

Attachment A, Superintendent's Memo No. #061-10

**NEW ADMINISTRATORS WORKSHOP
DoubleTree Airport Hotel, Richmond
July 8, 2010
AGENDA**

7:30 – 8:15 a.m...... Breakfast Buffet

8:15– 10:00 a.m...... Introductions & Overview
Anne Rowe and George Willcox

- Program area state specialists:
 - Sharon Acuff, Marketing
 - Helen Fuqua, Family and Consumer Sciences
 - Judith Sams, Business and Information Technology
 - Joseph Wharff, Career Counseling and Career Connections
 - Connie Williams, High Schools That Work/Making Middle Grades Work
- ▶ Overview of Perkins—Elizabeth Russell
- ▶ Virginia's Vision for Career and Technical Education
- ▶ Organizational Chart (handout)
- ▶ Reports and Due Dates (handout)
- ▶ State Regulations (handout)
- ▶ Terms (handout)
- ▶ Safety in Career and Technical Education (handout)

10:00 – 10:15 a.m. BREAK

10:15 – Noon

- ▶ The Curriculum Resource Center Peggy Watson
Administrative Coordinator, CTE Resource Center
 - Overview of Center
 - Use of Verso and State Curriculum
 - Administrative Planning Guide
- ▶ Workplace Readiness SkillsMeredith Gunter, Director of Outreach
Demographics & Workforce, Weldon Cooper Center
and Achsah Carrier, Research Associate

Noon – 4:00 p.m...... Training and Lunch

- ▶ Local Plan
 - Old Format for Submission/New Format..... Anne Rowe
 - Local Perspective.....Linda Dorr, Assistant Superintendent
Administration & Human Resources, Henry County Schools
 - Writing Your Plan – How to Capture
What You Are Really Doing
 - What Data is Needed/Required for
Each Performance Measure
 - Amending Your Plan and Budget
- ▶ VDOE and CTE Web site..... George Willcox
 - Special Points of Interest on VDOE Page
 - Navigating the CTE Web Page

NEW ADMINISTRATORS WORKSHOP
DoubleTree Airport Hotel, Richmond
July 9, 2010
AGENDA

7:45 – 8:30 a.m...... Breakfast Buffet

8:30 – 9:45 a.m.

- ▶ Program area state specialists:
 - Dr. Glenn Anderson, Agricultural Education
 - Dr. Lynn Basham, Technology Education
 - Edward Sullivan, Trade and Industrial Education
 - George Willcox reporting for the Health and Medical Sciences program (position not currently filled)

- ▶ Financial Expenditures..... Terry Dougherty
Linda Dorr
 - Allocations for Perkins, State Equipment, Industry Credentials, and Entitlements
 - Reimbursement Procedures for State Equipment
 - Reimbursement Procedures for Industry Credentials
 - Reimbursement Procedures for Perkins (OMEGA)
 - Best "How To" Suggestions from Local Level

BREAK

10:00 – 11:15 a.m.

- ▶ OMEGA Training on Local Plans and..... Karen Lux
Perkins Reimbursement Process

11:15 a.m. - Noon

- ▶ Industry Credentials..... Gordon Creasy
 - Role Credentialing Plays in CTE
 - Current Ways Teachers Can Become Certified
 - Listing of Credentials
 - Industry Credential Collection System

Noon – 4:00 p.m......Lunch, Career Clusters, Reports, and Q&A

BREAK WILL BE TAKEN AS NEEDED

- ▶ Career Clusters Anne Rowe and Joe Wharff
 - Career Pathways
 - Web site
 - Academic and Career Plan

- ▶ Reports Glenn Davis
 - CTE Financial Report (due this year in August 2010)
 - Adult Enrollment
 - Secondary Enrollment/Demographic Form

- ▶ Mentor and Mentee Assignments

- ▶ Question and Answer