

**Happy Wednesday CTE**

Instead of a quote this week we are sharing a video. Enjoy.



[Be Mr. Jenson](#)

FOR YOUR INFORMATION:**NEW Team Member**

Welcome Shelly Ellis to the team as our new PE/Health CTE Facilitator. Shelly joins us from North Middle School. Prior to her time at North, she taught at Everett High School. She has been in education for 27 years, teaching K-12 and post-secondary levels. Shelly is committed to equity and works tirelessly to get all students excited about living a healthy lifestyle. We are excited she is on the CTE team!

**NEW General Advisory and Program Advisory Council Meeting**

The GAC and PAC Kick Off is Thursday, October 27 from 3:00 PM – 4:30 PM in Port Gardner A. You will be receiving an Outlook invite. We hope to see you there.

**NEW Save the Date**

We are creating a CTE Events calendar. We would like to update the calendar with information regarding what CTE related events and activities are happening in your classroom, school, within your CTSO/CTE Club, etc. Examples include field trips, student parent nights, conferences, etc. You can send the dates and locations to your CTE Facilitator.

Important Dates**Oct. 27**

General Advisory Kick Off
Port Gardner A
3:00-4:30pm

Nov. 3 – 4

WA – ACTE Fall Conference
Ground Mound, WA

Nov. 11

Veterans Day – Schools Closed

Nov. 23 – 25

Thanksgiving Break – Schools Closed

Dec. 19 – Jan. 2

Winter Break – School closed

For information on other WA-ACTE Conferences please refer to your Section websites.

For information on other PL reach out to your CTE Facilitator.

**CTE GENERAL ADVISORY KICK-OFF MEETING**

SAVE THE DATE | OCTOBER 27, 2022





NEW CTE Web Page

There are two views of the district web page. The student/parent view and the staff view. If you are looking for information on the CTE web page, always make sure that you log in in order to see all the information. Some of which is protected from the student/parent view.



NEW Submitting Clock Hours

Teachers taking clock hours from any provider outside of EPS will need to obtain a copy (either electronic or paper) of the clock hour form **FROM** the provider. The clock hour provider needs to be an approved OSPI clock hour provider (look at the list here <https://www.k12.wa.us/educator-support/continuing-education-clock-hours/approved-providers>)

Teachers should then do either or both of the steps below:

- The completed clock hour form gets submitted to HR – Certification and compensation dept (Either Stephanie North or Terri Odell) for salary advancement.
 - HR does NOT contact OSPI on behalf of employees
 - HR does not automatically tabulate any clock hours earned besides the ones offered in house

☆ Teachers also need to log into EDS to log their clock hours for their certification requirements

NEW TRAVEL APPROVAL PROCESS – CHAPERONE

If you are taking students on an extended learning activity that requires a chaperone the following steps must be follow:

- The chaperone must be approved by the district. This process is very in depth so plan accordingly.
- The chaperone must also complete the travel approval process.

Here are the steps for the Travel Approval Process:

1. The travel approval process is required for ALL travel. Each request MUST be approved before purchasing any items required for travel. Out-of-state travel requests are signed by the district superintendent, so adherence to all steps below is very important. [Watch this video](#) for assistance and follow the steps below.
2. Log into [Employee Online](#)
3. Navigate to Accounting Webforms - AP Reimbursement Travel
4. Under Request Type - select Travel Authorization Request
5. Use the form to add all details of your trip including (if necessary). Note, items not included on your travel request cannot be claimed on the corresponding travel reimbursement form.
 - Registration fee - even if paying via a CTE PCard, this expense MUST be on your travel request
 - Mileage to and from the event
 - Mileage two and from the airport
 - Any uber/dino/lyft/taxi needed to travel to your event or lodging only
 - Lodging fees - even if paying via a CTE PCard, this expense MUST be on your travel request
 - Airfare or train - even if paying via a CTE PCard, this expense MUST be on your travel request
 - Baggage fees
 - Airport parking
 - Per diem meal stipend ([see board procedure 6213P for details](#))



6. After submitting the Travel Approval in Employee Online, complete the [CTE Professional Learning Opportunity Request](#). This helps us know more about the opportunity and what your plan is to share your learning with others.
7. Once submitted, please wait until final approval before making travel arrangements. This includes purchasing tickets, transportation, if needed.
8. If you will be absent during the school day, please work with your Office Manager to put in your absence for the Job-Related absence reason.
(You will not be able to use this reason but your Office Manager can and should help put this in for you.)
9. Send a copy of your travel request approval to [Shama Desarda](#).
10. Within 15 days of returning, you can log into Employee Online, navigate to Accounting Webforms - AP Reimbursement Travel, and select the request type Travel Expense Reimbursement option.
 - Be sure to ONLY request reimbursement for items you paid for, and your meal stipends.
 - Do NOT request reimbursement for items paid via CTE PCard.
 - Attach ALL your receipts before submitting them.

CTE Certification

Washington CTE courses are currently approved by OSPI and are taught by an instructor who has a current CTE certificate and whose certification matches the instructional area.

Teachers who have not completed the full CTE certification are qualified to be conditionally (emergency) certified if a certified CTE teacher is not available in the school. Certification is initiated by the CTE director, which is now valid for two years (within the same career pathway area).

[CTE Certification Flyer](#)

[CTE Certification Checklist](#)

For more information regarding CTE Certification: [Career and Technical Certification](#)
or Email: smccoard@everettsd.org

Travel Approval Process

When planning to attend a conference or out of district professional learning opportunity follow the steps outlined in the [Travel Approval Process](#). This information can also be found on the [CTE webpage](#). **This does not include Field Trips.**



[Video for visual learners](#)

3D Printing Opportunities

- Interested in incorporating 3D printing into your course? We need to get you started! Email [Danielle DeLuca](#) to start the process.
- Already have a Ultimaker 3D printer in your course? Need tips and tricks for printing? Attend this workshop with other EPS teachers to extend your learning and establish a PLC cohort to support one another.

Date: Friday, Oct 21

Time: 2:00 PM -3:30 PM

Location: Cascade High School


Details: 1.5 clock hours and up to 1 hour of pay beyond your workday are available.

Email [Danielle DeLuca](#) for more details.



Precision Exams – Cascade and Everett (sharing with Jackson on 10/07/2022 and Sequoia TBD)

Purchased by CTE, Precision Exams will help meet several district requirements. All CTE courses should give the [21st Century Success Skills](#) Exam (pre and post) this year.

- Graduation pathway requirement (*reported to OSPI*)
- Industry recognized credential (*tied to CTE funding*)
- CTE/CTE Science common assessment (for additional exams please reference  [Precision Exams Alignment REV.xlsx](#)) (*district strategic plan*)
- Used for part of the leadership alignment in your courses (*tied to CTE funding*)
- Used to show growth data when setting your TPEP goals

Steps to get started – [Precision Exam Washington](#)

1. Register as a proctor: <https://knowledgebase.youscience.com/proctor-registration>
☆ After you register **as a proctor please email me and I can approve your registration**
2. Create exam code: <https://knowledgebase.youscience.com/create-exam-code>
3. Proctor your exam: <https://knowledgebase.youscience.com/proctor-exam>

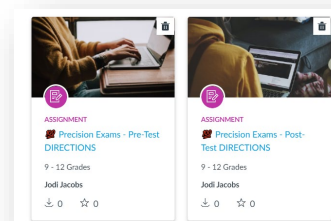
Student directions for the Canvas Pre-Test and Post-Test can be found in the Canvas Commons. You can copy them from the Commons into your course Canvas page.

Canvas Pre-Test Assignment

<https://lor.instructure.com/resources/659183ecb33c4c05be069d7e046e74d3?shared>

Canvas Post-Test Assignment –

<https://lor.instructure.com/resources/71cb371816ed478f982d10ad531aedcf?shared>



Presentation reference:  [CTE Department Meeting - Precision Exams.pptx](#)

Worksite Learning Classroom Presentation

If you would like a brief classroom presentation (5 minutes) on the process for students enrolling in the Worksite Learning Program, please email Bree Youngberg at byoungberg@everettsd.org. This program allows students to earn .5 CTE/Elective credit for every 180 hours worked at their current job. It is a great opportunity for all students to take advantage of!

Plan your Field Trip

Use either the [Field Trip Planner -CTSOCTE Club](#) or [Field Trip Planner - Extended Learning Opportunity or Field Trip \(Non-CTSO or CTE Club\)](#) as a guide to plan your trip. These documents include information on what steps to take when planning one-day, extended-day, over-night, and out-of-state trips. This information can also be found on the [CTE webpage](#).

☆ If you are planning on participating in an Extended Learning Opportunity or Field Trip this year, please make sure to contact your CTE Pathway Facilitator.

Technology Help

The Learning and Information Technology Services teams is here to partner and support you. The best way to reach us and streamline support is using our HelpDesk Web ticketing system.

If you have any technical issues or questions with your software or equipment, please always submit a tech ticket. Help Desk Web

<https://everettsd.service-now.com/sp/?id=landing>



ACTION ITEMS:



CTE Student Photos

Do you have pictures of your students doing amazing things in your classroom? We would like to gather student spotlight photos to use at our upcoming General Advisory Council meeting. Please share photos of your FERPA approved students to ddeluca@everettsd.org

COMPLETE BY: Thursday, October 13 @ 2:00 PM

CTSO/CTE Club Advisors ONLY

2022 - 2023 CTSO/CTE Club Affiliation Documentation

Please make sure to complete the [2022 - 2023 CTSO/CTE Club Affiliation Documentation](#)

COMPLETE BY: Tuesday, November 1 @ 2:00 PM

CTSO/CTE Club Advisors ONLY

Field Trip paperwork

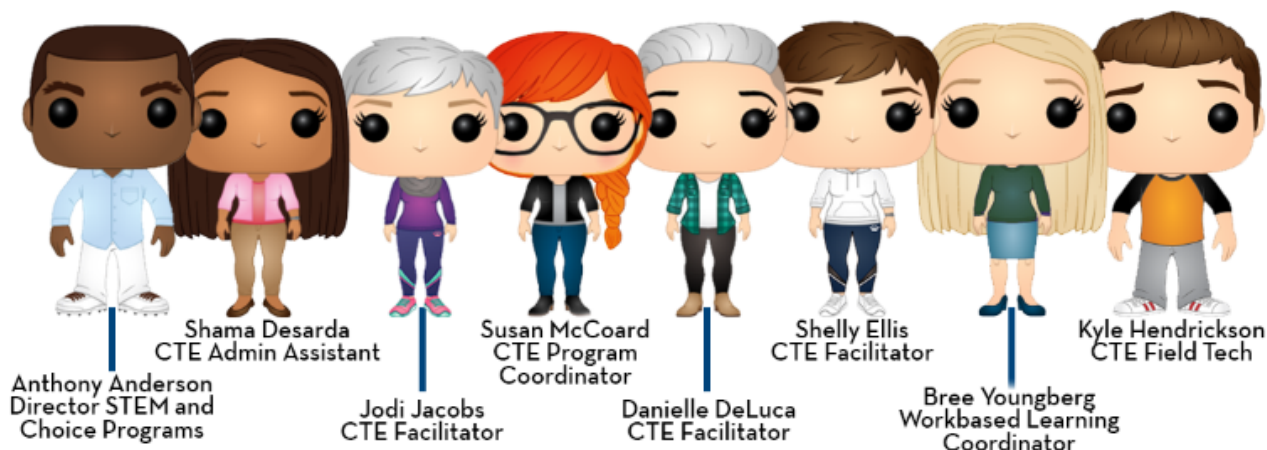
Please make sure to complete all of your preset (dates and locations already posted) CTSO/CTE Club field trip paperwork in order to obtain Superintendent approval in advance of the 45-day window. All over night and out of state field trips need to be approved by the Superintendent's office prior to making any arrangements. Starting this year, all travel arrangements will go through the home school.

☆ Updated Field Trip Paperwork: [Field Trip Paperwork.pdf](#)

COMPLETE BY: Tuesday, November 1 @ 2:00 PM

CTE - Provide Opportunities, Strengthen Programs, and Align Curriculum

The CTE team



= New since previous CTE Weekly Update.