what is possible for all concerned in a “win-win” atmosphere.

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Administration and Personnel

4. Class Schedules (continued)

The following annual timetable pertains to the development of the district-wide class schedule for high school and middle school Career Technical Education classes:

June Counselors will make certain that printouts of incoming ninth graders have correct elective choices.

The DCTE monitors the campus scheduling process.

August Campus schedulers work closely with counselors to verify class rosters. The DCTE works with campus administrators and schedules to solve individual problems.

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Administration and Personnel

5. Census - VOC 116

The annual census of Career Technical Education students yields data that is essential to the Career Technical Education program. The matrix format provides enrollment counts by grade level and gender. The report is submitted to TEA, and the due date is late May.

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Administration and Personnel

6. Communication

In a program such as ours, the ability to communicate with each other at all levels and in all directions is great and presents many challenges. Our greatest virtue, strong vertical organization, brings with it our greatest problem - physical distance and dispersion. We must depend on a strong “program” chain of command and a variety of well-organized communication modes to help us cope with this problem.

Personal visits, use of the telephone, campus mail, E-mail and faxes are some of our communication tools. Staff meetings of various types and levels are also necessary. Some of the more formal types are:

- a. Department chair meetings - Monthly
- b. Program Level meetings - Four to six per year

These meetings are published in the departmental calendar. Staff meetings assigned by the Director of CTE will be communicated at a later date. In addition, formal meetings of the staff led by each department’s chair should occur monthly. These meetings can be brief. They should be scheduled for the year and should allow ample opportunity for dissemination of information as well as the sharing of information.

As more computers are placed in service, E-mail will become an essential means of communication. E-mail should be checked daily, preferably in the early morning. Messages of interest should be printed out and placed on a bulletin board. E-mail will not be used for personal or confidential information. Listed below are current E-mail addresses for the office.

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Administration and Personnel

7. Extra Duty Assignments

Although principals recognize the difficulties inherent in assigning extra duty (e.g., bus duty, hall duty, cafeteria duty, etc.) to itinerant staff, there is no policy that exempts the Career Technical Education faculty from such duty. Where possible, it is in everyone's interest for staff members to pull a reasonable share of such duties.

(Experience has shown that those who are heavily involved in before and after school teaching on a year-round basis are less likely to be assigned regular duty.)

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Administration and Personnel

8. Fire Safety/Emergency Procedures

Career Technical Education staff will find it necessary to be acquainted with emergency procedures at several schools. On secondary campuses, department chairs shall ensure that a Career Technical Education teacher is assigned to verify evacuation during emergency drills. This procedure should be done for each class period during which the facility is occupied.

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Administration and Personnel

9. Fund Raising

Fund raising projects involving Career Technical Education students must have the principal's approval and should be scheduled at the beginning of the school year. Moneys received must be receipted and deposited regularly in the activity fund, according to campus and district policy. Policy may be found at <http://misdweb/auditors/Procedures/tableofcont.htm>.

Some "do's and don'ts":

Do secure parent volunteers to assist with collection.

Do make daily deposits.

Do insist on receipts from the school bookkeeper.

Do keep accurate records.

Don't leave cash or check unattended – *EVER!!!!!!!!!!!!!!*

Don't begin until you have identified needs and goals.

Don't use class time except when absolutely necessary.

DON'T EVER USE CASH TO BUY ITEMS!

Fund raising should be carefully planned to ensure success. The internal auditor reviews MISD activity accounts with the assistance of the Director of CTE. Over the course of a school year, documentation should include the following:

1. Deposits for fund raising are made on a timely and regular basis.
2. Fund raising deposits should consist of cash and checks.
3. In general, checks should not have been written more than two weeks prior to deposit.
4. Fund raising should yield a reasonable profit. Most professional fund raising vendors' indicate that the organization should realize approximately 35% profit.
5. There should be a reasonable accounting of moneys deposited as the result of sales.
6. Receipts shall be issued to students who make deposits.
7. Items sold to individuals shall include sales tax.

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Administration and Personnel

10. Grade Books and Grading

Grade books shall be maintained according to campus policy. It is important that every Career Technical Education teacher establishes and maintains a defensible grading system that can be easily understood by administrators, parents and students.

Secondary Career Technical Education grading involved considerations that have been complicated by the “no-pass-no-play” rule. It is important to ensure that students who become ineligible are not placed in double jeopardy; that is, students should not receive grade penalties that are based in any way on eligibility restrictions. At the same time, it is recognized that traditional inclusion of co-curricular activities within grading criteria should be maintained. Grading criteria for secondary Career Technical Education classes may include but are not limited to:

- Overall progress
- Progress on individualized projects
- Penalties for unexcused co-curricular absences
- Penalties for unexcused co-curricular tardiness

While behavior (or “deportment”) per se should not be a factor in grading, it is difficult to imagine a class situation in which poor attitude or behavior would not have a detrimental effect on progress. Grades reflect the learning that has taken place and should not consist of blanket “A’s” with attendance and punctuality penalties deducted. Lack of a clear perception of what grades represent was a factor in their removal from grade point average calculations in MISD. Any hope that Career Technical Education grades might at some point be restored to the Grade Point Average (GPA) rests of the Career Technical Education Department’s ability to convince administration that Career Technical Education grades to provide a valid indication of progress.

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Administration and Personnel

11. Lesson Plans

Principals establish lesson plan procedures at campuses. At present, there is no uniform lesson plan format for Career Technical Education classes; however, sample lesson plans from various sources are available from the Career Technical Education Department. It is very important that lesson plans be turned in to the campus supervisor as required.

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Administration and Personnel

12. Professional Development

Each Career Technical Education teacher is authorized to attend the summer professional development conference on a case by case basis. The latest information can then be shared and implemented in the classroom. Time equivalency may be secured for up to twelve hours. The DCTE must sign the Record of Professional Development Report (see example A.EX.12) before it is forwarded to Gracie Garcia in Media and Technology for placement in the individual's time equivalency transcript. A copy also needs to be forward to the Personnel Office. This form is to be used for all out of district sessions. Whenever attending a district-sponsored session, all you need to do to document your time equivalency is to sign in for each session.

The Professional Developer is now on-line. You may see the catalog, apply to attend a session and download the Record of Professional Development Report. The web site is

<http://mcallenisd.com/profdev/> .

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Administration and Personnel

13. Parental Relations/Student Discipline

Communication with parents is essential to any quality educational program and Career Technical Education is no exception. Although parental relations lie primarily within the principal's domain, the Career Technical Education Director is available to serve in an advisory capacity.

Words to the wise:

- a. Establish a few well-advertised, reasonable rules and routines early in the school year. (Rules that work are more easily enforced than rules that don't work.)
- b. Dress and act to gain the respect of your students.
- c. Treat students with respect. (Ask yourself: "Would I act the same way toward this students if his/her parent were present?")
- d. Don't avoid or delay contacting a parent when contact is needed.
- e. Have proper documentation of grades, disciplinary matters, and prior communications.
- f. Don't approach a parent conference thinking in terms of mandatory winners and losers. Successful conferences should end with everyone a winner - even when you find it necessary to stand your ground. Avoid "preaching."
- g. Remember - parents don't have to behave the same as you in a conference situation. Also, remember that parents may enter the chain of command at any point they choose.
- h. Use every legitimate opportunity for sincere praise.
- i. Be willing to admit to an occasional mistake (and try not to make the same one again).
- j. Keep the Career Technical Education Director and your department chair informed.
- k. Keep your principal informed.

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Administration and Personnel

14. Program Activities/Training Plans/Extra Contract Days

Program Activities - Career Technical Education teachers should see their principals in early September in order to schedule activities. The principal needs to have a list of contests or activities that includes dates and times. A copy of this list needs to be filed in the office of the DCTE, also.

Training Plans - Co-Op Training Plans need to be filed at the CTE office by October 1st.

Extra Contract Days - Teachers with extended contracts need to submit a memo with a list of the days worked, listing the activities for those days. This list needs to be sent as soon as you return to work.

Additional and Supplementary Duty Pay – Stipends have become available for teachers who complete the additional and Supplementary Duty Pay Form (See A.EX.14.a, b).

While the administrative office will supply most of the documentation, each teacher will have to submit their Official Club Roster of paid members and of any community service work done by the organization. The community service information can be e-mailed to lilia.s.silva@mcallenisd.net .

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Administration and Personnel

15. School Trips

School trips can be used as rewards, extrinsic motivators, and positive educational experiences if carefully planned and organized. Some important general guidelines need to be considered as teachers work on organizing trips.

- a. TEA and Career Technical Education Club eligibility rules apply.
- b. Use MISD standard permission and medical release forms (See A.EX.15.a). Teacher liability for student safety is of paramount concern. For this reason, the Career Technical Education office must be advised of all trips prior to travel. In addition, high school trips out-of-country present a particular liability because of different customs and laws. Such trips should be avoided and only considered after approval by the MISD Board of Trustees.
- c. In budgeting for a trip, review detailed trip itineraries from experienced teachers in order to budget completely and adequately.
- d. Plan for an adequate number of chaperones.
- e. Organize a detailed itinerary, list of rules and “need to bring” checklist several weeks before the trip.
- f. Teachers may no longer transport students in their personal vehicles. Student travel must be either by school bus (See B.EX.2.03) or by van rental (A.Ex.20.05)
<http://mws.mcallen.isd.tenet.edu/transportation/District%20Vehicles.htm> . All van rentals must go through first through Mrs. Sandoval Silva for her signature on the original travel form, then to the transportation department. The van will be secured through MISD transportation and the travel form must have the director’s signature prior to traveling.

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Administration and Personnel

16. Award Jackets

Guidelines For Career & Technology Award Jackets

****Students will be allowed to pay for their jackets if the following criteria have been met and Sections 1, 2, 6 & 7 on the application have been completely filled out.****

1. A junior or senior enrolled in a career technology course.
2. Have completed (4) four credits of career technology courses including the course(s) he/she is taking during the current year.
3. Be a member of a career technology club the year he/she is enrolled in a career technology course.
4. Pay career technology club dues as requested by the organization and be an active club member as per teacher's recommendation.
5. Neatness of application will be a considering factor.
6. The student applicant is responsible for getting the verification signature from each of the teachers.
7. Student applicant must complete application, qualify, and pay before being scheduled to measure for the jacket.
8. No clubs may purchase or sponsor the purchase of an award jacket for those students who do not qualify for the jacket under the regulations.
9. The Career Technical Education course instructor who teaches that course or sponsors the student organization affiliated with that course, is required to verify all Career Technical Education club membership.
10. The Career Tech. Award Jacket Committee will screen and have the final decision on all jackets awarded.
11. The applicant must be an active Career & Tech. student organization member at the time of the application and be recommended by the advisor/sponsor of the C & T student.

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Administration and Personnel

16. Award Jackets (continued)

organization. The following TEA sanctioned State and National C & T organizations qualify: BPA, DECA, FCCLA, HOSA, SkillsUSA-VICA, FBLA, FFA, and TSA.

12. UIL rules state that only one jacket may be awarded per student through his/her High School career. If the student has already been awarded a jacket he/she will receive a letter or a patch.
13. Transfer applicants who have taken C& T courses at other school districts must be verified through school records by teacher/advisor with which applicant is applying.
14. CTE will only pay for the award jacket, any patches or other embroideries must be paid by the student or sponsored club.

Note: Students who qualify and fail to show up for the jacket ordering and measuring process must notify their recommending teacher. The student applicant is responsible for getting the information ready for next ordering date or loses their chance to order.

****Students can earn a jacket or receive a reimbursement if they meet the following criteria and all sections of the application have been completely filled out. ****

1. Compete in and attend career technology club competition which is sponsored by the state organization. The student must have competed in at least one competitive event during club membership, and/or be an elected officer at the local level or a candidate at the district, regional, state, or national level.
2. Participate in a project to promote career technology. This activity cannot be listed in #1. A minimum of two hours must be reported. The time can be from more than one activity.
3. Participate, outside of the regular school day, in a club-sponsored or sponsor approved community service project. A minimum of ten hours must be reported. The time can be from more than one activity.

The reimbursement schedule will be as follows:

1. **If a student has been a club member for 2 years. The 2 years can be in the same club or a combination of Career & Tech. clubs they will receive full reimbursement.**

2. If a student has been a club member for 1 year they will receive a 50% reimbursement.

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Administration and Personnel

17. Substitutes

Secondary Career Technical Education teachers encounter a number of difficulties concerning the use of substitutes. First, there may be no point in using a substitute for a “team teaching” period unless we are fortunate enough to locate a specialist. Second, the substitute may have to contend with traveling to several campuses, locating keys, etc. Finally, convincing a substitute to work for half a day can be difficult. While these problems cannot be eliminated, they can be minimized through use of the following procedures:

- a. Each staff will develop and publish contingency plans for use whenever a staff member is out.
- b. Sets of keys will be placed at middle schools under the principal’s control for the exclusive use of CTE substitutes.
- c. If necessary, substitutes may be hired for a greater portion of the day than is needed to cover classes. Excess substitute time can be used by principals or by the Career Technical Education department.
- d. When a teacher is ill or otherwise finds it necessary to be absent, the following phone calls will be made:

The **absent teacher** calls:

1. The district absence/substitute system (956) 632-8480
 2. Their department chair
- e. The Career Technical Education Director shall be advised when a Department Chair is out for an extended period of time

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Administration and Personnel

18. Teacher Appraisal

With the abandonment of the Career Ladder system in 1993-94, the Career Technical Education Department no longer participates in routine teacher appraisals for all Career Technical Education teachers. Instead, the focus will shift to clinic visitation at the request of the teachers, the principal, or the teacher. With the development of new job descriptions in 1996-97, the Career Technical Education Director will meet with the high school principals periodically.

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Administration and Personnel

19. Teacher Assignments

Campus assignments are made by the Personnel Department in consultation with the Director of Career Technical Education and the receiving principal. Changes in class loads and other factors sometimes make involuntary transfers necessary. Due to the nature of itinerant service, Career Technical Education teachers may be subject to transfer.

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Administration and Personnel

20. Travel - In-district

Career Technical Education teachers may be paid a travel allowance to compensate for expenses incurred while driving between campus and employers during the school day. The travel allowance needs to be approved before paperwork is submitted. The rate is \$0.585 per mile. A copy of the In-District Mileage Chart is included (A.EX.20.04.a). A copy of the In-district Mileage Form is included on page A.EX.20.04.b. You may also download the form from the web site at http://mcallenisd.com/_pdfs/business/accounting/2007-2008%20Acct.%20Section%20C.pdf

The completed form needs to be accompanied with a signed travel form (A.EX.20.02).

These forms must be submitted on with in 10 business day from the return date.

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Administration and Personnel

21. Travel - Out-of-district

Career Technical Education funds may be used to support travel for in-service training and workshops on the integration of Career Technical Education and academic curriculum for both Career Technical Education and academic teachers who are providing instruction to students. Federal funds also may be used to support travel for staff accompanying students attending Career Technical Education youth leadership activities.

An employee may be reimbursed when traveling within the State of Texas with an overnight stay for meals and lodging expenses. The reimbursement for lodging expenses may not exceed \$85 per day including local sales tax. A state sales tax form must be given to the hotel upon registration (A.EX.20.01). The form can be downloaded from the web site at

<http://mcallenisd.com/pdfs/business/accounting/2007-2008%20Acct.%20Section%20C.pdf>

There is no way that sales tax can be reimbursed to you. An **original** lodging receipt must be turned in to be attached to the travel form (A.EX.20.02). Travel forms are available at the campus with the bookkeepers or at the Administration Building, Room 166. If two or more employees share a room, up to \$85.00 per employee per night may be applied to the room. The \$85.00 cannot be applied to parking, food service, telephone or movie rentals. (Parking can be reimbursed separately if approved before traveling.)

Meal receipts are not required when receiving per diem for meals. Employees must leave **before** 6:00 a.m. (not at 6:00 a.m.) to claim breakfast, must leave before 12:00 p.m. (not at 12:00 p.m.) to claim lunch and return **after** 7:00 p.m. (not at 7:00 p.m.) to claim dinner. If a meal is included with the registration, per diem for that meal cannot be collected.

Partial per diem is allowable without an overnight stay away from the designated headquarters for actual meal expenses if the employee is away from designated headquarters for at least six consecutive hours.

Career Technical Education teachers may be reimbursed when traveling out the State of Texas, but within the continental United State, for actual meals and lodging expenses. However, the reimbursement may not exceed the rates specified in the federal travel regulations for the location to which the employee travels.

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Administration and Personnel

21. Travel - Out-of-district (continued)

The standard mileage rate for the 2008-09 school year is \$0.585 per mile if you travel two employees per vehicle. An Out of District Travel Chart is included for your convenience (A.EX.20.03). The chart can be viewed or downloaded at web site:

<http://mcallenisd.com/pdfs/business/accounting/2007-2008%20Acct.%20Section%20C.pdf>

These guidelines apply to reimbursement for travel with Career Technical Education funds. Travel paid from Career Technical Education funds must be used to improve, not maintain Career Technical Education programs, services and activities.

Teachers may not miss school the day before a competition unless they need to judge students, transport students, or attend a meeting for a state committee. The Career Technical Education department will not pay for substitutes for the extra day unless there is prior approval for a function you must perform on that day. Instructions concerning van rental are on page A.EX.20.05.

The Career Technical Education Department will budget and pay for substitutes for those teachers traveling to competitions. Please use the following substitute codes pertaining to your pathway:

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Administration and Personnel

22. Travel – Competition/ Travel

A. Projects and Competitive Events

A student must be accompanied by his/her advisor or by an appointed advisor to attend all levels of competition.

Students may still advance in competition if there is a conflict with their competition and another UIL qualifying event.

If there is an event only at the national level and advisor/ student can provide documentation of advancement, they will be allowed to travel and compete at national level.

For eligibility all CTE organizations must follow U.I.L. guidelines and timelines.

B. School Transportation

To continue being cost effective, all schools must travel together.

On overnight trips the ratio of ten students to one advisor will be applied and upheld.

On CTE sponsored trips, students will only be permitted to swim if a certified life guard is on duty.

*** All items are subject to review based on the approval of the CTE Director.

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Administration and Personnel

22. Work Orders

Work orders for routine building repairs should be submitted to the building principal.

Emergency work orders (e.g., air conditioner failure, electrical problems, etc.) may be faxed so long as the building principal is notified.

Work orders for building improvements (e.g., requests for shelving) and requests for movement of equipment from one location to another (either temporary or permanent) should be submitted to the Director of Career Technical Education. You may e-mail your requests to:

Lilia.s.silva@mcallenisd.net

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Administration and Personnel

12. Additional and Supplementary Duty Pay

(Please see attached for Additional and Supplementary Duty Pay)

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Career Technical Education

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Section B - Budget

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Purchase Requisition Form	Page B.EX.2.04
State Sales Tax Exemption Form	Page B.EX.2.05
Student/Sponsor Meal Allowance Form	Page B.EX.2.06
Banquet and Trophy Information Form	Page B.EX.2.07

Career Technical Education Page B.1

Budget

1. General Budget Records

The Career Technical Education Department, through its Account Holders, maintains a centralized budget in support of the Career Technical Education programs. All budget accounts are serviced directly by the Director of Career Technical Education.

Account Holders are required to maintain the following budget records:

A. Budget Expenditure Journal

B. Requisition File

Teachers should forward a completed requisition to CTE office (B.EX.2.04). This may be delivered, mailed through campus mail, emailed or faxed. You may now download the form on the web at .

http://mws.mcallen.isd.tenet.edu/purchasing/District_Information/Purchasing_Forms/MISD_Requisition_Form.pdf

The description column needs to be as specific as possible, including order number of item. After the merchandise has been received, the teacher needs to send signed packing slip, invoice, etc. to CTE office so merchandise can be paid for. If there is no slip (such as subscriptions or an order received at warehouse), the teacher must notify the office to assure payment. Future orders may be delayed if receiving approval for prior order is not promptly handled. The CTE office also needs to know about partial shipments.

On a very limited basis, teachers are allowed to purchase emergency supplies and submit the receipt for reimbursement; however, **approval** by the Director of CTE is needed prior to the purchase. A state sales tax form is attached (B.EX.2.05) for such use. Forms can also be downloaded from we site:

http://mcallenisd.com/_pdfs/business/accounting/2007-2008%20Acct.%20Section%20C.pdf

State sales tax cannot be reimbursed.

Set asides, lay aways, blanket purchase orders, and phone orders are no longer permitted in the district.

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Budget

2. Expenditure Purposes and Procedures

GENERAL SUPPLIES

162-11-6399-*K-***-122-0JE

(* is your Career Pathway Number

*** is your Campus Number)

Expenditures for consumable supplies used in the classroom.

Requisition Procedure: Submit purchase requisition in advance. These requisitions must have company name. Indicate if you want the vendor copy mailed or if you want to have the order faxed. All general supplies will be shipped to your campus.

Warehouse supplies should be ordered whenever possible since they are the most economical source. You may use a requisition form (B.EX.2.04) or <http://misdweb/purchasing/PDF%20Files/Purchasing/2002-2003/Forms/Requisition%20Form.doc> to list your supplies and use "Warehouse" as the Suggested Vendor. A copy of supplies available is attached but is subject to availability and cost may vary. (B.EX.2.01)

AWARDS/BANQUETS/TROPHIES

All requests for awards and engraving should have an quote attached to the requisition. NOTE: The Career Technical Education

Department will provide one jacket to each qualified senior.

Trophies and banquets will have to be put on bid by the Purchasing Department. The End of Year Employer/Employee Banquet form

(B.EX.2.02) needs to be completed and returned by January 25th so that there will be ample time to plan

your event. The form can be downloaded at:

<http://mws.mcallen.isd.tenet.edu/pdfs/cate/quote.pdf>

It is encouraged that organizations, pathways or campuses join

together to have combined banquets whenever possible. This was done last year and was very well received.

SCHOOL BUS

School Bus Requisition (B.EX.02.03) is required two weeks in advance of a trip. Forms are available on campus or at the CTE office. When using the 162 fund, the Director needs to be the authorizing signature. The Transportation Department must be notified whenever a trip is cancelled or your account will be charged for the trip.

VAN RENTALS

Vans must be secured through McAllen ISD Transportation Department as per instructions in A.EX.20.05.

Career Technical Education Page B.2.b

Budget

2. Expenditure Purposes and Procedures (continued)

billed) through Shands-Brooks Travel Agency, (956) 687-7202. This same Travel Request will be used for all expenses for the trip. Remember that you need to use Sales Tax Exemption Form for Van Rentals (A.EX.20.05).

TRAVEL AND SUBSISTENCE - STUDENTS

Expenditures for students' meals and housing for approved trips: Students are authorized \$6.00 per meal during authorized trips where meals are appropriate. When trips are farther than our 5A District the meal rate will still stay the same. No funds have been set aside for field trips due to budget cuts.

A Travel Advance/Reimbursement Requisition (A.EX.20.02) must be submitted 10 days in advance of the trip. It **must** include a list of students attending and written notification from the meeting/conference/competition showing the amount of registration fee. You will need to make your own hotel reservations and turn in the amount per room (plus local tax) and how many rooms reserved and the name of the hotel. You will be given a check for the hotel and you must bring back **original** hotel receipts when you return.

You will also be given a check for the registration and will need to provide a receipt for that amount upon return.

A check for student meals will be provided according to the number of students on the list, the days you are traveling and the time of the day you leave and return. Breakfast for the first day is paid if you leave before 6:00 a.m. Dinner on the last day is paid if you return after 7:00 p.m. All students, teachers and sponsors receiving meal money must sign and date a meal allowance log. (B.EX.02.06). Any money not disbursed to students must be returned to CTE Office the next work day following your return.

Account Holders will be responsible for providing backup upon return. According to district policy, **sponsors who hold signature logs, receipts, and excess cash more than thirty (30) days may be subject to payroll deduction for the entire amount issued.**

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Budget

3. Capital Outlay Funds

Capital Outlay expenditures are administered by the Director of CTE. Requests for these items are given consideration within the overall budget when it is prepared in the spring. All requests must be included in the needs assessment and turned in.

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Section C - Inventory and Repair

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Add/Transfer/Disposal Form	Page C.EX.3.01
Computer Repair Request - Campus	Page C.EX.04

Career Technical Education Page C.1

Inventory and Repair

1. Burglary/Vandalism/Loss Report

Use the following procedure for reporting the loss of an inventory item:

BURGLARY/VANDALISM/LOSS REPORT PROCEDURE

1. Burglaries, vandalism or break-ins must be reported to the MISD PD as soon as they are discovered.
2. It shall be the responsibility of the principal or their designee to deal with all instances of burglaries (break-ins), vandalism and theft.
3. The principal or their designee shall contact the McAllen ISD Police Department at (956)**928-8990** and file a police report.
4. The person filing the report shall obtain a **case number** and report the losses on an **Add/Transfer/Disposal Form** to Fixed Assets/Warehouse Services (Central Warehouse).
5. Instructions for filling out the form are found in the section titled **District Property Disposal**.
6. Once the property has been identified, the McAllen ISD Police Department will enter it into a criminal database system.
7. If the items are identified as stolen by other law enforcement agencies, the equipment may be recovered and the individual(s) responsible for the burglary may be apprehended and charges filed.
8. Identifying stolen property on the **Add/Transfer/Disposal Form** is very important particularly for equipment with serial numbers such as, computers, printers, etc

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Inventory and Repair

2. Control and Security

Providing for proper accounting of school-owned property is useless without proper physical control and security. The following steps are vital to assure a reasonable degree of control and security:

Do not store inactive equipment side-by-side with those used often. Inactive equipment should be store elsewhere under lock and key.

Use appropriate documentation **all the time** - not just before an inventory.

Do not put keys in the hands of students.

Do not leave classroom and offices unlocked unless teachers are present.

Do not allow students to congregate around open storage areas, especially before school, during lunch time, and after school.

Career Technical Education Page C.3

Inventory and Repair

3. Salvage

The warehouse personnel will pick up equipment that has been assigned the condition code “poor” with direction for the DCTE. At that time, you will be asked to sign to have the equipment removed (See C.EX.03). Keep a copy of that paperwork and forward a copy to the office of the DCTE.

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Inventory and Repair

4. Computer Repair Requests

In order to better serve the needs of Career Technical Education teachers and students, a computer technician has been contracted at every campus. The technician's campus assignments include classroom computer repairs as well as parts inventory. To better track equipment for upgrades and replacement, your cooperation in reporting repair requests is essential.

In order to track parts and schedule work, it is necessary for you to turn in one repair request per machine. You will need to report your repairs at your campus, using their system. The request must be marked with CTE and your name. The following items are required:

- 1) Campus and Room Number
- 2) Machine Number (This can be AV number or the teacher identifying number on the machine.)
- 3) Brief description of the problem. This needs to be complete enough that the technician can come in and work on the equipment if you are not in the room.

Once your campus contact enters your request, Information Systems will route it to CTE. Telephone requests will not be accepted.

Career Technical Education

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Section D – General

Student Sign-Up

Page D.1.a, b

Calendar

Page D.2

Paydates

Page D.3

Career Technical Education Page D.1.a

General

1. Student Sign-Up

The CTE Department recognizes the need for a strong program dedicated to the recruitment of beginning middle school students. The annual recruiting cycle begins in September with the planning of visits to middle schools by CTE counselors and ends the following August after eighth grade classes are under way. No CTE program can be successful without a year-round, year-after-year effort by the entire staff. While it is essential that specific activities in the September-to-August cycle be accomplished correctly, we should also be aware that the crucial and decisive element in recruiting - the overall perception of our program in the eyes of the community at large - is determined (for better or worse) by on-going public contact.

A few items to check:

- Are by group's public appearances first-rate (from the first moment to the last?)
- Are my present students "sold" to the extent that they will act as recruiting agents for younger brothers and sisters?
- Are the parents of my present students willing to encourage their younger children to join?
- Do I have the support of my campus administrators and classroom faculty? Are some of their children in my group?
- Have I presented myself well to the community?
- When a student decides to "quit", do I handle the parting so as not to create a long-term detractor?

Career Technical Education Page D.1.b

General

1. Students List and Sign Up

In order to clarify paperwork required with students' lists, the following guidelines need to be followed:

When taking students on a field trip/conference/competition, it is necessary to provide a list of students who are planning to attend along with the Travel Advance form (A.EX.20.02). This list is required when requesting entry fees or registration fees as well as food or other itemized expenses. If the list should change after the advance has been given to the teacher, a revised list needs to be provided upon return. If a student does not attend, all money allotted to the student's travel needs to be returned with receipts from the trip. If a teacher gives students money for meals, the list must have the student's signature. The signature is not necessary on the list for registration fees, and other non-cash expenditures such as hotel room.

Career Technical Education Page D.2

Calendar

Career Technical Education Page D.3.a

Pay Dates

Section A.B.C. Examples

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Application for Award Jacket	Page A.EX.16.a
Sales Tax Exemption Form for Hotel	Page A.EX.20.01
Travel Advance/Reimbursement Requisition	Page A.EX.20.02
Mileage Chart for Frequently Used Cities	Page A.EX.20.03
In-District Mileage Chart & Form	Page A.EX.20.04.a, b
Motor Vehicle Rental Exemption Certificate	Page A.EX.20.05

Section B – Examples

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Section C - Examples

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