



CAREER AND TECHNICAL EDUCATION
BROWNSVILLE ISD

2024 - 2025
CTE Handbook

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ABOUT CAREER & TECHNICAL EDUCATION

CTE Vision

BISD Career and Technical Education Department equips students with essential skills and real-world experience to excel in their careers. We create an innovative learning environment that connects academic knowledge with practical applications, supporting personal and professional growth. Through industry partnerships and hands-on experiences, we prepare students for successful careers, lifelong learning, and leadership in a rapidly evolving global economy.

CTE Mission

The mission of Brownsville ISD Career and Technical Education Department is to provide students with a comprehensive blend of academic instruction and hands-on experience, empowering them with the skills and knowledge needed to excel in high-demand careers and pursue further educational opportunities.

Brownsville ISD Vision

- All students will graduate.
- All students will meet and/or exceed state and national standards of achievement.
- All students will graduate college ready and prepared to excel in their respective career choices.
- All students will become productive, responsible, and contributing members of society.

Brownsville ISD Mission

The Brownsville Independent School District will graduate students who are prepared to excel in higher education and successfully pursue career opportunities in a changing global society by maximizing resources to ensure equitable opportunities for all students.

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TEXAS EDUCATION AGENCY (TEA)

The Texas Education Agency is the state agency that oversees primary and secondary public education. It is headed by the commissioner of education. The mission of TEA is to provide leadership, guidance and resources to help schools meet the educational needs of all students. You may locate information at <http://tea.texas.gov/>

TEXAS ESSENTIAL KNOWLEDGE AND SKILLS (TEKS)

Texas has adopted curriculum standards that are to be used in all the state's public schools. The current standards, which outline what students are to learn in each course or grade, are called **Texas Essential Knowledge and Skills (TEKS)**. The standards are adopted by the State Board of Education, after extensive input from educators and other stakeholders. The TEKS for Career & Technical Education are Chapter 127 and Chapter 130 found on the Texas Education Agency website. <http://tea.texas.gov/curriculum/teks/>

HOUSE BILL 5 (HB5)

The 83rd Regular Session of the Legislature passed HB 5 and became effective with the Governor's signature in June 2013. House Bill 5 (HB5) made substantial changes to the state's curriculum and graduation requirements, program, and accountability system. The bill aims to provide students with more flexibility in their education path while ensuring they acquire the necessary skills for college or career.

HOUSE BILL 3 (HB3)

Texas House Bill 3, passed in 2019, is an education reform bill aimed at improving public school funding and student outcomes in Texas. In addition to other provisions, the bill also introduces measures to improve school accountability and provide additional resources for college readiness initiatives.

CHAIN OF COMMAND

Chain of Command-Administrative

The Career and Technical Education program is organized under two distinct chains of command. The two chains of command are separate, complimentary systems. BISD organizational charts are available on the BISD website. The home campus Principal is the CTE assigned staff's immediate supervisor. The following areas/items are mainly within the campus Principal's jurisdiction:

- Activity funds
- Building/room keys
- Master schedule (refer to [2024-2025 Student Attendance Accounting Handbook \(texas.gov\)](#))
- Extra Duty assignments
- Fire safety/emergency procedures
- Fundraising
- Grade books and grading
- Lesson plans
- Parent conferences
- Pep rallies (refer to [2024-2025 Student Attendance Accounting Handbook \(texas.gov\)](#))
- Student discipline
- Teacher appraisal
- Work orders (repairs-routine and emergency)
- PEIMS coding

Chain of Command-Program

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

- Local procurement process
- Budget operations
- CTE related grants
- CTE Program implementation and evaluation
- State and Federal accountability
- Industry-Based Certifications approval and logistics
- CTE master schedule offerings (Course Listing Guide)

- PTECH coordination
- Community relations
- Coordination of Advisory Councils
- CTE Curriculum adherence (TEKS Chapter 127 and Chapter 130)
 - <http://tea.texas.gov/curriculum/teks/>
- CTE Personnel assignments based on Educator certifications and program requirements
- CTE personnel Professional Development
- All CTE related travel
- CTE Inventory/Fixed assets
- Student recruitment and retention
- FTEs recommendations and recruitment
- Facilities management
- CTE vehicles

There are areas where interests and responsibilities overlap. The groupings above are intended for general understanding. Our past successes have come from effective collaboration and communication.

ACTIVITY FUNDS

Each campus that operates an activity fund must follow TEA guidelines, BISD policy, and campus procedures. Teachers must obtain approval from their campus administrator for any school club activity.

Specific guidelines can be found in the BISD Finance Manuals on the BISD website. All sponsors are required to attend at least one campus-based training on activity funds a year.

CTE VEHICLES

All CTE vehicles keys must be kept in the CTE Administrative office when not in use. CTE Vehicle request form must be submitted and approved prior to the use of a CTE Vehicle. The assigned PO number and approved web travel (Professional Leave) must be submitted with the CTE vehicle request form for processing. Any vehicle request form without an approved web travel and a PO (when applicable) will not be processed.

CTE vehicle reservations will be contingent upon availability and vehicle conditions. A confirmation email will be sent out on the status of the vehicle reservation request. The approved requester/driver must pick up reserved vehicles at the CTE department no later than 5:00 pm on the business day before travel.

Sponsor(s) will be responsible to make all arrangements for pick up and return of CTE vehicle(s). Vehicle(s) must be returned with a full tank of gas to the CTE department office. If returning vehicle after hours, a gate key will be provided in the CTE vehicle binder. Sponsor(s) dropping off vehicle will be responsible for securely opening and closing CTE Center gate.

BUILDING KEYS

Keys that serve teacher facilities are issued by the campus principal. Campus administration must have keys to access all CTE areas.

CTE MASTER SCHEDULE Considerations

The CTE Department Career Placement Officer (CPO) works collaboratively with campus administration, CTE Department chair, and CTE teachers to develop and design a CTE master schedule that ensures alignment within all programs of study. The CTE master schedule planning committee should take into consideration the items listed below:

- SBEC teacher credentials
- Industry-based certification (IBC) teacher credentials
- Facilities, lab Capacity and safety requirements
- Conflicts with other courses (ex - dual enrollment, AP, fine arts, athletics, etc.)
- Conference period
- Bus schedules (off-campus programs)

The CTE master schedule planning committee adheres to the BISD district-wide master schedule timeline for high school and middle school CTE classes.

CPOs responsibilities include:

- Reviewing and updating master schedule based on updated student request tallies
- Ensuring correct course numbers are assigned on master schedule (aligned with current BISD course listing guide)
- Ensuring teachers are assigned to correct classes (credentials verified)
- Confirming scheduling for cohort students (PTECH, STAMP, SPACE, etc.)
- Balancing courses as needed based on course requirements
 - Facilities, lab capacity, safety requirements, etc.
- Verifying enrollment per CTE teacher
- Communicating with Academic Counselors and Special Education Staff on the following items:
 - Timely updates on courses with low enrollment so that new students and students needing additional courses may be scheduled in respective courses
 - Timely Updates on courses that are FULL so that students are scheduled into courses with low enrollment. This would be a student's 2nd or 3rd choice on choice slips.
- Work collaboratively with academic counselors to ensure students meet all graduation requirements

Program of Study Scheduling

The CTE department's goal is to graduate students as Program of Study (POS) Completers. In order to accomplish this goal, we need to ensure the following:

- Students have a Declaration of Intent on file.
- Students are scheduled into correct classes (based on declaration of intent).
- ALL students (9th, 10th, 11th and 12th) are scheduled into correct sequence of courses.
 - This task will ensure that we follow the Course Listing Guide course sequence. By doing so, we ensure students are on track to graduate as completers and we are on target with CTE Course Level funding.
 - CPOs will work closely with academic counselors and CTE Lab Manager to complete this task.

CTE Certification Center

- Ensure that students on CTE Certification Center rosters are scheduled in respective programs.

- Review the slots (seats allotted per AM/PM for each program).
- Communicate with CTE Center & other CPOs as students need changes (AM/PM).

BISD remains committed to a secondary Career and Technical Education schedule with a strong teaching component and a structure that is vertically organized. Each staff member can contribute to the success of the program by adhering to this vital process.

In adherence to BISD's master schedule timeline, the campus CPO and the campus Assistant Principal in charge of scheduling work together on scheduling all CTE courses. It is recommended that CTE Trades and Industry courses have between 15-18 students enrolled in each section due to safety. All other CTE courses require 26 to 1 student-teacher ratio per section. (Refer to BISD Employee Compensation Plan.)

DEPARTMENT MEETINGS

In the CTE program, effective communication across all levels is crucial. To address challenges, we rely on a strong chain of command and employ diverse, well-organized communication methods. Therefore, it is essential to maintain thorough documentation for meetings, including the SRN number, agenda, and sign-in sheets.

Campus visits, district email or TEAMS meetings are some of our communication tools. Staff meetings of various types and levels are also necessary. Some of the more formal types of meetings are:

- The campus CTE department chair will meet with CTE administration once a month. It is the responsibility of the CTE department chair to disseminate meeting information with campus CTE faculty.
- A CTE campus department meeting must be held once a month or as needed to share updates and/or pertinent information.
- The campus CPO is responsible to meet with campus administration once a month or as needed to share updates and/or pertinent information.

These meetings should be scheduled for the school year and should allow ample opportunity for dissemination of information.

BISD e-mail is an essential means of communication. This type of communication should be checked several times throughout the day, especially for teachers who are CTSO Sponsors or Department Heads.

EXTRA DUTY ASSIGNMENTS

While Principals acknowledge the challenges involved in assigning extra duty (such as bus duty, hall duty, cafeteria duty, etc.) to faculty, there is no policy exempting CTE faculty from these duties. When feasible, it benefits all parties for CTE faculty members to contribute an equitable share of such responsibilities.

FIRE SAFETY/EMERGENCY PROCEDURES

Career and Technical Education faculty and staff will find it necessary to be acquainted with emergency procedures at their campus and must adhere to district and campus procedures.

GRADE BOOKS AND GRADING

The BISD Board approved grading policy is posted on the BISD website.

Refer to [BISD Secondary Grading Procedures](#)

STUDENT ELIGIBILITY

Secondary CTE grading must carefully consider the implications of the "no-pass, no-play" rule. It is crucial to ensure that students who become ineligible are not subjected to double jeopardy. In other words, students should not receive grade penalties that stem from eligibility restrictions.

LESSON PLANS

Principals establish lesson plan procedures at campuses.

PROFESSIONAL DEVELOPMENT

CTE teachers wishing to attend a professional development conference must complete and submit an approval request (see link below). Each request will be evaluated individually based on the focus compliance priorities. If approved, teachers will need to follow BISD travel process. Upon completion of the professional development conference/session, CTE teachers are expected to share relevant information with other CTE teachers as directed by the CTE director.

Focus compliance priorities for Professional Development:

- Math, Science, Reading/ELA
- State and Federal accountability
- Industry alignment
- Research-based instructional strategies for special populations
- College and Career Readiness

[Professional Development Request Form](#)

[Professional Learning System](#)

[TEA CTE Professional Development website](#)

[BISD Travel Employee Travel Manual](#)

[Programs of Study 2024-2025](#)

PARENTAL RELATIONS/STUDENT DISCIPLINE

Communication with parents is essential to any quality educational program and Career and Technical Education is no exception. Although parental relations lie primarily within the campus Principal's domain, the CTE Director is available to serve in an advisory capacity. Teachers are expected to keep documentation of all student/parent contact. Proper documentation of grades, disciplinary concerns, and prior communication should be maintained throughout the school year.

PROGRAM ACTIVITIES

CTE teachers shall meet with their campus principal in early August to coordinate student activities. The campus Principal and CPO require a comprehensive list of contests and activities, including dates and times. Furthermore, a copy of this list should be submitted to the office of the CTE director for documentation.

WORK-BASED LEARNING

Career Preparation and practicums consist of time spent at an approved training site, as well as classroom instruction. Practicums are specific to a career cluster and combine classroom instruction with learning experiences in a laboratory setting or at an approved training site.

Career Preparation and practicums require that the LEA and the training sponsor plan and supervise instruction cooperatively. Students receive instruction by participating in occupationally specific classroom instruction and training site experiences.

[2024-2025 Student Attendance Accounting Handbook \(SAAH\)](#)

Resources for teachers to acquire a certificate to be able to teach Practicums are as follows:

Online training for CTE work-based learning that meets the requirements of the Texas Teacher Assignment Rules (TAC 19, Part 2, §231) for Career Preparation and Practicum teachers is available. It can be accessed free of charge at:

[Work-Based Learning Course](#)

This course introduces basic laws, rules, and procedures relevant to teaching Career and Technical Education (CTE) courses that involve work-based learning (WBL) at the secondary school level in Texas. Because state and federal laws change frequently, it also explains how to find current laws, rules, and guidelines related to WBL.

Career Preparation Courses

For every two career preparation course sections taught, one coordination period is assigned with no more than two coordination periods allowed per teacher. Each class section must have a minimum of 15 students and maximum of 25 students.

Teachers assigned to the career preparation course are required to do develop a training plan for each student enrolled in the career preparation course, conduct site visits (a

minimum of once per six weeks per student), and maintain communication with current and future employers.

Directory for Industry Partners

The CTE administrative department needs to have prompt access to contact information for all campus industry partners and student plans. All memorandums of understanding (MOUs) and affiliation agreements are prepared and submitted for board approval under the oversight of CTE administration.

End of year industry partner survey must be submitted before end of school year to assess programs needs and offer recommendations. Survey will be provided by CTE administration.

TRAINING PLANS

All work-based learning training plans need to be submitted to the campus CPO and CTE administrative office by the end of the first six weeks of the current school year.

P-TECH Work-Based Learning Plan

The Pathways in Technology Early College High School (P-TECH) must offer students a variety of relevant, high-skill work-based learning experiences at every grade level that respond to student interest and regional employer needs and contribute to students earning aligned industry certifications and credentials.

Please reference: [P-Tech Benchmark 6 blueprint](#)

EXTRA CONTRACT DAYS

CTE teachers with extended contracts will need to submit documentation on duties that will be completed during the extra days worked to the campus Principal and CTE director. The documentation is due by the end of the fifth six weeks of the current school year.

ADDITIONAL AND SUPPLEMENTARY DUTY PAY

The supplemental duty form needs to be completed and submitted to the administrative personnel indicated on the form. It is the responsibility of the CTE teacher submitting documentation to ensure all required documentation is turned in by the due date. Sponsors should refer to the CTE supplemental duty pay checklist to verify that all necessary documents are included for processing.

CTE GRADUATION REGALIA

Graduation Stoles

- *STAMP and/or SPACE Academy* – Students must meet respective criteria for STAMP and/or SPACE academy. This includes academic and CTE course requirements.
- *P-TECH Academy* – Students must meet criteria for respective campus P-TECH academy. This includes course requirements, work-based learning experiences, and other program commitments.

Graduation Cords

- *CTE Program of Study Completion Cord (teal cord)* – Students must meet criteria listed below to earn the CTE program of study completion cord:
 - Declaration of intent should be on file for respective program of study.
 - Complete [Foundation High School Program](#) (FHSP) or FHSP with at least [One Endorsement from CTE option](#).
 - Complete 3 years in CTE pathway (must be enrolled in CTE capstone course during senior year).
 - Grades in CTE courses should be 70 or better.
- *RGV LEAD Scholars (red, white, and blue cord)* – RGV LEAD Scholars is a graduate recognition program developed and managed by the RGV LEAD Board. It is designed to keep Texas' best and brightest on a direct track to postsecondary education in our great state. Students should meet criteria listed below to earn the a RGV LEAD Scholar graduation cord. These requirements may also be found on [RGV LEAD](#) website.
 - Complete all courses required for the [Foundation High School Program](#) (FHSP).

- Complete at least one endorsement using a CTE option.
 - Earn an industry-based certification or license through the selected CTE option or earn a passing grade for at least two college-level course through the selected [CTE option](#).
 - Complete a declaration of intent to be an RGV LEAD Scholar.
- *Industry-Based Certification (IBC) cord* – BISD offers over 20 Programs of Study. Within each program of study, students have the opportunity to earn an industry-based certification. Upon successful completion of IBC requirements (examples include – theoretical test, practical test, clinical hours, certifying entity minimum age, etc.), students will earn an IBC cord. Each IBC is assigned a different color combination. The common color for CTE IBC graduation cords is “orange”.

STAMP AND SPACE ACADEMIES

The STAMP and SPACE program introduces a "school within a school" model, offering students a fully immersive high school experience where they can engage in a wide range of extracurricular activities alongside advanced coursework. This initiative aims to prepare students with the essential knowledge, skills, and practical experience needed for future careers in Science, Technology, Medical Professions, Architecture and Engineering.

GUIDELINES for CTE Letterman Jackets (Effective Fall 2024)

CTE students may apply for a letterman jacket if the following criteria are met:

- Students must be enrolled in a CTE program of study that is aligned with respective CTSO. When submitting application, student must be enrolled or have completed the third credit course in a single program of study.
- Students must be a paid member of respective CTSO for a minimum of 3 years and must be at least in the 11th grade level.
- Be a current and active member of a CTSO, Career and Technical Student Organization that includes BPA, FCCLA, FFA, HOSA, SKILLS USA, TAFE, TPSA and TSA.

- Students must have competed twice at the regional level (one year of CTSO regional leadership training may substitute for one year of competition).
- Students must complete a total of 32 community service hours.
- Students who have already been awarded a letterman jacket via another organization and meet respective criteria will receive a CTSO letterman jacket patch. Any additional patches or embroideries must be paid by the student.
- CTE student applicant is responsible for getting the verification signature from each CTE counselor and be recommended by the sponsor.
- University Interscholastic League (UIL) rules state that only one jacket may be awarded per students through student's high school career.

TEACHER SUBSTITUTES FOR CTE AUTHORIZED SCHOOL BUSINESS (ONLY)

- Submit a web travel request to the CTE Director for approval.
[HOWTOWEBTRAVELSTEPS1.pdf \(finalsite.net\)](#)
- Teachers must follow the district's procedure for reporting the approved absence.
- Each staff will develop and publish contingency plans for substitute teacher.
- Classroom access for substitutes will be arranged with campus administration.
- When a substitute teacher is scheduled for a full day, the classroom teacher must remain on campus to be utilized in the CTE Department as needed if the event concludes before the end of the school day.
- It is important to communicate absences to the CTE campus department head and campus Career Placement Officer.
- The Career and Technical Education director must be advised when a CTE teacher is out for an extended period of time.

TEACHER APPRAISAL

Career and Technical Education Teachers' primary supervisor is the campus Principals.

CTE ADMINISTRATION WALKTHROUGHS

Routine walk-through visits will be conducted by the CTE Administration to ensure high standards and continuous improvement. The primary goals of these walk-throughs are to evaluate the alignment of district CTE courses, identify strengths and areas for growth, and foster continued development.

These visits are essential to ensure all staff contribute effectively to the district's mission and CTE goals. Participants should approach these visits with a positive, proactive mindset and a commitment to advancement. Feedback from these classroom visits will be shared with teacher and campus administration.

TEACHER ASSIGNMENTS

Campus assignments are made by the Human Resources Department in consultation with the Director of Career and Technical Education and the receiving principal. Changes in class loads and other factors sometimes make involuntary transfers necessary. Due to the nature of itinerant service, Career and Technical Education teachers may be subject to transfer.

STUDENT LEARNING OBJECTIVE (SLO) GOAL PROCESS

Teacher will analyze student data to include EOC scores and student demographic information in order to create an action plan that will list steps they will take to assist students to successfully pass license and or certification exam. In addition, teacher will project the percentage of students that will take and pass license and or certification exam. The documentation and projections will be submitted to

assigned Campus Administrator.

CTE Teachers are expected to continuously monitor student growth as attainment of licenses and certifications are part of state, federal and local accountability.

NOTE: The CTE Department will not fund or reimburse for re-testing of students. It is recommended that campuses create formative assessments through the year to assess readiness.

TEXTBOOK PURCHASES AND NEEDS ASSESSMENT

CTE textbooks are acquired through the state's periodic book proclamations. Teachers are encouraged to use supplemental resources to create lesson plans based on TEKS.

<https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/cte-teks>).

For additional teacher instructional resources visit TEA resources link: <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/curriculum-resources>

All CTE teachers and CPOs must submit a Needs Assessment Form, a crucial tool for budget planning for the upcoming school year. This form helps evaluate purchases of textbooks, consumables, non-consumables, and staff development according to state and federal guidelines. Approved purchases must adhere to these guidelines, ensuring alignment with local, state, and federal Career and Technical Education program requirements and the CTE Vision and Mission.

WBL (WORK-BASED LEARNING) MILEAGE REIMBURSEMENT

CTE teachers assigned career preparation and/or practicum courses may be paid a travel mileage to compensate for expenses incurred while driving between

campus and employers during the school day. The travel mileage must be approved by both the Campus Principal and the CTE Director through a purchase order (PO) request prior to any travel.

Please refer to [BISD mileage guidelines and reimbursement process](#).

STUDENT TRAVEL GUIDELINES FOR 2024–2025

Travel Student Guidelines and Forms:

CTSO Sponsors are required to review and become familiar with the travel guidelines and forms. CTSO Sponsors must start completing necessary forms at least six weeks prior to event date. Access to this information may be found on the CTE Website.

[CTE Travel Guidelines](#)

[CTSO Programs of Study Alignment](#)

1. The most current CTSO guidelines from respective CTSO must be reviewed and followed by CTSO sponsors.
2. It is the sponsor's responsibility to follow through with all travel documentation prior to the travel date. This includes all online requests such as Professional Leaves and Purchase Requisitions. Note: As per BISD policy, travel may not take place without approved Professional Leave and Purchase Orders.
3. CTE Department will need qualifiers' documentation from CTSO's respective organization with information on the event and the student(s) name, before web travel request and purchase request are submitted and approved.
4. CTSO Sponsors have to accompany their students to all CTSO events. If prior arrangements have not been made and approved by Campus Principal and CTE Director, CTSO students will not be able to participate in the competition. For example, students will not be allowed on the bus without their sponsor if prior arrangements were not made.
5. CTSO sponsors will ensure that students meet UIL eligibility to participate in CTSO competitive events. BISD grading procedures will be followed at all times.

6. CTSO sponsors must review student responsibilities with their CTSO group. Sponsors are required to meet with students and parents before CTSO events. Sponsors should have an itinerary and agenda for conference/competitive events for travel dates and should provide a copy to students and parents.
7. All schools must travel together and coordinate all CTSO events whenever possible to minimize expenses.

TRAVEL PROCEDURES

All travel must adhere to BISD policies, which include guidelines for allowable expenses, ethical conduct, and financial accountability. Teachers are expected to follow these policies to ensure transparency and proper use of district funds. All travel must be submitted at least six weeks before travel date for approval.

Please refer to district's [Employee-Student Travel Procedures Manual](#).

REQUISITIONS/ PURCHASE ORDERS

CTE purchases are made from two sources, Needs Assessment Form and teacher allocation of funds based on approved budget.

- All requisitions must be placed at least four weeks prior to date needed.
- Awarded vendors must be used.
- Official quotes from vendor must be attached electronically and must include the following information provided by vendor.
 - BID number for BISD approved vendor or contract number (see purchasing department on CO-OP bid) [Awarded Vendors](#)
 - Item numbers
 - Descriptions
 - Quantity
 - Shipping and handling charges (if applicable)
 - BISD discount amount noted on quote
 - No state sales tax on quote

Immediately upon receipt of supplies/materials, department/campus shall:

- Verify the number of items received or the contracted services rendered to match printed purchase order.
- The originator or designee is responsible for receiving the purchase order online so the Accounts Payable Department can process payment promptly.
- Promptly forward all original documentation, invoice, packing slip, etc., to the Accounts Payable Department when applicable.

BUDGET

The Career and Technical Education Department, through its account holders, maintains a centralized budget in support of the Career and Technical Education programs. All budget accounts are serviced directly by the Director of Career and Technical Education. State Funds are generated through CTE enrollment and student attendance. The CTE Director monitors and works collaboratively with the BISD Chief Financial Officer on an ongoing basis to ensure that a healthy budget is maintained.

Perkins V Grant are federal funds that support state approved programs of study that meet in-demand, high- wage jobs that are based on regional workforce data. All items purchased with federal funds must have been included in the prior year's program needs assessment and adhere to the allowable and non-allowable guidelines.

Both state and federal CTE funds must meet state and federal guidelines.

CTE SCHOOL BUS REQUISITIONS

All CTE sponsored trips require approval from CTE Director. Sponsors must submit a web-travel request prior to a trip (bus) request. Once the web-travel is approved, Sponsors must submit a trip request through Business Plus.

[TR-STORESINVPG30.pdf \(finalsite.net\)](#)

The Transportation Department must be notified on any trip changes prior to travel date to ensure proper procedure is followed. CTE Office will not be responsible for trip changes.

WORK ORDERS

Work orders for routine building repairs should be submitted through the campus Principal's administrative assistant.

Emergency work orders (i.e.: air conditioner failure, electrical problems, etc.) should be addressed with campus administration immediately. This is an unallowable expense under CTE fiscal guidelines and should be handled at the campus level.

BURGLARY/ VANDALISM/ LOSS REPORT PROCEDURES

1. Burglaries, vandalism or break-ins must be reported to BISD PD as soon as they are discovered.
2. It shall be the responsibility of the campus Principal or their designee to deal with all instances of burglaries (break-ins), vandalism and theft.
3. The campus Principal or their designee shall contact the Brownsville ISD Police Department at (956) 698-2085 and file a police report and forward copy of police report to CTE Administration Office.
4. The person filing the report shall obtain a case number and report the losses on an Add/ Transfer/Disposal Form to Fixed Assets/Warehouse Services (Central Warehouse).
5. Once the property has been identified, the Brownsville ISD Police Department will enter it into a criminal database system.
6. If the items are identified as stolen by other law enforcement agencies, the equipment may be recovered and the individual(s) responsible for the burglary may be apprehended and charges filed.

7. Identifying stolen property on the Add/Transfer/Disposal Form is very important particularly for equipment with BISD tag numbers such as, computers, printers, etc.

INVENTORY

All CTE Staff is responsible for all inventory that is in their classroom to include textbooks, technology equipment, capital outlay equipment, furniture, robotics equipment and supplies, consumable and non-consumable supplies, and any other instructional materials that were purchased for the operation of the classroom or office.

Fixed Assets campus administrator will be conducting a thorough inventory of district's assets. It is important that all merchandise purchased with CTE funds be tagged and recorded accordingly. CTE teachers must use inventory template below to maintain an accurate record of items within their POS. For more information contact CTE administrative office.

[Inventory Template](#)

CONTROL AND SECURITY

Proper accounting for school-owned property is ineffective without adequate physical control and security. To ensure a reasonable level of control and security, follow these essential steps:

- Store inactive equipment separately from frequently used items. Inactive equipment should be kept in a secure, locked location.
- Always use appropriate documentation for tracking and managing equipment. Never leave keys in the possession of students.
- Keep classrooms and offices locked when not in use, unless you are present in the room.
- Prevent students from gathering around open storage areas at any time—before school, during lunch, or after school.

COMPUTER REPAIR REQUEST

To better support teachers, including CTE teachers and students, the district has a Technical Support Technician at each campus. To effectively track equipment for upgrades and replacements, it's crucial that you report repair requests promptly.

For efficient tracking of parts and scheduling of work, teachers must follow campus procedures.

CTE ADDITIONAL WEBSITE RESOURCES

Texas CTE Resource Center	https://txcte.org/
Region 1	http://www.esc1.net/
Association for Career & Technical Education (ACTE)	http://www.acteonline.org
Career & Technology Association of Texas	https://www.ctat.org/
TEA Programs of Study	https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/cte-programs-of-study
TEA Career and Technical Education website	https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education

Follow us on:



Career and Technical Education Department

CTE Handbook Acknowledgment Form

2024-2025

Last Name _____

First Name _____

Employee No. _____

Campus _____

The information outlined in this handbook is a guide to and a brief explanation of faculty policies and procedures and is subject to change at any time. I understand that updates to district policies may override, modify, or replace the information contained in this document. I am responsible for staying informed about and adhering to campus, district, state, and federal policies, as well as any CTE updates. Should I have any questions or need further clarification, I will contact my supervisor or the appropriate department. I also acknowledge that the CTE Handbook is available online through the Career and Technical Education Department website <https://www.bisd.us/departments/a-i/career-technical-education> or a hard copy is available upon request.

The latest edition of the BISD Employee Handbook can be accessed on the district's website at <https://www.bisd.us/departments/a-i/human-resources>

Employee Signature

Date

BROWNSVILLE ISD

BISD does not discriminate on the basis of race, color, national origin, gender, religion, age, disability or genetic information in employment or provision of services, programs or activities.