

MEMO

TUPELO CAREER-TECHNICAL CENTER
4125 Cliff Gookin Blvd.
Tupelo, MS 38801

Phone: 662-841-8990

Fax: 662-840-8799

TO: Board of Trustees
Tupelo Public School District

FROM: Evet Topp, Career-Technical Center Director
Tupelo Career-Technical Center

DATE: December 5, 2011

RE: Career Pathway Experience Plan and Teacher Unit/Course Request

COMMENTS:

This memo is to request permission to do the following :

1. CPE (Career Pathway Experience Program)-former name will be COOP.
2. Request for Permission to add a teacher unit and for the Pathway Experience:
 - a. Digital Media Technology
3. Teacher Academy-FYI
4. Proper signature forms will be submitted at a later date if and/or when required by the Mississippi Department of Education.
5. Budget
 - a. MAEP 50% of Teacher Salary
 - b. State/Federal 49% of Teacher Salary
 - c. District 1% plus Fringe Benefits

Thanks,



Evet Topp, Career-Technical Center Director
Tupelo Career-Technical Center

Tupelo Career-Technical Center
Presentation to the Board
December 13, 2011

Presenter: Christy Jordan, COOP Teacher
Request for Permission to submit and implement Career Pathway
Experience Plan:

We will meet with the Mississippi Department of Education during the summer for a face-to-face meeting concerning implementing this option. We will submit a one-page description of how our school district will implement CPE. Please submit this form and your one-page description to Angela Kitchens by the **first Monday of May each year**. You may submit the documents electronically or hard copy.

Board President Signature and Date

Superintendent Signature and Date

Tupelo Career-Technical Center
Career Pathway Experience Plan

The goal of the Career Pathway Experience is to provide work-site learning for high school students who have a **clearly defined career objective**.

Course Offerings

1. CPE Paid Work-Based Learning: This option is a paid work-based learning opportunity of a student.
 - a. 135 hours/year – 0.5 Carnegie Unit
 - b. 270 hours/year – 1 Carnegie Unit
 - c. 540 hours/year – 2 Carnegie Units
2. CPE Internship (Non-paid WBL): This option is a non-paid work-based learning opportunity.
 - a. 135 hours/year – 0.5 Carnegie Unit
 - b. 270 hours/year – 1 Carnegie Unit
 - c. 540 hours/year – 2 Carnegie Units
3. CPE School-Based Internship (Non-paid WBL) This option is only available for third-year students who have completed a program. The CTE instructor will be the employer.
 - a. 135 hours/year – 0.5 Carnegie Unit
 - b. 270 hours/year – 1 Carnegie Unit
4. CPE Apprenticeship (WBL), strictly following the Department of Labor regulations.
 - a. 270 hours/year – 1 Carnegie Unit
 - b. 540 hours/year – 2 Carnegie Units

Student Priority Enrollment Criteria

1. Students who have completed a 2-year CTE program
Enrolling students who have received 2 prior years of secondary CTE training serves as the model for operation of CPE and is the most complete career and technical training available.
2. Students not enrolled in a CTE program but who have a **clearly defined career objective as a junior**
3. Students who are enrolled in a CTE program if scheduling permits. **The student must be employed in the area of his or her career training.** A student may be enrolled in a CTE course and CPE simultaneously if scheduling permits. This is called dual enrollment.

Student Enrollment Requirements

Students must meet the following requirements to be considered for enrollment in Career Pathway Experience:

- 11th- and 12th-grade students
- CPE participants must be 16 years of age or older by August 1 of the school year.
- Students must have clearly defined career objectives.
- Students must meet priority enrollment criteria.
- Students should be placed within 4 weeks in a work-based learning experience that relates to their career objective.

Tentative Plan of Action:

January	Recruit students for CPE program
January-March	Solicit business and industry for job placement for students
March	Notify Students who will be in CPE program
August	Prepare individual training plans for each COOP student Utilize 1 st 4 weeks of school to prepare students for workforce
September	Site Visits Begin (at least once a 9 weeks for each student)
November	Advisory Committee Meeting
May	Advisory Committee Meeting

Appendix C: Career Pathway Experience Plan

Career Pathway Experience Plan

A District Information			
School District:	Tupelo Public School District	District Phone:	662-841-8850
Superintendent:	David Meadows		
Street Address:	P.O. Box 557	City:	Tupelo
		Zip Code:	38802
Career and Technical Director Name:	Evet Topp		
Contact E-mail:	setopp@tupeloschools.com		
High School Principal's Name:	Jason Harris		
Contact E-mail:	jgharris@tupeloschools.com		
CPE Instructor Name:	Christy Jordan		
Contact E-mail:	cnjordan@tupeloschools.com		

Our school district plans to do the following:

- x Career Pathway Capstones. We will meet with the Mississippi Department of Education during the summer for a face-to-face meeting concerning implementing this option. We will submit a one-page description of how our school district will implement CPE. Please submit this form and your one-page description to Angela Kitchens by the **first Monday of May each year**. You may submit the documents electronically or hard copy.

Mississippi Department of Education
Attn: Angela Kitchens
Office of Career and Technical Education
P.O. Box 771
Jackson, MS 39205

Superintendent's Signature

Career and Technical Director's Signature

High School Principal's Signature

Instructor's Signature

Presenter: Evet Topp, Career-Technical Center Director
Request for Permission to provide the following program and teacher unit for the Career Pathways:

Digital Media Technology- This program is designed for students who wish to develop, design, and implement projects in the fast growing field of digital media. The program emphasizes the techniques and tools used in digital media and the creative design or content of such media. Both theoretical learning and activity-based learning are provided for students who wish to develop and enhance their competencies and skills. The course focuses on the basic areas of computer graphics, multimedia, and animation. Exposure to state-of-the-art equipment is given through advice by experts from industry. The comprehensive project component provides practical experience toward developing a portfolio of work. (2 Credit Course).

Board President Signature and Date

Superintendent Signature and Date

Digital Media Information Sheet

Projected Enrollment: 72 students

Student Interest Survey: THS-82
TMS-152

Classroom/Lab: Setup complete (Apple Tech)
Software: Final Cut Pro

Budget: Lab already set up (Current Apple Tech)
Teacher Unit:
a. MAEP 50% of Teacher Salary
b. State/Federal 49% of Teacher Salary
c. District 1% plus Fringe Benefits

Projected District Cost for 6 year, AA experienced teacher; 189 Day Contract

Block Schedule: Vocational Occupational courses already on a Block Schedule



Mississippi Department of Education

Tom Burnham, Ed.D., State Superintendent of Education

Lynn J. House, Ph.D., Deputy State Superintendent • Instructional Enhancement and Internal Operations

Office of Career and Technical Education • Jean Massey • Associate State Superintendent
Mike Mulvihill • Director • Compliance and Reporting • 601-359-3088 • Fax: 601-359-6619

November 30, 2011

Ms. Evett Topp, Director
Tupelo Vocational Center
Tupelo School District
4125 Cliff Gookin Blvd.
Tupelo, MS 38801

Dear Ms. Topp:

The Office of Career Education and Workforce Development is in receipt of your request for a new Digital Media Technology teacher unit. Your request has been reviewed and approved. The teacher unit will be available for the Tupelo School District for the 2012 - 2013 school year. However, there will be no equipment money provided for this class.

It is our goal to best serve the students of Tupelo School District. We appreciate your continued support of Career and Technical Education. If you have additional questions, please feel free to contact our office at (601) 359-3090.

Sincerely,

Mike Mulvihill, Director
Office of Compliance and Reporting

MM:vpw

c: Melissa May
Bill Montgomery

Presenter: Evet Topp, Career-Technical Center Director
FYI: Consider the following program for the Career Pathways:

Teacher Academy- Teacher Academy is a pathway for students in the Human Science, Art, and Humanities career cluster. The Teacher Academy program is a high school course designed to attract students to the field of education, to provide information and field experiences relevant to pursuing a degree in education, and to prepare students for the rigors of a career in education so they will remain long-term educators. The Teacher Academy pathway includes classroom and hands-on experiences that will prepare students for employment or continuing education in the education field. (2 Credit Course)

Board President Signature and Date

Superintendent Signature and Date

Teacher Academy Information Sheet

Projected Enrollment: 72 students

Student Interest Survey: THS-57
TMS-103

Classroom/Lab: I Building

Budget: Teacher Unit Approved by State:
a. MAEP 50% of Teacher Salary
b. State/Federal 49% of Teacher Salary
c. District 1% plus Fringe Benefits

Projected District Cost for 6 year, AA experienced teacher; 189 Day Contract

Teacher Unit NOT Approved by State:
d. MAEP 50% of Teacher Salary
e. State/Federal 49% of Teacher Salary
f. District 1% plus Fringe Benefits

Block Schedule: Vocational Occupational courses already on a Block Schedule

***Things to Consider**

- a. **Teacher Unit not approved at this Time from State**
- b. **Thinking Out Loud:**
 - i. **Hotel and Restaurant Management**
 1. **Classroom**
 2. **Lab area: Setup of hotel room and front desk**
 3. **Space ?**

**Calculation of Salary and Funding Estimate for:
ALL LICENSE WITH 6 YEARS EXPERIENCE**

TPSD Salary	\$40,908.00
Fringe Benefits at 20.95%	\$8,571.00
Health Insurance	\$4,272.00
Life Insurance	\$118.00
Total Cost of Teacher	\$53,869.00
Funding for Teacher (estimated)	
MAEP Salary for AA and 6 years	\$36,920.00
Reimbursement Vocational	
49% MAEP Salary Schedule	\$18,091.00
Reimbursement MAEP	
50% of MAEP Salary Schedule	\$18,460.00
Local Cost	
Remaining Salary	\$4,357.00
All Fringe Benefits	\$8,571.00
All Insurance	\$4,390.00
Total Local Cost	\$17,318.00
Total Cost of Teacher to check	\$53,869.00