



CAREER & TECHNICAL EDUCATION

Gadsden Independent School District

Procedures Manual

2018-2019

Rosa A. Hood
DIRECTOR

CTE District Office
4950 McNutt Rd.
Sunland Park, NM 88063
(575) 882-6732

Michelle Ballard
COORDINATOR

CHAIN OF COMMAND – PROGRAM

Program authority refers to the specialized chain of command within the Career Technical Education Department itself. The District Career Technical Education Department is primarily responsible for:

- Dual Credit Agreements
- Memorandum of Understandings (MOUs)
- Budget Operations
- Inventory
- Data Reporting (Certifications, CTSO Membership, End of Year Report)
- Staff development
- CTE student travel
- CTE teacher travel
- Purchase orders
- Requests for equipment

There are areas of overlapping interest and responsibility. Therefore, the above groupings are provided only to give a general idea of how the system operates. The key to past success has come from a spirit of cooperation and consultation.

ACTIVITY FUNDS

***CTE classes must follow district policy regarding lab fee of \$10.00**

Career Technical Education sponsors are expected to manage activity fund accounts in a manner that adheres to established Gadsden ISD policy and reflects good “common sense.” Monies collected from students must be properly receipted and safeguarded. Regular deposits should be made to the school bookkeeper. At no time should cash or checks be left in filing cabinets, desks, school bus, district vehicles, or private vehicles.

Items or services purchased with activity fund monies are to directly benefit the students that the program serves. Specific guidelines can be found in the GISD Student Activity Funds Manual.

FUNDRAISING

Fundraising projects involving Career Technical Education students must have the principal’s approval. Monies received must be receipted and deposited regularly in the activity fund. **Specific guidelines can be found in the GISD Fundraising Manual.**

Fundraising should be carefully planned to ensure success.

- Make daily deposits.
- Insist on receipts from the school bookkeeper.
- Keep accurate records.
- Make sure you have the purchase order prior to ordering any items.
- Identify needs and goals before you begin
- Protect class time for academics. Conduct business during prep when possible.
- Don’t leave cash or checks unattended – EVER!
- NEVER USE CASH TO BUY ITEMS!

Note: The CCR Coordinator reserves the right, in the best interest of the District and of the CTE Department, to approve or to deny any requests for funding of travel related expenses and/or purchases.

Updated July 26, 2018

CAREER TECHNICAL STUDENT ORGANIZATIONS (CTSO)

In order for an organization to receive CTE travel funding, the following is due to the CTE office **October 1st** by Campus CTE Administrator:

- Copy of the current by-laws
- Current list of student officers & members
- Calendar of anticipated competition events

Official membership rosters must be submitted to the CTE office. Appropriately enrolled students wishing to benefit from District CTE travel funding must be paid members and on submitted roster prior October and must meet eligibility requirements outlined by New Mexico Activities Association (NMAA). Students who transfer into GISD after this date will be allowed to join with CTE funding privileges.

Approved CTSOs:

- | | |
|---------|-------------|
| • BPA | • HOSA |
| • DECA | • SkillsUSA |
| • ER | • NFFA |
| • FCCLA | • TSA |

General Information

- A campus may have only 1 chapter of each approved CTSO.
- **A teacher can only sponsor 1 CTSO.**
- Follow individual CTSO requirements for minimum/maximum membership
- CTSO chapter fees and student membership fees will be the responsibility of the respective CTSO.
- Students participating in CTSO competitions will follow the base guidelines of NMAA for No-Pass-No-Play regulations.
- During travel, advisor must hold Parent Permission Form, Medical Information Form, and the NMCTSO Delegate Form for all students traveling.
- Constitutions/bylaws will be required for all CTSOs.
- Meeting dates, sign-in sheets, and minutes will be required for submission.

It is the responsibility of the CTSO advisor to withdraw from competition any student that cannot participate. Failure to do so will result in the CTSO incurring the costs.

CTSO Competition Guidelines:

- CTE will pay travel expenses for 1st and 2nd place qualifiers where there is a progressive level of competition. Progressive level of competition indicates that a student has progressed from area/local/district competition to state competition and then to national competition. There must be an area/local/district CTSO competition that students must participate in order for state or national level competition to qualify for payment from CTE Operational funds.
- List of 1st and 2nd place qualifiers will be provided to CCR Coordinator (**Official CTSO results list must accompany travel paperwork**).
- Any changes to qualifying team members require documentation for substitutions
- List of *other* qualifiers will be submitted to CCR Coordinator for approval
- If *other* qualifiers are approved, all fees will be paid by respective CTSO
- *Other* qualifiers must have placed and be able to compete per respective CTSO guidelines

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Updated July 26, 2018

- CTE will pay for conference/competition related fees beginning with Level II
- CTSO will pay for all extracurricular club activities
- Advisors **must** accompany their students to all CTSO events. If prior arrangements have not been made and approved by CCR Coordinator, CTE students will not be able to participate in the competition.
- For student eligibility all CTE organizations must follow NMAA guidelines and timelines.
- The student/advisor ratio is ten students to one advisor.
- When traveling with co-ed students, female and male chaperones must be assigned.
- **Students who are not registered as a competitor will not be allowed to attend the CTSO event in question (with the exception of elected officers who are presenting. This cost must be covered by the CTSO).**

It is the responsibility of the CTSO advisor to withdraw from competition any student that cannot participate. Failure to do so will result in the CTSO incurring the costs.

CORE Leadership Conference

All fees for leadership conferences/activities will be the responsibility of the respective CTSO.

Travel

- **Campus Secretary** will make travel arrangements pertaining to student competition.
- Travel departure times will be determined by registration time
- On a case-by-case basis, destinations with limited flight availability will be determined individually.
- All fees for additional days outside official conference registration/competition will be paid by CTSO. See list below for fee descriptions.
- Airport shuttle to and from hotel will be covered. Reservations and payment will be made prior to departure using Super Shuttle www.supershuttle.com only unless unavailable at competition location/city.
- Transportation via district vehicle will be covered beginning with level II.

Fees

Level I Competition	CTSO will pay <u>all</u> fees.
Level II Competition	CTE will pay all fees except for extracurricular club activities or leadership conference fees.
Level III Competition	CTE will pay all fees except for extracurricular club activities or leadership conference fees.

Fees are defined as:

- Registration/conference fees
- Competition fees
- Lodging fees
- Travel fees
- Meals

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Updated July 26, 2018

All travel must be approved prior to trip. Do not register for conferences or make any arrangements prior to being approved.

STUDENT TRAVEL FORM

We recommend that all CTSO Advisors will become familiar with travel. All forms will be submitted four weeks from the date of the travel (see Appendix B).

The following documents must be submitted for student travel approval:

- Approved Travel Request Form (one for each advisor). Required Signatures on form must be:
 - Campus Administration
 - Director
 - Superintendent
- Agenda with dates & cost of registration

Once you have received approved signed form from Superintendent's office, submit the following:

- Agenda with dates & cost of registration
- Registration document w/prices
- Bus Transportation Activity Trip form (consult Boone Transportation for quote) **OR**
- District Vehicle Request **OR**
- Air travel quotes w/prices and time/date suggestions for departure and arrival
- Shuttle quotes from airport to hotel if flying out of town (Please use Super Shuttle)
- A list of students/advisors attending
- Registration document w/prices
- Hotel quotes w/prices
- Hotel Rooming list
- Copies of valid state-issued identification card or passport for all travelers (for air travel)
- Requisitions for: registration, meals, hotel, transportation

All receipts must be submitted within 5 business days of return date. Seeking reimbursement for expenses such as luggage fees and parking permits will need to be justified with original receipts. Failure to do so will result in CTSO advisor incurring costs.

Must turn in the following signed documents in chronological order when returning:

- Itemized Meal receipts
- Airline baggage receipts
- Airport parking receipts
- Shuttle receipts
- Hotel receipts

Note: Maintain copies for your records.

HOTEL OCCUPANCY ARRANGEMENTS

- THE CCR COORDINATOR POSSESSES THE FINAL DETERMINATION OF ROOM OCCUPANCIES (4 per room)
- CTSO sponsor(s) will be funded for hotel accommodations with the understanding that the sponsor/advisor will share accommodations with another sponsor or chaperone of the same gender, and may also be expected to share accommodations with individuals that are not from the same campus.
- Staff members should never share accommodations with students.
- Notify the GISD SPED department of any Student with Disability requiring special accommodations

MEALS

- Breakfast will not be covered if the Hotel/Motel/Competition provides this service.
- Lunch/Dinner will not be covered if the Hotel/Motel/Competition provides this service.
- Breakfast: must depart before 6:00AM
- Lunch: must depart before 12:00PM
- Dinner: must return after 7:00PM
- CTE Operational covers \$7.00 per meal per person in state (local) and \$8.00 out of state (receipts submitted to CTE office must reflect this amount.)
- Lunch & Dinner costs can be combined if competition scheduling conflicts with meal times. Combined meals must not exceed \$14.00 in state/\$16.00 out of state
- **Combined meals must be documented.**

STUDENT GUIDELINES

- Career and Technical Student Organization (CTSO) students must be registered to compete in a Career and Technical Education (CTE) approved event listed by the organization sponsoring the CTSO event.
- Students who are not registered as a competitor will not be allowed to attend the CTSO event in question (with the exception of elected officers who are presenting. This cost must be covered by the CTSO).
- Only those CTSO students who advance to a state competition in a competitive event at the regional/area level can attend the State CTSO event.
- All students must travel with their respective group according to the approved travel plans made prior to departure. No student will be approved to travel to the CTSO competition in question alone or apart from their respective group before or after departure.
- If, for any reason a student cannot depart with their respective group at the time of departure to the CTSO competition in question, the student will not be approved to attend the event.
- If a student has commitments to another CTSO and/or a non-CTSO organization(s) prior to the CTSO competition, the student must decide whether or not he/she will be attending the CTSO competition in question.
- No student and/or individual who is not a GISD pre-approved and/or paid CTSO member competing at a CTSO competition, or is not included in the CTSO travel plans, is not allowed to travel with or meet a respective CTSO member and/or group at the CTSO event site.
- Students that are not competing may not travel at their own expense along with the school sponsored group.

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Updated July 26, 2018

CTE funds are to be used for competition related expenses only. Other expenditures such as local tours, shirts, gifts, park passes, etc. are not considered valid expenses and will not be covered by the CTE Department unless documentation is provided which indicates such as a non-negotiable component of the competition.

PROFFESIONAL DEVELOPMENT OUT-OF-DISTRICT TRAVEL

CTE Operational funds may be used to support travel for professional development training and workshops. Registration and transportation expenses incurred for professional development are paid by either Perkins Grant funds or CTE Operational funds. Hotel and meals are funded on a per diem basis. **We recommend that all forms be submitted four weeks from the date of the travel (see Appendix C).**

The following documents must be submitted for travel approval:

- Approved Travel Request Form (one for each advisor). Required Signatures on form must be:
 - o Campus Administration
 - o Director
 - o Superintendent
- Agenda with dates & cost of registration
- Once you have received approved form from Superintendent's office, submit the following: Travel Request Form (one for each advisor)
- Agenda with dates & cost of registration
- Registration document w/prices
- District Vehicle Request **OR**
- Air travel quotes w/prices and time/date suggestions for departure and arrival
- Shuttle quotes from airport to hotel if flying out of town (Please use Super Shuttle)
- Copies of valid state-issued identification card or passport for all travelers
- IPRs: registration and transportation

HOTEL & MEALS

- Hotel and meal costs are the responsibility of the teacher and will be covered with per diem.
- Do not make hotel reservations prior to receiving approval from district office.

TRANSPORTATION

- **Campus Secretary** will make travel arrangements pertaining to professional development.
- Travel departure times will be determined by registration time
- Travel times and departure times must coincide with conference registration time
- On a case-by-case basis, destinations with limited flight availability will be determined individually.
- Airport shuttle to and from hotel will be covered. Reservations and payment will be made prior to departure using Super Shuttle www.supershuttle.com only.
- Transportation via district vehicle will be covered.

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Updated July 26, 2018

All receipts must be submitted within 5 business days of return date. Seeking reimbursement for expenses such as luggage fees and parking permits will need to be justified with original receipts. Failure to do so will result in reimbursement being denied.

Must turn in the following documents when returning:

- Airline baggage receipts
- Airport parking receipts
- Shuttle receipts

REQUISITIONS & PURCHASE ORDERS

Submit signed Carl Perkins IPRs and Requisitions to CCR Coordinator (Ms. Ballard).

Signed CTE Operational IPRs and Requisitions must be sent to Director (Ms. Hood) for final approval.

We recommend that all forms be submitted four weeks from the date that materials are needed (see Appendix D). *After-the-fact purchase orders will NOT be covered from District funding; payment of such purchase orders will be the responsibility of the teacher.*

**** All taxes will be paid by the teacher.***

All requisitions must be submitted electronically, and must include the following information:

- Vendor name, address, phone number & fax number
- Item numbers
- Descriptions
- Quantity
- Shipping & Handling (Do not leave blank)
- Totals
- An attached quote- (include shipping/handling)
- If using a catalog, provide catalog number (use current catalogs only & provide page #)
- Make sure all items and prices are current.
- All required signatures.

All technology purchases must go through the GISD Technology Department (Cora Ramirez cmramirez@gisd.k12.nm.us). Please attach GISD Technology Department quote to the requisition.

Any Internal Purchase requisition amounting to \$3,000 or more will require two quotes from different vendors (Appendix E). The purchase of Carl Perkins equipment/machinery costing \$5000.00 or more will require PED Approval (see form Appendix F) plus quotes from three different vendors.

BURGLARY/VANDALISM/LOSS REPORT PROCEDURE

1. Burglaries, vandalism or break-ins must be reported to the campus administrator as soon as they are discovered.
2. It shall be the responsibility of the principal, or their designee, to deal with all instances of burglaries (break-ins), vandalism and theft.
3. The principal or their designee shall contact the police department and file a police report.
4. Identifying stolen property on the **Add/Transfer/Disposal Form** is very important, particularly

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Gadsden ISD
CTE Department

Chaparral High School	Bennett, David	dvbennett@gisd.k12.nm.us	Welding
575-824-6700	Davis, Ella	emdavis@gisd.k12.nm.us	Life Skills
	Campbell, Sara	scampbell@gisd.k12.nm.us	Creative Media/Web Design
	Gabaldon, Stephen	sgabaldon@gisd.k12.nm.us	Audio Video Production
	Garcia, Veronica	vahunnicutt@gisd.k12.nm.us	Culinary Arts
	Holguin, Marisela	maestrada@gisd.k12.nm.us	Education & Training
	Richman, Ronald	r-richman@sisd.k12.nm.us	Criminal Justice
	Tarin, Daniel	dtarin@sisd.k12.nm.us	Automotive Technology
Gadsden High School	Cuevas, Elizabeth	eacuevas@gisd.k12.nm.us	Creative Media
575-882-6300	Enriquez, Carlos	caenriquez@gisd.k12.nm.us	Automotive Technology
	Leal, Elizabeth	e-leal@gisd.k12.nm.us	Creative Media & MOS
	Lerma, Virginia	vlerma@gisd.k12.nm.us	Education & Training
	Madrid, Sylvia	symadrid@gisd.k12.nm.us	Hospitality & Tourism
	Millan, Dolores	DMillan@gisd.k12.nm.us	PLTW
	Meyers, Marcos	mmeyers@gisd.k12.nm.us	Auto Technology Electronics
	Quiroga, Ramon	rrquioga@gisd.k12.nm.us	Ag. Food & Natural Resources
	Ramos, Isela	iramos@gisd.k12.nm.us	Marketing
	Sapien, Anthony	asapien@gisd.k12.nm.us	Hospitality & Tourism
	Smythe, Shane	ssmythe@gisd.k12.nm.us	Metal Fabrication Agriculture
	Soriano, Eduardo	esoriano@gisd.k12.nm.us	Journalism & Broadcasting
Santa Teresa High School	Bautista, Benjamin	bbautista@sisd.k12.nm.us	Construction Trades
575-589-5300	Bergtholdt, Kenneth	kwbergtholdt@gisd.k12.nm.us	Engineering
	Champagne, Christopher	cchristopher@gisd.k12.nm.us	Welding
	Gonzalez, Maria	mdgonza1ez@gisd.k12.nm.us	Education & Training
	Lusk, Rebecca	rlusk@gisd.k12.nm.us	Culinary Arts
	Marquez, Samuel	smarquez@gisd.k12.nm.us	Criminal Justice
	Nunez, Saul	snunez@gisd.k12.nm.us	Computer Programming
	Perez, Olga	operez@gisd.k12.nm.us	Culinary Arts
	Rincon, Javier	jrincon@gisd.k12.nm.us	Architecture Drafting
	Vasquez, Armida	avasquez@gisd.k12.nm.us	Marketing
	Villalobos, Luis	lvillalobos@gisd.k12.nm.us	Biomedical Engineering

CTE District Office			
Rosa A. Hood	575-882-6754	rhood@gisd.k12.nm.us	Director
Michelle Ballard	575-882-6732	mballard@gisd.k12.nm.us	Coordinator
Laura Vazquez	575-882-6422	lvazquez@gisd.k12.nm.us	Secretary
District Contacts			
District Motor Pool	575-882-6906	msruiz@gisd.k12.nm.us	Maria Ruiz
Technology Dept.	575-882-6275	cmramirez@gisd.k12.nm.us	Cora Ramirez
Boone Transportation	575-882-3613		
Useful Websites			
Gadsden Independent School District		www.gisd.k12.nm.us	

* For other useful resources refer to District CTE Page.