



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF CURRICULUM, INSTRUCTION AND STUDENT SUPPORT

October 18, 2012

TO: Complex Area Superintendents, Secondary School Principals, Career and Technical Education (CTE) District Resource Teachers, and CTE Coordinators

FROM: *Patricia Ann Park*
Patricia Ann Park, Assistant Superintendent

SUBJECT: **SY 2012-2013 Weighted Student Formula Buy-Back Procedures for Career and Technical Education Student Organizations (CTSOs)**

Enclosed are the Weighted Student Formula Buy-Back procedures for Career and Technical Education Student Organizations (CTSOs) for the 2012-2013 school year. Included with the procedures is a program description of each CTSSO and the buy-back budget. The buy-back budget is exclusively for statewide coordination, state leadership development activities, CTSSO Convention facilities and equipment and support for national conference chaperones. Individual chapters are responsible for covering any additional costs associated with participation in the CTSSO events (i.e. conference fees, transportation, lodging, meals, national travel and other miscellaneous expenses). Each CTSSO that has a minimum number of 10 chapters participating will remain active for this school year. Perkins federal funds may not be used to fund CTSSO convention-related activities.

To participate in any or all of the CTSSO activities this school year, please complete the enclosed Intent to Participate Buy-Back Payment Form and fax to 735-8227 no later than **Thursday, November 8, 2012**. The exact buy-back amount will be determined once the participation level is determined. For further clarification or additional information regarding this procedure, please contact Ms. Katherine Sakuda, Administrator for School Literacy Improvement and Innovation Section, at 203-5530 or via Lotus Notes. Thank you for your attention to this matter.

PAP:KS:lh

Enclosures

c: Superintendent
Assistant Superintendents
Superintendent's Office Directors
Charter School Administrative Office

**Career and Technical Student Organizations
Weighted Student Formula
Buy-Back Procedures**

Program Description: Career and Technical Student Organizations

Career and Technical Student Organizations (CTSOs) are recognized as integral to the career and technical education program. CTSOs provide a unique program to assist student members in career preparation, leadership development, motivation and personal growth.

CTSOs are not "clubs" to which only a few career and technical students belong. Rather, a CTSO is a powerful instructional tool that works best when integrated into the career and technical curriculum and classroom by a career and technical instructor who is committed to the development of the total person. Career and technical educators recognize the importance of providing students with job and career-related training that complements the job-specific skills needed for entry into a particular field. CTSO activities are integral to career and technical education when they:

- Provide instructional strategies used to develop, improve and expand occupational competencies related to a particular career and technical education subject matter;
- Are an extension of the classroom/laboratory instructional program which enriches and enhances classroom/laboratory learning; and
- Present organized activities for students to gain personal and leadership skills making them more employable, preparing them to become productive citizens, and assisting them in assuming positive roles in the home and community.

There are five State CTSO Associations in Hawaii with recognized national affiliation. These associations are:

DECA = An Association of Marketing Students is an integral component of Marketing Education, providing educational and leadership development activities to be integrated into the marketing instructional program. It is DECA's mission to enhance the education of students with interests in marketing, management and entrepreneurship.

National web address: www.deca.org

FCCLA = Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps young men and women become leaders and address important personal, family, work and societal issues. The family is the central focus for young men and women enrolled in Human Services – Family & Consumer Science classes through grade 12. FCCLA offers members the opportunity to expand their leadership potential and develop skills for life – planning, goal setting, problem solving, decision-making and interpersonal communication – necessary in the home and workplace.

National web address: www.fcclainc.org

FFA = FFA is a national organization of students preparing for careers in food, fiber and natural resource systems. This is achieved through integral programs of agricultural education in public schools. Activities, honors and award programs provide students

with incentives and practical experiences in the application of knowledge, acquired through class and laboratory instruction. FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

National web address: www.ffa.org

HOSA = Health Occupations Students of America is a student organization whose mission is to promote career opportunities in health care and to enhance the delivery of quality health care to all people. HOSA provides a unique program of leadership development, service learning, motivation, and recognition students enrolled in health occupations education programs.

National web address: www.hosa.org

SkillsUSA = SkillsUSA is an applied method of instruction for preparing America's high performance workers in public career and technical programs. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work: high ethical standards, superior work skills, life-long education, and pride in the dignity of work. SkillsUSA also promotes understanding of the free-enterprise system and involvement in community service.

National web address: <http://www.skillsusa.org>

Buy-Back Budget

Buy-back funds will be used for the following:

- Planning and coordination of state conferences and competitive events;
- Facilities used for the state conferences and competitive events;
- Travel for state officers and advisors as required to attend statewide conference planning and/or training activities;
- Student CTSO event awards, event materials, and miscellaneous supplies; and
- Chaperone travel to national CTSO competition.

Buy-back funds may also be used for coordination of leadership development activities to include the following:

- CTSO state officer training; and
- Coordination of leadership development activities and events to include planning and/or training for all CTSO member participants.

Buy-back funds will **not** cover the cost for student travel to state conferences.

In order to meet the CTSO budgetary needs, the following table establishes an **estimated** buy-back amount based on the minimum number of participating chapters. Each CTSO must meet the minimum chapter participation to conduct national qualifying state conferences.

Estimated Budget per CSTO:

All costs to implement the statewide conference must be covered using the buy-back budget. Perkins Federal Funds **cannot** be used to fund CTSO Convention activities.

CTSO	Minimum Projected Participating Chapters	Est. Buy-back Amount per CTSO	Total
DECA	12	\$900	\$10,800
FCCLA	13	\$885	\$11,505
FFA	13	\$150	\$1,950
HOSA	17	\$900	\$15,300
SkillsUSA	15	\$900	\$13,500

Program Description: Career and Technical Education Showcase

The CTE Showcase is co-sponsored by the Department of Education and the Hawaii Academy of Science, in cooperation with various business and industrial firms and organizations. Emphasis on Industrial and Technology Education will be stressed through activity-centered displays and demonstrations. The goal of technology education is to enable students to become technologically literate (ability to use, manage and understand technology). In addition, the exhibit is a statewide recognition program for intermediate/middle and high school students in career and technology education classes.

Buy-Back Budget

Buy-back funds will be used for coordination of statewide activities to include the following:

- Provide CTE Showcase coordination.

Buy-back funds will not cover the following CTE Showcase expenses:

- Transportation of projects from neighbor island schools; and
- Cost for travel to the Showcase for teachers and students.

Estimated Budget for the CTE Showcase:

Coordination Contract:	\$2,000
Supplies:	\$ 500
Facilities:	\$ 500
Total Buy-Back cost for the CTE Showcase:	\$3,000

In order to meet the CTE Showcase budgetary needs, the following table establishes a range of payments based on the number of participating schools. If the budgetary needs for the CTE Showcase are not met, the CTE Showcase will not take place.

Minimum Number of Schools	Buy-Back Amount	Total
15	\$200	\$3,000

**Career and Technical Student Organizations
Intent to Participate Buy-Back Payment Form**

Please check the appropriate lines below to indicate which organizations' conference your school will participate in and fax this form to 735-8227 by **Thursday, November 8, 2012**. If a sufficient number of schools submit this Intent to Participate Buy-Back Payment Form, your school will be notified via Lotus Notes. You will be given the payment procedures, payment amount and deadline for payment.

School _____ Contact Name _____

Contact Phone _____

Principal's Name (Please Print) _____

Principal's Signature _____ Date _____

Our school is willing to buy-back services for each of the following:

Career and Technical Student Organization:

_____ DECA = An Association of Marketing Students

_____ FCCLA = Family, Career and Community Leaders of America

_____ FFA = FFA a National Organization for students of Agriculture Education

_____ HOSA = Health Occupations Students of America

_____ SkillsUSA

Career and Technical Education Showcase:

_____ CTE Showcase

Due Date: Thursday, November 8, 2012

Fax: 735-8227

Attention: Ms. Katherine Sakuda

**Administrator, School Literacy Improvement and Innovation Section
Room 219**