

**2023 - 2024
CTE PLAYBOOK**

TABLE OF CONTENTS

Career & Technical Education District Information

| | |
|----------------------------------------|------|
| Vision | 4 |
| Mission | 4 |
| Staff | 4 |
| TEA | 6 |
| TEKS | 6 |
| HB5 | 6 |
| Chain of Command | 6-7 |
| Activity Funds | 7 |
| CTE Vehicles | 7 |
| Building Keys | 8 |
| Class Schedules | 8 |
| Department Meetings | 8-9 |
| Extra Duty Assignments | 9 |
| Fire Safety/Emergency Procedures | 9 |
| Fundraising | 9-10 |
| Grade Books and Grading | 10 |
| Student Eligibility | 10 |
| Lesson Plans | 10 |
| Professional Development | 10 |
| Parental Relations/Students Discipline | 11 |
| Program Activities | 11 |
| Work based learning | 11 |
| Training Plans | 12 |
| Extra Contract Days | 12 |
| Additional and Supplementary Pay | 12 |
| CTE Graduation Regalia | 12 |
| RGV LEAD Scholar Requirements | 12 |
| Guidelines for Award Jackets | 13 |

(CONTINUATION)

| | |
|------------------------------------------|----|
| Teacher Substitutes | 14 |
| Teacher Appraisal | 15 |
| CTE Administration Walkthroughs | 15 |
| Teacher Assignments | 15 |
| Student Learning Objective | 15 |
| Textbook Purchases and Needs Assessment | 16 |
| WBL Mileage Reimbursement | 16 |
| Student Travel Guidelines | 16 |
| Professional Development Out-of-District | 17 |
| Travel Procedures | 17 |
| Requisitions/Purchase Orders | 19 |
| H.E.B Requisitions | 20 |
| Budget | 20 |
| CTE School Bus Requisitions | 20 |
| Work Orders | 21 |
| Burglary/Vandalism/Loss Report Procedure | 21 |
| Inventory | 21 |
| Control and Security | 22 |
| Computer Repair Request | 22 |
| CTE Website | 23 |
| CTE PEIMS Procedures link | 23 |
| Additional Website Resources | 23 |

ABOUT CAREER & TECHNICAL EDUCATION

CTE Vision

McAllen CTE students are equipped with 21st Century technical skills that prepare them academically, socially, and emotionally for a highly competitive global economy while being inspired to be lifelong learners that contribute to workforce and community.

CTE Mission

The mission of McAllen ISD Career Technical Education Department is to cultivate the potential in all students by integrating rigorous academic instruction and leadership development with relevant work-based skills that lead to high wage, in-demand career and post-secondary opportunities.

McAllen ISD Vision

McAllen ISD vision is one that is a multicultural community in which students are enthusiastically and actively engaged in the learning process. Students demonstrate academic excellence in a safe, nurturing and challenging environment enhanced by technology and the contributions of the total community.

McAllen ISD Mission

The mission of the McAllen ISD District is to educate all students to become lifelong learners and productive citizens in a global society through a program of educational excellence utilizing technology and actively involving parents and the community.



McALLEN ISD CTE ADMINISTRATIVE STAFF

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The McAllen Independent School District prohibits discrimination, including harassment, against any employee/student on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District Policy and is prohibited. McAllen ISD is an equal opportunity provider. The following person has been designated to handle inquiries regarding this subject: John Cavazos, john.cavazos@mcallenisd.net, Director for Student Support Services, Title IX Coordinator (Students and Employees), 2200 Tamarack Ave. Portable 691, McAllen, TX - 78501 (956) 618-6031



TEXAS EDUCATION AGENCY (TEA)

The Texas Education Agency is the state agency that oversees primary and secondary public education. It is headed by the commissioner of education. The mission of TEA is to provide leadership, guidance and resources to help schools meet the educational needs of all students. You may locate information at <http://tea.texas.gov/>

TEXAS ESSENTIAL KNOWLEDGE AND SKILLS (TEKS)

Texas has adopted curriculum standards that are to be used in all the state's public schools. The current standards, which outline what students are to learn in each course or grade, are called **Texas Essential Knowledge and Skills (TEKS)**. The standards are adopted by the State Board of Education, after extensive input from educators and other stakeholders. The TEKS for Career & Technical Education are Chapter 127 and Chapter 130 found on the Texas Education Agency website. <http://tea.texas.gov/curriculum/teks/>

HOUSE BILL 5 (HB5)

83rd Regular Session of the Legislature passed HB 5 and became effective with the Governor's signature in June 2013. **House Bill 5 (HB5)** made substantial changes to the state's curriculum and graduation requirements, program, and accountability system.

CHAIN OF COMMAND

Chain of Command-Administrative

Because of the Career Technical Education program's specialized characteristics, it is organized under two distinct chains of command. The two chains of command are separate, complimentary systems. MISD organizational charts are available on the MISD website. The home campus Principal is the teacher's primary supervisor. The following area/items are mainly within the Principal's jurisdiction:

- Activity funds
- Building/room keys
- Class Scheduling
- Extra duty assignments
- Fire safety/emergency procedures
- Fundraising
- Grade books and grading
- Lesson plans
- Parent conferences
- Pep rallies
- PTA activities student discipline teacher appraisal
- Work orders (repairs - routine and emergency)



Chain of Command-Program

The program authority refers to the specialized chain of command within the Career Technical Education Department itself. The Director of Career Technical Education is primarily responsible for:

- Agreements
- Award jackets
- Bids
- Budget operations
- Class schedules (CTE)
- Coordination of Advisory Councils
- CTE Curriculum except lesson plans
- All CTE Teacher travel
- All CTE Student Travel
- CTE Inventory
- Recruitment of students
- Requests for equipment
- CTE Staff Development
- CTE teacher assignment
- Teacher procurement/recruitment
- Work orders (building improvements)

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

ACTIVITY FUNDS

Each campus operates an activity fund, the use of which is governed by TEA Bulletin 679, by MISD policy, and by campus policy.

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

Examples of funds deposited in activity account include monies collected from fundraising monies collected from students for bulk purchases such as T-shirts, candy and food sales

Items or services purchased with activity fund monies are to directly benefit the students that the program serves. Specific guidelines can be found in the MISD Activity Fund Procedures on the MISD website. Attend at least one campus based training on activity funds a year.

CTE VEHICLES

An additional set of Ag CTE vehicle keys should be kept at the CTE office at all times. The administration truck should have keys kept in the CTE office storage room while not in use.

BUILDING KEYS

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

CLASS SCHEDULES

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



In spite of the obstacles, MISD remains committed to a secondary Career Technical Education schedule with a strong teaching component and a structure that is vertically organized. Each staff member can contribute to the success of the program by adhering to this vital process.

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

June - CTE Counselors work collaboratively with Academic Counselors to ensure students meet all graduation requirements.

August -The CTE counselors and the Assistant Principal in charge of scheduling work together on scheduling all CTE courses. All CTE Trades and Industry courses must have a minimum of 12-15 students enrolled in each section due to safety. All other CTE courses will require minimum of 15-18 students per section.

DEPARTMENT MEETINGS

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

Personal campus visits, district email or TEAMS messages are some of our communication tools. Staff meetings of various types and levels are also necessary. Some of the more formal types are:

- a. Department chair meetings – twice a semester
- b. Teacher meetings – ongoing at campus during teacher conferences
- c. CTE Department Counselor Meetings – monthly or as needed

These meetings are published in district electronic Region I Professional Development system. In addition, formal meetings led by each department’s chair should occur monthly. These meetings can be brief. They should be scheduled for the year and should allow ample opportunity for dissemination of information as well as the sharing of information.

E-mail or messaging is an essential means of communication. They should be checked several times a day especially for teachers who are CTSO Sponsors or Department Heads.

EXTRA DUTY ASSIGNMENTS

Although Principals recognize the difficulties in assigning extra duty (bus duty, hall duty, cafeteria duty, etc.) to staff, there is no policy that exempts the CTE faculty from such duty. Where possible, it is in everyone’s interest for staff members to pull a reasonable share of such duties.

FIRE SAFETY/EMERGENCY PROCEDURES

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

FUNDRAISING

Fundraising projects involving Career Technical Education students must have the principal’s approval and should be scheduled at the beginning of the school year. Monies received must be receipted and deposited regularly in the activity fund, according to campus and district policy.

Some “do’s and don’ts”:

- Do secure parent volunteers to assist with collection.
- Do make daily deposits.
- Do insist on receipts from the school bookkeeper.
- Do keep accurate records.
- Don’t begin until you have identified needs and goals.
- Don’t use class time except when absolutely necessary.
- Don't use cash to purchase supplies.



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

1. Deposits for fundraising are made on a timely and regular basis.
2. Fundraising deposits should consist of cash and checks.
3. In general, checks should not have been written more than two weeks prior to deposit.
4. Fundraising should yield a reasonable profit. Most professional fundraising vendors' indicate that the organization should realize approximately 35% profit.
5. There should be a reasonable accounting of monies deposited as the result of sales.
6. Receipts shall be issued to students who make deposits.
7. Items sold to individuals shall include sales tax.
8. All transactions should be approved prior to purchase via a purchasing requisition at the campus. No reimbursements are allowed.

For a more detailed explanation of activity accounts please refer to the MISD Accounting Procedures Manual.

GRADE BOOKS AND GRADING

The Board approved grading policy is posted on the MISD website.

STUDENT ELIGIBILITY

Secondary Career Technical Education grading involves considerations regarding the "no-pass, no-play" rule. It is important to ensure that students who become ineligible are not placed in double jeopardy; that is, students should not receive grade grade penalties that are based in any way on eligibility restrictions.

LESSON PLANS

Principals establish lesson plan procedures at campuses.

PROFESSIONAL DEVELOPMENT

Each Career Technical Education teacher is authorized to attend the summer professional development conference on a case by case basis. The latest information can then be shared and implemented in the classroom.



PARENTAL RELATIONS/STUDENT DISCIPLINE

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

Suggestions:

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

PROGRAM ACTIVITIES

Career Technical Education teachers should see their campus Principal in early August in order to schedule activities. The campus Principal needs to have a list of contests or activities that includes dates and times. A copy of this list needs to be filed in the office of the CTE Director, also.

WORK-BASED LEARNING EXPERIENCES

Practicums are specific to a career cluster and combine classroom instruction with learning experiences in a laboratory setting or at an *approved training site*.

Resources for teachers to acquire a Certificate to be able to teach Practicums are as follows:

• *New Teacher Online Work-Based Learning Course Available as of 8/2015*

Online training for CTE work-based learning that meets the requirements of the Texas Teacher Assignment Rules

(TAC 19, Part 2, §231) for Career Preparation and Practicum teachers is now available. It can be accessed free of charge at: <http://www.TEAWBLTraining.org>. The training takes approximately 10 hours to complete and is divided into 12 sections covering laws, rules, and procedures related to work-based learning and safety. For additional information or assistance, email CTE@tamucc.edu.

Teachers who are assigned to work based learning sites qualify for coordinating periods. Coordinating periods are based on enrollment; 22-39 students one coordinating period, 4-59 two coordinating periods.

TRAINING PLANS

WBL Training Plans need to be submitted to the CTE office by October 13, 2023. (date subject to change)

EXTRA CONTRACT DAYS

Teachers with extended contracts will need to submit documentation on duties that will be completed during the extra days worked. The documentation is due by May 10, 2024. (date subject to change)

ADDITIONAL AND SUPPLEMENTARY DUTY PAY

Stipends are only available for teachers who are CTSO Sponsors and Co-Sponsors. Stipend Form needs to be completed and turned in to Administration no later than April 26, 2024 (date subject to change) It is the CTSO Sponsor's responsibility to turn in all the required documentation by the due date. If the CTSO Sponsors has some pending travel that has not been cleared, it may result in partial payment of the stipend. Some CTSO Sponsors will qualify for a Co-Sponsor.

CTE GRADUATION REGALIA

CTE Stole requirements

For Class of 2023-2024:

- Maintain 85 cumulative average or higher in all CTE courses.
- Obtain a minimum of one license/certification from state approved list or earn a passing grade for at least two articulated CTE courses with a yearly average of 80 or better.
- Be an active member of CTSO for a minimum of one year.
- Complete a minimum of 15 hours in CTE community service.

For Class of 2025 and Beyond:

- Maintain 85 average or higher in all CTE courses.
- Obtain a minimum two license/certification from state approved list or earn a passing grade for at least two articulated CTE courses with a yearly average of 80 or above.
- Be an active member of CTSO for a minimum of two years.
- Complete a minimum of 15 hours in CTE community service within a two-year period.

RGV LEAD Scholar Requirements

- Complete all courses required for the Foundation High School Program.
- Complete at least one endorsement from a CTE option.
- Earn an industry-based certificate or license through the selected CTE option or earn a passing grade for at least two college-level courses through the selected CTE option
- Complete a declaration of intent to be an RGV LEAD Scholar.

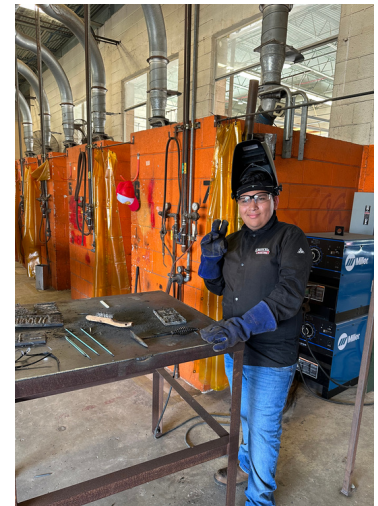
Guidelines for Career Technical Education Jackets (Effective Fall 2021)



CTE Student will be allowed to apply for a jacket if the following criteria have been met:

- A senior or junior enrolled in a CTE course.
- Be an active member of a CTSO, Career Technical Student Organization that includes BPA, DECA, FCCLA, FFA, FIRST, HOSA, SKILLS USA, and TXPSTA. Examples of active participation: fundraising, 15 hour minimum in said CTSO.
- Completed three (3) credits of (CTE) courses in the same program of study, to include currently enrolled CTE courses.
- CTE student applicant is responsible for getting the verification signature from each of his /her teacher or CTE Counselor and be recommended by the advisor/sponsor.
- Compete in and attend CTE club competition which is sponsored by the state organization. The student must have competed in at least one event during club membership, and/or be an elected officer.
- Participate in a project to promote CTE such as career. The project must be a minimum of two-hours. Total time can be accumulated from more than one activity.
- University Interscholastic League (UIL) rules state that only one jacket may be awarded per students through student's high school career. CTE will only pay for the awarded jacket. Any patches or embroideries must be paid by the student.

Rev. 11/11/2021



TEACHER SUBSTITUTES FOR CTE AUTHORIZED SCHOOL BUSINESS (ONLY)

- a) Submit a Sub Request Form through the CTE Director for approval. See form on CTE website under staff resources tab.
- b) Each staff will develop and publish contingency plans for substitute teacher.
- c) A set of keys will be placed at all high schools and middle school campuses. The administrator at the campus will be able to assist in this area.
- d) When a substitute teacher is utilized for only a portion of the day in the classroom, the teacher can be utilized in the CTE Department as needed.

e) Directions for calling in a substitute teacher below:

1.The district *absence* needs to be recorded thru the Skyward Business (Employee Access - Time Off) found in MYAPPS.

2.It is also important to communicate absences to the department head.

3)The Career Technical Education Director shall be advised when a CTE teacher is out for an extended period of time.

TEACHER APPRAISAL

Career Technical Education Teachers' primary supervisor is the campus Principals. At the request of the CTE teacher or the Principal, CTE Administration can assist in providing instructional support.

CTE ADMINISTRATION WALKTHROUGHS

Routine walk-through evaluations will be conducted. The purpose of the CTE Administration walk through evaluations are to determine competence, evaluate district CTE course alignment, assess strengths, provide support, and assure continued growth through differential experiences. These evaluations ensure that all staff contributes to the achievement of the district's mission and CTE goals. All participants in the process shall exhibit positive, progressive attitudes, and demonstrate a responsibility and willingness to grow. Walk-through evaluation recommendations will be supplied to campus administration.

TEACHER ASSIGNMENTS

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

STUDENT LEARNING OBJECTIVE (SLO) GOAL PROCESS

Teacher providing professional license and certification opportunities in their courses will be provided with a Student Learning Objective Action Plan template in late September of each school year. Teacher will analyze student data to include EOC scores and student demographic information in order to create an action plan that will list steps they will take to

assist students to successfully pass license and or certification exam. In addition, teacher will project the percentage of students that will take and pass license and or certification exams and will document and submit projections to assigned CTE Coordinator.

Teachers will continuously monitor student growth and will resubmit SLO Action Plan in February of each school year with updated projection numbers for students who will take and pass license and or certification exams.

Licenses and certifications are part of state, federal and local accountability to include local performance .

NOTE: The CTE Department will not fund or reimburse for re-testing of students.

TEXTBOOK PURCHASES AND NEEDS ASSESSMENT

CTE Textbooks are purchased when the state goes through a State book Proclamation or as needed when licenses or certificates are updated.

All CTE Teachers and CTE Counselors are required to turn-in a Needs Assessment Form. The Needs Assessment is a valuable tool used to plan the budget for the upcoming school year. This tool is used to evaluate purchases on textbook, consumables, non-consumables and staff development according to State and Federal Guidelines. Approved purchases are based on allowable and non-allowable state and federal guideline requirements. Local, state and federal Career Technical Education Program requirements are aligned to CTE Vision and Mission.

WBL (WORK-BASED LEARNING) MILEAGE REIMBURSEMENT

Career Technical Education teachers may be paid a travel allowance to compensate for expenses incurred while driving between campus and employers during the school day. The travel allowance needs to be approved before paperwork is submitted and must be turned in on a monthly basis. The current rate for mileage as of January 2023 is \$ 0.655 per mile. The completed form needs to be accompanied with a signed travel form from school principal as well as teacher.

Travel Student Guidelines and Forms—Please access from the CTE website. We recommend that all CTSO Sponsors become familiar with the travel forms and start completing the forms at least four to six weeks prior to event date.

STUDENT TRAVEL GUIDELINES FOR 2023-24 (all forms found in CTE website)

- 1.CTSO Membership Dues will be paid with CTE funds 2023-24 school year. Provide copy of invoice to CTE Office staff via email.
- 2.Student registration for District, or for first level of competition, will be paid with CTE funds. Meals, hotel, and transportation will continue to be paid with CTE funds.
3. Student registration for Leadership Annual Conferences will only be paid for the CTSO officers.

4. Student(s) have to be physically present at all competition events. Only competitive events will qualify to attend state competitions, students who have projects only will not qualify to attend.
5. CTE Department will need winner's documentation from CTSO's respective organization with information on the event and the student(s) name, on or before Sponsor is provided with the check for meals, hotel, and transportation expenses. This will confirm authenticity of CTSO event.
6. CTE Department will only be able pay for qualifying events where there is a progressive level of competition. For example, events where students are not required to be present until the State or National level do not qualify for payment from CTE funds.
7. Advisors have to accompany their students to all CTSO events. If prior arrangements have not been made and approved by CTE Director, CTE students will not be able to participate in the competition. For example, students will not be allowed on the bus without their advisor if prior arrangements were not made.
8. CTSO guidelines from respective CTSO will need to be turned to the CTE administration office.
9. For student eligibility all CTE organizations must follow U.I.L. guidelines.
10. All schools must travel together and coordinate all CTSO events whenever possible to minimize expenses.
11. The student/sponsor ratio is ten students to one Sponsor.

PROFESSIONAL DEVELOPMENT OUT OF DISTRICT TRAVEL

Career Technical Education funds may be used to support travel for in-service training and workshops on the integration of curriculum for both CTE and academic teachers who are providing instruction to students. All expenses incurred for professional development are paid on a reimbursement basis except hotel and registration.

Please refer to document: [Staff Travel Steps](#)

TRAVEL PROCEDURES

All travel must be submitted at least four weeks before travel date for approval. Adhere to the check writing schedule for 2023-24 posted on CTE website. Completed MISD Travel Form must be turned in to the CTE office. Please refer to district-travel guidelines: [Travel Guidelines, May 2023](#)

Must have the following documents when turning in travel:

- Agenda/ invitation.
- Time & date of departure and arrival.
- A list of students/sponsors attending.
- Registration document with detailed pricing.
- Hotel quotes with prices. The CTE Department will assess the most cost-effective method of travel.

- Hotel room assignment list
- Air travel quotes w/prices.
- Gas money estimate.
- Shuttle quotes from airport to hotel if flying out of town.
- Car rental.
- Uber- printouts of individual route maps, required.

Meal Schedule:

- Breakfast: must depart before 6:00AM
- Lunch: must depart before 12:00 PM
- Dinner: must return after 7:00 PM



Mileage:

When private automobiles are used, mileage will be paid for the shortest route between points traveled at the rate of \$0.655 cents per mile. Amount not to exceed airline ticket price of average coach fare.

Return documents must include the following:

All original receipts and documentation for travel must be submitted within 3 business days of return date.

- Signed Meal Allocation Form by all students/ sponsors/ bus driver who attended.
- Registration paid in advance needs to be communicated before the travel process is initiated.
- Detailed hotel receipt.
- Car rental invoice.
- Any remaining monies. Exact amount - CTE Office does not maintain petty cash.
- Original gas receipts w/amount per gallon/ type of gas (itemized receipt).
- Any receipts for parking.
- Airline baggage receipt(s).

Failure to return receipts for advanced expenses such as receipts for luggage fees, gas and parking will result in staff member having to return money to CTE office.

Seeking reimbursement for expenses such as luggage fees, gas and parking will be justified only with original receipts and approval from CTE Director prior to travel. Failure to do so will result in staff member responsible for submitting a CAF (Corrective Action Form) to the CTE Office for process. Please adheres to the travel procedures and turn in all documentation for student travel as requested to the CTE Administration Office. If you deviate form the procedures, CTSO advisors compromise partial or full payment for Stipend (Stipend Forms are posted in the CTE website)

Regarding student travel, a McAllen ISD credit card will be issued under the name of the designated CTSO Sponsor. A MISD card will be released to teacher a few days prior to travel once the funds are loaded into the credit card.

REQUISITONS/ PURCHASE ORDERS

- CTE purchases are made from two sources: Needs Assessment Form submitted by teacher in the spring and Teacher Allocation by the teacher based on budget provided in August.
- All requisitions must be placed at least four weeks prior to date needed.
- Awarded vendors must be used.

Official quotes from vendor must be turned in electronically and must include the following information provided by vendor. Please do not send them through interoffice mail.

- Reference cooperative agreement contract number
- Item numbers
- Descriptions
- Quantity
- Shipping and handling charges
- Extended totals
- No state sales tax on quote

Please communicate receipt of items through email. It is important this information be communicated as soon as items are received. E-mail sent by the CTE teacher will be the form of documentation.

Partial shipments/deliveries must also be communicated to the CTE department through email.



H-E-B REQUISITIONS

- Submit Open PO Request Form one month prior to month of purchase.
- Teacher must submit and obtain approval in advance for all purchases for requested month. Must submit an approximate list of ingredients/menus according to projected classroom activities.
- Do not exceed amount allocated for the month on your requisition.
- Submit all receipts for the month at the same time (frozen MISD account will result with any late receipts)
- Do not purchase any items for the month after the last day (ie: month of purchase September. Do not make purchases after September 30 or it will go against your next month's allocations)
- All HEB receipts from day 1 to day 30 of the month are due in the CTE office no later than the 3rd day of the following month.

BUDGET

The Career Technical Education Department, through its account holders, maintains a centralized budget in support of the Career Technical Education programs. All budget accounts are serviced directly by the Director of Career Technical Education. State Funds are generated through CTE enrollment and student attendance. To operate a financially sound organization, salaries should not exceed 80 percent of the total allocated budget. The CTE Director monitors and works collaboratively with the MISD Chief Accountant on an ongoing basis to ensure that a healthy budget is maintained. The remainder 20% of the CTE State allotment is used for travel, consumables, textbooks, repairs, training, student tuition, and any other operational expense.

Perkins V Grant are federal funds that support state approved programs of study that meet in-demand, high-wage jobs that is based on regional workforce data. McAllen ISD has allocated Perkin V funds on salaries, professional development, capital outlay, and general supplies such as digital e-books, software, dual enrollment textbooks and equipment. All items purchased with federal funds must have been included in the prior year's Needs Assessment and/or Curriculum Map and adhere to the allowable and non-allowable guidelines, six required uses.

Teacher annual allocation can be expended on: items on needs assessment that were approved, consumable supplies, safety gear, dry cleaning of CTSO jackets, and student membership. CTSO Sponsors should evaluate students who will be active participants. Criteria for CTSO that determine active participation are; leadership, community service, attending meetings, and competition. Student must be active in three of the four categories.

Both state and federal CTE funds must meet the six require uses: state approved programs of study that professional development, career exploration and career development, high-skill, high-wage ,in-demand occupations, integration of academic skills in programs of study, evaluation of Perkins V funds and CLNA, and support program of study integration.

CTE SCHOOL BUS REQUISITONS

School Bus Requisition is required in advance of a trip. Forms are available on our CTE website under the staff resources tab. All CTE sponsored trips require approval from CTE Director. The Transportation Department must be notified on trip changes by emailing the Bus Change Request Template directly to Transportation Staff . CTE Office will be responsible for trip changes.

All CTSOs from the same program must coordinate and submit only one bus requisition per event, if possible.

WORK ORDERS

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

Emergency work orders (i.e.: air conditioner failure, electrical problems, etc.) should be addressed to campus administration.

Work orders for building improvements (i.e.: requests for shelving) and requests for transfer of equipment from one location to another, either temporary or permanent, should be submitted to designated campus staff. You may email your technology related requests to CTE Fixed Assets Clerk.

BURGLARY/VANDALISM/LOSS REPORT PROCEDURES

1. Burglaries, vandalism or break-ins must be reported to the MISD PD as soon as they are discovered.
2. It shall be the responsibility of the Principal or their designee to deal with all instances of burglaries (break-ins), vandalism and theft.
3. The Principal or their designee shall contact the McAllen ISD Police Department at (956) 928-8990 and file a police report and forward copy of police report to CTE Administration Office at (956) 632-5181.
4. The person filing the report shall obtain a case number and report the losses on an Add/Transfer/Disposal Form to Fixed Assets/Warehouse Services (Central Warehouse).
5. Instructions for filling out the form are found in the section titled District Property Disposal or contact CTE Fixed Assets Clerk for assistance.
6. Once the property has been identified, the McAllen ISD Police Department will enter it into a criminal database system.
7. If the items are identified as stolen by other law enforcement agencies, the equipment may be recovered and the individual(s) responsible for the burglary may be apprehended and charges filed.
8. Identifying stolen property on the Add/Transfer/Disposal Form is very important particularly for equipment with serial numbers such as, computers, printers, etc

INVENTORY

All CTE Staff is responsible for all inventory that is in their classroom to include textbooks, technology equipment, truck, capital outlay equipment, furniture, robotics equipment and supplies, consumable and non-consumable supplies, and any other instructional materials that were purchased for the operation of the classroom or office.

Fixed Assets Clerk will be conducting a thorough inventory of CTE assets at least once every two years. It is important that all merchandise purchased with CTE funds be tagged and labeled appropriately. For more information contact CTE Administration Office.

An annual inventory of goods purchased from local, state and federal funds is part of McAllen ISD District Policy.

CONTROL AND SECURITY

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

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

Use appropriate documentation all the time.

Do not put keys in the hands of students.

Do not leave classroom and offices unlocked unless you are in the classroom.

Do not allow students to congregate around open storage areas at any time of the day; before, school, during lunch, or after school.



COMPUTER REPAIR REQUEST

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

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

- 1) Campus and room number
- 2) Machine number - this can be AV number or number on the machine
- 3) Brief description of the problem.



This information is valuable to the technician especially if the teacher is not available when the technician arrives.

*All requests must be provided in writing.

[CTE WEBSITE LINK](#)

<https://www.mcallenisd.org/page/career-technical-education>

[CTE STAFF RESOURCES LINK](#)

<https://www.mcallenisd.org/documents/academics/career-technical-education/staff-resources/144416>

[ADDITIONAL WEBSITE RESOURCES](#)

The following curriculum centers offer Career & Technical Education updated information for CTE teachers, counselors and administration.

| | |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Texas CTE Resource Center | https://txcte.org/ |
| Region 1 | http://www.esc1.net/ |
| Association for Career & Technical Education (ACTE) | http://www.acteonline.org |
| Career & Technology Association of Texas | http://www.ctat.org/ https://txcte.org/resource/2017-2018-tea-cte-master-course-list-tsds-peims-codes |
| TEA Master Course List | https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education |
| TEA Career Clusters | https://txcte.org/binder/career-cluster-pages |
| TEA Career Technical Education website | https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education |

2112 N. Main, Office E3• McAllen TX 78501
Telephone: (956) 632-5181 or (956) 632-5182

