

**MEMO TO:** Alexandria School Board

**FROM:** Career and Technical Education Advisory Committee

**THROUGH:** Rebecca L. Perry, Superintendent of Schools  
Margaret Walsh, Executive Director for Secondary Programs

**DATE:** June 14, 2004

**RE:** Career and Technical Education Advisory Committee  
Annual Report to the School Board

The Career and Technical Education Advisory Committee submits this report to the Alexandria School Board, at their direction, providing a forum for committee information and recommendations on topics that might be considered by the School Board.

The Career and Technical Education Advisory Committee reviewed and approved the spending of \$252,111.00, of federal grants funds for the expansion and improvement of Career and Technical Education programs in Alexandria for school year 2003-2004. The committee also received updates on mandated state and federal reports dealing with enrollments, demographics, program completers and co-op statistics.

After a tour of Career and Technical programs at T. C. Williams, the committee held a luncheon meeting prepared by the Culinary Arts students, to discuss how best to promote programs and course offerings. The committee, impressed with the scope and sequence, suggested a distribution plan of CTE promotional materials designed to reach all segments of the community.

The committee reviewed, updated and approved the attached Alexandria City Public Schools Career and Technical Education Advisory Committee Handbook.

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The committee continues to support the placement of Career Counselors in each of the secondary schools. Career Counselors are the necessary link to a comprehensive assessment, awareness and planning program for every student. In accordance with the *No Child Left Behind Act*, the comprehensive program should include a self awareness interest inventory for sixth grade students, a career awareness inventory for seventh grade students and a career interest inventory for all eighth graders. Students, parents, and counselors can then use the information gathered to develop a meaningful Four-Year-Plan.

The committee recommends that the SASI student database be expanded to include the attainment of State Diploma Seals, earned industry certifications and documentation of post-secondary plans. This information is required for end-of-the-year reporting and necessary for program improvement.

The committee wishes to thank Dr. Margaret Walsh for her continued support and leadership in addition to the opportunity to participate in the Career and Technical Education Strategic Planning Process, a process that brought together committee members and staff for a discussion on CTE program strengths and weaknesses, and opportunities and threats.