

Update #29

September, 2003

Adult, Career and Technical Education (ACT)

Manatee County School District

ACT Back-To-School Kick-Off Breaks All Records:

We would like to thank each of you who returned to work one day early to attend our annual ACT Back-To-School Kick-Off (Update #28) Meeting and Luncheon. It was a long and productive day which was filled with great information and networking opportunities for all Career and Technical education teachers. We also were one of the few districts in Florida to have almost all of the program area DOE State Supervisors participate in our meeting. We had record-breaking participation - 96% of our secondary ACT teachers attending and almost 100 of our MTI postsecondary teachers and staff attending. Please mark your calendars for next year's meeting, which will be held August 2nd, 2004. Our goal is to have 100% of all Adult, Career and Technical Education teachers and staff in attendance at the 2004 meeting.

CTSO Leadership School Rocketing Forward:

Manatee County CTSO Advisors plan to bring your CTSO student officers to our second annual CTSO Leadership School on Saturday October 4th from 8:00 a.m. -12:00 p.m. at Southeast High School. This event promises to be the perfect forum for students to learn about leadership, communication, parliamentary procedure, teamwork and goal setting. A keynote speaker in the auditorium will begin the general session motivating students to strive for excellence as they make plans for their 2003-04 school year of events. Students will then attend rotations of breakout sessions, each centered on one of the key elements. The event will come to a close with students reporting back to the auditorium for the spirit award. It would be great to have 100% participation from all CTSO's district wide so make your plans now! As with all other official out of school CTSO events, advisors will be paid at the non-contracted rate for their participation.

High School & MTI Department Chair Meeting:

Our first high school department chair meeting will be held on September 23, 2003 at MTI (main campus) in the faculty dining room from 2:50 p.m.-3:50 p.m. This year MTI department chairs will also join forces closing that missing gap between the technical center and our high schools. We have asked department chairs to meet with their teachers and make note of bumpy areas the teachers experienced at the beginning of this school year, then write down both the problem areas and possible solutions to those areas. A "Bright Idea Light Bulb" was sent to each department chair. Each school has been asked to bring to the meeting their completed lists. This activity will be used as a means of working with each school in finding solutions to obstacles facing ACT teachers at the beginning of school. It is our goal to work hand-in-hand to move the ACT programs forward.

Tech Prep Moving Forward:

This is going to be an exciting year for Tech Prep. We start the school year with a small increase in funding and over 30 articulation agreements that affect 154 programs of study in Manatee and Sarasota counties. Tech Prep serves more than 10,000 students in the two counties, and last year over 500 Manatee County students completed a Tech Prep program of study. Tech Prep is a great opportunity for high school students to earn college or technical school credit for the career and technical electives that complete a program. For more information or to schedule Kelli Kennedy for a presentation please e-mail or call 708-8770 x 2233.

ACT Mini Grant Funding Opportunities:

For the first time in history the ACT department is offering teachers the opportunity to write a mini grant and receive funding for up to \$2,500.00 during the first semester of the 2003-04 school year! The funds could be used for a wide variety of initiatives that would help to move the programs forward. An individual teacher may submit a grant or a group of teachers may work together to complete a submission. Two due dates have been identified with the first being November 3, 2003 and the second, February 2, 2004. The Adult, Career and Technical Education Department Application for ACT Mini Grant Funding for curriculum development can be found in the 3rd Annual ACT Back-To-School Kick-Off notebook. Plan today and complete the needed steps to meet the first deadline date. Approval letters will be sent out for our first round on November 4, 2003.

2003-04 Academies Flying High:

Academy teachers and school administrators worked feverishly over the summer making certain that those students expressing a desire to join the academy forces were indeed made academy students for the 03-04 school year. The challenges are too numerous to count when it comes to scheduling academy students within a high school. Then add to the mix a brand new district wide computer-scheduling program! Wow! Both BHS and PHS have been successful in the formation of three new academies this school year. Congratulations to BHS and PHS for their 2002-03 administrative commitment and commitment to a year of staff development prior to this year's implementation of their academies. Academy teachers at both schools have worked hard in the areas of integrated curriculum, scheduling, common planning, formation of advisory committees, student recruitment, career focused activities, development of a Program of Study with the identification of industry standards, articulation, the identification of work-based learning sites, capstone activities (portfolio) and marketing the academies. It has only been through the dedication of these individuals that the groundwork was completed, which will lead to smooth sailing this year. All academy teachers and their administration will take part in a two-day staff development training September 12-13, 2003 at MTI East. Mark Thompson, of Stetson University, will facilitate the training entitled "Conferencing Skills for Mentors & Coaches". Teachers will be given the opportunity to receive in-service points and be paid to attend on Saturday. Teachers are encouraged to follow-up with Mark with any concerns they may have overcoming hurdles with their academies this first month of school.

2002-03 Expenditure Sheets On Track:

At our August 4th Kick Off each secondary ACT teacher received a printout of his or her 02-03 Adult, Career and Technical Education Expenditures. If you've not reviewed this summary of expenditures and returned an initialed copy to the ACT department, please do so by September 10, 2003. Please make any corrections needed or simply initial at the bottom next to the grand total amount and send a copy to the ACT Department.

2003-04 OJT Programs Strive For Excellence:

Our 2003-04 "*Preparing Our Students for a Global Economy*" OJT Teachers Manual along with the State of Florida Application for Employment Certificate and Training Agreement for Cooperative Education Students, Manatee County Site Training Agreement, and Manatee County OJT attendance and time cards have been distributed to all secondary OJT teachers as well as to Brigit Stockner of Special Programs and Diane Roberts of Exceptional Student Education. It is the goal of the ACT Department for each and every OJT student to have the proper paperwork on file with the teacher and district office to ensure successful OJT implementation this school year. Each OJT teacher will submit to the secondary vocational program specialist a roster listing student name, employer name, employer address, contact person, a telephone number and the identification of job duties (example: receptionist in law office) on or before September 15, 2003. It is the expectation of the ACT office that every OJT student will be visited at the worksite once every grading period. Teachers are to document their visits. Every OJT teacher will have a folder for each student containing required documentation. Charter schools will be visited on an as-needed basis to receive their materials. It is imperative that the appropriate DOE Curriculum Frameworks be followed to the letter concerning OJT programs. Thank you for your efforts to make Manatee County the best county for Career and Technical Education in the State.

TSA News You Can Use:

We are pleased to announce that our Manatee County students from Haile, Harlee, King, and Sugg Middle Schools along with students from Bayshore, Lakewood Ranch, Palmetto and Manatee High Schools did an outstanding job at the 25th National Conference of the Technology Student Association (TSA). This is the second year in history that the Manatee County School District has competed at Nationals. Students had to win at the State Competitions in April in order to attend this year's TSA National Conference. It was the highlight of the school year activities in the study of all sorts and types of technology. As the bus pulled up and excited students jumped out and ran over to their parents and family members you could see the excitement in their faces, the looks of pride, self-esteem and accomplishment whether they placed first or not, the excitement was the same for all students for they were a part of something that was bigger than them, something really special that will last a lifetime in their memories. Our brilliant local middle school and high school students competed in dozens of different events with 17 students placing in one or more events. We have already had 2003-04 membership applications sent to TSA for 100% of our MS and HS programs in Manatee County. This is going to be another landmark year for Manatee County TSA !!!

Requests for Consumable Supply Funding Approaching Fast:

The ACT Office has made available to teachers the opportunity to receive additional consumable supply funding over and above the funding from this Department for the principal's match for this year (the paperwork is due September 15, 2003 for the match). Teachers will find in their ACT Notebooks a section outlining consumable supply funding. To receive this additional funding teachers are required to submit (on or before January 20, 2004; an additional opportunity will be available on or before June 20, 2004) documentation of 10 areas of achievement, which will convert to funding for the program. A maximum number of points have been assigned to each component allowing teachers to receive thousands of dollars for their programs. Remember, this is not required; this is a voluntary means making it possible for teachers to increase their consumable supply funding, thus providing for students a more relevant curriculum. Notebooks with adequate materials will be distributed to all high school department chairs at the September 23rd department chair meeting. Middle school department chairs will receive the notebook through the courier that same day. Trish will meet with middle school department chairs to go over the Request for Consumable Supplies Funding Checklist to answer questions. It is a lot of work! The ACT Office feels strongly that we must raise the bar and provide a relevant and rigorous curriculum to the students of Manatee County.

Palmetto High School Academy Teachers Jump On Board With Excitement!

Palmetto High School has both the Early Childhood Education (ECE) Academy and the Agriscience and Natural Resources academy in full swing this year. The recruitment and application procedure, along with a complex scheduling system have allowed PHS to successfully identify their students. Many of the academy teachers attended workshops and the summer Model Schools Conference and are planning on attending the upcoming academy training set for September 12-13. With a few last minute changes in staff, the new academy teachers have jumped on board and are eager to be involved. There is a great sense of teamwork within both academies! There have been forty-three sections of courses designated for academy students at PHS! Sections include: English 1-3, Applied Communication, Algebra IA, IB, Geometry, Geography, World History, American History, Earth Space Science, Physical Science, and Biology. Of these forty-three sections, thirty-three have between 75-100% pure academy students enrolled. The academy teachers at PHS (16) have 4th period common planning allowing them the opportunity to meet each day to plan and develop projects and lessons. The Agriscience academy is currently working with math and science for Term I, and the Early Childhood Academy is working with social studies and English Term II. The goal for PHS academy students is to complete a minimum of three courses within a program and have opportunities for on-the-job training and internships as well as benefit from a 3-hour job shadowing experience. Students will have the opportunity to earn a *Certificate of Mastery* for achieving skills and will all create a portfolio to reflect their work. Once the portfolios and hands-on projects have begun, the PHS website will proudly display them. Both academies have active advisory councils established and have had initial meetings this year. The next meeting for the ECE Advisory Council will take place September 18th at 6:30 p.m. and October 2nd is the slated date for the Agriscience Advisory Council. There will be an Open House for the Agriscience academy on October 10th from 4:40-5:30. A BBQ dinner fundraiser will follow. The Early Childhood Education Academy is planning their Open House in conjunction with Back-to-School Night on September 25, 2003.

Programs in Practice:

The ACT Department is pleased to be able to offer (for the third year) each Career and Technical education teacher the opportunity to spend two days visiting other programs in your content area. We will provide the funds for substitute teachers and travel expenses through our Perkins Grant! All you have to do is be willing to go and learn! Opportunity #1- Local/ Within District - Half of the day will be spent visiting a program that articulates with your program. The other half of the day will be spent with postsecondary instructors and to see the program opportunities available to students who continue their career and technical training in our region. Opportunity #2 – Statewide - The day will be spent visiting an exemplary program similar to yours in another school district in Florida. You will take a digital camera with you and record what you learn about the program you visit. Then share digital pictures and a brief summary of what you have learned via e-mail with other similar content-area teachers here in Manatee County. You can find more information that will help you get started in your ACT notebook.

BHS Business Communications Academy Takes Off Toward Level 3 Attainment:

The BHS academy teachers greeted students with a welcome and presentation in the auditorium featuring business leaders from the Suncoast Workforce Board. In the form of a panel discussion and question/answer period, Mr. Mike Tullio (an English academy teacher) led students in a relevant session in the areas of setting goals, having a positive attitude, and striving for success. Over ninety junior and senior academy students share the same business, English, math and social studies teachers, providing a school-within-a-school setting for juniors and seniors with interesting real-world experiences directly linked to education in the field of business. Principal David Underhill and his administration are committed to this concept and provided all academy teachers common planning time throughout the school year to allow teachers to develop integrated lessons and projects. Academy teachers have had to work through computer glitches and student scheduling conflicts, as well as deal with attendance issues, as they implement a non-traditional schedule for students. This non-traditional schedule allows students the flexibility of meeting with different academy teachers each day throughout the entire school year. As this program meets for a 2-period block, this innovative schedule also allows the teachers the flexibility of using time more effectively, depending on the project at hand. An important element of an academy is the integration of curriculum. Just last week the team presented a unit centered on the stock market. In their Economics class students tracked stocks over a week's time and looked at price increases or decreases from day to day. Using their math skills, students learned to calculate the percentage of increase or decrease. They then developed a spreadsheet, analyzed their data, and created several graphs. They also used the Internet to track past performance of their stocks and make predictions for the future. As an English component, students looked at the life of fast food pioneer Ray Kroc, and determined his formula for success. They also read and discussed an article on the McDonald's franchise. All this said, the BHS academy teachers are committed and are determined to work through problems and obstacles to make this true academy successful. They've already seen that students benefit by applying their skills to a relevant project rather than the traditional book and/or worksheet assignments. An open house is scheduled for Back-to-School Night, September 23, 2003 at that time, parents will be able to talk with teachers, see a presentation, and view student work.

Career & Technical Advisory Councils Running Great:

Several Advisory Council meetings took place this spring and summer covering technology, agriscience, health and child care. We are currently in phase two of our plan and will be starting phase three in January. These meetings have impacted over 15 middle and high school career and technical education programs, ultimately affecting more than 4,000 students. Over 120 business, industry, community and post-secondary representatives were recruited. Recruitment is currently underway for phase three. Your participation has been wonderful and we look forward to a great year. Teachers are paid their hourly rates for attending all Advisory Council meetings, plus it is a great way to link your career and technical education program to the workforce here in Manatee County. Contact Diane Lehman at the Manatee Chamber of Commerce (748-4842 ext 137) with any questions, recruitment suggestions, or feedback.

CTSO Notebooks - Great Efforts:

We wanted to do a follow up on the CTSO notebooks. First of all thank you for taking the time to pull together a notebook. We know it was a lot of work and effort, and we were very impressed with the results from this first year of organized documentation. We had an impressive 36 out of a possible 44 participate in the CTSO documentation. While we were intending to keep your notebooks here for reference a vast majority of you asked for them to be returned to help chapters improve their efforts and the amount of original photographs and certificates. We ask that you keep your notebooks intact and in a safe place in the event that we need documentation to achieve financial or programmatic support. CTSO achieved points for the 2002-03 school year were converted to dollars for this year at the rate of \$2.50 per point up to the implementation model of 225 then \$5.00 per point for anything over 225. Checks ranged from \$42.00 to almost \$1,500.00 with a possible \$2,032.00 for upfront CTSO funding. Our Department will still match up to \$1,500.00 for the funds your chapter raises or schools contribute. Look for your CTSO checks soon.

HOSA News You Can Use:

Great news from HOSA! During the National Leadership Conference held in Atlanta this summer, two secondary students from Manatee High School and thirteen postsecondary students from Manatee Technical Institute (MTI) represented the District in various skills competitions. Our district is proud to have these 15 students reach this level of achievement. All 13 students from MTI placed in the top ten with 4 of them bringing home medals. The postsecondary students earned 1st and 3rd place in dental spelling, 2nd place in dental terminology, and 3rd place in dental assisting. Even though we have only been in school for a little over three weeks, the Florida HOSA Region V advisors have already begun the initial steps for planning the 2004 Spring Regional Conference. This school year the Spring Region V Conference will again be hosted at Manatee Technical Institute's East Campus sometime during the month of January. With the successes experienced by our Manatee County Schools in the 2003 State and National Leadership Conferences, students and teachers alike are pumped up for the year ahead. HOSA Advisors may be calling on you to help chaperone, judge, or facilitate the competitive events during this regional conference, as we can expect to have over 150 secondary and postsecondary students from 3 or 4 different counties participating.

SkillsUSA-VICA News You Can Use:

Seventy-two secondary and postsecondary students and staff from Manatee Technical Institute traveled to Kansas for the 36th Annual SkillsUSA-VICA National Skills & Leadership Conference in Kansas City, MO. this past June. The students competed in 24 different skills and leadership competitions throughout the week. Ten MTI students received medals in seven different contests: Gold Medals in Technical Drafting, Nail Care (Team Event), and Criminal Justice; Silver Medals in First Aid/CPR, 3D Animation (Team Event), and American Spirit (Team Event) and a Bronze Medal in Computer Repair. The seven medals, representing the highest amount that MTI has ever won; placing MTI as second in the nation in total medals. Twelve students and instructors were also invited to participate in the Timberland Co. Community Service Project by painting, landscaping, and restoring projects at the Kansas City Ozanam Home for Children with behavioral and emotional challenges. All 72 attendees had an experience of a lifetime and gave 110 percent representing Manatee Technical Institute.

First Impressions:

With the new school year comes new faces, new assignments, and for some new contact information. In the past this department has provided business cards to all ACT secondary teachers. It is important we interface with the business community in a professional manner that exemplifies the importance of career and technical education. It has been determined that all teacher business cards should have their school logo on them and originate at the school site. The minimum order for business cards is \$25.00. You can purchase them on an OL purchase order (no item number required). Therefore, for all new ACT secondary teachers \$25.00 has been added to your consumable allocation for you to purchase business cards. Please make to effort to order your cards and make that first impression count for career and technical education.

Manatee County FCCLA Makes A Showing At Nationals!

Amber Westbrook, State Officer from Manatee High and Joan Stencik, Co-Advisor at Manatee High and District VIII Advisor attended the National FCCLA Convention this summer in July, along with 5,000 other students and advisors. They not only enjoyed the general sessions and concurrent sessions, but the sites of Philly. They networked with other State Officers and DA's at the conference. Yes, Joan did dance on stage! They swapped State pins with other delegates from the US. If you have never been to a national conference, it is a must! They are setting their sites on Chicago in 2004 and hope others will join them!

FCCLA Advisor Workshop In Tampa Was Like Going on a Safari!

One third of the attendees at the FCCLA Advisor Workshop in Tampa, Saturday, August 23 were from Manatee County! Jill Bergeron, Braden River Middle; Elaine Bowling, Lakewood Ranch High; Lynda Elkin, Palmetto High; Jennifer Horn, Southeast High; Colleen Keip, Harlee Middle; Ginny Page, Bayshore High and Joan Stencik, Manatee High attended the workshop at Middleton High in Tampa on Saturday. After registration and refreshments, they went to sessions that included: *Getting Started, a Safari Step* by Patti Winniczuk (previously from Bayshore High); *Marketing Your Program Tips* by Becky Burgue, past Teacher of the Year, Effective Fundraising and Preparing for Competition. It was a very informative and fun way to spend a Saturday morning.

Up Coming CTSO Events –

CECF/BPA - <<http://www.bpa.org>>, November 6-9, CECF Leadership Conference, Daytona Beach, FL.

DECA - <<http://www.flDECA.org>>, October 31 - November 2, Fall Leadership Training Conference, Hilton Hotel, Clearwater Beach, FL.

FBLA - <<http://fbla-pbl.org>>, September 27, Fall Statewide Activity MGM Studios, Orlando, FL.

FCCLA - <<http://www.fcclainc.org>>, September 13, Student Leadership Training, Tampa, FL.

FFA - <<http://flaffa.org>>, September 13, Area 5 Leadership School, Riverview High School, Gibsonton, FL.

HOSA - <<http://www.flhosa.org>>, September, HOSA Region V Chapter Advisor's Meeting: Manatee Technical Institute, FL. (Date/Time to be announced)

PBL - <<http://fbla-pbl.org>>, November 14-15, National Fall Leadership Conference, Atlanta, GA.

SkillsUSA-VICA - <<http://www.FloridaVICA.org>>, October 30, Leadership Training Workshop, Marchman Educational Center, New Port Richey, FL.

TSA - <<http://www.Florida-TSA.net>>, November 5-8, Florida TSA Leadership Conference, Hilton Hotel, St. Petersburg, FL.

The ACT Department is here to support you in any way we can to help you achieve a successful Chapter. Attending conferences with students is one of the most exciting and most demanding aspects of being a CTSO advisor while providing student centered educational opportunities that last a lifetime.

CTSO Chapter Advisor Seminar:

Hillsborough County has graciously extended Manatee County the invitation to be a part of their CTSO Chapter Advisor Seminar on September 6th from 8:30 to 1:45. Copies of the letter and brochure went out to all department heads and CTSO advisors (if you did not receive one, please see your department head or contact us). The ACT department will cover all travel and registration costs to attend this event.

Last Thought

"There are no problems we cannot solve together, and very few that we can solve by ourselves." - Lyndon Baines Johnson, U.S. President

Important ACT Dates To Remember:

9/15/2003 - Consumable Supply Funding Match Request Due To ACT

10/3/2003 - Completed Paperwork Due To ACT For ACTE Annual Conference

10/4/2003 - Manatee County CTSO Leadership School, 8:00-12:00 @ Southeast High School

11/3/2003 - Mini Grant Funding Request Due To ACT

11/18/2003 - New Project Funding Request Due To ACT

5/6/2004 - ACT End-Of-Year Update Dinner (ES, MS, HS and MTI) - 4:30-6:30, Location TBA

8/2/2004 - ACT Back-To-School Kick-Off Update Meeting, 8:00-3:00, Location TBA

ACT Department Staff (941-708-8770)

Angie Grasberger, Vocational Career Counselor (works one day at each High School) (ext. 2228)

Kelli Kennedy, Tech Prep Specialist (works for MCC, Sarasota and Manatee School District) (ext. 2233)

Trish Litton, Secondary Vocational Program Specialist (ext. 2232)

Diane Lehman, Coordinator, Career & Technical Advisory Councils (works full time at Chamber) (748-4842 ex.137)

Doug Wagner, Director (ext.2227)