

Updated March 2019

New Career Technical School Launch Required Initial Planning and Development Framework

April/May (Lead: School District)

1. Meet with administrators of potential participating high school(s) to introduce preliminary plan.
2. Meet with administrators of neighboring districts (if applicable) to announce launch of CTS.
3. Discuss CTS framework and requirements with CTE teachers.

July/August (Lead: School District)

1. Meet with administrators from neighboring school districts to review current offerings within each district and gauge interest and support for participation with the CTS.
2. Review existing program offerings in neighboring districts, considering distance from new school, the number of courses offered, any pathways, and the number of teachers (Lead: School District/ICTE).
3. Finalize the preliminary list of the programs that will be offered as part of the CTS.
4. Plan to begin attending the CTS Administrator meetings. Meetings typically are held three or four times each year, with the first meeting of the year held at REACH (ICTE Summer Conference in Boise in August). Representation at this meeting is recommended, even if the CTS Administrator for the CT school is not yet selected.

August/September (Lead: School District)

1. Set a consistent program delivery schedule for all CTS programs.
2. Begin preliminary transportation discussions, including logistics and costs as applicable.
3. Crosswalk the credit accumulation process (e.g. quarter or trimester to semester).
4. Map the selected programs across five semesters (or the equivalent).
Work with the ICTE Director of Secondary Education on requirements for program delivery.
5. Ensure the selected programs and instructors meet the other IDAPA requirements.
Work with the ICTE Director of Secondary Education and/or Director of Certifications on requirements for programs and instructors.

September/October (Leads: School District)/CTE)

1. Meet with administrators from neighboring school districts to outline statewide CTS requirements. Begin preliminary discussions with CWI for a marketing/communications plan to highlight TCC, postsecondary programs, and local employment opportunity and need

Recommended Outreach Activities*

1. Based on the interests of neighboring districts, conduct an open forum community night for parents, students, and local business and industry to announce the new CTS and highlight how it expands opportunities for their children and the community.
2. Provide an open house for home school families to learn more about the CTS and how their children can participate.
3. Invite the press, mayors, and other community members to the CTS Launch, announcing the first round of selected programs and any partnering districts.

November-January (Lead: ICTE)

1. Provide professional development for all regional counselors, including middle schools. (Lead: ICTE)
2. Provide professional development at alternative high school(s) about CTE. (Lead: ICTE)
3. Provide professional development at high school(s) to include CTS requirements and expectations, the needs of students at alternative high schools, and how to foster success for all CTS students. (Lead: ICTE)
4. Finalize new course offerings for each high school to ensure students can register and enroll. (Lead: New CTS administration collaboratively with all participating districts)

Spring (Leads: School District/ICTE)

1. Apply through ICTE to become a Career Technical School. Idaho Code 33-1002(g) requires all applications to be submitted by April 15. Applications can be submitted early to ensure approval and to begin participation in CTS related activities.

Recommended Outreach Activities*

2. *Conduct final kick-off celebration, invite press, mayors, and other community partners.*

*NOTE: Items listed in *italics* are strongly recommended by ICTE, but are not a required step in the planning process.