



Happy Wednesday CTE

“A day without sunshine is like, you know, night.”
— Steve Martin

FOR YOUR INFORMATION:

NEW Timelines

Here are some important timelines to remember when planning your year.

Event/Activity	Timeline
CTE Order Form	<ul style="list-style-type: none"> All CTE Orders must be placed using the CTE Order form every Tuesday by 3:00 PM to be reviewed for ordering on Wednesday. Orders placed after 3:00 PM on Tuesday will be reviewed for ordering the following week.
Field Trips	<ul style="list-style-type: none"> Category 1 - field trips must be submitted at the building level a minimum of 30 days prior to the event. Category 2 - Overnight field trips must be submitted at the building level a minimum of 30 days prior to the event. Category 2 - Out of State field trips must be submitted at the building level a minimum of 45 days prior to the event. ☆ Category 2 - field trips must have Superintendent Approval.
CTSO Registrations	<ul style="list-style-type: none"> All registration invoices paid by CTE must be submitted a minimum of 10 days prior to the registration due date. Make sure to follow your Buildings guidelines and timelines for paying all expenses not covered by CTE.

NEW Conference and Competition Date

We need to put all of our CTE Conferences and CTSO/CTE Club Conferences and Competitions on the district Professional Learning calendar to make sure that we have an adequate number of guest teachers to cover all absences. Here are the dates that I have submitted so far.

January

- Thursday, January 12, 2023 – DECA

March

- Thursday, March 2, 2023 – DECA
- Friday, March 3, 2023 – DECA
- Wednesday, March 8, 2023 – HOSA and FFA
- Thursday, March 9, 2023 – HOSA
- Friday, March 10, 2023 – HOSA
- Tuesday, March 14, 2023 – FCCLA

- Wednesday, March 15, 2023 – FCCLA
- Thursday, March 16, 2023 – FCCLA and Thespian
- Friday, March 17, 2023 – FCCLA and Thespian
- Wednesday, March 22, 2023 – TSA
- Thursday, March 23, 2023 – TSA
- Friday, March 24, 2023 – TSA

April

- Thursday, April 13, 2023 – Skills USA

Important Dates

Dec. 19 – Jan. 2

Winter Break – School closed

Jan. 16

Martin Luther King Jr. Day – School closed

Jan. 26

General and Program Advisory
Port Gardner A
2:30 PM – 5:30 PM

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

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



- Friday, April 14, 2023 – Skills USA
- Wednesday, April 19, 2023 – FBLA
- Thursday, April 20, 2023 – FBLA
- Friday, April 21, 2023 – FBLA and DECA
- Monday, April 24, 2023 – DECA
- Tuesday, April 25, 2023 – DECA

- Wednesday, April 26, 2023 – DECA
 - Thursday, April 27, 2023 – WCTSMA
 - Friday, April 28, 2023 – WCTSMA
- May
- Thursday, May 11, 2023 – FFA
 - Friday, May 12, 2023 – FFA

If you see something missing, please let us know as soon as possible so we are able to put those dates on the Professional Learning Calendar:

CTE Ordering

Last week you received an email from Dr. Satlzman:

*As a team, we need to start making sensible spending decisions to help us remain strong as the economy fluctuates. **Therefore, starting December 1, we will hold all non-essential spending to help reduce the predicted deficit this year and next.** This is part of the process to right-size the organization and prioritize our budget for the long term. In addition, we have been thoughtfully reviewing each open position to ensure it is essential for district operations or specifically impacting student learning and safety.*

What it looks like:

- *Even if it is in your budget for this year, starting December 1 you can only purchase items essential to student learning and health and safety.*
 - *Refer to the definitions below of essential and non-essential*
- *Items and services that directly affect student learning and safety will be prioritized to the greatest extent possible.*

Definitions:

- **Essential:** *Items, projects, and services that are required by the state, other regulatory requirements, or by current contracts, and if without there would be a direct and noticeable impact on student learning and safety.*
- **Non-essential:** *Items that are helpful and maybe even traditional but are not necessary to continue safe and effective student learning.*

As you are considering your CTE purchasing requests please keep in mind the guidance above.

CTE Tech Deployment

CTE has visited all CTE classrooms to identify deployed technology. Thank you for letting us visit, take photos, and ask questions! As a result of our visits, some items will be moved out of classes to storage and/or redeployed to areas of need. Most of these were identified during our visits with the teacher. You will be notified ahead of time either with a tag on the equipment or with an email.

Department work

Beginning in January, CTE departments will work together on strengthening pathways and aligning curriculum to provide opportunities for students. This will include monthly CTE department meetings at your high schools and 3 upcoming LIF days in January, March, and May. Invites will be coming soon so be on the lookout for them.

CTSO/CTE Club Advisors ONLY

CTSO/CTE Club Fee Payment

When paying CTSO/CTE Club fees that are split between CTE and the CTSO/CTE Club or students work with your school Treasurer to pay the complete invoice. CTE will then complete an inter-fund transfer for the CTE portion back to the account that the invoice was paid out of. Only follow these guidelines if the CTSO/CTE Club cannot split the student and Advisor costs and create separate invoices. If the invoices can be split, please submit them accordingly.

For a complete breakdown of the CTE financial support for CTSO/CTE Clubs please reference the [2022 – 2023 CTSO/CTE Club Advisor Guide](#).



NEW CTSO/CTE Club Advisors ONLY


Competition Meeting Recap

If you were not able to CTSO/CTE Club COMPETITIONS (Regional/Area, State, National, International) Planning meeting. For those of you who were unable to attend here is a recording of the meeting.

<https://everettsd.zoom.us/rec/share/xamUMfdQAOkd68246DESAVm1SCSxLLtnm4UpzWcuEfMWIYA2430ql9XW-zLD9az.8IIMaNw8y9MyCAC9>

Passcode: !#TgH3\$X

For a complete breakdown of the CTSO/CTE Club Advisor role and CTE financial support for CTSO/CTE Clubs please reference the [2022 – 2023 CTSO/CTE Club Advisor Guide](#).

Also, as you are planning your CTSO/CTE Club field trips reference the  [Field Trip Planner -CTSO CTE Club.pdf](#) for timelines and field trip details.

☆Remember NO CTSO/CTE Club arrangements can be made until the field trip has been approved.

Category 1 – Building Administration

Category 2 – Building Administration and Superintendents Office

Category 3 – Building Administration and Superintendents Office

All of this information can also be found on the [CTE web page](#).

ACTION ITEMS:

✓ No action items this week.

NEW = New since the previous CTE Weekly Update.

The CTE team

