



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

PETER B. LICATA
Director

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CHOICE AND CAREER OPTIONS
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Information Only

Contact: Peter B. Licata
PX 45829

TO: High School and Middle School Principals
High School and Middle School Assistant Principals
High School and Middle School Guidance Counselors

FROM: Janis Andrews, Ed.D., Chief Academic Officer 

SUBJECT: CAREER AND TECHNICAL EDUCATION COURSE ENROLLMENT

In an effort to maintain the fidelity of our Career Academies and Career and Technical Education (CTE) programs, it is important that course enrollment be monitored closely. For all (1) credit CTE courses (course numbers 8100000-8900000), students should be enrolled for the entire year. These courses **may not be offered as semester courses or taken out of order**, since the sequencing of courses is imperative starting with the first course in the program.


The Florida Career and Professional Act and the Federal Carl D. Perkins Secondary Career Education Act mandate that school districts provide rigorous and relevant career themed courses that articulate with postsecondary level coursework leading to industry certification. In relation to the quality of industry certifications issued to our CTE students, class size should also be considered. The recommended maximum class size for CTE courses is 30 students.

By following these guidelines, the proper sequencing of CTE courses will allow us to meet the requirement of the above mentioned legislation and to afford our students the opportunity to earn:

- Industry Certification
- Gold Seal and/or Bright Futures Scholarships
- Articulation into postsecondary institutions
- Occupational Completion Point (OCPs)
- Program completion

Also note attached memorandum from Mr. Rod Duckworth, Chancellor, Division of Career and Adult Education regarding use of equipment purchased with Perkins funds. The Career Education staff is available to assist you in these efforts and appreciate your help and cooperation in following these guidelines.

EWG:JA:JML:PBL:pap
Attachment

Approved by: 
E. Wayne Gent, Superintendent

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April 16, 2012

MEMORANDUM

TO: Eligible Recipients of Section 131 (Secondary) and Section 132 (Postsecondary) Perkins IV Federal Career and Technical Education Funds Authorized by Public Law 109-270

FROM: Mr. Rod Duckworth, RDChancellor, Division of Career and Adult Education

SUBJECT: Use of Equipment purchased with Perkins funds

The purpose of this memo is to clarify how equipment, such as computers and software, purchased with funds from the Carl D. Perkins Career and Technical Education Act of 2006 may be used in the education setting. The purpose of this federal grant is to develop more fully the academic and career and technical skills of secondary and postsecondary education students who elect to enroll in career and technical education programs. According to Title 34 of the Code of Federal Regulation, Section 74.34(d):

"During the time that equipment is used on the project or program for which it was acquired, the recipient shall make available for use on other projects or programs if other use will not interfere with the work on the project or program for which the equipment was originally acquired. First preference for other use shall be given to other projects or programs sponsored by the Federal awarding agency that financed the equipment; second preference shall be given to projects or programs sponsored by other Federal awarding agencies..."

Therefore, students using equipment funded by the Perkins Grant to pursue a career and technical education program shall not be displaced from using such equipment. The equipment may be used for other programs and projects as long as it does not interfere with the work of students in the career and technical education program for which the equipment was purchased. Should you have any questions, please contact Amy Albee-Levine at Amy.Albee@fldoe.org.

RD/aa