# CTE News & More

Maximizing Impact with CTE Advisory Boards & Programs of Work

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# Clock Hour Available!

*Drop your name & local education agency (LEA) in the chat so we know who's here today!*

1. Rename your Zoom name (First & Last Name) so we have an accurate attendance list.

2. Register for clock hours by using the link below or the link in the chat.

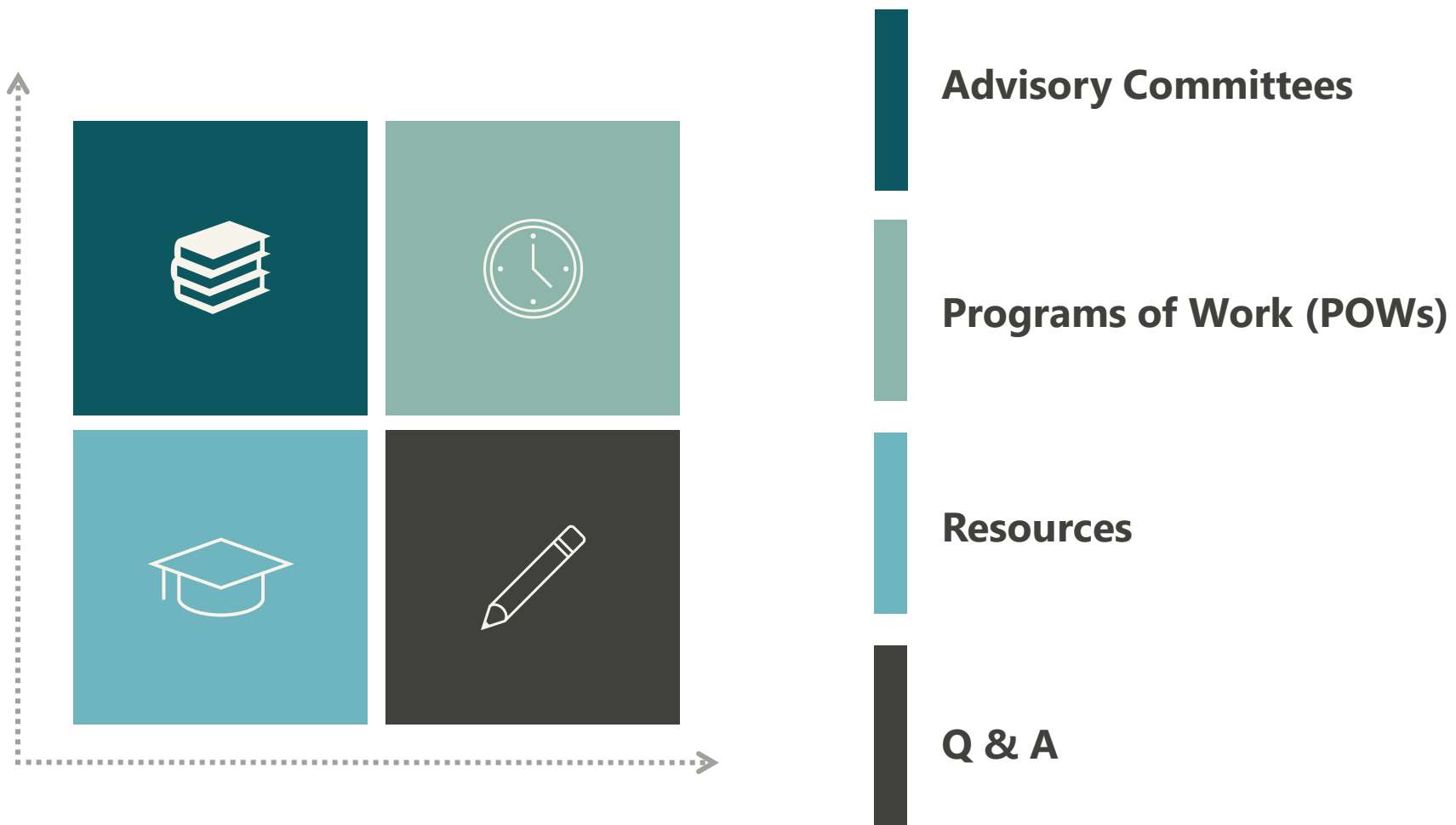3. Take the pdEnroller survey that is automatically emailed to you.

4. OSPI will enter attendance, and the hour will show up on your transcript!

*Registration Link:* https://www.pdenroller.org/ospi/catalog/178165

*Note: You must register by November 6, 2024, at 5 pm to be awarded the clock hour for this session.*

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# *Tribal Land Acknowledgement*

*I would like to acknowledge the Indigenous people who have stewarded this land since time immemorial and who still inhabit the area today, the Steh-Chass Band of Indigenous people of the Squaxin Island Tribe.*

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# CTE Advisory Committees

# *Advisory Committees*

## RCW 28A.150.500
Educational agencies offering vocational education programs – Local advisory committees – Advice on current job needs.

**Local Education Agencies & College Districts offering Vocational Programs:**

✓ Required to Set up Advisory Committees
  ✓ Committees will provide guidance on current job market needs
  ✓ Committees will recommend courses to meet those needs

**Local program committees shall:**

✓ Assist in setting program goals

✓ Review and evaluate curricula, equipment, and effectiveness

✓ Include business and labor representatives from the local industry and community

✓ Consult with other business, industry, labor, and agriculture representatives

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# Members of Advisory Committees
### (Reference: **CTE Program Standards**)

Advisory Committee members should represent business and industry, education, labor organizations, special populations, community, government, students, parents and teachers.

Advisory Committees must include balanced representation from business/industry and labor reflecting the diversity of the community.

A majority of these members shall share a working knowledge of the job tasks and competencies required for related occupations, related labor market needs and courses necessary to meet these needs.

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# *What Do Advisory Committees Do?*

- **Serve as 3 Main Roles for Local CTE Programs:**
  - ✓ Provide guidance and advice for program development and improvement
  - ✓ Advocate for CTE programs within the community
  - ✓ Offer ongoing support and resources

- **Identified Occupation Need – CTE Programs Will:**
  - ✓ Ensure academic rigor
  - ✓ Align with the state's education reform requirements and
  - ✓ Address the skills gap of Washington's economy as validated by a CTE advisory committee

- **Validate Industry Defined Standards**:
  - ✓ Standards that specify the knowledge, skills, and competencies required to perform successfully in the workplace
  - ✓ In the absence of industry defined skill standards developed at the national or state level, local advisory committee validation will be required

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# *District Requirements for Advisory Committees*

✓ Keep committee members informed about Washington State **CTE Program Standards**

✓ Ensure members understand federal **Perkins Act** requirements

✓ Use **committee input** for program design, development, implementation, evaluation, and continuous improvement

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# Two Kinds of Recognized Advisory Committees

## Program Specific:

✓ Guide the relevance and continuous improvement of the program
✓ Provide direction and guidance to administrators and teachers for a specific CTE program offered by a district or institution
✓ These groups do not function as policy makers

## General: (GAC)

✓ Provide direction and guidance to administrators and governing board for the entire CTE program offered by a district or institution
✓ Membership is composed of administrators, business & community, and representatives from across program advisory committees
✓ Works with the staff and administration to carry out long term planning and implementation of district goals

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# *When & How Often Do They Meet?*

## Best Practice:

✓ 2 to 4 times per year for 1 to 2 hours

✓ Minutes and attendance rosters for each meeting are kept on file in the district

✓ Planned at a time convenient to all members and can be offered with virtual options.

# CTSO Organizations

- All **approved** by the National Council
  - Except WCTSMA, but has gained approval from WA-ACTE

# Creating a Program of Work (POW)

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# POW Basics

**Required for every CTE program at each separate school location**

**Always involve the leaders in your club/chapter in the process**

**Serves as a calendar of events for the year**

**Activities should be based on student interests and needs of your community or school**
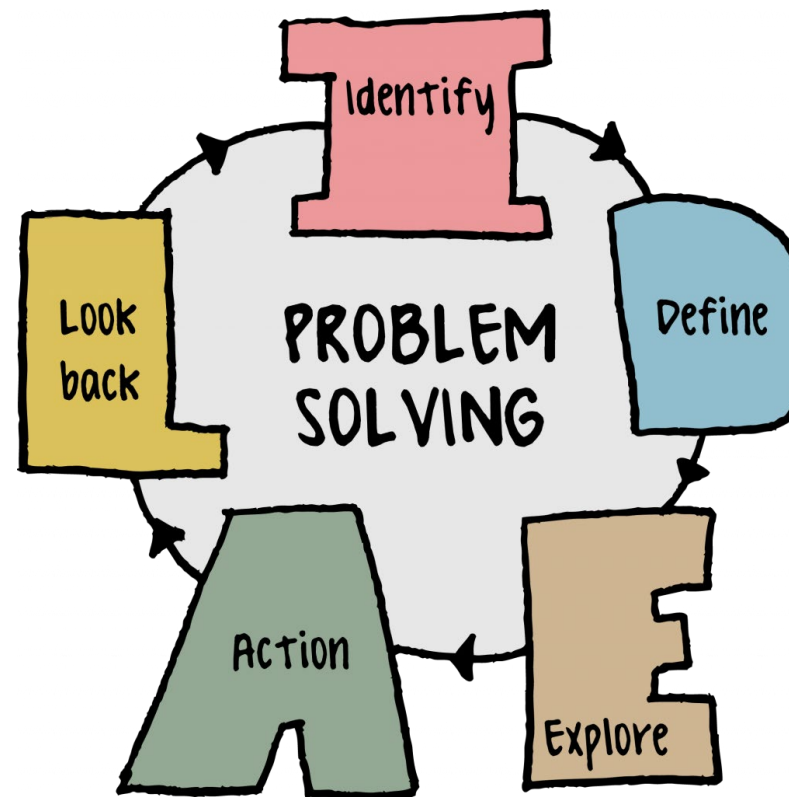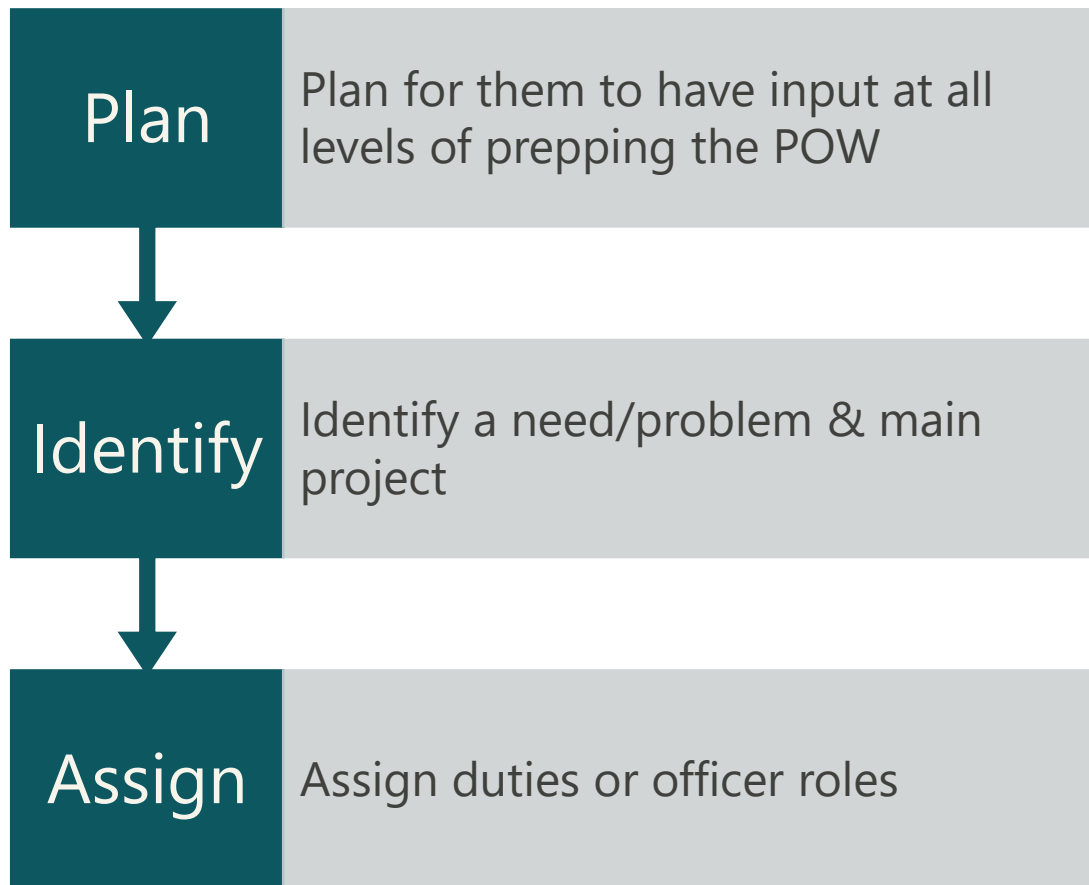
**Be deliberate in your planning process**

**CTE Directors are encouraged to check in with each CTE program and collect the POW each year:**
- ✓ **Share with CTE advisory board**
- ✓ **Need for course/program approval**

# Student Voice

| Plan | Plan for them to have input at all levels of prepping the POW |
|------|------|
| **↓** | |
| Identify | Identify a need/problem & main project |
| **↓** | |
| Assign | Assign duties or officer roles |



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# Course Information



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**OSPI CTE Student Leadership Template**

**Program of Activities (POA)/Program of Work (POW)**
**Extended Learning Documentation**

Student leadership development is an integral part of the Career and Technical Education (CTE) model enabling students to practice, develop, and demonstrate the knowledge and skills learned through the CTE course or program of study. Leadership skills empower each student to assume responsible roles in family, community, and business and industry environments. Through state recognized Career and Technical Student Organizations (CTSO's), students have leadership skill development opportunities available at the local, state, national and international level. Leadership equivalencies must be **equal to or exceed** the appropriate CTSO standards related to the specific program area, for 21st Century Skills integration. This equivalency should include opportunities for students to participate in community service activities related to this course, opportunities for students to participate in related leadership activities outside the classroom at the local, regional, state, and/or national level, and explain how students will be engaged in activities that extend learning beyond the classroom/laboratory into the community that provides real world value. **Please see the CTE Student Extended Leadership Companion Document for additional detailed information.**

| Course Information | | |
|---|---|---|
| School District: | Building(s): | Instructor(s): |
| Program Area: Choose an item. | CIP Code(s): | School Year: Choose an item. |

- ✓ School District
- ✓ Building/School
- ✓ Instructor
  - Include all advisors
- ✓ Program Area
- ✓ School Year
- ✓ CIP Codes
  - Include all CIP Codes for classes coded in your program area
  - Ask your CTE director/admin
  - Located at the top of each framework

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# *Minimum Qualifications Checklist*

| **Minimum Qualifications Checklist – Leadership Organization** |
|---|
| (All boxes must be checked.) |
| ☐ Student Leadership Structure Established (e.g., Elected officers, committee structure, group roles) |
| ☐ Student led organization; activities are planned, conducted, and evaluated by students |
| ☐ Activities are conducted under the management and/or supervision of a certified CTE instructor |

✓Create leadership structure
- Include an officer election activity or election results announcement
- Can be established at the beginning or end of the school year

✓Include activities that students have planned
- **ONLY** include activities planned by students
- **DO NOT** include advisory, booster, or class activities unless students plan part of it outside of the school day

✓Need to have teachers assigned to supervise

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# *Components Reflected in the POW*

| Program Components Reflected in Program of Activities (Check all boxes that apply.) | | |
|---|---|---|
| ☐ Organization and Management<br>☐ Planning and Evaluation<br>☐ Community Service<br>☐ Leadership Development or Demonstration | ☐ Finance and Fundraising<br>☐ Competitive Events<br>☐ Employability and Career Skills | ☐ Student Recognition<br>☐ Recreational and Social Activities<br>☐ Public Relations and Advocacy<br>☐ Other |

- ✓ Check **ONLY** the boxes that match with an activity in POW
- ✓ Students are **NOT** required to check **ALL** boxes
- ✓ Assist students in planning a balanced POW
- ✓ Match each activity with one Program Component only
- ✓ Have leaders evaluate activities annually and select new ones that students are interested in

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# Extended Learning Activities

## What it Could Be:

✓ Sponsored walk/run, food drive, community event

✓ Competitive event that showcases leadership

✓ Fundraiser for a cause
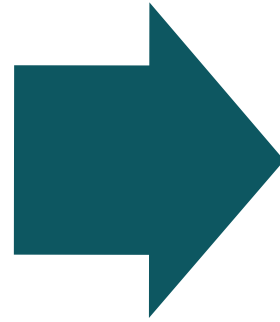
## What It Is Not:

X In class presentations

X Class projects

X Unrelated to CTE course content

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# *State and National Events*

| National or State Events | | | | |
|---|---|---|---|---|
| **Activity/Event** | **Program Component** | **Description** | **Who/When** (Responsible Lead/ Expected Completion Date.) | **Focused 21st Century Leadership Skill** |
| District Officer Training (DOT) | Growing Leaders: Leadership | Each year the State Officer team leads in-person leadership workshops for District Officers. | State Officers; District Officers. When: July each year | 3.B Collaborate with Others |
| Evergreen Tour | Growing Leaders: Leadership | State officers will facilitate an event and workshops for current and prospective members encouraging them to be active within their local programs and how to benefit from FFA. | State Officers; District Officers. October each year | 11.A Guide and Lead Others |

- ✓ State and national events are separate from local events
- ✓ There could be activities already included in the CTSO documents
- ✓ You can choose to leave them all in or select only a few to include
- ✓ You are welcome to include additional activities your students plan to participate in

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# Locally Planned and Developed Events

| Locally Planned and Developed Events | | | | |
| --- | --- | --- | --- | --- |
| **Activity/Event** | **Program Component** | **Description** | **Who/When** (Responsible Lead/ Expected Completion Date.) | **Focused 21st Century Leadership Skill** |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Choose an item. |
| Click here to enter text. | Choose an item. | Click here to enter text. | Click here to enter text. | Choose an item. |

✓Be sure to fill in **all** columns for each activity

✓Several columns have drop downs to help choose items

✓Be cautious when using Google Docs (changes formatting)

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# Locally Planned and Developed Events 2

| **Column 1** – Activity/Event | **Column 2** – Program Component | **Column 3** – Description | **Column 4** – Who/When? | **Column 5** – Focused 21st Century Skills |
|---|---|---|---|---|
| • Have students create a unique name for the event | • Choose **one** of the program components from the check boxes provided for each activity | • Describe the activity as if you are explaining it to someone | • Be sure to list the date or time of year the event is taking place<br>• Include the student/leader and teacher in charge | • Choose **one** skill from the list of 21st Century Skills [document] for each activity |

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# *Resources: OSPI*

POWs can be found on the **CTE Course & Program Approval Page**

## Leadership & Extended Learning

**Leadership Templates**

- DECA (DOCX)
- FBLA (DOCX)
- FCCLA (DOCX)
- HOSA (DOCX)
- SkillsUSA (DOCX)

- WAFFA (DOCX)
- WCTSMA (DOCX)
- WTSA (DOCX)
- OSPI CTE Student Leadership Template (DOCX)

**Extended Learning**

- Washington CTE 21st Century Leadership Skills (PDF)
- Career and Technical Student Organizations Fact Sheet (PDF)

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# *Resources: Lead4Change*

✓ Ready to use lessons

✓ Alignment guides for Education Standards, like SEL, PBL, Literacy, and 21st Century Skills

✓ Integration Guides: Core Subject Areas, CTE and Gifted Education

✓ The Lead4Change Challenge: student teams win grants for their school or charity



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**Next Meeting:**

**Contact Us!**
cte@k12.wa.us
360-725-6245

December 5, 2024
12–1 pm
Verification Reports
https://us02web.zoom.us/j/89158283826

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