CAREER, TECHNICAL & AGRICULTURAL EDUCATION
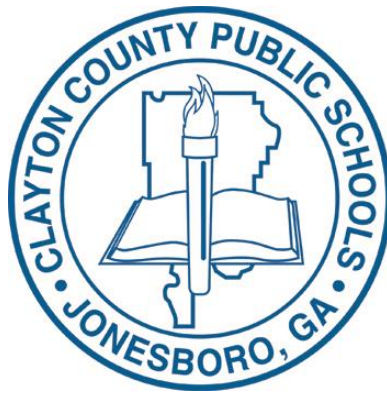### Clayton County Public Schools

CTAE Teacher Handbook

2019|2020

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Non-Discrimination Statement

Clayton County Public Schools (CCPS) does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Clayton County Public Schools' Career, Technical and Agricultural Education (CTAE) department does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, enrollment, access and activities and provides equal access to the Boy Scouts and other designated youth groups. The challenging CTAE curriculum, in conjunction with core academics, provides a robust academic skills and hands-on experience. Program offerings include: Automotive, Agricultural Science, Broadcast/Video Production, Business and Computer Science/IT, Construction, Cosmetology, Culinary Arts, Engineering and Technology, Education, Graphic Communication and Design, Government and Public Safety including JROTC, Healthcare Science, and Marketing Education. Program offerings vary by school location. The lack of English language skills shall not be a barrier to admission or participation in the district's activities and programs. The Clayton County Public Schools also does not discriminate in its hiring or employment practices. This notice is provided as required by the Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the American Disability Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s). Title II: Katrina Thompson, 1058 Fifth Avenue, Jonesboro, GA 30236, 770-473-2700; Title IX: Kevin May, Director of Athletics, 1058 Fifth Avenue, Jonesboro, Georgia 30236, 770-473-2845; Section 504: Trina Smith, Director of 504, 1058 Fifth Avenue, Jonesboro, GA 30236, (770) 473-2700 and Dr. Jamie Wilson, Chief Human Resources Officer; 1058 Fifth Avenue, Jonesboro, GA 30236, 770-473-2747, Office of Legal Compliance, Attn: Latasha Lowe, 1058 Fifth Avenue Jonesboro, GA 30326 or via phone: 770-473-2700.

Welcome Back!

Greetings,

Welcome back to a new school year, one that you've never experience before! As I drafted this note, I struggled with what I truly wanted to say that might resonate and shift us in another dimension of our educational journeys. I am always seeking ways to improve in CTAE and I often reflect on how to convey "our best" for children and teachers to thrive. Let me share what I am "learning" …

It is crucial to create an environment of *growth* around you. That kind of place should look like:

- Others are ahead of you.
- We continually challenged.
- The focus is forward.
- Atmosphere is affirming.
- We're often out of our comfort zone.
- We wake up excited.
- Failure is not our enemy.
- Other people are growing.
- People desire change.
- Growth is modeled and expected.

I believe when we intentionally create the space to *grow*, then our students will *grow*. Let's use this "new school year" to *grow* professionally moving the future forward and propelling our students into industries that foster choice-filled careers and lives!

I thank you in advance for all that you will do to *grow* our future leaders who enroll in our CTAE courses. I look forward to us creating a concerted culture of learning and commendably training students for the global marketplace. As you begin every day for teaching and technical learning for *"the ultimate classroom to career experience",* be impactful and think about the industries in which careers will exist today, tomorrow and beyond.

Educationally Yours,

Dr. E. C. Chillis

The CTAE Department

Clayton County Public Schools District

~ Growth Environments, John Maxwell

CAREER, TECHNICAL
& AGRICULTURAL
E D U C A T I O N
Clayton County Public Schools

Teacher Signature Document

REMOVE THIS PAGE AND GIVE TO YOUR
CTAE ADMINISTRATIVE ASSISTANT

I, _____ CTAE teacher at _____ school, have
       Printed Teacher Name   School

Read, understand, and agree to operate this year with the information provided in the CTAE Teacher

Handbook provided to me. I also agree to communicate regularly with my Department Chair/Content

Lead, CTAE Administrator/Supervisor, CTAE Coordinator and the School Counselors about my CTAE

program.

_____   _____
Signature   Date

Clayton County Public Schools
Career, Technical & Agricultural Education
1058 Fifth Avenue, Jonesboro, GA 30236

Traditional / Non-Traditional Education Model

Public School System

Career, Technical & Agricultural Education

Traditional Education (High School)

Non-Traditional Education (High School)

YAP Apprenticeship ---- Experiential Development

Work-Based Learning ---- Skills Development

Classroom ---- Knowledge Development

Classroom ---- Knowledge Development

GRADUATION

GRADUATION

2-Year College

4-Year College

Workforce Ready

Post Secondary

2-Year College

4-Year College

Skill/Trade Certification -------- Associate Degree

Bachelor Degree -------- Master's Degree -------- Doctorate Professional

Skill/Trade Certification

Skill/Trade Certification -------- Associate Degree

Bachelor Degree -------- Master's Degree -------- Doctorate Professional

WORKFORCE READY
and
CONTINUING HIGHER EDUCATION READY

CONTINUING HIGHER EDUCATION READY

Clayton County's Vision/Mission, Belief Statements

Vision/Aspiration Statement
The vision of Clayton County Public Schools is to be a district of high performance preparing ALL students to live and compete successfully in a global society.

Mission Statement
The mission of Clayton County Public Schools is to empower students to achieve academic and personal goals.

Core Belief Statements
➢ We believe children have first priority on all of our resources.
➢ We believe education is the shared responsibility of the student, the parent/guardian, the school, and the community.
➢ We believe communication and understanding among all stakeholders of our diverse community are essential to achieving the goals of education.
➢ We believe that learning is a continuous process and most productive when the needs of each child are met through instruction provided by competent and caring teachers.
➢ We believe a learning environment where everyone experiences security, care, dignity, and respect is essential.

Strategic Goals
1. To increase academic achievement for all students in Clayton County Public Schools as evidenced by state, national and international assessment results
2. To provide and maintain a safe, orderly and secure learning environment
3. To create an environment that promotes active engagement, accountability, and collaboration of all stakeholders to maximize student achievement
4. To effectively communicate the system's vision and purpose and allow stakeholder involvement in an effort to build understanding and support
5. To provide high quality support services delivered on time and within budget to promote student academic success in the Clayton County Public Schools
6. To recruit and retain highly qualified and effective staff

Career, Technical and Agricultural Education Program Philosophy

Career inspiration in PreK-2, *career awareness* in elementary school, *career visualization* in middle school, and *career preparation* in high school are vital components of one's educational career. Clayton County Public School's Career, Technical and Agricultural Education (CTAE) program provides the interdisciplinary and technical skills to every student focused on attaining the knowledge and abilities that businesses and industries desire for high-demand, high-skilled, high-wage occupations. Students who graduate from high school after successfully completing a CTAE "Career Pathway" are equipped for immediate employment, post-secondary education, and life-long learning. In essence, students in CTAE are "college, career and workforce ready" - prepared to compete in the global marketplace.

Elementary School and Career Awareness
HB 713 mandates a minimum course of study in career education in grades K-12. To support schools in fulfilling these requirements, the grade specific career awareness activities listed as an indicator on the College and Career Ready Performance Index have been developed to assist students with career awareness. Making successful transitions into satisfying college and career ready options are fundamental tasks for school counselors, teachers, administrators, and advisors. Social skills and the development of workforce readiness behaviors are crucial in career development.

Clayton County School District Central Office Staff
Career, Technical and Agricultural Education Department

Dr. Eboni C. Chillis ....Coordinator
Gregory S. Guhl ....Workforce Innovator (WBL) & Youth Apprenticeship (YAP)
Ed Cook .... Workforce Innovator
Rodriegus Gardner... Workforce Innovator
Tamika Adams... Workforce Innovator
De Wayne Martin.. Workforce Innovator
TBD ....CTAE Lead Teacher
Kerine Francis ....Administrative Assistant

Middle & High School Content Leads

Content Leads	Schools	Content Areas
1. VACANT		Automobile Maintenance & Light Repair Pathway
2. Jamillah Stanford	Morrow High	Business Management and Administration Cluster
3. Andrea Johnson	Morrow Middle	Business Management and Finance and Career Development
4. Dr. Theresa Yarbrough	Lovejoy High	Computer Science
5. Macoyia Bates	Lovejoy Middle	Computer Science
6. Pamela Harris	Riverdale High	Cosmetology Pathway
7. Shonvettia Murphy	Morrow High	Marketing and Marketing & Sports and Entertainment Management Pathways
8. VACANT		Carpentry Pathway
9. April Bramble	Perry Academy	Early Childhood Education, Culinary Arts Pathway and Teaching as a Profession Pathways
10. Lillian Mitchell	Babb Middle	Family and Consumer Sciences (FACS)
11. Rhonda Carpenter	Forest Park High	Programming Pathway
12. Jessica Poole	Jonesboro High	Healthcare Science Cluster
13. Emory Arnold	Mundy's Mill High	Law Enforcement Services/Forensic Science and Firefighting and Emergency Services Pathways
14. Kent Pate	Jonesboro High	Engineering & Technology Pathway and Engineering Drafting & Design Pathway
15. Dr. Leavernard Jones	North Clayton Middle	Engineering & Technology
16. James Dinsmoor	Elite Scholars 6-12	Animation and Audio & Video Technology & Film
17. Tarena Ruff	Mount Zion High	Audio & Video Technology & Film
18. Cynthia Smith	Riverdale High	Horticulture and Animal Systems Pathway
19. Col Raymond King	Mundy's Mill High	Air Force JROTC

General CTAE Teacher Responsibilities

1. Teacher must consistently model professional dress, speech, behavior, and soft skills.

2. For each lab, an annual equipment inventory template MUST be maintained using the template provided. Department Chairs MUST keep a copy and forward a copy to the CTAE Office twice a year (December and May). *See important dates.

3. For each AFJROTC program, all equipment and relevant documentation must be maintained in WINGS.

4. Attendance at all district level CTAE meetings is required, unless you have prior approval to not attend district level meetings from your Principal/CTAE Supervisor AND you have communicated with your CTAE Coordinator. Department Chairs are required to be present at all district level Content Lead/Department Chair meetings. CTAE teachers are required to be present at all school level Content Lead meetings unless you have prior approval to not attend school level content leads meeting from your Principal/CTAE Supervisor AND you have communicated with your CTAE Coordinator.

5. All department chairs should participate in the planning of the CTAE scheduling at your school. Consideration needs to be made for timely pathway completion. Plan to offer courses so that students may complete CTAE pathways by following the CTAE Pathways chart.

6. Due to the nature of CTAE labs, careful attention should be given to the care and maintenance of equipment. Ensure that students are aware of the expectations and when possible, allow them to take part in the responsibility of maintaining a clean and functioning lab and classroom.

7. Teacher must positively promote your program and be an asset to your school. Create a culture where CTAE classes and programs are vital to the overall school's success! When students are enrolled and engaged in CTAE Courses, they are more likely to graduate! 88.9% is the graduation rate for CTAE concentrators!

8. Your classroom. Lab and overall program should reflect college and career readiness. The school-to-college and/or career connection should be evident in your program. It is recommended that teachers display job postings and post-secondary program offerings so students understand the progression of their training into post-secondary and the workforce. Career, Technical, Student Organization (CTSO) promotional items should be displayed and available to students at all times.

9. Take time to understand what the other programs at your school – including academics – are about. The integration of Mathematics, Science, English Language Arts, Social Studies, World Languages and Fine Arts meets the needs to mold the whole student by exposing them to academics, cultural diversity and real-life experiences. As you work with students and help them identify their skills and interests, this will be crucial in order to align with program offerings. As students demonstrate skills in certain areas, communication also needs to occur with the local school or county Work-Based Learning (WBL) Coordinator, so that advisement about WBL opportunities can occur.

CTAE Standards and Career Clusters

CTAE Middle/High Pathways Per School may be accessed by visiting the CTAE website.

CTAE Middle School Performance Standards may be accessed by visiting the Georgia Department of Education (GADOE) website.

CTAE High School Performance Standards may be accessed by visiting the GADOE website.

Additional CTAE program information is available on the GADOE website.

Georgia Performance Standards may be viewed at this link.

Instructional Resources by Program Concentration can be found on the CTAERN.

CTAE courses that count towards satisfying the fourth science requirement and a CTAE pathway completion may be viewed at this link CTAE Fourth Science Course Offerings.

The Georgia Department of Education Career Clusters is listed below. Click on each Cluster to see the Career Pathways and standards.

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Arts, AV/Technology, and Communications
- Business, Management, and Administration
- Education and Training
- Energy
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections, and Security
- Manufacturing
- Marketing
- Science, Technology, Engineering, and Mathematics
- Transportation, Distribution, and Logistics

The National Honor Society (NHS)

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1921.

The National Technical Honor Society (NTHS) strives to bring well deserved recognition, scholarship opportunities, and career opportunities to students who excel in one of the 108 career and technical educational fields as their profession. Not only do NTHS students embody all the attributes and talent which is in demand today, these students also embrace a clear vision for tomorrow's workforce and their role in it. NTHS understands changes in industry within local communities and on a global scale.

Teacher Instructional Resources/CTAE Supports

To support student growth here are CTAE resources:	
GADOE Website **Career Pipeline Tool** http://gacareerpipeline.gadoe.org/	http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/Middle-School-Performance-Standards.aspx *Middle School* http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/cluster-pathway-courses.aspx *High School*
CTAERN **Login:** **Employee email address** **Password:** **First four letters of Last Name and Last Three digits of SS#...** **(Password can be changed after initial set-up)**	CTAERN Instructional & Professional Development Link *(click link)* 　　***Old Instructional Material's** 　　***New Instruction Materials** 　　***LIVEBINDERS** are available for MS/HS teachers **Professional Development Workshops and Webinars:** Workshops are ongoing every school year, content specific and offered throughout the state of Georgia. Teachers will be able to sign up for one or two webinars online rather than having to sign up for a series of 10. The webinars are very good and cover a vast amount of material needed or teaching and learning.
CTAE District Website	CTAE WEBSITE **(click link)** Click on Departmental Forms for all operational, procedural and compliance documents.
Georgia Association of Career Technical Educators	**GACTE** *(click link)* is a professional organization for CTAE Teachers
The HS/MS Content Lead Teacher:	*All HS/MS Content Lead Teachers meet every month with content-specific teachers *All Content Leads & Department Chairs meet every month with Dr. Chillis *All CTAE Teachers district-wide meet 1st and 2nd Semester at PLC
Illuminate should be used daily to ensure Explicit Instruction EVERY DAY	

Microsoft® IT Academy Program

The CTAE Department in Clayton County Public Schools has collaborated with Microsoft to offer the Microsoft IT Academy (ITA) Program to provide students with real-world technology skills to help them thrive in the 22nd century economy starting with the Business and Computer Science Pathways **in grades 6-12.** The Microsoft IT Academy Program bridges the world of education and work. It is a comprehensive program that supports ongoing technology education for students, teachers and other education professionals spanning computer basics to high-level programming, along with information and communications technology management. The IT Academy will help build a pipeline of innovators in Georgia as the program helps students gain interest in STEM subjects, science, technology, engineering and math, and spur ideas for how they can be applied in the real world," said Cameron Evans, Chief Technology Officer for U.S. Education, Microsoft. "Students will be able to graduate high school with industry credentials that are globally recognized in the business world".

Stay updated by visiting the website at: http://www.georgiaitacademy.org

Communication

1. Check e-mail regularly to keep informed of pertinent CTAE information and requests from your department chair, state program specialist/CTAERN.org, CTAE Department Chair, CTAE Supervisor, CTAE Administrative Assistant and CTAE Coordinator. **<u>At least once in the morning and once in the afternoon is advised.</u>**

2. Respond to all written correspondence and messages within 24-hours. A good rule of thumb is to respond before someone has to ask you twice for something.

3. Honor all deadlines for requested documents and information. This is especially important for travel requests and reimbursements.

4. CTAE departments at each school are encouraged to establish a calendar of events for: CTSO fundraising, CTAE month, STEM Day, cross-curricular activities, guest speakers, business and industry visits, School Counselor invitations, and other Program of Work activities that may be planned. This should be shared with the administration at your school, and if possible, placed on the school calendar.

5. CTAE teachers should brief other CTAE program teachers on the classroom/lab activities in their program (includes explicit lesson plans, technological innovations, AFJROTC and CTSO activities/results) at department meetings. This kind of communication assists everyone to understand what's going on and to better support each other AS WELL AS promote other programs to students.

6. Work closely with your school staff: Secretary, Bookkeeper(s), and other support staff members who have a direct bearing on the ease of the smaller tasks of your job. Work with them to ensure purchase orders (maintain a copy of all POs), accepting funds, and school procedures are followed and completed.

7. As you host and facilitate events at your school outside of the regular school day and school calendar (weekends and during the summer), follow the local school policy for communicating the activity. It is also advised that the CTAE Office staff be made aware, so they can assist parents when they call for information. Plans for events occurring during the summer should be finalized by the end of post planning and both your principal and the CTAE office staff will need to have this information.

8. Safety concerns should be reported immediately to your CTAE Supervisor and/or the Administrator in charge of facilities. Work orders for repairs should be submitted as per the local school policy for submission. If a machine/equipment requires special attention beyond that which the Maintenance Department can provide, please contact eboni.chillis@clayton.k12.ga.us.

9. You will need to begin teaching students for what to expect on the end of the pathway assessment on Day One, knowing this will help you better plan explicit instructional activities for your student's success. As CTAE related assessments and other assessments are being administered during the year, please be proactive in notifying the CTAE Office of all assessments administered for attainment of student credentials before and upon completion (reporting template provided).

10. Keep important written notices and information on file. Please do not delete or discard.

Read the contents of this manual to help with the management of your program. The CTAE office is here to support you; however, you are responsible for the content of this manual.

Professional Development

STATE

1. All systems receiving CTAE grants belong to the CTAE Resource Network (CTAERN). It is the mechanism through which most state-sponsored professional development courses are catalogued and through which registration usually takes place.

2. The appropriate travel forms and report of absence forms (substitute requests) must be approval prior arrangements and submitted in advance. Please be familiar with the travel regulations as some expenses are not reimbursable. The most common expense that is not refunded is for meals that have already been included in the event registration costs. The costs of travel should be efficient and economical.

3. Attendance at all state sponsored professional development (PD) is not required; however, if PD courses are offered on a topic that would benefit you as an instructor and/or that would improve your program, attendance is highly recommended. It is recommended that each CTAE teacher attend at least two professional development activities sponsored by CTAERN per year.

4. The summer GACTE conference (or other approved summer workshops) should be attended by all approved attendees (to attend GACTE you MUST be a member). Teachers receiving the State Extended Day stipends for CTSO sponsorship or pursuing industry certification, must attend GACTE annually and maintain active membership in the Association for Career and Technology Education (ACTE) and an active CTSO chapter.

5. If CTAE funds are to cover professional leave/travel expenses, an approved Report of Absence form (substitute request form) must be on file in the CTAE office two weeks prior to the event. Absences will not be approved after the fact.

6. Communicating with CTSO advisors and/or colleagues who teach common pathways is highly encouraged when traveling. Whenever possible, please make travel arrangements to share a ride and a room. Click the CTSO Advisors link.

7. State Program Specialists will communicate directly to teachers based on their pathway designation on CTAERN. It is expected that teachers maintain an up-to-date profile in the CTAERN. **Reading all CTAERN correspondence will provide on-time pertinent information.**

LOCAL

1. Professional Development is planned annually by the CCPS CTAE Coordinator. The delivery of training and dates will be communicated each semester, and a stipend may be paid as funding is available. CTAE teachers are strongly encouraged to participate.

2. At least once annually, Department Chairs should coordinate a meeting with school counselors and CTAE teachers to better help them understand CTAE programs at your school. The goal is to assist School Counselors with accurately communicating the opportunities in the CTAE programs during advisement opportunities with students. Invite each counselor into every CTAE lab/classroom during times when they can showcase a lab activity. The more School Counselors know about the CTAE programs, the better the opportunity for students to become involved. At least twice per semester, School Counselors should be invited to your classroom.

NATIONAL

1. The CTAE Coordinator selects teachers to attend out professional development out-of-state and rotates teachers traveling annually.

Advisory Boards

1. Planning for and participation in at least two advisory meetings per year are required; you are encouraged to complete additional advisory meetings as needed. CTAE teachers should seek advisory members who are relevant in their field/organization and who provide constructive feedback that will help build and improve your program. The quantity and type of advisory members required are included in each program's Industry Certification standards. Middle school teachers are not required to hold advisory meetings, but <u>are required</u> to participate in their feeder school's advisory meeting for their program.

2. Advisory members should be partners from local/regional/state/national:
   a. Related Business
   b. Related Industry
   c. Post-Secondary Institutions (those having corresponding programs)
   d. Special Populations
   e. Government/Municipal
   f. Members of non-traditional status (ex. a female engineer, male medical professional, female automotive professional).

   Value-added members include:
   g. Current students and alumni (especially those who work/study in the program area)
   h. CTSO officer(s)
   i. Parents
   j. Counselors
   k. AFJROTC
   l. CTAE Assistant Principals

Representation from a variety of areas and non-traditional status is recommended. Members should be able to provide relevance in your instructional activities from the business, industry and community perspective.

Clayton County Public Schools
Career, Technical & Agricultural Education
1058 Fifth Avenue, Jonesboro, GA 30236

Advisory Board - Industry and Community Leadership Representation
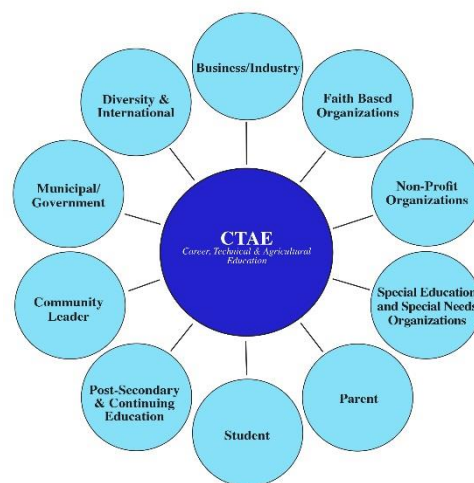
3. CTAE teachers are responsible for the Advisory Board membership and for completing a minimum of two Advisory Board meetings per year. Advisory Board meetings may be by school program or consolidated by district program. For example, the Government and Public Safety Cluster, may have a district Advisory Board or one per school. JROTC programs are not required to have an Advisory Board, however it is recommended that the JROTC program convene an Advisory Board to involve the community in their program.

4. In the planning process, department chairs are asked to approve advisory member lists based on the above criteria.

5. All Advisory Board agendas, sign-in sheets and meeting minutes MUST be submitted to the CTAE Coordinator, Dr. Eboni C. Chillis no later than two weeks after the meeting (one meeting per semester: October and February). All teachers are to maintain a copy of the agendas, sign-in sheets and meeting minutes to place and retain in h/her CTAE Accountability/Compliance Notebook for at least two years.

Work-Based Learning

1. The Work Based Learning (WBL) program allows qualified students who have mastered skills in pathway areas and/or enrolled in any level course the opportunity to work at an approved job placement to gain valuable work experience while receiving CTAE course credit.
2. A job placement (paid or non-paid) may be arranged by the WBL Coordinator, the CTAE pathway teacher, or an approved part-time job arranged by the student.
3. To be considered for the WBL program, students must complete an application to his or her high school Workforce Innovator. Applications will be reviewed and ranked based on the student's CTAE course completion, attendance, discipline, grade point average, and teacher recommendations. Applications received after the due date will be ranked, placed on a waiting list, and considered if space is available in the program.
4. Work-Based Learning placements may also be a part of an academic course sequence and includes Mathematics, Science, Social Studies, English Language Arts, Advanced Academics, World Languages, Fine Arts, JROTC, and CTAE.

WBL Student Qualifications

1. Student's job placement must be approved by the local school Workforce Innovator and must align with CTAE or academic courses taken and have a clearly defined career goal;
2. Student must be a junior or senior and be at least 16 years old;
3. Student must maintain a passing average in all classes and be on-track for graduation (passed all academic subjects and, if a senior, passed all sections of required state tests for graduation);
4. Student must have an acceptable attendance and discipline record;
5. Student must work the minimum numbers of hours per week, based on the school scheduling option (block, traditional, modified block)
6. Student must provide his or her own reliable transportation.
7. Some of the primary roles of the School-Based Workforce Innovator are to:
   a. Coordinate and implement WBL placements and Career Related Education at the school according to the Georgia Work Based Manual;
   b. Serve as a liaison between the school, parents, the community, business and industry, and post-secondary institutions. Collaborate with middle schools that feed the high school and provide information to assist in career awareness and career exploration;
   c. Assist in securing qualified guest speakers and resources for pathway classes.
   d. Assist in planning career related field trips;
   e. Speak to classes about opportunities in job shadowing, employability skill development (ESD), internships, and the Youth Apprenticeship Program (YAP);
   f. Visit prospective employers to maintain communication, locate, analyze, and evaluate the suitability of WBL sites;
   g. Teach employability skills lessons to ensure students possess the skills to acquire and maintain the WBL placement.

Clayton County Public Schools
Career, Technical & Agricultural Education
1058 14th Avenue, Jonesboro, GA 30236

Work-Based Learning / Youth Apprenticeship Program
Student Model
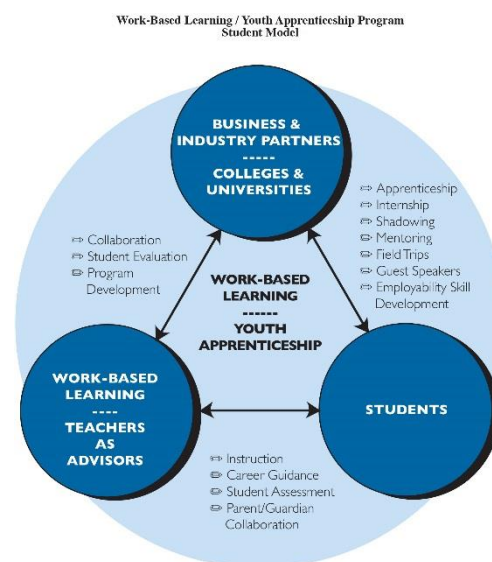
Property of Clayton County Public Schools. All rights reserved. Duplication is prohibited without express written permission.

The County-Level Youth Apprenticeship and Work-Based Learning Specialist (Greg Guhl) will work with School-Based Workforce Innovator to improve the local school WBL program. These opportunities include employability skill development, Cooperative Education, Internship, Youth Apprenticeship, Clinical Experiences and Great Promise Partnership (GPP).

Transition Career Partnerships

Transition Career Partnerships TCP (formerly Education Career Partnerships) is designed to prepare students for college and career opportunities leading students to postsecondary institutions for an industry recognized certification or licensure, an associate and/or higher college degree, and successful employment. The Dual Enrollment/Dual Credit programs provide opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree while still in high school. Please visit your school counseling office to learn more about how your school participates.

Dual Enrollment (DE)
Dual Enrollment is a program for students, which allows students to attend a postsecondary institution full-time during their junior and/or senior year of high school and receive high school credit and college credit simultaneously while attending college classes on the college campus, full-time.

Accel
Accel is a dual enrollment program offered for students that wish to take college-level (academic-only, degree-level) coursework for credit toward both high school and college graduation requirements. Students may attend part-time or full-time.

Early College
Early College is a partnership between a designated local school system and a University System of Georgia institution. There are currently several Early Colleges in Georgia. Students can earn a high school diploma and coursework toward an Associate's or Bachelor's degree. For more information, visit www.gaearlycollege.org/.

Residential Programs
Residential programs are offered for gifted, talented, and motivated students through the University System of Georgia at two institutions:

The Advanced Academy of Georgia on the campus of the University of West Georgia

The Georgia Academy of Mathematics, Engineering and Science at Middle Georgia College

Career, Technical Student Organizations (CTSOs) and Co-Curricular Instruction

1. All CTAE classrooms should be comprised of three elements: classroom instruction, business/industry (simulated lab) instruction, and Career, Technical Student Organization activities. Each of these elements is intertwined and should not be separated, if a complete CTAE program is to be offered.

2. When CTSO related activities are integrated, students maximize their employability, gain leadership opportunities, and develop the personal skills which enable them to become highly competitive in the workforce based on an information and technological economy, and global knowledge.

3. CTSOs are co-curricular organizations with leadership programs and competitive events which reflect current curriculum standards and competencies for the instructional programs they serve.

4. ALL CTAE teachers, whether an official CTSO sponsor or not, are required to infuse the CTSO activities into their instructional planning and activities in their classroom, per the course standards. This infusion is not an entitlement to Extended Day funding.

5. In some schools there is more than one teacher under the same cluster area, but only one CTSO sponsor. Teachers who are not the CTSO sponsor should have regular communication with the lead CTSO sponsor to discuss the competitive events and related co-curricular activities that should be supported through their classroom instruction. CTSO advisors should provide a list of the competitive events to the related CTAE teacher.
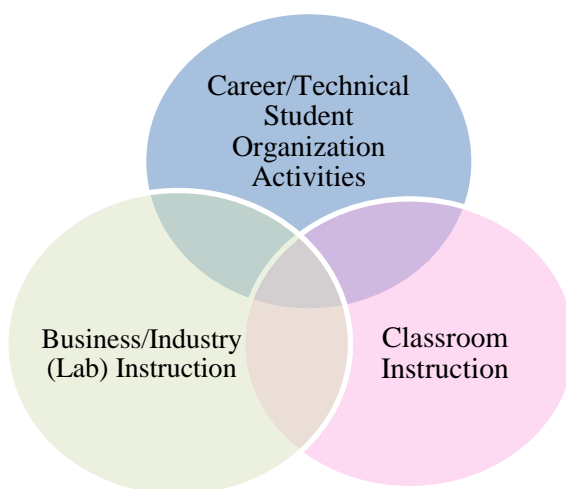
Program of Work

1. Program of Work (POW) is completed by CTSO Sponsors annual. The CTSO activities are tracked monthly and evidenced through a report due to the CTAE Office by the 3rd of each month. Paper copies must be submitted to the CTAE Coordinator with your Principal's signature.

2. The funding for State extended day is based on grant funds provided by the State Extended Day grants, so funds may vary from year to year. The funding is not guarantee to any teacher who completes a POW or participates in co-curricular activities.

3. Local deadlines for the POW, Annual Report, and Improvement Plan are established after the Georgia Department of Education CTAE division releases their deadlines for the grant process. The CTAE Timeline clearly outlines due dates.

4. Each CTSO advisor on Extended Day may be asked to meet with his/her the CTAE Coordinator to review the year's activities/Program of Work and to review the annual report. Agricultural Education teachers will meet after their evaluation with the State Agricultural Area Program Specialist who conducts their session.

5. For overnight and/or out-of-state travel with students, the appropriate Field Trips documents must be approved by your Principal and maintained on file at your school. See travel procedures information.

6. All plans for travel must be fully explained to parents in the information they receive about a trip.

Note: The Extended Day grant is not entitled to any teacher, it is a grant which we apply for annually and the allocation of funds awarded to a district is never received at 100% of the grant request. The extended day supplement is not a guarantee for any district or teacher who applies (completes a program of work) based on the state allocation. Extended day supports Career Technical Student Organizations (CTSO) participation and is co-curricular; regardless of the grant, CTSO best practices should be applied explicitly into the teaching and learning environment (CTSO engagement is a part of the standards for middle and high school CTAE courses).

End of Pathway Assessments (EOPA)

Clayton County Career, Technical and Agricultural Education (CTAE) division will administer End of Pathway Assessments in order for students to demonstrate Technical Skill Attainment per the requirements of federal Perkins IV Legislation. Students may also obtain where applicable, national industry certifications and/or state licensures. Each CTAE program within a school site administers the teacher selected EOPA approved by the Georgia Department of Education CTAE division during the CCPS EOPA Testing window.

Annually, program area teachers are required to submit the EOPA they have chosen for their CTAE Pathway Completers. The available Technical Skill Attainment Inventory is located on the Georgia Department of Education CTAE website.

CTAE Teachers:

1. Teachers identify the Career Pathway you will teach.
2. Teachers collaborate with other Program Area teachers to identify the selected EOPA (one) for the school year. Review the teachers in your program area according to the teacher listings contained in this handbook.
3. The CTAE Supervisor will send one file with the Assessment Information for review/processing.

4. The CTAE Coordinator will review/approval.

5. The CTAE Administrative Assistant will send two reminders to review for changes or updates prior processing

6. CTAE Administrative Assistant will provide a Comprehensive list of all EOPAs to the CTAE Supervisor to review with each teacher administering an EOPA.

7. EOPA preparation begins every day and should be evident in your daily explicit lesson plans.

8. Adherence to the established deadlines is critical in order for EOPA administration to be completed, recorded, and successful.

EOPA Frequently Asked Questions

Georgia, like many other career and technical education programs around the nation, has worked in recent years to establish a measurement mechanism to ascertain the level of technical skill attainment on behalf of its career pathway completers. Clayton County Public Schools is committed to ensuring our students are college and career ready! A Pathway Completer's exiting assessment (or credentialing) opportunity not only supports the mandates set forth in the criteria of their career pathway but would also support Georgia students in their quest to leave high school with valuable credentials. The state's technical skill attainment inventory is comprised of several measurement components:

- National Industry certifications,
- National occupational assessments, and
- State licensures and state developed assessments

What is a Pathway Completer?
Pathway completers are students who have completed the three required courses in our state's career pathways.

Who takes an EOPA?
An EOPA test-taker is a student who has completed three sequential/required courses in a career pathway and sat for an industry recognized exam to gain industry credentials or test results that prove competency in varied skills/trades; through test vendors such as: *NOCTI, SkillsUSA, National Automotive Student Skills Standards Assessment.*

Who pays for EOPAs?
Funding:
Schools must complete a funding request to the CTAE Office by December and again in January. Schools will schedule meetings to share assessment information with projected CTAE pathway completers by the end of the first semester.

When are EOPAs given?
Testing Schedule (most online, some paper & pencil):

The district has set the testing window for the Week of March 26-30 and April 10-11 for all high schools
- number of exam questions vary and range from 20-200 questions
- Duration of assessments vary and lasts 1-3 hours
- Students must meet or exceed cut scores for each exam
- Scores are reported by the testing agency; results vary – some scores are received immediately or within two weeks of test date.

How can students study and teachers prepare for EOPAs?
Blueprints (all are online) at:
http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx

CTAE will use the exam blueprints:
- to develop professional learning opportunities for instructors
- to have instructors conduct a cross walk of competencies on exams and standards
- to help identify additional resources needed to aid with instructional activities:
- study guides/tutorials review sessions and daily EOPA: lesson openers, and/or closure questions should be implemented in each CTAE

EOPA Facilitation

Testing Site Coordinator(s)/Administrators:
Assistant Principals/CTAE Supervisor, Counselors, or Principal

Duties of the Testing Site Coordinator/Administrator:
- Work with program area instructors to ensure or verify the exact number of pathway completers to be tested (work with District Level with Guidance & School-level Counselors to determine all third-level courses being taught
- Request all students' transcripts to verify through the use of student transcripts, if students have successfully completed other two courses in pathway and are on track to successfully complete third course
- Establish each school location as a testing site by completing the necessary paperwork and returning paperwork to testing agency and complete all required tutorials at least four weeks in advance
- Participate in any testing site coordinator training provided by the testing agency
- Provide student demographic data to testing agencies during the ordering process
- Review proctoring guidelines and share guidelines with school site proctors
- Ensure that proctors are trained according to testing agency guidelines
- Provide program area instructors with study guides and other instructional resources to aid with EOPA activities
- Order and study guides during the first semester to be dispensed to students
- Act as a knowledge base for all testing agency requirements
- Test prior to EOPA administration that all computer labs are fully functional
- Communicate with the technology department any issues concerning access to testing sites/links
- Develop a testing schedule (within the testing window) in collaboration with local school administration
- Communicate to parents, students and community the importance of technical skill attainment
    1. Career and technical education (CTE) plays a major role in strengthening the U.S. workforce, and thereby American competitiveness, by readying students for both college and careers through the integration of academic, technical and employability skills; by partnering with business and industry; and by emphasizing the attainment of meaningful credentials. High-quality credentials are recognized by multiple employers across an industry.
- Manage the creation and /or retrieval of (usernames/passwords) for the school site as needed for testing in collaboration with the CTAE office and the testing agency ensuring that guidelines for usernames/passwords are followed.
- Prior to testing create student test roster and voucher codes, confirm that all computer labs are fully functional and appropriate software is downloaded to computers for administration of each test

Testing Proctors:
- Certified teachers
- Media Specialists
- Counselors

Duties of the Testing Proctor:
- Assist students with logging on for on-line testing
- Monitor student activity during the testing process
- Reports all testing irregularities

NOTE: Some testing agency exams are dispensed in "Parts" during the on-line testing process, i.e. Part I, Part II, Part III…The various "Parts" of the exam may be broken up into multiple testing sessions. If a student starts a "Part" of the exam, it must be completed during that testing sessions. A student will not be allowed to revisit a "Part" of the exam that was started in a previous testing session.

Testing Environment:
- Business labs
- Engineering labs
- Marketing labs
- Other general technology labs

Technology Support:
- CTAE Coordinator works with District Level Management Information Systems (MIS) personnel to ensure that hardware/software specifications required by testing agencies for on-line testing were available in all high school labs, keeping an open line of communication with Technology Specialists; Technology Specialists are alerted regarding established testing dates in the event their assistance is needed to handle any technical difficulties that may arise during the testing process.

Utilizing Exam Blueprints:
Utilizing exam blueprint in instructional activities:
- At the beginning of the school year, content area meetings will be held for instructors in which a PowerPoint presentation was delivered that outlines the Assessment Information Sheets for each exam being utilized by the system.
- Instructors were required to do a cross walk of the competencies on the blueprints and the standards.
- After identifying competencies not included in standards, instructors were required to submit a request for supplementary resources to address missing competencies.
- CTAE Coordinator will then purchase study guides and on-line tutorials for the various program areas to assist teachers with instructional activities.

NOTE: All blueprints are located at:
http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/CTAE-Georgia-Assessments.aspx

CTAE Career Academies, Magnet Programs & STEM Schools

Morrow High	Morrow Aviation & Innovation Career Academy
Morrow High	Morrow Science, Technology & Mathematics Magnet
North Clayton High	North Clayton Aviation & Innovation Career Academy
Lovejoy High	Lovejoy Mathematics & Computer Science Magnet
Mundy's Mill High	Mundy's Mill Film & Media Magnet
Rex Mill Middle	Rex Mill Middle STEM School

Industry Certification

Industry Certification represents the apex of program quality. Only those programs that have successfully undergone rigorous reviews by leaders from business and industry are recognized with this distinction. Annually, CTAE teachers are asked to apply for **Industry Certification by April 15th**. Industry Certification Applications should be submitted via e-mail to the CTAE Coordinator and must be signed by the CTAE Supervisor.

The CTAE Department is committed to the industry certification process as a part of its effort to strengthen technical and academic standards for all CTAE programs.

This formal process strengthens all program components, including:

- Classrooms and labs which are equipped with state-of-the-art equipment and technology;
- CTAE and academic performance standards that are aligned to national standards;
- In-depth, project-based instruction in all curriculum areas;
- Appropriate and varied Career Related Education (CRE) instruction, including school-based enterprises and entrepreneurial ventures;
- Career and Technical Student Organizations (CTSOs) which offer co-curricular competitive events on the local, state and national level and provide leadership development skills for personal and professional growth; and,
- Business, industry and community involvement in all aspects of the program.

Industry certified programs not only offer outstanding opportunities to students who receive instruction through such programs; but they also offer positive benefits for schools as well as employers.

How do students benefit?

- The student is ensured participation in a program that has been carefully interfaced with current industry standards thus helping to increase their qualifications toward successful employment.
- The curriculum and the delivery method for that curriculum taught to students are improved and updated enabling the student to receive high quality instruction.

How does the community view a school where programs have undergone the industry certification process?

- The school is viewed as having exceptional programs. Through the industry certification process, schools are better able to align curriculum with recognized standards to aid with providing better career opportunities for students.

- Communities understand that schools which pursue this distinction are committed to improving student preparation and ensuring that Georgia's workforce meets the demands of the 22nd century.

What does certification represent to the business community/employers in the school's service area?

- It represents that they will receive qualified students who will make productive employees.
- It represents that they have had meaningful involvement in public education and have contributed to the development of a highly-skilled, future workforce for Georgia.

Schools that pursue the industry certification process receive a special grant provided there is support from the Georgia Legislature. **Schools which receive funding are expected to have programs certified by the end of the fiscal year in which grant funding was received.**

Programs are typically certified for a period of five years. During that time, the school conducts an annual review to ensure that the program continues to meet certification criteria. At the end of the certification period, programs may apply for re-certification.

Industry certification standards are developed collaboratively by the Georgia Department of Education Program Specialists and the state-level business associations noted below. Input is also sought from CTAE instructors throughout the state.

Standards are in place for the following CTAE program areas:

- Agriculture Education
- Architectural Drawing and Design
- Automotive Maintenance
- Business and Computer Science
- Audio/Video and Film Technology
- Carpentry
- Culinary Arts

- Early Childhood Education
- Engineering & Technology
- Graphic Communications
- Healthcare Science
- HVACR
- Marketing, Sales & Services
- Metalworking

Industry Certification Standards Links

1. Architectural Drawing and Design Industry Certification Standards

2. Automotive Industry

3. Business and Computer Science Industry Certification Standards

4. Business and Computer Science Annual Report for Industry Certification

5. Broadcast Video Production Industry Certification Standards

6. Culinary Arts Industry Certification Standards

7. Early Childhood Education Industry Certification Standards

8. Early Childhood Education Environmental Rating Scale

9. Construction/Metals/HVACR

10. Engineering and Technology Industry Certification Standards

11. Engineering, Drawing and Design Industry

12. Graphic Communications

13. Healthcare Science Industry Certification Standards

14. Marketing, Sales and Service Industry

15. Marketing, Sales and Service Annual Report for Industry Certification

The state-level business/industry associations which serve as co-sponsors (along with the Georgia Department of Education) of the industry certification process are as follows:

- Georgia Farm Bureau

- Construction Education Foundation of Georgia (CEFGA)

- American Culinary Federation Education Foundation (ACFEF)

- National Automotive Technicians Education Foundation (NATEF)

- Georgia Early Childhood Education Foundation

- Graphic Arts Education Research Foundation (GAERF)

- International Technology and Engineering Educators Association (ITEEA)

- New Media Education Foundation of Georgia

- National Center for Construction Education and Research (NCCER)

- American Marketing Association

- Society of Human Resource Management (SHRM)

- Blue Ridge Area Health Education Center

Industry Certified Programs in Clayton County

1. Audio/Video Technology and Film   Mount Zion High School

2. Automobile Maintenance & Light Repair   Riverdale High

3. Business, Accounting, Programming & Web Design   Mundy's Mill High School

4. Business, Accounting & Web Design   Lovejoy High School

5. Business & Programming   Forest Park High School

6. Business & Programming   North Clayton High School

7. Business & Financial Services   Charles Drew School

8. Business Management & Administration   Riverdale High School

9. Business Management & Administration   Morrow High School

10. Business Management & Administration   Mount Zion High School

11. Business Management & Administration   Jonesboro High School

12. Culinary Arts   Charles Drew High School

13. Health Informatics/Health Information Management/Medical Office   Mount Zion High

14. Engineering & Technology   Jonesboro High School

15. Marketing   Morrow High

16. Marketing   Mundy's Mill High

17. Marketing   Forest Park High

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Industry Certification Application
Example Application

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School _____   **Teacher Name** _____

Program/Pathway Information

Program/Pathway for Certification   _____

Is this a recertification? _____ Yes _____ No

For re-certification **ONLY**: List the number of graduates/completers for the past three years and current year projected number.

2014–2015   _____

2015–2016   _____

2016-2017   _____

2017-2018   _____ (Projected)

Number of students enrolled in program/pathway 2015-16   _____

List instructors' memberships in professional organization (s) for these years.

2016 – 2017   _____

2017 - 2018   _____

List the leadership positions held by program area teacher(s) over the past two years: (Examples: GACTE Board, GACTE Committees, Lesson Plan Developer, State Curriculum Team, etc.). Enter "None" if not applicable.

2016–2017   _____

2017-2018   _____

List three (3) targeted areas for improvement and/or expansion in the program area for 2015-16:

    1. _____

    2. _____

    3. _____

II. Curriculum and Instruction

Mark X in the appropriate Yes/No box	Yes	No
1. The program area curriculum is based on state standards.		
2. Classroom/lab(s) have internet access:		

3. List three ways that project-based instruction is being used in the program area classroom(s):

(1) _____

(2) _____

(3) _____

4. List three major curriculum resources used in the Program Area:

(1) _____

(2) _____

(3) _____

III. Work-Based Learning

1. Mark an "X" in the Work-Based Learning activities being utilized within the program area classrooms. *Select all that apply*.			
Guest Speakers		Entrepreneurship Projects	
Career Day		CTSO Projects/Competitions	
Study/Field Trips		School-Based Enterprise	
Career Guidance/Advisement		Skill Attainment	
Interviews		Career Awareness/Exploration	

2. Mark an "X" in the appropriate box	Yes	No
Are work-based learning opportunities offered to students in this program?		
Program Area instructor has input on job placements, training plans and evaluation criteria for students supervised by the Work-Based Learning Coordinator or Youth Apprenticeship Coordinator.		

IV. Student Organization

1. Total paid members in the student organization for current year:		
	Yes	
3. Local CTSO Chapter is affiliated with state and national student organization:	No	
3. Number of CTSO regional competitive events in which students have participated in the past two years:	2015-16	
	2016-17	
4. Number of CTSO state competitive events in which students have participated in the past two years:	2017-17	
	2017-18	
5. Number of CTSO national competitive events in which students have participated in the past two years:	2016-17	
	2017-18	

V. Equipment and Facilities

A) Enter the square footage of program area lab(s): _____

B) List the equipment currently used in the lab and/or classroom:

_____

_____

_____

_____

_____

VI. Advisory Committee/Business Partnerships – Mark "X" in appropriate box.

1. The Program Area has an active advisory committee that meets at least two times per year.	Yes	
	No	

2. Enter the makeup of the advisory committee meetings for the past two years:

Name	Title	Business/Industry/Post-Secondary/Counselor/Admin./Middle School

3. List dates of advisory committee meetings for the past two years:

       2016-17:   _____

       2017-18:   _____

Vll.   Program Overview

Program Intent and Purpose: Industry certification was designed to promote high quality instruction for students wishing to pursue post-secondary education and qualify for entry level positions in the industry. It is a formal process that strengthens CTAE programs through a rigorous review conducted by leaders from business and industry. During this process, curriculum and instruction are carefully interfaced and aligned with current industry standards to assist with providing better career opportunities for students. In addition to curriculum alignment, the following CTAE program components are also evaluated and strengthened during the review process: lab areas; equipment; business/industry involvement; work-based learning opportunities; CTSO's; and instructor qualifications.

The industry certification process is facilitated through providing state sponsored grants to school systems who are seeking assistance to ensure that their students are participating in programs where curriculum has been aligned and interfaced with industry standards, thus providing better career opportunities for students.

Funding allocations will be made based on the number of successful applicants divided by the specified number of grants set asides for a particular program area. Any funds received by the system must be spent by April 15, 2019. Upon acceptance of grant funds, systems agree to pursue industry certification in the stated program areas and must have the process completed by April 17, 20XX.

Instructors will be required to attend an Industry Certification Workshop for all program area instructors pursuing the industry certification process during the 20XX-20XX school year. Workshops will be sponsored by the CTAERN.

As CTAE Director, _____ (sign)

☑   I agree to the above mentioned criteria and my program meets the standards required.

As CTAE Supervisor, _____ (sign)

☑I agree to the above mentioned criteria and my program meets the standards required.

Name of each Teacher in the Department

_____

☑   I agree to the above mentioned criteria and my program meets the standards required.

NOTE: GACTE Summer Training, joining professional organizations, and having an active CTSO is required.

Needs Assessment for Program Equipment

Assessment and restructuring of programs should be a continual process to assess the overall effectiveness and/or efficiency of the system's programs and services. The assessment process provides vital information in determining the extent to which the system's goals and objectives are being met, and ultimately how students are being served.

Annually, by September 20th all CTAE teachers must submit a [Needs Assessment](#). The items listed on the Needs Assessment should be listed in priority "wish-list" order. Requests should be realistic and align with the standards in the program. All requests must have a vendor price quote, which includes the total cost to receive the item, i.e. shipping and handling, vendor name and address, etc. WEB PAGE LINKS ARE NOT ACCEPTABLE as quotes.

Submit Needs Assessments to your Department Chair, who will compile one Excel notebook for your school and submit it to the High School CTAE Department Chair and Middle School Content Lead and to your Principal and/or CTAE Supervisor. **Please do not send individual Needs Assessments to the CTAE Coordinator or CTAE Administrative Assistant.** The department chair/content lead will submit the compiled excel notebook (file) to the CTAE Office.

Program Equipment Inventory

As set forth in the Perkins IV Legislation, it is mandatory that each system maintain an Equipment Inventory Record. Therefore, each CTAE teacher must complete an annual equipment inventory. Include all equipment purchased at $300 or more. Equipment inventories are submitted to your Department Chair, and the Department Chair submits all program area equipment inventories to the CTAE Office (electronic copies must be sent AS WELL AS the signed copies). The annual inventory is due twice a year: December and May.

The annual inventory documentation must reflect equipment that has been removed from your program. If there are no changes, the teacher must submit the annual inventory to their Department Chair, marking it "no equipment changes".

Teachers must work with department chair and usually an Administrator for direction on how to remove equipment from the program. CTAE equipment may not be removed from the CTAE classroom or lab and used in other non-CTAE programs. Each item has to be accounted for and properly transported, stored or disposed. For additional questions, contact the CTAE Administrative Assistant.

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**For Example, the following STEPS are required to properly
transport, store or dispose of CTAE Equipment or Supplies:**

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1. M.D. Roberts will need to review each item (supplies or equipment) for transfer to another FACS program or for discard items (five years or older). Once these the items (supplies and equipment) are categorized begin step 2.
2. **Textbooks: Are the books boxed and ready for warehouse pick-up?**
   a. M.D. Roberts FACS instructor or textbook coordinator must box up all FACS textbooks and label the top of the box with a white sheet of 8x11 sheet of paper and write with black sharpie (or type) the FULL name of the textbook for each box. Do not mix textbook types.

b. The school will then need to submit a request through Destiny to have the textbooks picked up/delivered to Jonesboro MS and removed from M.D. Roberts inventory and placed into the Jonesboro MS inventory. Destiny link below:
- https://clayton.follettdestiny.com/common/welcome.jsp?context=saas53_1032437

3. **Color Printer(s): Has the printer been identified to be shipped to MMHS –Audio/Video Pathway (Room 416 Anthony Love)**
   a. MD Roberts to submit a Technology Ticket for the proper printer move and install to the receiving school (MMHS) by including shipping information (**MMHS –Audio/Video Pathway (Room 416 Anthony Love)** Technology link below:
   - https://supportcenter.clayton.k12.ga.us/
   b. Model # 5130CDN (label the top of the with a white sheet of 8x11 sheet of paper and write with black sharpie (or type) **MMHS –Audio/Video Pathway (Room 416 Anthony Love)** and remove from MD Roberts FACS inventory and add to the MMHS Audio/Video and Film Technology Inventory.
   c. Computers based on IP Address assigned to FACS Lab, ensure all keyboards and mice are with each unit. We will relocate the computers **to be shipped to LHS –Carpentry Pathway (Room V18 or new location Raymond Richards).** Be sure to remove from MD Roberts FACS inventory list and add to the LHS Carpentry Inventory.
   d. MD Roberts to submit a Technology Ticket for the proper move and install to the receiving school by including shipping information – (**shipped to LHS –Carpentry Pathway (Room V18 or new location Raymond Richards)**

4. **Equipment/Supplies: Confirm current or existing teachers from programs have picked up or identified items they desire for teaching and learning purposes?**
   a. Current FACS teacher will have priority on all items (supplies and equipment).
   b. Second priority: other existing FACS programs will assess the equipment and supplies need for their program.
      i. M.D. Roberts FACS instructor to send an email to FACS teachers notifying them of the items available for them to assess (if applicable).
      ii. Teacher(s) should contact Ms. Howard to arrange a time to visit the lab
      iii. Teacher(s) will drop-by to review the equipment/supplies that they believe appropriate for teaching and learning in their program
      iv. Teachers will mark the items they would like by stating:
         1. Their name and school (use a white sheet of paper, sharpie and tape to the items)
         2. M.D. Roberts will place all items on the correct form (surplus form) and remove from the M.D Roberts inventory log
         3. Items will be delivered to the designated schools and must be ADDED to the receiver's inventory (JMS and or other existing programs)
         4. M.D. Roberts will submit a maintenance work order to schedule pickup and delivery of items labeled
         5. Teacher(s) should refrain from marking or taking items that will not fit in their lab or cannot be used immediately
            a. Furniture cannot be removed. A maintenance request may only be submitted for furniture if the receiving school does not have furniture (desks, chairs, tables – FACS furniture is acceptable).
               i. Submit a maintenance request to remove by completing page 18 of the Inventory Control and Procedures & Guidelines Handbook

5. **M.D. Roberts must** submit a maintenance request by completing the form on page 18 to discard all items from the program to clear out the lab and/or items five years or older. The remaining items will go into a surplus auction/bid.
   a. This minimizes any teacher liability "if hurt" attempting to transport items and/or damage to equipment/facilities.

6. **Updated Inventory Logs** - All schools to must send the updated electronic file and signed hard copy to Ms. Francis by Dec 20XX and May 20XX.

New CTAE Program Request or Discontinuance

As our workforce grows in Clayton County, Georgia, nationally, and globally, the CTAE Program would like to expand CTAE Pathway offerings to the students of Clayton County. Administrators must consider programming in terms of the following components, as each of these components must be considered for program viability and sustainability:

(1) **Alignment.** Effective alignment between high-quality CTE programs and labor market needs to equip students with 22nd century skills and prepare them for in-demand occupations in high-growth industry sectors;
(2) **Collaboration**. Strong collaborations among secondary and postsecondary institutions, employers, and industry partners to improve the quality of CTE programs;
(3) **Accountability.** Meaningful accountability for improving academic outcomes and building technical and employability skills in CTE programs for all students, based upon common definitions and clear metrics for performance; and
(4) **Innovation.** Increased emphasis on innovation supported by systemic reform of state policies and practices to support CTE implementation of effective practices at the local level

___ Student Interest (conduct a survey)
___ Teacher Certification (GAPSC and Professional Licensures)
___ Membership in Professional Organizations
___ Student Industry Credentialing (Pathway Completers/Other)
___ Active Career Technology Student Organizations (CTSOs)
___ Program Industry Certification (eligibility)
___ Job Projection Data (workforce needs)
___ Post-Secondary Options/Partnerships
___ Business/Industry Partnerships
___ Lab Requirements (required funding)
___ Materials/Resources (required funding)

As school administrators and district leaders work collaboratively, we will be able to meet the CCRPI indicators by analyzing our CTAE Program(s) to offer courses and experiences from elementary to high school that prepare each student for college and careers.

1. **Workforce needs**
   What advice do the Georgia Department of Labor and the local Economic Development office provide about projected workforce needs in this program area? Identify statistical workforce needs data which supports opening this program and attach it to your application.

2. **Post-Secondary Options for Students**
   What local and state post-secondary options are available for students completing this CTAE Career Pathway? Will students be able to continue their studies in higher education to receive a certificate, diploma, four-year degree, or other industry recognized credential? Attach the data to your application.

3. **Student Interest**
   How do you know students will sign up for this CTAE Career Pathway? It is <u>required</u> that a student interest survey be completed, in order to determine the viability of the program. Attach the survey to your application. Is YouScience being used with fidelity?

4. **Business, Industry and Post-Secondary Partnerships**
   The success of CTAE programs greatly relies on the input from business and industry partners as well as post-secondary partners. Identify partners who will support your new CTAE program. The CTAE teacher must help with identifying partners, establishing an advisory board, and implementing the program. Partners must be identified in advance of opening your program. Attach the information to your application.

5. **Funding and Equipment**
   Local school funding to support the opening of a CTAE program is required. Funding sources may be your local school budget, SPLOST, and/or a special allocation from your Area Assistant Superintendent, etc. Equipment is considered a resource that the school may provide. The CTAE Supervisor will provide funding, when available, based on a "phase in" of the lab equipment/resources on an annual budget.

New CTAE Program proposals are welcomed and accepted no later than December 1st of the preceding year of the intended program opening. For example, to open a new program for Fall 2019, an application must be submitted by December 1, 2018 by the School Principal or CTAE Supervisor.

Click here for a New Program Request and the CCPS Course Modification/Add/Deletion Request Form application must be submitted to the CTAE Coordinator, Guidance and Counseling Coordinator, Chief Academic Officer and Chief Financial Officer for review and approvals. The Course/Program Request Form must also be completed and approved by the standing committee members.

Purchasing

1. Carefully plan your Supply, Equipment and Travel requests. Your Needs Assessment and Travel Request document should list, in priority order, additional and/or replacement equipment, travel requests, registrations, estimated sub coverage, repairs, maintenance needs, and competitive CTSO travel expenses estimates, etc. Approval of each Need Assessment and Travel Request item will be based on several factors, so please do not assume your request will be approved. The CTAE Coordinator will send responses to requests.

2. Purchase Orders (PO) are submitted when ordering supplies or equipment for the CTAE program you teach. The PO form is located on the county website under CTAE. All submissions will be reviewed, approved or rejected if not a permissible or required item.

3. **Submitting a Purchase order:** contact the vendor you are ordering supplies/equipment from and obtain a written quote to include: shipping costs (this costs must be included in the quote and on PO). If the item is more than $5000, obtain a 2nd quote from a "different" vendor for the same exact item(s). **Do not send** the first quote with itemized pricing to the vendor, you must only send the list of item(s) to obtain a second quote.

4. Request a copy of the vendor's W9. You must attach the quote and W9 to the PO requisition.

5. Complete the PO requisition in its entirety (do not leave any cells blank, this will delay processing).

6. Obtain original signatures: Teacher, Principal (MS), CTAE Supervisor (HS) and mail to CTAE Administrative Assistant - Mrs. Francis.

7. Keep a copy of your PO for your records to accurately record your inventory and to identify **Funding Sources** (5700 – General Funds and 5796 – Perkins Fund) located in upper right corner of Blue Receiving Copy "BRC".

8. ALL PO Requisition must be TYPED; any handwritten PO requisitions will not be accepted.

9. PO requisitions will be reviewed, approved, and/or denied by Dr. Eboni Chillis - CTAE Coordinator. Any purchase orders submitted to vendors without Dr. Chillis' approval will be escalated to the appropriate personnel.

10. The bookkeeper and the requestor will receive a goods delivery update from the CTAE Admin, advising when they should expect delivery.

11. The item(s) will be delivered to the school site. The bookkeeper and or the Requestor is responsible for receiving the goods and checking to ensure all items are received as per purchase order.

12. The bookkeeper and or the Requestor will need to retrieve packing and or delivery slips that is shipped with the goods. The packing slips and or delivery slips should be forwarded to the CTAE Admin.

13. Any item(s) with a unit costs of $300 or more requires a purple CTAE Barcode, request the necessary amount of purple CTAE Barcodes for all electronics, equipment and supplies over $300. Deliveries should arrive within 7-10 business days. If not received, contact the vendor for delivery status.

STAPLES and OFFICE DEPOT - DO NOT SUBMIT ORDERS ONLINE
Staples and Office Depot have district contracts with CCPS and therefore pricing is discounted on various items. No "shipping" cost is charged for deliveries and no W9 is needed. In order to obtain the discounted price, you must login with the following information for accurate pricing.

Staples:　　　　www.staplesadvantage.com (Vendor #082341)

Office Depot:　https://business.officedepot.com/ (Vendor #067138)
- Username/Password: will be distributed by the Dept. Chair/Content Lead
- Enter items in the search bar, save to the shopping cart and print.
- Attach shopping cart to the PO Requisition and forward to Mrs. Francis.

*If you have any problems logging into either of these sites, contact Mrs. Francis.

REMINDER: DO NOT SUBMIT ORDERS ONLINE OR OVER THE PHONE

Purchase Orders (POs)

1. <u>CTAE Purchase Orders</u> are due first semester no later than September 24th and second semester no later than January 31st to Mrs. Francis. Any funding remaining after February 1st will be used in other program areas based on priority needs.

2. As the content expert, you are entrusted to know the best vendors to use to procure the materials you need for your classes; however, if a price seems exorbitant on a quote, please know you may be asked to provide cost comparisons and/or to reconsider before approval can be granted.

3. Clayton County School District (CCPS) procurement guidelines must be followed, in order to obtain goods and/or services. Teachers are encouraged to purchase items that are already on a bid list, whenever appropriate. Your school Bookkeeper can assist you with locating the bid list on the CCPS Procurement web page via the CCPS Intranet.

4. Purchase order requests must be submitted in a timely manner so materials are procured and received in time to ensure appropriateness for learning.

5. Reminder: work thoroughly with the CTAE Administrative Assistant to close out purchase orders. When an order is received by the school's bookkeeper, the teacher should account for the item(s) on the purchase order, sign the purchase order and maintain a copy to record inventory based on funding source. The bookkeeper will send the signed purchase order and packing or delivery slips to CTAE Admin via interoffice mail.

6. When an order is received teachers MUST also record the item on the CTAE Inventory form. Failure to record inventory may result in future procurement requests being denied until the inventory record is updated accurately.

7. In the event a PO has been approved and you have not received your order, work closely with the Bookkeeper to check on the status of the order.

8. For your protection, any funds handled as part of Career Technical Student Organization (CTSO) accounts must be treated with extreme care. Please adhere to your school policies regarding handling of school funds, fundraising and/or CTSO funds.

      a. Some "DO NOT" tips…
   i. Take in money without providing receipts.
   ii. Deposit money without receiving a receipt from your Bookkeeper.
   iii. Have money that you take in within your possession beyond that day – make daily deposits, if necessary.
   iv. Leave monies unsecured (i.e. on your desk, within view, within an unlocked location).
   v. Use club funds for any purpose other than CTSO students. Teacher expenses should flow through CTAE department.
   vi. Have money sent to your home for any reason – have students and parents send funds to the school, if they are unable to give to you personally.

CTAE Purchase Requisition Example

		CTAE PO FORM 2016-2017					
VENDOR NAME STAPLES			**DATE** August 5, 2016				
VENDOR # 082341			**School Name** JONESBORO HS				
VENDOR EMAIL			**School Location #** 002				
CONTACT NAME RUSIE RHODES			**ADDRESS** 7825 MT. ZION BLVD				
PHONE 800-555-1212			JONESBORO, GA 30236				
FAX 404-555-1212			**RM #** 308				
VENDORS Quote Attached W9 Attached			**Teacher Name/ Program:** TERRI JONES/ BUS ED				

Please check CTAE				Other Funding Sources:	
	6-8			*Miscellaneous Information:*	
X	9-12	Fund #			
	ROTC	Fund Name:			

		Qty.		Unit Price	Stock Number	Description	Total Amount
1		8		$12.99	512692	FLASH DRIVES	$103.92
2		2		$5.99	236215	COLORED MARKERS	$11.98
3		5		$2.99	652136	BIC BLUE PENS	$14.95
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
16							$0.00
17							$0.00
18						SHIPPING	$0.00
Teacher							
Principal						GRAND TOTAL	$130.85

ALL LOCAL SCHOOL PURCHASES OVER $5000.00 MUST HAVE AREA SUPERINTENDENT APPROVAL

County Office Use Only

Approved by: _____   **P. O. #** _____

       Coordinator

Additional Approval: _____   _____

       Date/Entered By

Travel Procedures

The CTAE Coordinator must approve funding for all travel and substitute teacher requests at least two weeks in advance. The CTAE Supervisor (HS) or Assistant Principal (MS) authorizes your participation. The department chair/requesting teacher/school designee ensure all forms are sent to the CTAE Office and Assistant Superintendent's Office (all overnight trips) for processing. If travel is completed or substitutes are used without prior approval, your request for after the fact funding will be denied per CCPS policy. There will be **No Exceptions** to this policy.

The following paperwork must be received in the CTAE Office two weeks in advance of the travel. Certain CTSO activities, such as national competitions may not allow two weeks' advance notice, therefore CTSO Sponsors must immediately submit travel requests, in order to be funded. Travel that is received late will be denied. Please do not ask for exceptions to the time frame requirements.

1. Two weeks prior to the activity, communicate to your Department Chair/School-Level Designee the request for travel and/or a substitute, to participate in a CTAERN Professional Learning activity, select Conferences, CTSO activity, POW Activity, etc. and obtain the CTAE Supervisor (HS) or Assistant Principal (MS) approval to participate.

2. Department Chairs and middle school designees will communicate to the CTAE Administrative Assistant via e-mail a request for funding approval. The CTAE Coordinator will review, approve or deny. Individual teachers should not request approval from the CTAE Coordinator; this request must come through your department chair or from the middle school designee.

3. When approved by the CTAE Coordinator, complete the latest copy of an Overnight Travel Information Form. Reference directions on how to complete form. Obtain the latest copy from http://www.clayton.k12.ga.us/departments/instruction/techcareered/CareerTech/. All required documentation must be attached and your CTAE Supervisor (HS) or Assistant Principal (MS) signature is required; i.e. substitute request form, if applicable, hotel registration costs, activity registration cost, mileage using MapQuest, activity program information available, estimated airfare, and any other expense to be incurred must have a paper copy documentation. Internet links are not acceptable documentation.

4. When approved by the CTAE Coordinator, complete an Employee Sub Travel Form if applicable. Obtain your CTAE Supervisor (HS) or Assistant Principal (MS) signature, email or fax the form to the CTAE Administrative Assistant at 678-216-0336. Obtain the latest copy of the Employee sub Travel Form from the CCPS website http://www.clayton.k12.ga.us/departments/instruction/techcareered/CareerTech/.

5. After travel is completed and within 10 days, submit an Employee Expense Statement FORM, See the Employee Expense Statement Checklist for directions. Obtain the latest copy from the CCPS website http://www.clayton.k12.ga.us/departments/instruction/techcareered/CareerTech/. All required documentation must be attached to the FORM and your CTAE Supervisor (HS) or Assistant Principal (MS) must sign-off. CTAE teachers must submit travel documents, adhering to the time frames requested by the CTAE Coordinator since grant funds are used for travel.

6. Please adhere to the CCPS District policy regarding travel expenses. Your school Bookkeeper should be aware of the policy. If reimbursement is requested and not approved or not a non-allowable school/teacher/district charge, the CTAE Office will not be able to reimburse the traveler.

Registration Reimbursement

1. **The Registration Reimbursement Form is used for registration reimbursement only.** Do not include on your Employee Expense Statement. Attach the payment receipt, a copy of your cancelled check or credit card statement along with AS400 screen print.

2. **Monitor closely** to ensure your bookkeeper or the designated person at your school has entered in your request and the request is accurate based the information available. **Be sure to attach a copy of the AS400 screen showing the expenses were entered.**

3. **If your form is incomplete, it will be returned to via interoffice mail which will delay the reimbursement.** The form can be accessed at http://www.clayton.k12.ga.us/departments/instruction/techcareered/CareerTech/

Registration Reimbursement Form

NAME:	
SCHOOL:	
HOME ADDRESS: *(Your checked will be mailed to your home address from Central Office)*	
NAME OF CONFERENCE ATTENDED:	
DATE/S OF CONFERENCE ATTENDED:	
AMOUNT PAID:	$
METHOD OF PAYMENT *(PLEASE CHECK)*	_____ Cash _____ Money Order _____ Debit Card _____ Charge Card _____ Personal Check

The following Information must be included:

Proof of payment:
- Receipt
- Canceled Check
- Copy of Credit/Debit Card Statement
- Copy of Money Order
  - If paid by Cash – make sure it is noted on the receipt

Note: if proof of payment is not attached, paperwork will be returned which will delay processing.

Local Travel Instruction

CTAE teachers who complete local travel for CTAE related business, may be reimbursed using the [Employee Expense Statement: Local Travel Reimbursement form](#). Always obtain the latest copy of this form from the CCPS Intranet Form Bank. The school Bookkeepers can provide direction on how to get to this page. Submit MapQuest documentation with your employee expense statement.

Employee Sub/Travel Request Procedures

The school Principal/CTAE Supervisor authorizes your absence for attendance at CTAE functions. Therefore, the school principal must sign the Employee Substitute Request Form before it is submitted to the CTAE office. If someone other than the school Principal is authorized to approve your absence, the Department Chair must communicate that designee's name to the CTAE Bookkeeper by the first week of school.

Steps for getting approval:

1. Two weeks prior to the activity, communicate to your Department Chair/Principal the request for a Substitute Teacher for your participation in a CTAERN Professional Learning activity, CTSO activity, POW Activity, etc. You must first obtain the CTAE Supervisor (HS) and Principal (MS) approval to participate.

2. The Department Chairs or middle school designee will communicate to the CTAE Administrative Assistant via e-mail a request for funding approval. Individual teachers should not request approval from the CTAE Coordinator; this request must come through your department chair or middle school designee. Any e-mail requests will be forwarded to your department chair or middle school designee, thus delaying the process for approval.

3. When approved by the CTAE Coordinator, complete an Employee Sub Travel Request Form [Employee Sub/Travel Form,](#) if applicable. Obtain your Principal's signature, fax the form to the CTAE Supervisor 678-216-0336. Obtain the latest copy from the CCPS Intranet Form Bank; School Bookkeepers can provide direction on how to get to this page.

4. NEW for FYXX, a [Personnel Activity Report (PAR)](#) must be completed by the substitute and submitted to the CTAE office for each day of absence. **The PAR must be submitted within 5 days of absence to the CTAE Supervisor**.

Employee Sub/Travel Information Form Checklist

Check here when complete	The following information **MUST** be on the Employee Sub/Travel Form before submitting to the CTAE Administrative Assistant.
	1. ALWAYS locate the latest version of the Employee Sub/Travel Form. DO NOT use forms you have used for previous travel.
	2. Go to the CCPS website http://www.clayton.k12.ga.us/departments/instruction/techcareered/CareerTech/, Click Employee Sub/Travel Form and insert information for accurate calculations.
	3. Attendee's name
	4. Employee's ID Number
	5. School Name
	6. Meeting Date (include travel dates to/from, from/to)
	7. Funding Department
	8. Name of Activity/Event
	9. Location of Activity (building/hotel/conference center etc.)
	10. City of Activity/Event
	11. State of Activity/Event
	12. Beginning Date of Activity/Event
	13. Last Date of Activity/Event
	14. Purpose of Trip
	15. Enter Registration Fee (if applicable)
	16. Enter Transportation (if applicable) • Enter the total estimated airfare cost. Tickets should not be purchased until approval is received from the CTAE Supervisor. • Enter Other Transportation cost such as parking, baggage fees to and from destination
	17. Enter Meals (if applicable) • Enter the total dollar amount for eligible meal per diem/per CCPS Travel Regulations (refer to meal regulations for current rate) In-state Meal Allowance Out-of-State • Breakfast $6.00 $7.00 • Lunch $7.00 $11.00 • Dinner $15.00 $23.00
	18. Enter Substitute (if applicable)
	19. Enter Lodging (if applicable): • Enter the Daily Rate including taxes for **out of state hotels**. Do not include taxes for in-state hotels; they must print and complete a State of Georgia Hotel/Motel tax exempt form: http://www.clayton.k12.ga.us/departments/instruction/techcareered/CareerTech/. You must calculate the total amount in the end cell. • Cost Per Day • # of Days • Total Cost
	20. Print the document and sign your name in BLUE INK.
	21. Leave Principal/CTAE Supervisor's Approval blank. The CTAE Supervisor (HS) or Principal (MS) will sign here.
	22. ALL Signatures REQUIRED in BLUE INK.
	23. Bookkeeper or designee will enter expenses into AS400. Attach the AS400 screen to the Employee Sub/Travel Form.

This document is not intended to replace CCPS Travel Regulations, but instead can be used as a guideline.

Employee Sub/Travel Form - Example

This form must be **entered** into AS400 by the designated person at your school at **least two weeks prior to the activity** so it can be approved by the CTAE Coordinator and the Assistant Superintendent.

Sponsor/Club will be responsible for the costs of the Bus Driver's hotel and meals through fundraising.

Attendee's Name	
Attendee's Employee ID#	
Attendee's School:	
Attendance Dates (please include travel date if applicable)	
Funding Dept:	5700
Name of Activity	
Location of Activity:	
City of Activity:	
State of Activity:	
Beginning Date of Activity:	Ending Date of Activity:
Purpose of Trip:	
Principal/CTAE Supervisor Signature:	

The source of funds and estimated expenses listed below are for budgeting purposes only. Actual reimbursement will be according to expenses authorized by travel regulations for the local school system.

Estimated Expenses			
Registration	$		
Transportation	$		
Meals	$		
Substitutes	$		
Lodging	Cost Per day:	# of Days:	Total Cost:

TEACHERS MUST SHARE ROOMS: Please note that if the daily rate of lodging exceeds the allowed amount of $70.00 in state and $85.00 out of state, an explanation must be entered. If applicable, please provide explanation below:

NOTE: All expenses must be **pre-approved prior** any purchases before, during or after the trip for example: hotel fees should be fairly priced and close to venue, rental cars must be fairly priced and cannot be purchased along with airfare, vendor purchases must be pre-approved, and any other miscellaneous expenses you incur by sending an email or calling the CTAE Office for consideration, approval or denial.

Email form to: Kerine.Francis@clayton.k12.ga.us Direct Phone: 770-473-2700 ext. 700191

Overnight Trip Information Form Checklist

The Overnight Trip Information Form must be submitted two weeks prior to travel, typed, and signed in BLUE INK.

Check here when complete	The following information **MUST** be on the Overnight Trip Info Form before submitting to the Assistant Superintendents Office.
	1. ALWAYS locate the latest version of the Overnight Trip Info Form. DO NOT use forms you have used for previous travel. Go to the CCPS website http://www.clayton.k12.ga.us/departments/instruction/techcareered/CareerTech/, Click Overnight Trip Info Form. You should now be able to add your information to the form.
	2. Employee's name
	3. Employee's COMPLETE ID Number
	4. School/Department Name
	5. Meeting Location – include address here
	6. Meeting Dates
	7. Travel Dates
	8. Focus/Description
	9. District Needs the Physical Address of Place
	10. How will you use this information in your work?
	11. Who else would benefit from information gathered at this conference?
	12. How will you disseminate the information to those who would need to know?
	13. Enter the # of nights you will stay at the hotel
	14. Enter the Daily Rate including taxes for <u>out of state</u> hotels. Do not include taxes for <u>in-state</u> hotels; they must receive an ST-5 tax exempt form <u>and</u> an FS-137 Hotel /Motel tax form provided to you by your school bookkeeper or the CTAE Bookkeeper prior to departure. You must calculate the total amount in the end cell.
	15. Enter the total dollar amount for Eligible meal per diem. You must calculate the total amount in the end cell. E-mail the Bookkeeper to determine the current per diem amounts or contact your local Bookkeeper for the information. In-State Out-of-State Breakfast $ 6.00 $ 7.00 Lunch $ 7.00 $11.00 Dinner $15.00 $23.00
	16. Enter the total estimated airfare cost. Tickets should not be purchased until approval is received from the CTAE Coordinator.
	17. Enter Other Transportation cost such as parking, baggage fees to and from destination.
	18. Travel Cost Total will be automatically calculated.
	19. Enter the Maximum Employer Cost Approved for Registration from your registration documents.
	20. Enter the Maximum Employer Cost Approved for Travel. This amount should equal the "Travel Cost Total" amount.
	21. Enter the name of the person who prepared the FORM.
	22. Print the document and Sign your name in BLUE INK.
	23. Leave Supervisor's Approval blank. The CTAE Coordinator will sign here.
	24. Principal Signature is REQUIRED in BLUE INK.
	25. ATTACHMENTS THAT MUST ACCOMPANY THE FORM Agenda for Conference MapQuest for mileage to be claimed for reimbursement Registration Cost Information Hotel Price Quote (include parking if applicable) Airfare Estimate from airline (print screen from Internet) Leave of Absence form, if a substitute is requested

This document is not intended to replace CCPS Travel Regulations, but instead can be used as a guideline.

School-Level Form Required for Field Trips

(This form does NOT go to the CTAE Coordinator or Office but to the North/South/School Improvement Cluster area (Assistant Superintendents)

Overnight field trips require the following information to be provided to the North/South/School Improvement areas office 10 days prior to the trip. Enter the trip in Edulog after approval from the Assistant Superintendent's office.

1) Submit an agenda, (see below) trip information,
2) Ensure that parental consent forms are on file for each student going on the trip. Yes
3) If males and females are going on the trip, you will need male and female chaperones. Please submit a list of chaperones, and ensure that all chaperones have a background check on file. Chaperones for overnight field trips are considered Level 3 and must have the county background check; cost is $50.00 for fingerprinting. Trips require one chaperone for every ten students.
4) Is an Administrator going on the trip?
5) What is the purpose of the trip?
6) What is the cost?
7) What means of travel will be used for the trip?
8) Do you have a rules and procedures document that will be followed by all students on the trip?

There will be a delay in approval of the overnight travel if all information is not submitted in a timely manner.

When submitting field trips into Edulog, please send an email noting the following:

Name of all chaperones:

Indicate level of student supervision for each one:
Level 1 ____, 2 ____, 3 _____

➔ Level 1 – Attending trip, no direct supervision of students
➔ Level 2 – Some direct supervision of students & supervised by a CCPS employee
➔ Level 3 – Direct unsupervised interaction with students

This email will be placed in a file as documentation that the volunteer protocol has been followed as prescribed by the Office of Safety & Security for Clayton County Public Schools.

Employee Expense Statement Checklist

All forms MUST be **submitted 30 days'** post travel, typed, and signed in BLUE INK. Please note that all information must be verified and items checked off before proceeding to the next department for approval. All documentation must be attached. If anything is missing or incorrect, it will be returned to you for correction. It is the traveler's responsibility to ensure the form is correct and submitted to the CTAE Office on time.

Check here when complete	The following information **MUST** be on the most current form before submitting to the CTAE office.
	1. ALWAYS locate the latest version of the FORM on the Financial Services Portal. DO NOT use forms you have used for previous travel. Go to the CCPS Intranet http://www.clayton.k12.ga.us/departments/instruction/techcareered/CareerTech/
	2. Employee's name
	3. Employee's COMPLETE id number
	4. Division/Dept or School
	5. Purpose of Trip
	6. Dates must show all day's employee is traveling.
	7. Form must reflect the actual time of departure going to their destination (this is not the flight departure but the time the employee left).
	8. Form must reflect the actual time of arrival to the destination.
	9. Destination is required (From/To)
	10. Check departure and arrival times and check for applicable meal.
	11. Verify all math, including deductions of pre-paid amounts.
	12. If claiming mileage, you must attach a MapQuest.
	13. Under Transportation, all charges must be reflected (airfare, taxi, car rental, bus).
	14. All figures must be reflected in the meals and lodging in Section 3.
	15. Any other expenses must be reflected in Section 4 such as baggage, faxing, Internet, and/or parking, etc. Give a brief explanation of "Other Expense" in the Expense Description section.
	16. ATTACHMENTS THAT MUST ACCOMPANY THE FORM Attach ALL documentation supporting the FORM Hotel Receipt, include parking, if applicable, Credit Card receipt, Boarding Pass and Airfare Receipt, AS400 Approved Travel screen with expenses Baggage receipts if applicable
	17. All signatures must be signed in BLUE INK (to verify original document)
	18. All expenses claimed must be entered in AS400 prior travel for approval
	19. DO NOT INCLUDE "REGISTRATION" ON THIS FORM (USE CHECK REIMBURSMENT FORM)
	20. Maintain a copy for your records

This document is not intended to replace CCPS Travel Regulations, but instead can be used as a guideline.

Employee Expenses Statement Form - Example

NAME	Jan Doe		111-11-1111			Jonesboro					
			Social Security # (ONLY)			Headquarters/School				580	02
RESIDENCE	1256 Life Lane	Jonesboro	GA	30236							
	Street	City	State	Zip		Fund	QBE Prog	Func	Dept	Site	Obj	SubObj

TRANSPORTATION (Mileage Rate $0.54 effective Jan. 1, 2016) | **MEALS AND LODGING** | **OTHER EXPENSE**

Dates Itemize	Time Departed Arrived	All normal commuting miles should be deducted from mileage unless trip begins from business location	Odometer Beginning & Ending	Local Use Miles	Total Daily Mileage	Amount AIRFARE (Attach Receipt)	TAXI, BUS (Attach Receipt)	Total Transp.	Break-fast	Lunch	Dinner	Total Meals	Attach LODGING Receipt Itemize	Identify Expenses Ex tol parking	(Attach Receipt) Amount	Total Other Expens
07/02/16	8:00am 10:00am	From: 1256 Life Lane, Jonesboro, GA To: Hilton, Macon GA	56,254 56,425	171	92.34			0.00		7.00	9.00	16.00	125.00	parking	5.00	5.00
07/03/16		From: To:		0	0.00			0.00	6.00	7.00	9.00	22.00	125.00	parking	5.00	5.00
07/04/16	4:00pm 6:00pm	From: Hilton Hotel, Macon, GA To: 1256 Life Lane, Jonesboro, GA	56,432 56,603	171	92.34			0.00	6.00	7.00		13.00				0.00
		From: To:		0	0.00			0.00				0.00				0.00
		From: To:		0	0.00			0.00				0.00				0.00
		From: To:		0	0.00			0.00				0.00				0.00
		From: To:		0	0.00			0.00				0.00				0.00
		From: To:		0	0.00			0.00				0.00				0.00
		From: To:		0	0.00			0.00				0.00				0.00
		From: To:		0	0.00			0.00				0.00				0.00
Name of Event		FBLA Leadership Conf		0	0.00			0.00				0.00				0.00
				0	0.00			0.00				0.00				0.00
		Total Miles	342	184.68	Total Common Carrier	0.00				51.00	250.00				0.00

	TOTAL TRANSPORTATION $	184.68	TOTAL MEALS & LODGING $	301.00	TOTAL OTHER $	10.00

I do solemnly swear, under penalty provide by law, that the above statements are true	TOTAL REIMBURSEMENT $	495.68		
and I have paid for and incurred the described expenses and the local use mileage in the	CASH ADVANCE AMOUNT $	125.00	CHECK #	
discharge of my official duties for the **Clayton County School System.**	TOTAL DUE TO EMPLOYEE $	370.68	TOTAL DUE CCPS $	0.00
	PRINCIPAL'S APPROVAL			
EMPLOYEE SIGNATUE	Date	Print Name	Signature	Date
FUNDING ADMIN. APPROVED BY		SUPERVISOR'S APPROVAL		
Print Name	Signature	Print Name	Signature	Date

New CTAE Program Application

<table>
<tr><td>Program Title:</td><td colspan="3">State Course Numbers:</td></tr>
<tr><td rowspan="3"></td><td colspan="3">1.</td></tr>
<tr><td colspan="3">2.</td></tr>
<tr><td colspan="3">3.</td></tr>
<tr><td>School:</td><td>Has this program been previously Offered</td><td>Yes: (Year)</td><td>No</td></tr>
<tr><td colspan="4">When do you want to open the program?</td></tr>
<tr><td>Will a new CTAE teacher be required?</td><td>Yes</td><td colspan="2">No</td></tr>
<tr><td>Do you have a CTAE teacher allocation?</td><td>Yes</td><td colspan="2">No</td></tr>
<tr><td colspan="4">Identify Post-Secondary Option(s) Available for Students: (additional sheets may be attached)</td></tr>
<tr><td colspan="4">What are the projected workforce needs in Georgia for students completing this pathway? Identify your source of information and attach your findings on an additional sheet.</td></tr>
<tr><td colspan="4">Complete a Student Interest Survey for the planned program and attach the results to your application. Questions may be different depending on the program to be offered. Example questions, may include but are not limited to:

(1) How likely are you to enroll in the ___ CTAE pathway?
(2) What are your post-secondary plans?
(3) What CTAE courses have you taken?
(4) Which academic courses have you taken (Math, ELA, Science, etc.)</td></tr>
<tr><td colspan="4">What resources does your school currently have that will assist with starting and supporting the program? The CTAE Supervisor will provide lab space and equipment requirements upon request.

Technology location

Lab Space location

Classroom Space location

Funding</td></tr>
<tr><td colspan="4">Which business and industry and post-secondary partners have you identified to support the program in an Advisory Board capacity?
State any other capacity for which the partner(s) will support the program.</td></tr>
<tr><td colspan="4">Principal Signature: _____

Area Assistant Superintendent Signature: _____</td></tr>
<tr><td colspan="4"></td></tr>
</table>

EXAMPLE

Course/Program Request Form

School _____ Principal _____

Today's Date: _____ Date for Change to Take Effect: _____
Current Course Name: _____ Current Course Number: _____ Current Course Department _____
Requested Course Name: _____ Requested Course Number: _____ Requested Course Department _____

Rationale or justification for proposed change, add, modification or course deletion – *clearly describe* the change requested and the impact that the change may have on achievement data, class size/projected enrollment, and/or student interest. The rationale or justification should be based on an informed decision comprised of considerations with the Content/Program Coordinators or Directors, Assistant Superintendents, Facilities, Technology, Business Services and/or any other resource or support providers.

Describe the **change** and its **potential impact** on achievement data, class size/projected enrollment, and/or student interest in course.

Describe the course change's **impact on personnel**. Will the course require staff additions, changes, modifications, etc.? *Consider staff certification requirements and if additional staff is needed to support students' needs: DES, ESOL, Gifted, etc. Be sure to indicate:* What certifications are necessary for new courses?

Calculation of Overall Fiscal Impact _____ Funding Source(s) _____

Describe the assurance that **appropriate instructional resources – including professional development-** are available to support this course/program change. Also, describe the process for discarding or repurposing resources (if deleting a course). Be sure to indicate: What supplies need to be purchased?

Calculation of Overall Fiscal Impact _____ Funding Source(s) _____

Describe the assurance that **appropriate facilities and/or technology** is available to support this course/program change.

Calculation of Overall Fiscal Impact _____ Funding Source(s) _____

Describe the overall impact on the **master schedule**.
*See district website for actual form.

Inventory Disposal/Transfer/Storage Form

CLAYTON COUNTY PUBLIC SCHOOLS
SURPLUS (STORAGE)/TRANSFER/DISCARD FORM
REDISTRIBUTION OF PROPERTY

Date: _____

From Location: _____

To Location: _____

Surplus Property Contact: _____
(Print Name and Telephone Number)

This request approved by: _____
(Print Name of Department Head / Principal)

Quantity	Detail Description of Property	Model#	Serial #	Color	Please indicate: Transfer (T) Discard (D) Storage (S)

Principal/CTAE Supervisor Signature: _____

CTAE Coordinator Signature: _____ Date: _____

CTAE Coordinator signs-off and sends this form to Purchasing
218 Stockbridge Rd., Jonesboro, GA 30236
678-479-4506 (Fax)
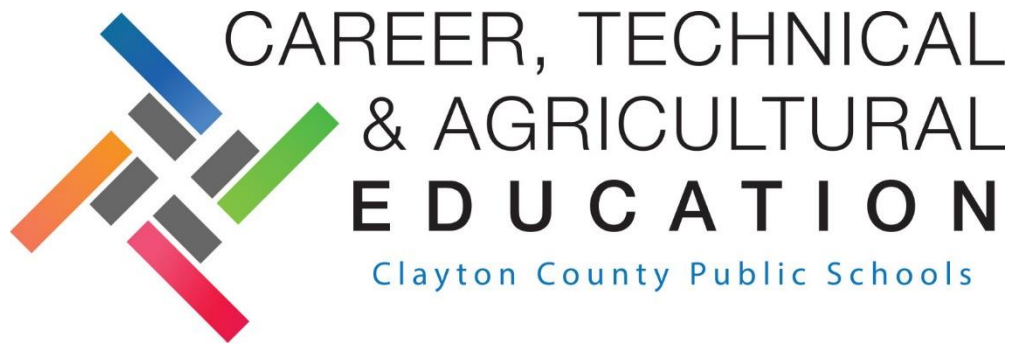
Forms │ **Faculty** │ **CTSOs** │ **Important Dates** │ **Enrichment Programs** │ **Certifications**

CTAE Program Needs Assessment FYXX - Example

Assessment and restructuring of programs should be a continual process to assess the overall effectiveness and/or efficiency of the system's programs and services. The assessment process provides vital information in determining the extent to which the system's goals and objectives are being met, and ultimately how students are being served. Please list what you need to support the educational goals of your program (equipment/software), this is outside of your annual budget and serves as a "wish-list" of equipment or software that meets business/industry trends and course standards. Attach a written quote from the vendor, which includes shipping and handling. Be sure to include the S&H charges for the items below. Use additional sheet(s), if needed. See due date on CTAE Timeline for consideration for the current and preceding school year.

Do Not list Consumable Supplies

Item No.	Description (model #, size, if used indicate "used", etc.)	Suggested Vendor	Quantity	UOM	Unit Cost	Extended Cost	*Approved*	
Example	4GB Flash Drive, S797563 *(LIST IN PRIORITY "WISH-LIST" ORDER)*	Staples	18	each	$ 1.00	$ 18.00	Yes	No
1						$ -	Yes	No
2						$ -	Yes	No
3						$ -	Yes	No
					TOTAL	$ -	Yes	No

Explain how these needs will support the educational goals of your program:

School: _____   UOM is the unit of measure that the product is sold, i.e. each, box, package, set, lot, etc.

Teacher(s) _____   Program Area: _____

Phone: _____   Contact E-mail: _____

Personnel Activity Report
(PAR)

Employee: <u>Jane Doe</u>   School: <u>Westside High</u>

Reporting Period: <u>April 2-3, 20XX</u>

I hereby certify this report is an accurate representation of the total activity expended during the period indicated.

Program Name	Date of Activity	Description of Activity	Hours Worked	Total Compensation	Distribution of Time
Perkins	April 2	Substitute for FBLA	8	$93.00	100%
Perkins	April 3	EOPA Test Administration	2	$60.00	100%

Jane Doe   *April 4, 2016*

_____   _____

Signature of Employee   Date

NAME OF SCHOOL) INVENTORY MANAGEMENT RECORD - EXAMPLE

EXAMPLE

Career, Technical and Agricultural Education										
Georgia Department of Education										
Date Purchased	**Description of the Equipment**	**Serial Number or Equipment ID Number**	**Source of Equipment (Vendor)**	***Cost of Equipment**	**Fund Source**	**Percent Federal Funds**	**Location of Equipment**	**Condition of Equipment**	**Disposal Date**	**Disposal Sale Price**
				*Include $300 value						

EXAMPLE

High School Faculty by School

School	Teacher	Program
Elite Scholars Academy	James Dinsmoor	Animation & Digital Media
Elite Scholars Academy	VACANT	Business Mgmt. & Administration
Charles Drew HS	SMSgt Dennis Keaton	Air Force JROTC
Charles Drew HS	VACANT	Air Force JROTC
Charles Drew HS	Miranda Scott	Entrepreneurship/HR Mgmt.
Charles Drew HS	Charles Gordon	Entrepreneurship/HR Mgmt.
Charles Drew HS	Charles Stafford	Entrepreneurship/HR Mgmt.
Charles Drew HS	Latanya Whittler	Culinary Arts
Charles Drew HS	Edwin Pettway	Entrepreneurship/HR Mgmt.
Charles Drew HS	Phillip Noble	Engineering & Technology
Charles Drew HS	Brandi Hall	Health Informatics/HIM/Medical Office
Charles Drew HS	Latasha Williams-Henry	Health Info/HIM/Medical Office
Charles Drew HS	La'Sandra Arnold	Law Enforcement Services/Firefighting
Charles Drew HS	Chereen Worthem	Law Enforcement Services/Firefighting
Charles Drew HS	Levar Sims	Law Enforcement Services/Firefighting
Forest Park HS	MSgt Jimmie Fox	Air Force, JROTC
Forest Park HS	MSgt Shannon McCray	Air Force, JROTC
Forest Park HS	Lt Col Kevin Grill	Air Force, JROTC
Forest Park HS	VACANT	Air Force, JROTC
Forest Park HS	Stacey Johnson	Human Resources Management
Forest Park HS	Dr. Doeford Shirley	Advanced Accounting
Forest Park HS	Carmela Cooper	Cosmetology
Forest Park HS	Joycelyn Stringer	Health Informatics/HIM/Medical Office
Forest Park HS	Rhonda Carpenter-Powell	Programming
Forest Park HS	Maggie Buckner	Law Enforcement Srvs/Forensic Science
Forest Park HS	Felice Williams	Law Enforcement Services/Forensic Science
Forest Park HS	Berhanu Dallas	Marketing
Forest Park HS	Patricia Moses	Marketing
Forest Park HS	Shelia Cox-Marshall	Human Resources Management
Jonesboro HS	MSgt Ramoane Jordan	Air Force JROTC
Jonesboro HS	Lt Col Wilbert Richardson	Air Force JROTC
Jonesboro HS	Lisa Williams	Entrepreneurship/Human Res
Jonesboro HS	VACANT	Carpentry
Jonesboro HS	Tameka Phelps	Cosmetology
Jonesboro HS	Brandi Franks	Barbering
Jonesboro HS	Debra Wiggins	Teaching as a Profession
Jonesboro HS	Jessica Poole	Emergency Medical Responder
Jonesboro HS	Shannon Curry	Law Enfor. Srvs/FS & Public Safety Comm.
Jonesboro HS	Kent Pate	Engineering & Technology
Jonesboro HS	Neva Head	Entrepreneurship/Human Res
Lovejoy HS	SMSgt Sandra Wright	Air Force JROTC
Lovejoy HS	Major Carlleen Murray	Air Force JROTC
Lovejoy HS	SMSgt Cal Robinson	Air Force JROTC
Lovejoy HS	SMSgt Michael Harris	Air Force JROTC
Lovejoy HS	Ron Robinson	Automobile Maintenance & Light Repair
Lovejoy HS	Lori Stringer	Entrepreneurship
Lovejoy HS	James Simmons	Advanced Accounting

High School Faculty
By School Continued

School	Teacher	Program
Lovejoy HS	Darius Mitchell	International Business
Lovejoy HS	Felecia Williams	Audio-Video Technology & Film
Lovejoy HS	George Cummings	Carpentry
Lovejoy HS	Dr. Theresa Yarbrough	Computer Science Magnet
Lovejoy HS	VACANT	Patient Care
Lovejoy HS	Santoshia Oggs	Marketing
Morrow HS	Capt Robert Hunter	Air Force JROTC
Morrow HS	TSgt Lennell DeLoatch	Air Force JROTC
Morrow HS	MSgt Tameka Richardson	Air Force JROTC
Morrow HS	Tarsha Smith	Web & Digital Design
Morrow HS	Angela Walker	Entrepreneurship
Morrow HS	Sudheer Pothuraju	Engineering & Technology Magnet
Morrow HS	VACANT	Pharmacy Magnet
Morrow HS	Patrice Perry	Law Enforcement Services/Forensic Science
Morrow HS	Louis Fleming	Law Enforcement Services/Forensic Science
Morrow HS	Shonvettia Murphy	Marketing
Morrow HS	VACANT	Flight Operations or Aviation Maint.
Morrow HS	Vivian Morrow	Entrepreneurship
Morrow HS	Juliette Rankins	Teaching as a Profession
Mt. Zion HS	MSgt Sandra Davis	Air Force JROTC
Mt. Zion HS	Major Christa Anwar	Air Force JROTC
Mt. Zion HS	MSgt Donald Wilson	Air Force JROTC
Mt. Zion HS	Tarena Ruff	Audio-Video Technology & Film
Mt. Zion HS	Adrian Gibson	Business Accounting
Mt. Zion HS	Vincent Williams	Business Accounting
Mt. Zion HS	Jamillah Stanford	Financial Services
Mt. Zion HS	Krystle Stubbs	Web and Digital Design
Mt. Zion HS	Nicole Newton	Engineering & Technology
Mt. Zion HS	Sonya Dunbar	Health Informatics/HIM/Medical Office
Mt. Zion HS	Barbara Augustin	Allied Health
Mt. Zion HS	Richard Robinson	Financial Services
Mundy's Mill HS	Lt. Col Raymond King	Air Force JROTC
Mundy's Mill HS	CMSgt Robert Walker	Air Force JROTC
Mundy's Mill HS	VACANT	Air Force JROTC
Mundy's Mill HS	Emory Arnold	FS/Firefighting/Pub Safety Communications
Mundy's Mill HS	Cassaundra Thrasher	Entrepreneurship
Mundy's Mill HS	Nicole Watson	Entrepreneurship
Mundy's Mill HS	Raquel Colvard	Entrepreneurship
Mundy's Mill HS	Anthony Love	Audio-Video Technology & Film
Mundy's Mill HS	Charity Jordan	Audio-Video Technology & Film (Magnet)
Mundy's Mill HS	Carlos Cliett	Programming
Mundy's Mill HS	Lamar Dobbins	Web and Digital Design
Mundy's Mill HS	VACANT	Marketing

High School Faculty
By School Continued

School	Teacher	Program
Mundy's Mill HS	Shawn Forrester	Sports & Entertainment Marketing
Mundy's Mill HS	Audrey Blackwell-Bradwell	Human Resources Mgmt.
North Clayton HS	Major Willie Bohles	Air Force JROTC
North Clayton HS	MSgt Carlos Albino	Air Force JROTC
North Clayton HS	Curtis Screen	Entrepreneurship/HR Mgmt.
North Clayton HS	Gwendolyn Jones	Cosmetology
North Clayton HS	Joi Morgan	Marketing
North Clayton HS	Tuarean Hodge	Audio/Video Film & Technology
North Clayton HS	VACANT	Emergency Medical Responder
North Clayton HS	VACANT	Flight Operations or Aviation Maint.
North Clayton HS	Dr. Sherice Willis-Henry	Entrepreneurship/HR Mgmt.
Riverdale HS	Cynthia Smith	Plant & Landscape Systems
Riverdale HS	Bridgette Brown	Law Enforcement Srvs/Forensic Science
Riverdale HS	Melissa Gusby	Financial Services
Riverdale HS	DeAndrea Whisenton	Computer Science
Riverdale HS	Denita Minnis	Human Resources Management
Riverdale HS	Tasha Ector	Business Accounting
Riverdale HS	Sheryl Harris-Dortch	Teaching as a Profession
Riverdale HS	Kimberly Jackson	Barbering
Riverdale HS	Pamela Harris	Cosmetology
Riverdale HS	DeVry Staff	DeVry University Advantage Academy
Riverdale HS	GMC Staff	Georgia Military College (GMC)
Perry Academy	Arthur "Lee" Davenport	Automobile Maint. & Light Repair
Perry Academy	Gail Coleman	Web Design
Perry Academy	Dr. Trudy Willis-Jones	Advanced Accounting
Perry Academy	April Wyche Bramble	Early Childhood Care & Education
Perry Academy	Joi Bynum	DE

Middle School Faculty by School

School	Teacher	Program
Adamson MS	Tori Green	Business Mgmt. & Finance
Adamson MS	VACANT	Engineering & Technology
Babb MS	Lillian Mitchell	Family & Consumer Science
Babb MS	Valencia Williams	Family & Consumer Science
Forest Park MS	Nakisha Bowles	Business Mgmt. & Finance
Forest Park MS	Stacey Slater	Family & Consumer Science
Jonesboro MS	Samone Mullen	Business Mgmt. & Finance
Jonesboro MS	Kim Nguyen	Engineering & Technology
Jonesboro MS	Marsha-Anne Williams..... -Hamilton	Family & Con. Science
Kendrick MS	SaTera Couch	Career Development
Kendrick MS	Simone Poindexter	Business Mgmt. & Finance
Lovejoy MS	Macoyia Bates	Eng.& Tech./Computer Science
Morrow MS	Valencia Smith	Business Mgmt. & Finance
Morrow MS	Andrea Johnson	Career Development
Morrow MS	Latoya Shannon	Family & Consumer Science
Mundy's Mill MS	Karen Artis	Engineering/STEM
North Clayton MS	Beverly Scott	Business Mgmt. & Finance
North Clayton MS	Nina Shannon	Computer Science
North Clayton MS	Dr. Leavernard Jones, Jr.	Engineering & Technology
Point South MS	Amy Torian	Family & Consumer Science
Point South MS	Brian Baker	Engineering & Technology
Rex Mill MS	Kristal Cure	Healthcare Science
Rex Mill MS	Rose Powell	Business Mgmt. & Finance
Rex Mill MS	Victor Martinez	STEM
Rex Mill MS	Dr. Cheryl Best	STEM Coordinator
Riverdale MS	Dr. Anthony Grant	Business Mgmt. & Finance
Riverdale MS	Chenequea Ellis	Engineering & Technology
Riverdale MS	VACANT	Family & Consumer Science
M.D. Roberts MS	Ashley Jackson	Business Mgmt. & Finance
Sequoyah MS	Brianna Harrison	Communications
Sequoyah MS	Denise Thompson-Dorsett	Engineering & Technology
Eddie White Academy	Brontie Richardson	Business Mgmt. & Finance
Eddie White Academy	VACANT	Career Development
Eddie White Academy	Vestina Stokes	Healthcare Science

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High School Faculty by Program

Program	Teacher	School
Animation & Digital Media	James Dinsmoor	Elite Scholars Academy
Advanced Accounting	Dr. Doeford Shirley	Forest Park HS
Advanced Accounting	James Simmons	Lovejoy HS
Advanced Accounting	Dr. Trudy Willis-Jones	Perry Academy
Air Force JROTC	SMSgt Dennis Keaton	Charles Drew HS
Air Force JROTC	VACANT	Charles Drew HS
Air Force JROTC	MSgt Jimmie Fox	Forest Park HS
Air Force JROTC	MSgt Shannon McCray	Forest Park HS
Air Force JROTC	Lt Col Kevin Grill	Forest Park HS
Air Force JROTC	VACANT	Forest Park HS
Air Force JROTC	MSgt Ramoane Jordan	Jonesboro HS
Air Force JROTC	Lt Col Wilbert Richardson	Jonesboro HS
Air Force JROTC	CMSgt Sandra Wright	Lovejoy HS
Air Force JROTC	Major Carlleen Murray	Lovejoy HS
Air Force JROTC	SMSgt Michael Harris	Lovejoy HS
Air Force JROTC	SMSgt Cal Robinson	Lovejoy HS
Air Force JROTC	Capt Robert Hunter	Morrow HS
Air Force JROTC	MSgt Tameka Richardson	Morrow HS
Air Force JROTC	TSgt Lennell DeLoatch	Morrow HS
Air Force JROTC	Lt. Col Raymond King	Mundy's Mill HS
Air Force JROTC	CMSgt Robert Walker	Mundy's Mill HS
Air Force JROTC	VACANT	Mundy's Mill HS
Air Force JROTC	MSgt Sandra Davis	Mt. Zion HS
Air Force JROTC	Major Christa Anwar	Mt. Zion HS
Air Force JROTC	MSgt Donald Wilson	Mt. Zion HS
Air Force JROTC	Major Willie Bohles	North Clayton HS
Air Force JROTC	MSgt Carlos Albino	North Clayton HS
Audio-Video Technology & Film	Tarena Ruff	Mt Zion HS
Audio-Video Tech & Film	Anthony Love	Mundy's Mill HS
Audio-Video Tech & Film	Tuarean Hodge	North Clayton HS
Audio-Video Tech & Film	VACANT	Lovejoy HS
Audio-Video Tech & Film (Magnet)	Charity Jordan	Mundy's Mill HS
Automobile Maint. & LP	Ronald Robinson	Lovejoy HS
Automobile Maint. & LP	Arthur "Lee" Davenport	Perry Academy
Barbering	Brandy Franks	Jonesboro HS
Barbering	Kimberly Jackson	Riverdale HS
Business Accounting	Adrian Gibson	Mt. Zion HS
Business Accounting	Vincent Williams	Mt. Zion HS
Business Accounting	Tasha Ector	Riverdale HS
Carpentry	VACANT	Jonesboro HS
Carpentry	George Cummings	Lovejoy HS
Computer Science (Magnet)	Dr. Theresa Yarbrough	Lovejoy HS
Computer Science	DeAndrea Whisenton	Riverdale HS

High School Faculty by Program
By School Continued

Program	Teacher	School
Cosmetology	Carmela Cooper	Forest Park HS
Cosmetology	Tameka Phelps	Jonesboro HS
Cosmetology	Gwendolyn Jones	North Clayton HS
Cosmetology	Pamela Harris	Riverdale HS
Culinary Arts	Latanya Whittler	Charles Drew HS
Early Childhood Care & Edu	April Wyche Bramble	Perry Academy
Entrepreneurship	Lori Stringer	Lovejoy HS
Entrepreneurship	Vivian Morrow	Morrow HS
Entrepreneurship	Angela Walker	Morrow HS
Entrepreneurship	Raquel Colvard	Mundy's Mill HS
Entrepreneurship	Cassaundra Thrasher	Mundy's Mill HS
Entrepreneurship	Nicole Watson	Mundy's Mill HS
Entrepreneurship/HR Mgmt	Edwin Pettway	Charles Drew HS
Entrepreneurship/HR Mgmt	Charles Gordon	Charles Drew HS
Entrepreneurship/HR Mgmt	Charles Stafford	Charles Drew HS
Entrepreneurship/HR Mgmt	Miranda Scott	Charles Drew HS
Entrepreneurship/HR Mgmt	Lisa Williams	Jonesboro HS
Entrepreneurship/ HR Mgmt	Neva Head	Jonesboro HS
Entrepreneurship/HR Mgmt	Curtis Screen	North Clayton HS
Entrepreneurship/HR Mgmt	Dr. Sherice Willis-Henry	North Clayton HS
Human Resources Management	Stacey Johnson	Forest Park HS
Human Resources Management	Shelia Cox-Marshall	Forest Park HS
Human Resources Management	Audrey Blackwell-Bradwell	Mundy's Mill HS
Human Resources Management	Denita Minnis	Riverdale HS
Financial Services	Jamillah Stanford	Mt. Zion HS
Financial Services	Richard Robinson	Mt. Zion HS
Financial Services	Melissa Gusby	Riverdale HS
International Business	Darius Mitchell	Lovejoy HS
Engineering & Technology	Kent Pate	Jonesboro HS
Engineering & Technology	Nicole Newton	Mt. Zion HS
Engineering & Technology	Phillip Noble	Charles Drew HS
Engineering & Tech. (Magnet)	Sudheer Pothuraju	Morrow HS
Flight Operations or Aviation Maint.	VACANT	Morrow HS
Flight Operations or Aviation Maint.	VACANT	North Clayton HS
Allied Health	Barbara Augustin	Mt. Zion HS
Emergency Medical Responder	Jessica Poole	Jonesboro HS
Emergency Medial Responder	VACANT	North Clayton HS
Health Informatics/HIM/MO	Joycelyn Stringer	Forest Park HS
Health Informatics/HIM/MO	Brandi Hall	Charles Drew HS
Health Informatics/HIM/MO	Latasha Williams-Henry	Charles Drew HS
Health Informatics/HIM/MO	Sonya Dunbar	Mt. Zion HS
Patient Care	VACANT	Lovejoy HS
Pharmacy (Magnet)	VACANT	Morrow HS

High School Faculty by Program
By School Continued

Program	Teacher	School
Firefighting	Emory Arnold	Mundy's Mill HS
Firefighting	Shannon Curry	Jonesboro HS
Law Enforcement Services/FS	La'Sandra Arnold	Charles Drew HS
Law Enforcement Services/FS	Levar Sims	Charles Drew HS
Law Enforcement Services/FS	Chereen Worthem	Charles Drew HS
Law Enforcement Services/FS	Maggie Buckner	Forest Park HS
Law Enforcement Services/FS	Felice Williams	Forest Park HS
Law Enforcement Services/FS	Shannon Curry	Jonesboro HS
Law Enforcement Services/FS	Patrice Perry	Morrow HS
Law Enforcement Services/FS	Louis Fleming	Morrow HS
Law Enforcement Services/FS	Bridgette Brown	Riverdale HS
Sports & Ent. Marketing	Shawn Forrester	Mundy's Mill HS
Marketing	VACANT	Mundy's Mill HS
Marketing	Berhanu Dallas	Forest Park HS
Marketing	Patricia Moses	Forest Park HS
Marketing	Joi Morgan	North Clayton HS
Marketing	Santoshia Oggs	Lovejoy HS
Marketing	Shonvettia Murphy	Morrow HS
Plant & Landscape Systems	Cynthia Smith	Riverdale HS
Programming	Rhonda Carpenter-Powell	Forest Park HS
Programming	Carlos Cliett	Mundy's Mill HS
Teaching as a Profession	Sheryl Harris-Dortch	Riverdale HS
Teaching as a Profession	Juliette Rankins	Morrow HS
Teaching as a Profession	Debra Wiggins	Jonesboro HS
Web & Digital Design	Tarsha Smith	Morrow HS
Web & Digital Design	Lamar Dobbins	Mundy's Mill HS
Web & Digital Design	Krystle Stubbs	Mount Zion HS
Web & Digital Design	Gail Coleman	Perry Academy

Middle School Faculty by Program

Business Mgmt. & Finance .... Tori Green .... Adamson MS
Business Mgmt. & Finance .... Nakisha Bowles... Forest Park MS
Business Mgmt. & Finance .... Samone Mullen .... Jonesboro MS
Business Mgmt. & Finance .... Simone Poindexter .... Kendrick MS
Business Mgmt. & Finance .... VACANT .... Lovejoy MS
Business Mgmt. & Finance .... Valencia Smith .... Morrow MS
Business Mgmt. & Finance .... Beverly Scott... North Clayton MS
Business Mgmt. & Finance .... Rose Powell.. Rex Mill MS
Business Mgmt. & Finance .... Dr. Anthony Grant... Riverdale MS
Business Mgmt. & Finance .... Ashley Jackson... M.D. Roberts MS
Business Mgmt. & Finance .... Brontie Richardson............................. Eddie White Academy

Career Development .... SaTera Couch .... Kendrick MS
Career Development .... Andrea Johnson... Morrow MS
Career Development .... VACANT .... Eddie White Academy

Communications .... Brianna Harrison .... Sequoyah MS

Computer Science .... Nina Shannon .... North Clayton MS
Computer Science .... Macoyia Bates .... Lovejoy MS

Engineering & Technology............ VACANT .... Adamson MS
Engineering & Technology............ Kim Nguyen .... Jonesboro MS
Engineering & Technology............ Macoyia Bates.. Lovejoy MS
Engineering & Technology............ Dr. Leavernard Jones................................. North Clayton MS
Engineering & Technology........... Brian Baker .... Pointe South MS
Engineering & Technology........... Chenequea Ellis... Riverdale MS
Engineering & Technology............ Denise Thompson-Dorsett................................ Sequoyah MS
Eng. & Tech./STEM .... Karen Artis .... Mundy's Mill MS
Engineering & Technology............ VACANT .... Rex Mill MS
STEM.. Victor Martinez .... Rex Mill MS

Family & Consumer Science .... Lillian Mitchell.. Babb MS
Family & Consumer Science .... Valencia Williams .... Babb MS
Family & Consumer Science .... Stacey Slater.. Forest Park MS
Family & Consumer Science .... Marsha-Anne Williams-Hamilton.................... Jonesboro MS
Family & Consumer Science .... Latoya Shannon... Morrow MS
Family & Consumer Science .... Amy Torian .... Pointe South MS
Family & Consumer Science .... VACANT .... Riverdale MS

Healthcare Science......................... Kristal Cure .... Rex Mill MS
Healthcare Science......................... Vestina Stokes .... Eddie White Academy

Career Technical Student Organization (CTSO) Advisors

DECA .... Shonvettia Murphy .... Mundy's Mill High
DECA .... VACANT .... Forest Park High
DECA .... VACANT .... Charles Drew High
DECA .... VACANT .... Riverdale High

FBLA .... Shelia Cox-Marshall .... Forest Park High
FBLA .... VACANT ....
FBLA .... Lisa Williams .... Jonesboro High
FBLA .... Neva Head ....
FBLA .... Lori Stringer .... Lovejoy High
FBLA .... James Simmons ....
FBLA .... Theresa Yarbrough ....
FBLA .... Jamillah Stanford .... Mount Zion High
FBLA .... Tarsha Smith ....
FBLA .... Vincent Williams .... Mount Zion High
FBLA .... Adrian Gibson ....
FBLA .... Richard Robinson ....
FBLA .... Krystle Stubbs ....
FBLA .... VACANT .... Mundy's Mill High
FBLA .... Carols Cliett ....
FBLA .... Lamar Dobbins ....
FBLA .... Audrey Blackwell-Bradwell ....
FBLA .... VACANT .... North Clayton High
FBLA .... Dr. Sherice Willis-Henry ....

FCCLA .... April Moore .... Perry Academy
FCCLA .... VACANT .... Charles Drew High
FCCLA .... Debbra Wiggins .... Jonesboro High
FCCLA .... Sheryl Harris-Dortch .... Riverdale High
FCCLA .... Marsha Anne-Williams .... Jonesboro Middle
FCCLA .... Lillian Mitchell .... Babb Middle

SkillsUSA .... Tarena Ruff .... Mount Zion High
SkillsUSA .... VACANT .... Jonesboro High
SkillsUSA .... Tameka Phelps .... Jonesboro High
SkillsUSA .... Emory Arnold .... Mundy's Mill High
SkillsUSA .... Pamela Harris .... Riverdale High
SkillsUSA .... VACANT .... North Clayton High

TSA .... Kent Pate .... Jonesboro High
TSA .... VACANT .... Charles Drew High
TSA .... Rhonda Carpenter-Powell .... Forest Park High
TSA .... Rose Powell/Victor Martinez-Vargas .... Rex Mill Middle

HOSA .... Brandi Hall .... Charles Drew HS
HOSA .... Sonya Dunbar .... Mt. Zion HS
HOSA .... VACANT .... Lovejoy HS
HOSA .... Barbara Augustin .... Mt. Zion HS
HOSA .... VACANT .... Morrow HS

2019-2020 Georgia CTSO Master Calendar

April 4-7, 2019   FBLA State Officer Training and Planning Meeting
                       FFA-FCCLA Center, Covington

April 5-7, 2019   DECA State Officer Training and Planning Meeting
                       FFA-FCCLA Center, Covington

May 3-5, 2019   FCCLA State Officer Training
                       FFA-FCCLA Center, Covington

May 28-June 3, 2019   TSA State Officer Training Workshop
                       FFA-FCCLA Center, Covington

May 30-June 2, 2019   CTSO State Officer Training and Planning Meeting
                       FFA-FCCLA Center, Covington

June 24-28, 2019   SkillsUSA National Leadership and Skills Conference
                       Louisville, KY

June 27-July 3, 2019   FBLA National Leadership Conference
                       San Antonio, TX

June 28-July 2, 2019   TSA National Conference
                       National Harbor, MD

June 30-July 4, 2019   FCCLA National Leadership Conference
                       Anaheim, California

July 14, 2019   Adviser Success Day
                       Athens, Georgia

July 14-16, 2019   GACTE Summer Conference
                       Classic Center, Athens

July 8, 2019   FBLA Summer Leadership & Officer Training Summit (SLOTS)
                       Swainsboro High School, Swainsboro

July 9, 2019   FBLA Summer Leadership & Officer Training Summit (SLOTS)
                       Crisp County High School, Cordele

July 10, 2019   FBLA Summer Leadership & Officer Training Summit (SLOTS)
                       South Forsyth High School, Cumming

July 11, 2019   FBLA Summer Leadership & Officer Training Summit (SLOTS)
                       Arabia Mountain High School, Lithonia

July 14, 2019   SkillsUniversity
                       Classic Center, Athens

July 17-19, 2019   HOSA Officer Jumpstart
                       Various Locations

September 10-11, 2019   DECA WorkWinWow
FFA FCCLA Camp, Covington

September 14, 2019   FCCLA DISCOVER Training
Camp John Hope, Fort Valley

September 11, 2019   FBLA FALCON (FBLA Adviser Leadership Conference)
Brasstown Valley, Young Harris

September 2019   FBLA FALCON (FBLA Adviser Leadership Conference)
FFA-FCCLA Center, Covington

September 2019   FBLA FALCON (FBLA Adviser Leadership Conference)
Macon

September 7, 2019   FIRST Robotics Symposium/Mentor Advisory Council Meeting
Kennesaw State University

September 13-15, 2019   TSA CORE (Chapter Officer Retreat for Excellence)
Tumbling Waters, Clayton

September 21-24, 2019   HOSA Washington Leadership Academy
Washington, D.C.

September 19, 2019   CTI Emerging Leaders Training Day
FFA FCCLA Camp, Covington

September 23-27, 2019   FCCLA Knowledge Bowl Qualification Testing
Online

Sept 30-Oct 2, 2019   FCCLA National Capitol Leadership
Washington, DC

October 2019   FIRST Robotics GRITS (Georgia Robotics Invitation Tournament & Showcase)
Off Season Robotics Event
TBD

October 4, 2019   SkillsUSA Champions Rally
Georgia National Fairgrounds, Perry

October 7, 2019   TSA Technology Rally
Georgia National Fairgrounds, Perry

October 9, 2019   FCCLA Fall Rally
Georgia National Fairgrounds, Perry

October 9, 2019   CTI Fall Rally
Georgia National Fairgrounds, Perry

October 10, 2019   FBLA Fall Motivational Rally
Georgia National Fairgrounds, Perry

October 11, 2019   HOSA Fall Leadership Rally
Georgia National Fairgrounds, Perry

October 11, 2019   DECA Fall Rally

Georgia National Fairgrounds, Perry

October 17-18, 2019   DECA Fall Leadership Development Conference
                       Renaissance Waverly, Atlanta

October 29-30, 2019   SkillsUSA 2RE Fall Leadership Conference
                       TBA

November 5-6, 2019   FCCLA Fall Leadership Conference
                       Georgia FFA-FCCLA Center, Covington

November 6-7, 2019   FCCLA Fall Leadership Conference
                       Camp John Hope, Fort Valley

November 7-8, 2019   HOSA Fall Leadership Conference
                       Omni, Atlanta

November 8-10, 2019   TSA Fall Leadercon
                       Jekyll Island Convention Center, Jekyll Island

November 13-14, 2019   FBLA Fall Leadership Conference
                       Classic Center, Athens

November 15-17, 2019   FBLA National Fall Leadership Conference
                       Denver, CO

November 21-22, 2019   Fall CTI Work Readiness & Leadership Conference
                       Great Wolf Lodge, LaGrange

November 15-17, 2019   FCCLA National Fall Conference
                       Dallas, TX

November 15-17, 2019   DECA Power Trip
                       Washington, D.C.

November 22-25, 2019   FBLA BALCONY
                       New York City, New York

December 2-5, 2019   FBLA Region Skills & Online Testing

Nov. 5 – Dec. 11, 2018 DECA Region Testing

December 5-10, 2019   DECA Region Competition

December TBD, 2019   DECA New York Experience

December 2019-   SkillsUSA Region Competition – Region 3
January 2020   Atlanta Technical College

December 2019-   SkillsUSA Region Competition – Region 2
January 2020   North Georgia Technical College

December 6, 2019   SkillsUSA Region Competition – Region 1
                       Georgia Northwestern Technical College

December 6, 2019	SkillsUSA Region Competition – Region 4 Columbus Technical College
January 2020	HOSA State Qualification Testing
January 4, 2020	FIRST Robotics Competition Season Kick-Off Georgia Tech, Ferst Center, Atlanta
January 8-11, 2019	DECA Online Testing
January 8-31, 2020	FBLA Region Leadership Conferences Various locations across the state
January 9, 2020	SkillsUSA Region Testing Online
January 10, 2020	SkillsUSA Region Competition – Region 6 Oconee Fall Line Technical College
January 30, 2020	SkillsUSA Region Competition – Region 5 Southern Crescent Technical College
January 31, 2020	SkillsUSA Region Competition – Region 7 Southern Regional Technical College
January 31, 2020	SkillsUSA Region Competition – Region 8 Golden Isles Career Academy
January 30-Feb 1, 2020	DECA Career Development Conference Hyatt Regency, Atlanta
February TBD, 2020	DECA Sports & Entertainment Marketing Conference Orlando, FL
February 6-11, 2020	FBLA State Skills Testing
February 6-11, 2020	FBLA Middle Level State Online & Skills Testing
February 7, 2020	FCCLA Region STAR Events Region 5
February 15, 2020	FCCLA Region STAR Events Regions 1 and 9
February 10-13, 2020	FCCLA Day at the Capitol Georgia State Capitol Building, Atlanta
February 13, 2020	Georgia CTSO Legislative Expo Georgia State Capitol Building, Atlanta
February 15, 2020	Georgia FIRST Robotics Season Scrimmage Events Atlanta, Columbus, Albany, Marietta, Cumming
February 21-22, 2020	FBLA State Officer Candidate Qualifying

FFA-FCCLA Center, Covington

February 24, 2020   FBLA Middle Level State Leadership Conference
                          FFA-FCCLA Center, Covington

February 22, 2020   FCCLA Region STAR Events
                          Regions 2, 3, 4, 6, 7 and 8

February 28-   FBLA State Online Testing
March 6, 2020

February 29-   Georgia FIRST Robotics Gainesville Qualifier Event
March 1, 2020   Riverside Military Academy, Gainesville

March 5-6, 2020   HOSA State Leadership Conference
                          Marriott Marquis, Atlanta
March 7-9, 2020   HOSA State Officer Training
                          Marriott Marquis, Atlanta

March 6-7, 2020   Georgia FIRST Robotics Dalton Qualifier Event
                          Dalton Convention Center, Dalton

March 12-14, 2020   TSA State Leadership Conference
                          Classic Center, Athens

March 20-22, 2020   FCCLA State Leadership Conference
                          Hilton, Atlanta

March 12-14, 2020   SkillsUSA State Leadership and Skills Conference
                          Georgia World Congress Center, Atlanta

March 14-15, 2020   Georgia FIRST Robotics Forsyth Qualifier Event
                          Denmark High School, Alpharetta

March 20-22, 2020   FBLA State Leadership Conference
                          Hyatt Regency, Atlanta

March 20-21, 2020   Georgia FIRST Robotics Columbus Qualifier Event
                          Columbus State University, Columbus

March 27-28, 2020   Georgia FIRST Robotics Albany Qualifier Event
                          Albany Civic Center, Albany

April 2-4, 2020   Georgia FIRST Robotics State Championship Event
                          Mercer University, Macon

April 14-16, 2020   Spring CTI Work Readiness & Leadership Conference
                          Rock Eagle 4H Retreat Center, Eatonton

April 16-18, 2020   FIRST Robotics World Championship
                          George R. Brown Center & Minute Maid Park, Houston, TX

April 29- May 1, 2020   DECA International Development Conference
                          Nashville, TN

May 29-June 1, 2020 CTSO Summer Training
FFA FCCLA Center, Covington

June 19-22, 2020 HOSA International Leadership Conference
Houston, Texas

June 27-July 2, 2020 TSA National Conference
Nashville, TN

June 27-July 2, 2020 FBLA National Leadership Conference
Salt Lake City, Utah

July 5-9, 2020 FCCLA National Leadership Conference Washington, DC

Important CTAE Dates

3rd day of Month ....Extended Day Reports
10th day of Month .... Monthly Travel Expense
10th day of Month .... CTAE Newsletter Information
30th day of Month ....CTAE Depart. Chair/Content Lead Monthly Meeting Agenda & Sign-in Sheets
August 20th...CTAE Teacher Supply/Equipment Budgets Disseminated
August 26th..Deadline to update all profiles in CTAERN (All Teachers)
September .... New CTAE Teacher and GADOE Drive-In Teachers Conferences
September 6th ....Extended Day Award Letters Disseminated
September 9th ....Business/Advisory Board meeting dates due for October and February
September 9th .... 1st Semester Travel Requests Due
September 11th .... 1st Semester System-wide CTAE Meeting
September 13th ....All approved 1st Semester Trips/Travel Requests due in AS400/Infinite Campus
September 20th ....ICON 2019 (Formerly WBL Success Seminar)
September 21st.. Submission of Needs Assessment (All Teachers)
September 4th .... 1st Semester EOPA Test Orders (CTAE Sups/Dept. Chairs)
October 4th.. 1st Semester EOPA Orders Processed
October 14th... 1st Semester System-wide CTAE Professional Development
November 1st...Last Day for PCard Purchases (FACS Teachers)
November 4th..PCard Receipts Due (FACS Teachers)
December 2nd.. New CTAE Program Proposals (All Schools)
December 6th ....Submission of CTAE Inventory (All Teachers)
December 9th-13th ....First Semester Testing Window for EOPAs
January ....*Including Retest & Make-Up Testing Window for EOPAs*
January 10th.. All Trade & Industry Certifications & Licensures Due
January 21st-27th ....Accuplacer Testing
January 31st .... 2nd semester CTAE Purchase Orders due (Based on Funding)
February 3rd...Last Day for PCard Purchases (FACS Teachers)
February 5th...PCard Receipts Due (FACS Teachers)
February 12th ....2nd System-wide CTAE Meeting
February 19th ....2nd Semester EOPA Test Orders (CTAE Sups/Dept. Chairs)
March 6th ....2nd Semester EOPA Orders Processed
March/April ....CTAE/STEM Expo - College and Career Expo
March ....Renew GACTE Memberships
March 24th-31st .... Second Semester Testing Window for EOPAs
 ....*Including Retest & Make-Up Testing Window for EOPAs*
April..Work-Based Learning/YAP Data Reports Due
April.. CTAERN POW Annual Reports Due
April 13th ....Industry Certification Application (All Teachers)
April 17th .... All Industry Certification Funds Must Be Expended
April 24th ....Last Day for PCard Purchases (MS FACS & HS Culinary Arts Teachers)
May 1st ....PCard Receipts Due (MS FACS & HS Culinary Arts Teachers)
May 8th ....CTAE Achievement Ceremony
May 12th ....Final Submission of CTAE Inventory (All Teachers)

NOTE: May 12th includes securing and signing off on Chromebooks, digital cameras, scanners, etc. have been secured during summer break

Business/Advisory Board Meeting Dates for 2019-2020 must be held in the month of October 2019 and February 2020. Send electronic copies of meeting agenda, sign-in sheets and minutes to CTAE Office within three days after your Business/Advisory Board Meeting to Ms. Chillis.

The Guidance and Counseling Department will conduct career-related surveys in middle school using YouScience.

Governor's Honor Program

CTAE teachers are recommended to select CTAE students, prepare and encourage completion of the application and process for the Georgia Governor's Honors Program. The Georgia Governor's Honors Program is a residential summer program for gifted and talented high school students who will be rising juniors and seniors during the program. The program offers instruction that is significantly different from the typical high school classroom, and that is designed to provide students with academic, cultural, and social enrichment necessary to become the next generation of global critical thinkers, innovators, and leaders.

GHP is held in mid-summer (mid-June to mid-July) as a residential educational experience on a college or university campus. Students attend classes in the mornings and afternoons in specific areas of study, and they participate in a wide variety of social and instructional opportunities every evening. Meals and rooms are provided by the program with the only required/expected costs to the students being travel expenses to/from the interviews, a few basic school supplies, basics for their dorm rooms, and spending money as desired during the program.

Protocols to STEMulate the Culture
General Interest in STEM/STEAM?

School system administrators supporting schools interested in pursuing Science, Technology, Engineering, and Mathematics (STEM) or Science, Technology, Engineering, Arts and Mathematics (STEAM) Certification (school or program) should consider the following protocols to assess their readiness to submit an application to AdvancED and/or the Georgia Department of Education (GADOE).

Step 1: Initial Contact
A district level administrator (eboni.chillis@clayton.k12.ga.us) should contact AdvancEd STEM Office or Georgia STEM at the Georgia Department of Education (GADOE) to discuss the interested schools, the process protocols, and convening a meeting to discuss the STEM School/Program Certification process with district administrators.

Step 2: Convene District Administrators
The interested school district convenes the administrators of all schools for a presentation from the AdvancEd/GADOE regarding the STEM/STEAM School Certification process. This meeting should be held with the STEM Director/Coordinator (eboni.chillis@clayton.k12.ga.us - Interim).

Step 3: Assemble a STEM Team
The school district assembles a district level **STEM/STEAM Team** who will work with the interested schools and be the review team that informs the state of the progress of each school working on certification. This team should be comprised of district level math, science, instructional technology, and CTAE individuals. It is strongly recommended that the STEM Team visit at least one of the schools that have already received certification.

Step 4: Certified Schools Visit
It is strongly recommended that the schools that are working on certification send a team to visit at least one of the schools that have already received certification.

Step 5: Pre-Application Visit
When the district level STEM Team feels a school is ready for certification, they will contact the STEM Director/Coordinator to inform the state AdvancEd Certifiers or GADOE Representatives to schedule a pre-visit.

Step 6: Application Submission Readiness (see Resources). There are no costs for STEM/STEAM Certification.

Step 7: STEM Visitation Team
Once the application has been submitted and accepted, AdvancEd/GADOE will assemble a STEM Visitation Team who will schedule the date for a site visit to confirm that the school has met the criteria for certification. The STEM Director/Coordinator will work directly with school sites for a successfully STEM/STEAM certification process.

Step 8: Visitation Discussion
After the visit, the state visitation team meets to discuss the school application and compare it with the observations made during the visit and will make a decision as to whether the certification criteria have been met – STEM School/Program Certification!

Step 9: STEM Certification
AdvancEd/GADOE will contact the school principal to let them know if certification will be awarded. AdvancEd/GADOE and the school will work together to determine the press release and designation banner/certificate.

Step 10: Revisit
The school will be revisited every five years to determine if they will continue to hold the STEM/STEAM Certification status.

CTAE Acronyms
Alphabet Soup
Understanding CTAE Acronyms

A

- ABC – Associated Builders and Contractors
- ACTE – Association for Career and Technical Education
- AECA -
- AGC – Associated General Contractors
- ARC – Atlanta Regional Commission
- ACCUPLACER – Technical college entrance exam

B

- BRIDGE – Building Resourceful Individuals to Develop Georgia's Economy

C

- CCMC – Clayton County Ministers Conference
- CCRPI – College and Career Ready Performance Index
- CBO – Community Business Organization
- CCPS – Clayton County Public Schools
- CCRPI – College and Career Ready Performance Index
- CDHS – Charles Drew High School
- CEFGA – Construction Education Foundation of Georgia
- COOP – Cooperative Education
- CRCT – Criterion-Referenced Competency Test
- CTAE – Career Technical & Agricultural Education
- CTAERN – Career Technical & Agricultural Resource Network
- CTAERN.org –
    - The CTAE Resource Network is a statewide organization supporting Career, Technical, and Agricultural Education initiatives in Georgia's public school
- CTAE Industry Certification -
    - When a program became industry certified, it received a "stamp of excellence", which represents the apex of program quality. Only those programs that have successfully undergone rigorous reviews by leaders from business and industry are recognized with this distinction.
- CTSO – Career and Technical Student Organization

D

- DECA – Distributive Education Clubs of America
    - DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management.
- DJJ – Department of Juvenile Justice (Georgia)
- DE – Dual enrollment

E

- ECP – Education and Career Partnership
- EOCT – End of Course Test
- EOPA – End of Pathway Assessments
  - EOPA test-taker – A student who has completed three sequential/required courses in a career pathway and sat for an industry recognized exam to gain industry credentials or test results that prove competency in varied skills/trades; through test vendors such as: *NOCTI, SkillsUSA, National Automotive Student Skills Standards Assessment.*
- ESD – Employability Skill Development
- ESEA – Elementary and Secondary Education Act
- Extended Day –
  - The extended day grant funded by the CTAE division of GaDOE is for work performed beyond the regular school by teachers in state-approved CTAE program areas. Pay for the extended day grant salary is based on the minimum hourly rate on the state approved 190-day base salary schedule.

    Full and Half Extended Day -
  - The minimum hourly rate is calculated as one hour per day based on an eight-hour workday. Teachers who work one hour beyond the school day for a 190-day school year receive "full extended day" pay whereas teachers working 95 hours per year receive "half extended day" pay. For simplicity the hours to be worked have been standardized into 20 hours per month for full extended day and 10 hours per month for half extended day.

F

- FACS – Family and Consumer Sciences
- FBLA-ϕΒΛ - Future Business Leaders of America-Phi Beta Lambda
- FCCLA – Family, Career and Community Leaders of America
- FFA – Future Farmers of America, Agriculture Education
- FPHS – Forest Park High School

G

- GAA – Georgia Alternate Assessment
- GAcollege411 – Free website helps Georgia students plan, apply, and pay for college.
- GaDOE – Georgia Department of Education
- GaDOL – Georgia Department of Labor
- GAIEF – Georgia Apartment Industry Education Foundation
- GACTE – Georgia Association for Career and Technical Education
- GCIS – Georgia Career Information System
- GEICC -
- GHSGT – Georgia High School Graduation Tests
- GHSWT – Georgia High School Writing Tests
- GKIDS – Georgia Kindergarten Inventory of Developing Skills
- GOWD – Governor's Office of Workforce Development
- GSFC – Georgia Student Finance Commission
- GUCA – Georgia Utility Contractors Association

H

- HOSA – Health Occupations Students of America

I

- IEC – Independent Electrical Contractors
- IDEA – Individuals with Disabilities Education Act

J

- JHS – Jonesboro High School

K

L

- LHS – Lovejoy High School

M

- MAG – Masonry Association of Georgia
- MCA – Mechanical Contractors Association
- MOU – Memorandum of Understanding
- Monthly Report -
  - By rule, the POW, Monthly Report and Annual Report for each teacher on extended day must be "maintained in the office of the vocational supervisor and/or vocational director."
- MMHS – Mundy's Mill High School
- MRW – Mike Rowe Works Foundation
- mikeroweWORKS – Mike Rowe Works
- MZHS – Mt. Zion High School

N

- NAEP – National Assessment of Education Progress
- NATP – Nurse Aide Training Program
- NCDG – National Career Development Guidelines
- NCHS – North Clayton High School
- NE – Nursing Essentials
- NTHA – National Technical Honor Association

O

P

- PAC – Performing Arts Center
- Perry – Perry Academy
- PLC - Professional Learning Center (Truett Cathy)

P continued…

- POW – Program of Work.
  - Outlines the activities to be performed beyond the school day. The POW exists as an extension of the teacher's profile on the CTAE Resource Network (CTAERN) website.
- PPACA – Patient Protection and Affordable Care Act

Q

R

- RHS – Riverdale High School

S

- SkillsUSA – Partnership of students, teachers and industry working together to ensure America has a skilled workforce.
- SBOE – State Board of Education

T

- TAA – Teachers as Advisors
- TABE – Test of Adult Basic Education
- TCC – Technical Certificate of Credit
- TEFGA – Transportation Education Foundation of Georgia
- TSA – Technology Student Association

U

- USDOE – United States Department of Education
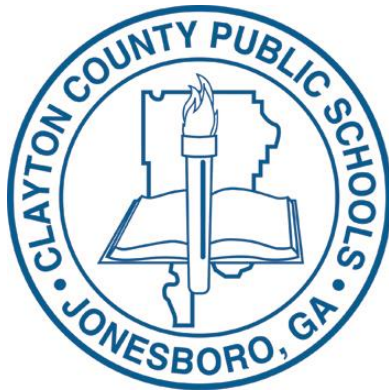- USGBC – United States Green Building Council

V

W

- WBL – Work Based Learning
- WI – Workforce Innovator
- WIA – Workforce Investment Act
- WIP – Workforce Incentive Plan
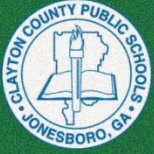- WIOA – Workforce Investment and Opportunity Act

X

Y

- YAP – Youth Apprenticeship Program

Z

Clayton County Public Schools
Career, Technical, & Agricultural Education

Clayton County Board of Education Members

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