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Guidance for Applicants:

FY2011 Career-Technical & Adult Education Allocation for Curriculum Packages

TABLE OF CONTENTS

GENERAL INFORMATION/INSTRUCTIONS FOR OPTING OUT OF THE GRANT 2
INSTRUCTIONS FOR PARTICIPATION 2
STEP 1: REVISE APPLICATION PAGE 3
STEP 2: REVISE BUDGET PAGE 3
Allowable Expenditures 3
STEP 3: REVISE PLANNING TOOL STRATEGIES AND ACTION STEPS 3
STEP 4: DEADLINE 4
ADDITIONAL INFORMATION 4
PROJECT LEAD THE WAY (PLTW) 4
PROJECT LEAD THE WAY REQUIREMENTS 4
ODE CONTACT 5
HIGH SCHOOL OF BUSINESS (HSB) 5
HIGH SCHOOL OF BUSINESS REQUIREMENTS 6
ODE CONTACT 6
CURRICULUM FOR AGRICULTURE SCIENCE EDUCATION (CASE) 6
CASE REQUIREMENTS 7
ODE CONTACT 7
FORD PARTNERSHIP FOR ADVANCED STUDIES (FORD PAS) 7
FORD PAS REQUIREMENTS 8
ODE CONTACT 8
OTHER CURRICULUM PACKAGES 8
OTHER CURRICULUM PACKAGE REQUIREMENTS 9
ODE CONTACT 9

Ohio | Department of Education

GENERAL INFORMATION

The Office of Career-Technical Education (CTE) is allocating Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) federal funds to all school districts through the CCIP Secondary Application. The purpose of this allocation is to promote the creation and implementation of workforce development structured curricular packages and Ford PAS methodology throughout the state. Data have indicated that curricular packages result in student attainment of Perkins performance measures when they tightly align Ohio's technical and academic content standards with inquiry-based, problem-based instructional strategies, intensive course-specific teacher training and a state/national valid and reliable assessment that directly connects to the curricular content.

Funds are being allocated to Career Technical Planning Districts (CTPDs) for CTE teacher professional development to support the implementation and effective use of curricular packages. This statewide effort is projected to result in higher performance on both local and state levels as the dissemination of best practices occurs.

The use of these funds is in compliance with Perkins IV, Section 135, Requirements for Uses of Funds, and addresses instructional support, program improvement, stronger academic and technical integration, as well as accountability for results for educators through professional development.

These additional funds must be used for teacher professional development for structured curricular packages including: Project Lead the Way (PLTW), High Schools of Business (HSB), Curriculum for Agricultural Science Education (CASE), or the Ford PAS methodology. Other structured curriculum packages that meet definitional requirements may be eligible.

Professional development costs are eligible for first-time adoption of a course or expansions of existing programs through the addition of new courses. Funds may be used for more than one curricular package and must be obligated by June 30, 2011. **Revisions to the FY2011 CTAE CCIP Secondary Application must be complete by November 1, 2010**. The Ohio Department of Education continues to support statewide growth in academically and technically rigorous programming that results in students graduating from secondary school career and college ready.

INSTRUCTIONS FOR OPTING OUT OF THE GRANT

Districts wishing to opt out of receiving this grant should complete the following steps in the CCIP:

If you do not wish to accept these additional funds, change the Status of your application to "Revision Complete" without making any changes to your budget or plan. Continue through to "Authorized Representative Approved" **by November 1, 2010**.

Ohio | Department of Education

INSTRUCTIONS FOR PARTICIPATION

Districts wishing to accept this grant should complete the following steps in the CCIP:

STEP 1: REVISE APPLICATION PAGE

"Provide in-service and pre-service professional development," must be selected on your Carl D. Perkins Secondary Application page.

STEP 2: REVISE BUDGET PAGE

Revise your CTAE CCIP Budget to reflect the additional funds. Refer to the following allowable and non-allowable expenditures as follows:

Allowable Expenditures

- Teacher stipends
- Teacher substitute costs
- Teacher training fees, travel, meals and lodging
- Teacher instructional materials, including software

Non-Allowable Expenditures

- Supplanting of funds
- Equipment costs
- Administrative and/or indirect costs
- Expenditures for student or classroom materials, supplies or books
- Annual membership fees related to the selected curriculum package
- Costs for food or beverage unless such costs are included in an allowable travel reimbursement

STEP 3: REVISE PLANNING TOOL STRATEGIES AND ACTION STEPS

A. In the CCIP Planning Tool, add (or revise) the Strategy entitled, "Provide in-service and pre-service professional development." ***Be sure to indicate (or adjust) the Estimated Cost in your Strategy***.

B. Add an Action Step under the Strategy. If you already have an existing Action Step under this Strategy, you would add an ***additional*** Action Step dedicated to the new funds. **Be sure to clearly indicate which Curriculum Package(s) is being funded.**

Address the following:

- Capacity to implement and sustain the program
- Estimated costs and alignment of expenditures with activities
- Opportunities for business partnerships
- Teacher professional development for selected the Curriculum Package(s)
- Projected timeline for program implementation
- Proposed number and grade level of participating students
- Number of courses to be offered (not required for Ford PAS)

Ohio | Department of Education

STEP 4: DEADLINE

To complete your application revision, change the Status of your CCIP Application to "Revision Complete." Your Treasurer will need to change the status to "Fiscal Representative Approved" and your Superintendent will need to change the status to "Authorized Representative Approved." **You must have your application in "Authorized Representative Approved" Status no later than November 1, 2010.**

ADDITIONAL INFORMATION

For additional information relating to each Curriculum Package, please contact the Pathway Consultant listed at the bottom of each Curriculum Package section.

PROJECT LEAD THE WAY (PLTW)

Project Lead the Way (PLTW) is a program that supports students interested in pursuing Science, Technology, Engineering and Mathematics (STEM) careers and stimulates growth of CTE career pathways that meet business and industry workforce needs. As a national pre-engineering or bioscience curriculum, students are provided with the knowledge they need to excel in high-skill, high-wage, and high-demand fields. The program is project-based and designed for exploring math, science and technology; providing hands-on experience while teaching students key elements and skills of engineering, bioscience and technology-based careers; and, immersing students in rigorous problems. The PLTW program is aligned with Ohio's strategic plan to implement a world-class education system in which all students will graduate with a sense of purpose and be well-prepared for college, work and life. The following PLTW models are eligible for funding: Year 1 new PLTW models; Year 2 & 3 expanded programs; middle school programs.

More information on the program, training, materials, and implementation can be found on the Project Lead The Way Ohio web site www.pltwohio.org or the national PLTW website www.pltw.org.

PROJECT LEAD THE WAY REQUIREMENTS

The requirements for implementing a PLTW program are described below. By allocating funds to support a PLTW program, you agree to meet the following requirements:

- A signed school district agreement with PLTW will be maintained and all requirements of the agreement will be met
- Ensure that students are enrolled in appropriate and rigorous mathematics and science courses to support the PLTW curriculum
- Software license will be maintained and necessary equipment will be purchased in order to offer the PLTW curriculum
- Teacher will participate in required teacher training specific to courses being taught
- Guidance counselor will participate in guidance counselor professional development

- Program will participate in data collection
- Offer PLTW courses and the emerging elective in a sequence prescribed by PLTW
- If Year 2 or 3 of implementation, expand the current PLTW program by adding a minimum of one new course offering
- If Middle Schools, ensure that the PLTW Gateway to Technology program (middle school model) leads to a PLTW program of study at the secondary level
- Complete a CTE-26 and Program of Study to reflect new program or additional course (if necessary) for the 2011-2012 academic year by June 1, 2011
- Maintain an advisory committee that provides guidance on the implementation of curriculum package requirements
- Serve as a demonstration site for school districts interested in implementing the curriculum package

ODE CONTACT

For questions, please contact Linda O'Connor at 614-644-6095 or linda.o'connor@ode.state.oh.us or Kathy Sommers at 614-644-6758 or kathy.sommers@ode.state.oh.us,

HIGH SCHOOL OF BUSINESS (HSB)

High School of Business (HSB) is a national, college-preparatory style program designed to prepare students interested in pursuing careers in business and marketing. Business administration is the most popular college major with 16.7% of incoming college freshmen majoring in the field (Source: Cooperative Institution Resource Program, Freshman Survey, University of California at Los Angeles, 2008). According to the Ohio Labor Market Information website, all types of managers have high employment prospects with an average hourly wage of $46.37 (http://ohiolmi.com/jobs/careers.htm).

The HSB program employs active learning strategies, including project and problem based learning, to challenge students through an accelerated curriculum delivered in the context of real-world business problems. The program emphasizes 21st Century Learning including critical thinking, teamwork, innovation and entrepreneurial thinking. The content in HSB is aligned with the National Standards for Business Management and Administration, Marketing and Finance (http://www.mbaresearch.org/) as well as the national academic standards in Mathematics (www.nctm.org/standards/), English Language Arts (www.ncte.org/standards/) and Economics (http://www.councilforeconed.org/ea/standards/). Work-based learning is integrated throughout the course content via guest speakers, field trips and observational internship experiences.

More information on the program, training, materials, costs, and implementation processes can be found on the MBA Research High School of Business website; (http://www.mbaresearch.org/2.0/joomla/index.php?option=com_content&task=blogsection&id=18&Itemid=266).

HIGH SCHOOL OF BUSINESS REQUIREMENTS

The requirements for implementing a HSB program are described below. By allocating funds to support a HSB program, you agree to meet the following requirements:

- Offer the full program (at a minimum, the six required courses) in a manner that a student may complete within three years
- Obtain a license to be a High School of Business site
- Teach High School of Business™ courses in accordance with the program materials, instructional design and course sequence
- Staff High School of Business™ courses with faculty who have completed training for the courses they will teach; training includes both pedagogical and content training and is conducted twice yearly over a minimum of three years
- Offer students at least one of the recognition and reward options listed in the HSB program handbook
- Duplicate copyrighted materials for internal use only
- Collect and report data as requested for program assessment
- Make available internet access for every student, Microsoft Word, Excel, and PowerPoint and a digital camcorder (camcorder does not need to be exclusive to HSB classroom) for use in student research projects
- Use High School of Business™ brand elements (logo, etc.) in accordance with regulations
- Participate in at least 80% of scheduled conference calls (teacher)
- Maintain a classroom resource library
- Obtain a Better Investing membership in the second year of the program
- Complete a CTE-26 and Program of Study to reflect new program or additional course (if necessary) for the 2011-2012 academic year by June 1, 2011.
- Maintain an advisory committee that provides guidance on the implementation of curriculum package requirements
- Serve as a High School of Business™ demonstration program for other school districts

ODE CONTACT

For questions, please contact Dee Sturgill at 614-466-1881 or dee.sturgill@ode.state.oh.us.

CURRICULUM FOR AGRICULTURE SCIENCE EDUCATION (CASE)

Curriculum for Agricultural Science Education (CASE) prepares students to be innovative and productive leaders in the science and business of agriculture, food and the management of our natural resources. Students enrolled in a CASE program are provided with the science, technology, engineering, and mathematics concepts necessary for success in college and careers associated with STEM-related fields.

Through engaging, hands-on curriculum and experiential learning, CASE encourages the development of problem-solving skills, critical thinking, creative and innovative reasoning and a love of learning. It is

intended that the CASE curriculum will spark the ingenuity, creativity, and innovation within students. CASE is student-directed and inquiry-based and is a carefully designed curriculum that is built starting with the assessment elements and then crafting the learning experiences around the desired outcomes. CASE is aligned with national Agriculture, Food and Natural Resources (AFNR), Science, Mathematics, and English Language Arts content standards.

More information on the program, training, materials, and implementation can be found on the CASE web site http://www.case4learning.org/.

CASE REQUIREMENTS

The requirements for implementing a CASE program are described below. By accepting funds to support a CASE program, you agree to meet the following requirements:

- Teach CASE courses in accordance with the program materials
- Do all that is possible to meet CASE equipment recommendations for courses
- Teachers will complete required training specific to the courses being taught
- Program will respond to requests for data collection
- Ensure that students enroll in appropriate and rigorous academic courses that support the curriculum
- Students will participate in CASE end of course testing
- Maintain an advisory committee that provides guidance on the implementation of curriculum package requirements
- Serve as a demonstration site for school districts interested in implementing the curriculum package

ODE CONTACT

For questions, please contact Ike Kershaw at 614-644-5922 or ike.kershaw@ode.state.oh.us.

FORD PARTNERSHIP FOR ADVANCED STUDIES (FORD PAS)

Ford Partnership for Advanced Studies (Ford PAS) is an academically rigorous, interdisciplinary curriculum and program that provides students with content knowledge and skills necessary for future success in such areas as business, economics, engineering, and technology. The inquiry and project based program offers a series of modules that links learning in career-technical and academic subjects with the challenges students will face in postsecondary education and with the expectations of the workplace they will face as adults. These links are forged through community-wide, cooperative efforts and innovative partnerships that join local high schools, colleges and universities, and businesses. Through coordinated, real-world learning opportunities, Ford PAS provide experiences to help student attain their future educational and career goals.

The packaged curriculum is aligned with national career cluster curriculum and Ohio's academic standards and is delivered through themed interdisciplinary modules suitable for integration into existing workforce development and CT-approved academic courses. Using the Ford PAS methodology, students

will increase their communication, critical thinking, problem-solving, and teamwork skills.

More information on the program, training, materials, and implementation can be found on the Ford PAS web site http://www.fordpas.org/.

FORD PAS REQUIREMENTS

The requirements for implementing a Ford PAS program are described below. By allocating funds to support a Ford PAS program, you agree to meet the following requirements:

- Implement the Ford PAS methodology with a CTE workforce development program and/or state-approved CT academic course (VA)
- Identify appropriately certified teachers (recommend one career-technical and one academic teacher) to attend the required teacher training and participate in annual professional development
- Participate in data collection
- Host a technical assistance site visit by Ohio Ford PAS staff at the end of the first year of operation
- Implement a minimum of one Ford PAS module by the end of the 2011-2012 academic year
- Maintain an advisory committee that provides guidance on the implementation of Ford PAS
- Serve as a demonstration site for school districts interested in implementing Ford PAS

ODE CONTACT

For questions, please contact Ruth Ann Falconer at 614-466-1877 or ruthann.falconer@ode.state.oh.us.

OTHER CURRICULUM PACKAGES

Curriculum packages not listed will be considered for the staff development opportunity if they meet the requirements listed below. **All other curriculum packages must receive prior approval from Rick Mangini, Associate Director, Office of Career-Technical Education.** The curriculum packages must:

- Be a CTE workforce development program and provide for professional development and instructional support
- Be a sequence program with structured curriculum
- Address the integration of a coherent and rigorous sequence of technical content and academic core content
- Provide inquiry, project and problem-based delivery
- Meet state program of study requirements
- Align to Ohio CTE program standards and emerging state content standards
- Provide student state or national assessment data and program results data that are aligned to the identified curriculum package

Ohio | Department of Education

OTHER CURRICULUM PACKAGE REQUIREMENTS

The requirements for implementing a curriculum package under the OTHER category are described below. By accepting funds to support the preapproved curriculum package, you agree to meet the following requirements:

- Ensure that students are enrolled in appropriate and rigorous curriculum
- Teacher will participate in required teacher training specific to courses being taught
- Program will participate in data collection
- Teach the program courses in accordance with the required program materials and sequence of instruction
- Complete a CTE-26 and Program of Study to reflect new program or additional course (if necessary) for the 2011-2012 academic year by June 1, 2011
- Maintain an advisory committee that provides guidance on the implementation of curriculum program requirements
- Serve as a demonstration site for school districts interested in implementing the curriculum program

ODE CONTACT

To use these additional funds for another Curriculum Package, contact Rick Mangini at 614-466-2588 or rick.mangini@ode.state.oh.us for approval prior to revising your application

For questions, please contact Rick Mangini at 614-466-2588 or rick.mangini@ode.state.oh.us.