

Robertson County
Career & Technical Education
Teacher Handbook
2024-2025



Table of Contents

Table of Contents	2
Introduction	3
Perkins V Qualifications	3
CTE Quality Program Portfolio	5
Who are the CTE Concentrators	6
Who are the CTE Completers	6
Worked Based Learning	7
Reporting EPSO's and IC's	7
Spending County Funds	8
Guidelines for Using Purchase Orders	9
Other Considerations Regarding Purchase Orders	10
Guidelines for Using Check Requests	11
CTSO Travel Requirements	12
Travel Reimbursement	14
Technology Expectations	16
Inventory	17
Career & Technical Education Website	18
Contact Information	21
Account Numbers	22
Appendix	23

Revised June 2024

Introduction

Career and Technical Education in the Robertson County School System has long been a vital part of the district's instructional program and has provided students with quality educational experiences in a wide variety of career areas. Our career and technical programs have been recognized on state and national levels for excellence in both instruction and student organization accomplishment.

As a career and technical subject, you have a chance to reach students in ways not available in academic subjects. As the students prepare for a chosen career, they find that specific related instruction provides a greater insight and easier understanding of subjects that in another context they find difficult. Serving this need and following the development of your students is rewarding and brings with it several responsibilities.

The career and technical educator will enjoy some benefits such as smaller class sizes, additional funding, and intra/extracurricular activities. With these benefits come some additional expectations. This handbook is provided to assist you in meeting those expectations.

The following pages should answer many questions and provide proper procedure for most situations and requirements. The handbook will be revised and updated as necessary, and your input is always welcome. If you find areas where you need more help, contact the Career and Technical Education Office at 615-384-5588.

Perkins V Qualification

The Federal Carl Perkins Act V of 2018 requires that certain qualifications be met before federal dollars can be spent in a specific program area. The following is a list of those qualifications. NOTE: Each Program of Study must meet the qualifications regardless of the number of teachers within the Program Area of a school. All must be met to qualify.

1. Appropriate program size, alignment, and sequence which is informed by stakeholders.

- a. Programs of study offered by the LEA (Local Education Agency) with course offerings and descriptions, including adequate enrollment projections to match identified needs.
 - b. Current labor market data to support high skill, high wage, and in-demand employment opportunities in the aligned POS (Program of Study).
 - c. Active advisory council engaged regularly to inform, implement, and evaluate programs of study.
2. CTE offerings which are of sufficient scope.
 - a. Does POS allow students to develop academically and receive adequate training to be successful in high skill, high wage employment opportunities?
 - b. Is there evidence of integration of appropriate grade level academic, technical, employability, and leadership skills for high skill, high wage employment.
3. Quality Educators that contribute to the profession
 - a. Program must have a certified and properly endorsed teacher.
 - b. Does the teacher participate in opportunities for professional learning, ongoing development, and/or instructional improvement?
4. Career counseling and advisement which impacts students.
 - a. Student learning plan(s) which include interest inventory and aptitude assessment results and advisement activities leading to enrollment in a POS.
 - b. Activities demonstrating parent/guardian and student advisement sessions.
5. Opportunities for students to demonstrate readiness.
 - a. Activities demonstrating classroom, school, and/or community-based learning and career exploration experiences.
 - b. Activities demonstrating classroom, school, and/or community-based leadership programming and competitive events (CTSO's).
 - c. Dual credit, Dual enrollment, or articulation agreements and/or other aligned early postsecondary opportunities allowing students to earn postsecondary credit and/or industry certification.

CTE Quality Program Portfolio

Each year, CTE Programs will be evaluated by the CTE Supervisor to determine each program of study's status in meeting the qualifications for a Perkins Size Scope and Quality Indicators (SSQI's) Program. Perkins funds cannot be spent on any program of study that does not meet all the indicators. Perkins qualification is based on a program of study which means a single electronic portfolio will be kept for each program of study in a department.

If a **new program of study** is implemented in the system, the State Department of Education policy is that the program(s) will have **3 years to become Perkins compliant**. Perkins funds can be spent on the program area during that period.

If an **established program of study changes teachers**, the new incoming teacher will qualify for Perkins funds for the first year of their employment. **By the end of the first year**, the SSQI's must be complying.

The remaining portion of this handbook section is devoted to examples of the types of information that must be maintained in the program's SSQI portfolio. The information and guidelines must be followed in their entirety where applicable. It will be the teacher(s)'s responsibility to maintain their portfolio and have it completed and available for review at the posted date specified by the CTE Supervisor.

Each year the CTE Supervisor will review the SSQI portfolios and provide feedback to the program. If there are portions of the notebook that can be updated before June 30, the program will have the opportunity to correct any deficiencies. There will be circumstances where the program's portfolio information meets the intent of the indicator but could be stated or presented differently to be clearer and more concise. If this occurs, the CTE Supervisor will make recommendations for improving the quality of information, which can be done before the next portfolio evaluation.

If deficiencies are not corrected by June 30 of the current year, the program will be considered noncompliant and will not be eligible for federal funds, which **includes equipment, travel, and professional development**. The CTE Director will also place a hold on your local equipment and supply funds until the SSQI portfolio is complete.

The CTE Supervisor will notify each school principal of the Perkins SSQI status of the programs in their building at the beginning of each school year.

Who are the CTE Concentrators?

Concentrator – A CTE student becomes a concentrator when he/she has earned 2 CTE credits in 2 sequenced courses in any single Program of Study. These students are identified by the state using state I.D., course codes and grades. We no longer must identify these students.

(Ex. A student earns 2 credits in Office Management POS; or 2 credits in Animal Science Pre-Vet POS; or 2 credits in Nursing POS, etc.)

The two courses must be in sequence. Sequenced courses will be level 1&2, 2&3, or 3&4 in the same POS, which may be taken in different years.

Repeated courses with the same course number will count as 1 class. Example DE welding with TCAT has the same course number each semester. This will be fixed in the coming years.

The federal definition of concentrator (2 credits) above is used to select students for data extraction and accountability. These students become our students for accountability purposes and must be included in our annual cohort. We must also follow up on these students the year after they graduate.

Who are the CTE Completers?

Completer – A student may become a completer by successfully completing 3 courses in a specific Program of Study. All students must have a POS or an Academic Focus to meet graduation requirements.

Students with three random courses from a career cluster that do not complete a POS are not considered a completer and do not meet the requirement for graduation.

In extreme circumstances a student may submit a Special Circumstance Form to request recognition of an alternate POS. These requests must be submitted by a principal or counselor and approved by the CTE Supervisor. Approved request will not be counted as a completer, but will meet the graduation requirement for a POS.

Work Based Learning

Teachers who have been through the state WBL training can supervise WBL during planning periods or during an assigned WBL class. The WBL group should not exceed maximum class size limits and is preferred to be kept at or below 15 students.

All career practicum courses specific to a student's POS ([see POS matrix for course codes](#)) will count as one of the sequenced courses for qualifying a student as a concentrator. Students may earn as many as six credits in WBL during a school year.

C25H29 WBL: General Ed Career Practicum does not count as a sequenced course in qualifying a student as a concentrator. This course can meet the requirement for being a completer and meet the POS graduation requirement.

Reporting EPSO's & IC's

Early Postsecondary Opportunities (EPSO's): Should be reported using the spreadsheet available on the county CTE webpage using the deadline posted on the shared CTE Calendar. This spreadsheet should be completed for each student participating in an EPSO (DTE Dual Credit (DC) or CTE Dual Enrollment (DE)).

Industry Certifications (IC's): Should be reported using the spreadsheet that is emailed to you and submitted by the deadline posted on the shared CTE Calendar. Every student that uses a voucher to attempt their certification should be reported on this spreadsheet. Also, every student's certificate should be uploaded into the

shared folder. The folder is name using the following sequence: “Certificate_SchoolAbbreviationSchool–Year” (Example: *Certificate_GHS24–25*). IC’s are aligned with certain courses, to see the alignment please check Appendix A

Please ensure you fill in all the information on the spreadsheets!

Spending County Funds

Each year you will have funds to spend on Instructional Supplies and Instructional Equipment. These are county funds and require that you follow certain procedures to expend the funds. If you have individual school/CTSO funds at your disposal, your principal and school bookkeeper will direct you to the proper procedures for spending those funds.

When using county funds, it is especially important to be aware that:

1. Teachers are solely responsible for maintaining accurate account records which includes expenditures and account balances.
2. The funds are to be spent on Instructional items. Do not spend county funds specifically on students (Ex. CTSO items) or for non–CTE purposes. If you are unsure as to the appropriateness of a purchase, contact the CTE Supervisor.
3. Instructional supplies are typically consumable items that have a limited shelf–life.
4. Instructional equipment is typically for non–consumable depreciable assets that have a longer shelf–life.
5. Spending supply funds for equipment and vice versa can only be done with the approval of the CTE Supervisor.
6. If you exceed the allotted total for Supplies and Equipment during a school year, the amount of overage may be deducted from your totals for the next school year.

(Ex. – For 2023/2024 Teacher A has \$1,000 of Supply and \$1,500 Equipment for a total of \$2,500). Teacher A spends \$1,200 on Supplies and \$1,600 on Equipment during 2023/2024 for a total of \$2,800 which means they exceeded the allotted amount by \$300. The \$300 overage will be deducted from the Supply and Equipment totals for 2024/2025.)

It is important to remember NEVER to purchase or obligate any funds without first completing and submitting an “Education Request for Purchase Order” or an “Education Request for Check Issuance.” Copies of these forms can be found at: <http://www.rcstn.net/> , under Departments, Career and Technical Education, Career Clusters, Course Standards, and Forms.

Check with the CTE Supervisor before pre-paying for any item.

Spending County Funds Guidelines for Using Purchase Orders

The following steps should be used in completing a Request for Purchase Order.

1. Obtain the blank Request for Purchase Order form and fill it out completely.
(See Appendix B – Purchase Order Form – Blank)
2. Include any Shipping/Handling fees in the total amount of the purchase.
3. Include accurate part numbers, quantities, description, unit costs, and total costs.
4. Include a Quote Number if you are ordering based on a quoted price.
5. Be sure to include the account numbers.
 - a. The account number for Instructional Supplies is 141-71300-429.
 - b. The account number for Instructional Equipment is 141-71300-730.
6. Common mistakes include:
 - a. Not fully completing the form.
 - b. Insufficient allowance for shipping/handling.
 - c. Using an out-of-date catalog. A good rule of thumb is to call the company and verify the price and shipping before filling out the PO.
7. Attach to the Request for Purchase Order any supporting documentation like a copy of the order form, vendor quote, or catalog page copy.
8. After completing the Request for Purchase Order, forward the form to Karla Hearn at the central office. (See Appendix C for Sample Complete Form) You may send the Request for Purchase Order through our courier mail service or if you wish to reduce the time requirement, the Request for Purchase Order can be hand delivered to the central office. Electronic forms are also available at the CTE Department section of the Robertson County Schools website. These may be submitted via e-mail to karla.hearn@rcstn.net . The Request for Purchase Order will be reviewed and signed by the CTE Supervisor. Della Jones will process the paperwork and return to Karla who will send you a White and the

Pink copy. The teacher should then mail or fax the white copy with your order to the vendor. Some schools handle the actual ordering in different manners, but it is the teachers' responsibility to see that the items are ordered by sending in the white copy of the PO.

9. Amazon Orders will be placed by Karla Hearn at the Central Office. Please forward all packing slips and shipping documents to her once all your items have arrived. She will also need the pink copy of your P.O.

Do not send the vendor the pink copy!!

10. When you receive the FULL order, forward the pink copy along with the packing slip and invoice, if you receive one, to Karla Hearn at Central office for payment. All pink copies must be forwarded to Karla Hearn by the last day of school.

There will be a deadline set each year for spending your county funds. After that date, "NO" Purchase Orders will be issued.

Spending County Funds

Other Considerations Regarding Purchase Orders

1. The amount of the PO should not be exceeded so make sure to:
 - a. Accurately determine shipping and handling fees.
 - b. Use current pricing and catalogs.
 - c. Check for item/order number, quantity, or pricing errors.
2. You must consider the amount of the PO. PO's that total less than \$999.99 do not require bids of any kind; however, you are encouraged to shop around for the best price.
3. If a single item is greater than \$999.99 or if multiple like items total more than \$999.99 but less than \$10,000.00, an informal bid process consisting of three or more quotes must accompany the Request for Purchase Order. For Informal Bids, you can use catalog copies, internet site copies, or the "Informal Price Quotations" form. (A copy can be found at <http://www.rcstn.net/>).
4. Always request a quote from the vendor, sometimes they will give better deals than what is listed in a catalog, on-line, etc.

5. It is understood that there are times when you might have a need to make some supply purchase decisions while at the vendor's location. You might for example be at a business and realize a specific need or you might see something on sale. In the past, Purchase Orders have been issued to teachers that submit PO requests that state "*Supplies, Not to Exceed*" a certain amount. If you submit a Request for Purchase Order that states "*Not to Exceed*" a certain amount, you will need to provide a reasonable list of the supplies or equipment that needs purchasing. No Purchase Orders will be issued if the PO Request simply states "*Not to Exceed*" a certain amount and no items are listed as potential purchases.
6. CTE P.O.'s does not need a principal to approve. Mr. Gregory will approve all your purchases
7. Please send all P.O. requests to Karla Hearn at Karla.Hearn@rcstn.net.
8. If an electronic Request for Purchase Order is used, the additional documentation, as appropriate, will also have to accompany the email attachment.
9. Requests for Purchase Orders can be returned to the teacher if there are errors on the form so make sure to complete the form completely and follow all the proper procedures so a delay in the PO process will not occur.
10. The CTE Supervisor reserves the right to deny any request for purchase, but if such a request is denied an explanation will be provided.

Spending County Funds Guidelines for Using Check Requests

There will be occasions for you to request a check be cut rather than a purchase order such as to prepay hotel or registration cost. The process is like completing a purchase order.

1. Obtain the proper Request for Check Form and fill it out completely.
(See Appendix D & E)
2. Attach supporting documentation such as registration form, hotel costs, etc. and forward it to Karla Hearn at the Central Office. **There must be some form of official documentation that supports the amount being requested.**
3. Please note if the check should be returned to you or sent directly to the vendor.
4. It is best to allow TWO WEEKS turn-around time for receiving the check.

5. Checks will only be issued to vendors.

Should you need to contact Karla Hearron or Della Jones, the contact information is provided on the “*Contact Information*” page of this handbook.

The county funds are there for your use and you are encouraged to spend the entire amount but please do not spend money on items that you do not or will not use. In other words, do not spend just for the sake of spending.

**** SPECIAL NOTE** – It is also especially important that you do not spend more than your allotted totals. The budget is typically very tight and cannot withstand overages. Each teacher will be responsible for monitoring their fund balance, following the purchasing guidelines, and complying with spending procedures and deadlines.

CTSO Travel

One of the best parts of being a CTE Teacher is the opportunity to impact the lives of students with travel and competition. Along with this privilege comes the responsibility for keeping our students safe and accounted for during the trip. See the information below on how to have a successful trip with your students.

Before you travel

Please be aware that all overnight trips must be approved by the Board of Education. Be sure to submit a Trip Request to Karla Hearron no later than the Wednesday prior to the monthly meeting (usually held on the 1st Monday).

Next, create expectations that will create a group of students who want to attend for the right reasons. Long before a trip is discussed there should be expectations shared with members of your group about what is expected from members who wish to travel. Please discuss the following areas:

Grades (no one should travel that is below a C in any class)

Attendance (set a limit on number of days, no unexcused)

Behavior (no major referrals)

If you share these rules with students at the beginning of class, you will be able to eliminate most issues before you ever leave the school. Also, meet with parents and students and go over the rules before you travel.

Chaperones

Robertson County Schools expects that a male and female chaperone will accompany any group of students with male and female students. All chaperones must be approved by Mark Gregory prior to travel. Please submit their names to Mr. Gregory so he can check the registries. Use the following order when selecting chaperones:

1st choice – Another teacher or teacher aide

2nd choice – Your spouse

3rd choice – A trusted parent of one of your students

Chaperones should help with supervision at the hotel and the convention. They can also assist you with bed checks at night. They may also accompany groups when there is a need to split into separate groups.

Travel Approvals

Any travel that is overnight must first be approved by the School Board. Complete the travel request form found at the Robertson County Schools CTE webpage. This form requires a wet signature and must be sent via MAC mail.

The School Board must approve overnight, out-of-county travel. The board typically meets in regular session on the second Monday of each month. To have your travel request placed on the agenda it must be received by the Director of Schools office no later than Wednesday, the week prior to the board meeting.

The travel request form must be used for any trip that requires more than mileage reimbursement (registration, hotels, per diem, etc...)

Afternoon trips to Murfreesboro for a contest that only requires mileage will be exempt from the travel request form.

Travel Reimbursements

One of the requirements of a quality program is that the teacher conducts an active Career & Technical Student Organization. With an active CTSO comes travel. The county provides reasonable reimbursement to the teacher for this trip. The following guidelines must be strictly followed to receive prompt reimbursement.

1. Any expenses that can be paid prior to the trip must be paid in that manner. Hotel charges, conference registration, van rentals, airline tickets, etc. can in most cases be paid prior to the trip. This procedure requires that you contact the various vendors to determine the exact amounts that must be paid. Remember that we are exempt from paying sales tax. Once you have the amounts, submit a Request for Check Issuance as outlined in the County Funds section. Be sure to note if the finance department should forward the check to the vendor or return it to you so that you may present it in person to the vendor. *(See Appendix F – Travel Form – Blank)*

2. All travel reimbursement is based on the travel reimbursement rate schedule shown below. The per diem rates are as follows: (Subject to periodic change)
 - a. Mileage rate = state rate (see latest mileage form on CTE website)
 - b. Meals \$59.00 /day (*full day at event*)
 - c. Parking fees Use self-parking when available.

3. If meals are provided by the conference sponsor no claim for meals should be made. If a particular meal is provided during an event, the amount should be deducted. Use the following table to determine the amount to deduct.

1. Breakfast ---	\$13.00
2. Lunch -----	\$15.00
3. Dinner -----	\$26.00

4. There is no single meal reimbursement.

5. When traveling to a multi-day activity, a request for three-quarters of the daily meal rate should be made on the days you are traveling to and from it. The full amount is requested for the days preceded and followed by an overnight stay.
 - i. $\frac{3}{4}$ rate = \$44.25

6. Always calculate the mileage to and from your official station, which is your school.
7. Receipts for all reimbursements are necessary except for daily meal allowance.
8. The request for reimbursement must be submitted within 30 days following the trip and on the approved county form. A copy of this form can be found at: <http://www.rcstn.net> under the CTE Department, Course Standards and Forms.
9. The School Board must approve overnight, out-of-county travel. The board typically meets in regular session on the second Monday of each month. To have your travel request placed on the agenda it must be received by the Director of Schools office no later than Wednesday, the week prior to the board meeting.
10. Perkins travel funds may not be used for student expenses related to attending or participating in any CTSO event. (*i.e., registration, meals*)
11. When completing the travel claim form, be sure to complete all sections. The department line is Career & Technical Education and Div. Number is 141-72230-355 or 142-72130-355 805C.
 - Account Number - 141-72230-355 teacher travel without students.
 - Account Number - 142-72130-355 805C traveling with students.To accurately report these different account requests, a separate claim form must be submitted for each type of travel, The request for travel reimbursement must be submitted within 30 days following the travel.
12. Submit all travel claim forms and required paperwork to Karla Hearn at the CTE office. **All reimbursement forms will require a wet signature.**
(*See Appendix G - Travel Form - Completed Sample*)
13. Bus Trips - If you are planning a trip using a school bus, you must first get permission from the CTE Supervisor and then give the transportation dept. at least 10 days notice before the scheduled date. Please see the next section concerning CTSO travel dollars concerning paying for the bus.

Travel Reimbursement will be honored if the funds are available. If funds expire, then travel decisions will be left up to the teacher but no reimbursement can be

provided from the district. When travel funds **have expired** it is permissible to use CTSO funds to cover travel expenses. CTSO funds should only be used with the permission of the CTE Supervisor.

*** **SPECIAL NOTE** – The absolute deadline for receiving Travel Reimbursement for the fall semester is December 31st and for the spring semester is June 1st. No reimbursement requests will be honored if you miss these deadlines. (See attached Appendix F for completed travel form sample).

Technology Expectations

The State Department of Career & Technical Education has mandated that all teachers have available to them certain items of technology equipment and software. Each CTE teacher shall have available a computer with sufficient power to operate the required software and access the Internet to have the ability to obtain the necessary information, correspondence, and files available on the state and local CTE web sites. Our local plan provides assurances that these technological expectations will be met.

Computer technology has become simple to use, inexpensive, and reliable. You are expected to become familiar with the technology if you are not already. Your rcstn.net email account should be checked at least once a day, as that is the preferred method of communication between you, the CTE Supervisor, and the State Department of Education. If you do not have an email account, please contact the technology office (615-382-2318) to establish one. All forms and reports available for electronic completion should be submitted in that manner.

Most communications between the CTE Supervisor and teachers will be via e-mail to your rcstn.net account. You may be asked to accept a READ receipt so that the CTE Supervisor will know:

1. If the message was received.
2. How often does a teacher check their e-mail account?

All CTE forms, most deadlines, and tutorials will be accessible at the CTE website located at: <http://www.rcstn.net/> (look under CTE Department, Course Standards and Forms).

Meeting reporting deadlines is the responsibility of the individual teacher. This office will make every effort possible to make sure teachers are aware of the deadlines that pertain to Career and Technical Education. It is not possible for my office to maintain a calendar of the deadlines required by your principal so you will have to work with him/her to complete school-related requirements on time.

If a teacher consistently misses deadlines, it may be necessary to develop an improvement plan to address the problem.

Inventory

Each year we ask that all CTE classrooms/laboratories conduct a complete inventory of instructional equipment. This list must be completed/updated by the end of February. If you have an item on your inventory list that is no longer in use, broken, needs to be disposed, please notate it, and let Karla Hearron know. This will help us keep up to date on your inventory sheet.

Karla Hearron has shared the latest copy of your classroom inventory with you on One Drive in Office 365. Throughout the fiscal year, as purchasing is done, Karla will add items that need to be added to your inventory list. She will send you a blue inventory sticker to be labeled on the item.

Inventory should be done by room, not by teacher. Items stay in the room they are purchased for unless there is a change made on the inventory.

What should be on this inventory?

The minimum requirement would be all equipment that has been purchased with Perkins Dollars (blue sticker items). I would prefer that your whole class inventory of non-consumable equipment be placed on this inventory. This is a suitable place for me to go when I am looking at what you have versus what you need when making spending decisions. Please make this your primary inventory and update it regularly.

When should I update?

We ask that by the month of February, your inventory list is complete. At the end of February Karla Hearron will add the updated list to your SSQI folder. Please add the date at the top of your inventory list when you have completed the review. This will let us know that it is completed for the year.

Try to select a day when you can use student help in accomplishing this task.

Anytime you receive new non-consumable equipment it should be added to your inventory. In the 2022-23 school year, Karla Hearron started adding equipment items to your inventory as the new equipment was purchased. Please send her your pink copy of the PO. You should also make a note in the salvage column anytime a piece of equipment is removed from your classroom and transferred to another program. If you receive a piece of equipment from someone else, Karla should be notified so the correction can be made.

Must I print a copy and send it to the CTE Supervisor?

No, since your inventory is shared on One Drive the CTE Supervisor can view and print. You may want to print a copy for your CTE Notebook. I recommend this in case we/you have a computer problem. A printed copy of all the school's inventories will be on file at the CTE Supervisors office. The printed copy will be generated yearly at the CTE office, and it will not be necessary for you to send a copy. Be sure to date your copy when you have made changes.

(See Appendix H for sample of complete inventory list).

Career & Technical Education Webpage

The website for Robertson County Schools also contains the webpage for Career and Technical Education. On the CTE website, there are several links that will be useful to you during the school year.

Accessing the CTE Webpage:

- Log on to the Robertson County Schools site at: <http://www.rcstn.net>
- Under the Departments menu, click on Career and Technical Education.

Navigating the CTE Website:

Once you are at the CTE page, you can view the list of links currently available under the site navigation menu.

CTE Links:

1. Course Standards and Forms – [Course Standards and Forms – Robertson County Schools \(rcstn.net\)](#)

This page will link you to the CTE State Website where all CTE course standards can be accessed. Just click on the Tennessee Career & Technical Education logo. Forms and documents are provided in downloadable versions of the common forms at this link.

2. Worked Based Learning – [Work Based Learning – Robertson County Schools \(rcstn.net\)](#)

This page provides two links: **WBL policies, Procedures and Resources** – the most current WBL Policies, Procedures and Resources can be located here. **Worked Based learning Coordinators** – Contacts for WBL Coordinators for RCS.

3. CTE Programs – [CTE Programs – Robertson County Schools \(rcstn.net\)](#)

This page will link you to all the various Program Areas. When a Program Area is selected the page will display the school where that Program Area is taught, the teacher(s) that teach in those areas, and a link to email the teacher. There is also a link to that Program Area's State Website, a link to that Program Area's Course Standards and/or Competencies, and a link to the CTSO (either state or national) of that Program Area.

4. Programs of Study by School - [Programs of Study by School – Robertson County Schools \(rcstn.net\)](#)

This link provides a summary of each POS located at each school as well as an overall listing for the whole system.

5. Programs of Study Pathways - [Programs of Study Pathways – Robertson County Schools \(rcstn.net\)](#)

This link provides access to one-pagers for each POS in each school. These documents will show the sequence of courses as well as the certification available, post-secondary options, and expected employment opportunities for each POS.

Other links may be added in the future. If you have suggestions for helpful information that could be included, contact the CTE Supervisor.

Career & Technical Education

Contact Information

CTE Supervisor:

Mark Gregory
Central Office
800 MS Coutts Blvd.
Springfield, TN 37172
Office Phone: 615-384-5588 ext. 3143
Cell Phone: 615-347-5141
e-mail: mark.gregory@rcstn.net

CTE EPSO Coordinator

Will Elliott
Central Office
800 MS Coutts Blvd.
Springfield, TN 37172
Office Phone: 615-384-5588 ext. 3145
Cell Phone: 615-347-6406
e-mail: will.elliott@rcstn.net

CTE Admin Assistant:

Karla Hearron
Central Office
800 MS Coutts Blvd.
Springfield, TN 37172
Office Phone: 615-384-5588 ext. 3111
e-mail: karla.hearron@rcstn.net

Purchasing Agent:

Della Jones
Central Office
800 MS Coutts Blvd.
Springfield, TN 37172
Office Phone: 615-384-5588 ext. 3109
e-mail: della.jones@rcstn.net

Account Numbers

During the school year, you will have occasion to use a variety of county funds and Perkins fund account numbers for both purchases and reimbursements. The most used account numbers are:

- 141-71300-429 – Instructional Supplies & Materials
- 141-71300-730 – Instructional Equipment
- 141-71300-336 – Maintenance & Repair Services
- 141-72230-355 – Travel (*Without Students*)
- 142-72130-599C – Travel (*CTSO*)
- 142-72130-524 805 PD – Travel (*Professional Development*)
- 142-72130-399 805C – School Bus CTSO Field Trip
- 142-72130-524-805 PD – Registration for Professional Development

If your purchase requires a different account number than the ones listed above, please contact the CTE Director for the appropriate number.

APPENDIX

Appendix A
IC's

Appendix B
Purchase Order Form – Blank

Appendix C
Purchase Order Form – Completed Sample

Appendix D
Check Request Form – Blank

Appendix E
Check Request Form – Completed Sample

Appendix F
Travel Form – Blank

Appendix G
Travel Form – Completed Sample

Appendix H
Inventory List – Sample

Appendix A

Robertson County Industry Certification and Course Alignment

<u>Certification</u>	<u>Course</u>	<u>Course</u>	<u>Course</u>	<u>Course</u>	<u>Course</u>
Adobe ACA	Digital Arts III	Applied Arts Practicum			
AMSA Food Safety	Advanced Food Science				
Autodesk Inventor	Engineering II				
BASF Plant Science Certification	Greenhouse Management				
Briggs and Stratton Engine Service Tech	Ag. Power and Equipment				
Briggs and Stratton Master Service Tech	Not Currently Able to Offer				
CCMA	Clinical Internship				
CDA	Not Currently Able to Offer				
Certified Nursing Assistant	Not Currently Able to Offer				
Commercial Pesticide: C03 (Must be 18)	Landscape and Turf Science				
CPR/AED/First Aid	Early Childhood II				
EKG Tech (CET)	Cardiovascular Services				
Employability Skills	All Seniors Starting 24-25				
Fundamentals of Animal Science (ICEV)	Large Animal Science				
Intuit Quick Books	Accounting II				
MOS Excel	Advanced Computer Apps				
MOS Word	Advanced Computer Apps				
OSHA 10	Principles of Ag. Mechanics	Construction I	Engineering I	**WBL	SHS TCAT DE
Patient Care Technician (CPCT)	Nursing Education				
ServeSafe Food Handler	Culinary II	Nutrition Across the Lifespan			
ServeSafe Manager	Culinary III				
Snap-On Precision Management	Maintenance and Light Repair IV				
Southwest Business Communications	Business Communications				
TECTA HS Equivalency	Early Childhood II				
Veterinary Medical Applications (ICEV)	Veterinary Animal Science				

**JBHS Only

ISSUE TO: Amazon

SHIP TO: Alicia Morris
 Springfield High School
 5240 Hwy 76 East
 Springfield, TN 37172

QUANTITY	PART#	DESCRIPTION	UNIT COST	TOTAL COST	ACCOUNT NUMBER
1	B0B6B7J9VJ	HINGONS Injection Training Pad Model	\$19.99	\$19.99	141-71300-429 SHS
4	B09WK8XPR8	PEIPU Nitrile Gloves size medium 100 count	\$8.49	\$33.96	
1	B08PV34K36	16 pack anatomical posters-laminated	\$24.99	\$24.99	
1	B01MZ1HTL3	Fracture Bedpan 2 pack portable	\$12.99	\$12.99	
1	B096ZKNQ19	Coolshields Waterproof Bed Pads	\$19.99	\$19.99	
1	B01E60DNCG	Innovating Science-Understanding Urinalysis	\$32.99	\$32.99	
1	B01MU3JK0J	Ghent Patient Room 2"x1 whiteboard	\$127.77	\$127.77	
1	B0CK11QKZZ	urmed Sacrum Silicone 7x7 Foam Dressing-sac	\$16.14	\$16.14	
1	B0C5F6XGH5	DMI Heel Cushion Protector Pillow	\$16.00	\$16.00	
2	B0010VJUNWI	BD Vacutainer Use, Needle Holder 250 ct	\$28.02	\$56.04	
SHIPPING CHARGES			\$	-	
This total includes Supplemental Total-->				\$923.29	TOTAL PURCHASE REQUEST

DEPARTMENT NAME: CAREER AND TECHNICAL EDUCATION

SCHOOL REQUESTOR: Alicia Morris

SCHOOL PRINCIPAL:

SCHOOL DIRECTOR:

FINANCE DIRECTOR:

DATE SIGNED: 2/13/2024

DATE SIGNED:

DATE SIGNED:

DATE SIGNED:

Notice the Tabs at bottom.
 Supplemental page is a continuation, for when you have more items than fits on the first page.

APPENDIX E – Check Request Form – Completed Sample

EDUCATION REQUEST FOR CHECK					
ROBERTSON COUNTY SCHOOL SYSTEM					
ISSUE TO: The Read House			SHIP TO: The Read House		
107 West MLK Blvd			107 West MLK Blvd		
Chattanooga, TN 37402			Chattanooga, TN 37402		
<hr/>					
QUANTITY	PART#	DESCRIPTION	UNIT COST	TOTAL COST	ACCOUNT NUMBER
3		cte Institute x 3 nights	\$117.00	\$351.00	142-72130-524-805 PD
3		Parking x 3 nights	\$18.00	\$54.00	
				\$0.00	
		Please Mail Check with Tax Exempt		\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
SHIPPING CHARGES				\$ -	
				\$405.00	TOTAL PURCHASE REQUEST
DEPARTMENT NAME: CAREER AND TECHNICAL EDUCATION					
SCHOOL REQUESTOR: [TYPE YOUR NAME HERE]			DATE SIGNED: 5/17/2024		
SCHOOL PRINCIPAL: _____			DATE SIGNED: _____		
SCHOOL DIRECTOR: _____			DATE SIGNED: _____		
FINANCE DIRECTOR: _____			DATE SIGNED: _____		

< >
Check Request
Common Account Numbers
+

- *Does not require a Wet Signature
- *Always note if you want the check mailed or if you will pick it up
- *Must always have a supporting document attached separately. (Invoice)

Appendix F - Travel Form

Travel Form 67 Cents (Professional Development) - Blank Form

FOR FISCAL USE ONLY		GRANT	SUB GRANT	OBJECT	AMOUNT
FUND					
DEPT/DIV					
COST CENTER					

STATE OF TENNESSEE DEPT. Career & Technical Ed DIV. 142-72130-524 805PD
CLAIM FOR TRAVEL EXPENSES
 FOR PERIOD FROM TO
 THIS CLAIM MUST BE PREPARED IN ACCORDANCE WITH TRAVEL REGULATIONS TYPE OR PREPARE IN INK

DATE	PLACE LEFT	TIME LEFT AM/PM	PLACE ARRIVED	TIME ARRIVED AM/PM	TRANSPORTATION							OTHER EXPENSES RECEIPTS & EXPLAIN	TOTAL	
					MILES	MILEAGE AMOUNT / OTHER	AIRLINE	TAXI OR OTHER	LODGIN G	BREAK-FAST	LUNCH			DINNER
TYPE OR PRINT COMPLETE HOME ADDRESS:					TOTALS									

NAME: _____ ADDITIONAL EXPLANATION: _____ GROSS TRAVEL _____
 SSN: _____ SSN Not Required LESS TEMP TRAVEL ADVANCE: _____
 ADDRESS: _____ I CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT AMT. DUE CLAIMANT _____
 AMT. DUE STATE _____

LINK: TravelForm67centsProfessionalDevelopment.xls (live.com)

Travel Form 67 Cents (with students) - Blank

CLAIM FOR TRAVEL EXPENSES														
FUND _____			DEPT / DIV _____			COST CENTER _____			FOR PERIOD FROM _____ TO _____			THIS CLAIM MUST BE PREPARED IN ACCORDANCE WITH TRAVEL REGULATIONS TYPE OR PREPARE IN INK		
DATE	PLACE LEFT	TIME LEFT AM/PM	PLACE ARRIVED	TIME ARRIVED AM/PM	TRANSPORTATION				SUBSISTENCE			OTHER EXPENSES <small>ITEMIZED ATTACHED RECEIPTS & EXPLAIN</small>	TOTAL	
					MILES	MILEAGE AMOUNT	AIRLINE / OTHER	TAXI OR OTHER	LODGING	BREAK- FAST	LUNCH			DINNER
TYPE OR PRINT COMPLETE HOME ADDRESS:				TOTALS										
NAME: _____				ADDITIONAL EXPLANATION: _____				GROSS TRAVEL _____						
SSN: _____				SSN Not Required				LESS TEMP. TRAVEL ADVANCE: _____						
ADDRESS: _____				I CERTIFY THAT THIS CLAIM IS TRUE AND CORRECT				AMT. DUE CLAIMANT _____						
				SIGNATURE _____				AMT. DUE STATE _____						
				LIFELONG LEARNING CENTER				CTE DIRECTOR						
				OFFICIAL STATION _____				POSITION _____						
DATE OF PREVIOUS CLAIM: _____				APPROVED _____				DATE _____						

LINK:
TravelForm67centswithStudents.xls (live.com)

Travel Form 67 cents (without students)

FOR FISCAL USE ONLY		GRANT	SUB GRANT	OBJECT	AMOUNT
FUND					
DEPT/DIV					
COST CENTER					

STATE OF TENNESSEE DEPT. Career & Technical Ed DIV. 141-72230-355
CLAIM FOR TRAVEL EXPENSES

FOR PERIOD FROM _____ TO _____
 THIS CLAIM MUST BE PREPARED IN ACCORDANCE WITH TRAVEL REGULATIONS TYPE OR PREPARE IN INK

DATE	PLACE LEFT	TIME LEFT AM/PM	PLACE ARRIVED	TIME ARRIVED AM/PM	TRANSPORTATION				SUBSISTENCE			OTHER EXPENSES ITEMIZED/ATTACHED RECEIPTS & EXPLAIN	TOTAL	
					MILES	MILEAGE AMOUNT / OTHER	AIRLINE TAXI OR OTHER	LODGING	BREAK-FAST	LUNCH	DINNER			
TYPE OR PRINT COMPLETE HOME ADDRESS:														
TOTALS														

NAME: _____ ADDITIONAL EXPLANATION: _____ GROSS TRAVEL _____
 SSN: _____ SSN Not Required LESS TEMP. TRAVEL ADVANCE: _____
 ADDRESS: _____ I CERTIFY THAT THIS CLAIM IS TRUE AMT. DUE CLAIMANT _____
 AMT. DUE STATE _____

CLAIMANT IN _____

LINK: [TravelForm67centsWithoutStudents.xls \(live.com\)](http://TravelForm67centsWithoutStudents.xls)

Appendix G - Travel Form - Completed Sample Form

FOR FISCAL USE ONLY	BRANT	SUB	OBJECT	AMOUNT	STATE OF TENNESSEE DEPT. Career & Technical Ed DIV. 141-72230-355										
FUND	DEPT/DIV	COST CENTER			CLAIM FOR TRAVEL EXPENSES										
FOR PERIOD FROM 6/1/2024 TO 6/4/2024					THIS CLAIM MUST BE PREPARED IN ACCORDANCE WITH TRAVEL REGULATIONS TYPE OR PREPARE IN INK										
DATE	PLACE LEFT	TIME LEFT AM/PM	PLACE ARRIVED	TIME ARRIVED AM/PM	TRANSPORTATION				SUBSISTENCE			OTHER EXPENSES	TOTAL		
					MILES	MILEAGE AMOUNT	AIRLINE/ OTHER	TAXI/ R	LODGIN G	BREAK- FAST	LUNCH	DINNER	ITEMIZED, ATTACH RECEIPTS &		
6/1	ERHS	8:00	Chattanooga	11:30	162	\$108.54						44.25	\$	10.00	\$162.79
6/2												59		10	\$69.00
6/3												59		10	\$69.00
6/4	chattanooga	11:30	ERHS	1:30	162	\$108.54						44.25			\$152.79
TOTALS					324	\$217.08						\$206.50		\$30.00	\$453.58
NAME: Karla Hearron					ADDITIONAL EXPLANATION:										
SSN: SSN Not Required					Other expenses										
ADDRESS: Put your HOME address					Parking each day \$10.00										
Where to send the check					Attach receipts										
DATE OF PREVIOUS CLAIM:					SIGNATURE PUT A WET SIGNATURE										
ORIGINAL - DIV. OF ACCOUNTS DUPLICATE - FILE TRIPPLICATE - CLAIMANT					LIFE LONG LEARNING CENTER CTE DIRECTOR										
					OFFICIAL STATION POSITION										
					APPROVED DATE										
					APPROVED DATE										

Appendix H - Inventory File - Sample

Date Completed: After yearly review, please put date completed.

Inventory Completed by		Date Completed		CTE Inventory - East Robertson HS.																	
Beth Moore		6/1/2023		KH - Added to Database 4/28/2023																	
ID Teacher	Make	Model	Description of Property	Quantity	LEA ID [Barcode]	Serial #	Career Cluster	PO Number	Acquisition Date (MM/DD/YYYY)	Warranty	Cost	Source of Funding	Percentage of Federal Funding	School Location	Use	Condition	Disposition Date	Disposition Method and sale price	Green Tag	Remarks	Date Item Added
Moore	HP Office Jet Pro 8023SE	LK7V34831H	Printer	1	N/A	N/A	TAP	N/A	22-Feb	N/A	N/A	Local	?	ERHS 115	Weekly	New/Good	N/A	N/A	N/A		
Moore	TAUSFLA	8MP	TAUSFLA 8MP Document Camera & USB Webcam with Lavalie Microphone for Teacher	1	N/A	N/A	TAP	N/A	22-Feb	N/A	N/A	Local	?	ERHS 115	Monthly	New	N/A	N/A	N/A		
Moore	WiFi Projector Bluetooth	F-206A	Portable Projector tv	1	N/A	N/A	TAP	N/A	22-Feb	N/A	N/A	Local	?	ERHS 115	Monthly	New/Good	N/A	N/A	N/A		
Moore	Parasonic						TAP														
Moore																					
Moore																					
Moore																					