


January 14, 2019

## MEMORANDUM

To: Secondary Principals

FROM: Janice Scholz, Director  
Career and Technical Education 

SUBJECT: **Procedures for Changes in Career and Technical Education (CTE) Programs**

The district has consistently adopted and implemented objectives specifically focused on Career and Technical Education (CTE) programs at the secondary level. The current district and state targets include:

- District Graduation Requirements: Includes student's completion of three (3) or more credits to complete a sequential career and technical program resulting in a credential endorsed by a national, state or local industry as an option for meeting the rigorous course requirement.
- Florida Statutes: The designation of school grade includes attainment of CTE industry certifications on the SBE approved "Industry Certification Funding List" for the year.
- Perkins Federal Act: Secondary Technical Skill Attainment Local Target 2SI: Specifies the percent of graduating CTE concentrators who earn an industry certified credential through a third party assessment.


In order to achieve these objectives, targets and to support the district's high school graduation requirement, the district routinely reviews CTE program offerings to allow students from each area of the district to access all programs equitably. The district allocates funds to equip labs in an effort to provide a variety of appropriate CTE programs in the secondary schools. The district has a responsibility to provide students with a variety of programs and to make wise use of limited fiscal resources. In the past, there have unfortunately been cases where expensive labs have been closed after only a few years of use. Avoiding these situations requires a higher level of communication between the schools and the district concerning CTE programs and course offerings.

Janice Scholz, Director  
Career & Technical Education  
Phone: (321) 633-1000, ext. 380 • FAX: (321) 633-3520



When changes are being considered in any CTE program at a school, or if there is a problem with the facility, instruction or enrollment in a CTE program, the principal should contact the Director of Career and Technical Education immediately. These requests will be reviewed and the potential impact on the district's ability to deliver CTE programs to students in that geographic area must be considered.

The final decision regarding any changes in the CTE program must be made at the district level. This procedure has been in place since November 2001. As a reminder, schools may not implement new CTE programs or cancel existing ones without district approval and support. Adhering to this procedure is essential to the welfare of our students and for accomplishing state, federal and district graduation requirements.

Approved By:  \_\_\_\_\_  
Dr. Stephanie Soliven,  
Assistant Superintendent  
Secondary Leading and Learning

Approved By:  \_\_\_\_\_  
Dr. Mark Mullins, Superintendent

C: Sherri Bowman  
Robin Novelli  
Molly Vega  
Secondary Curriculum Contacts  
CTE Resource Teachers