

Communication and Procedures

LIMA CITY SCHOOLS

CAREER &
CTE TECHNICAL
E DUCATION

Table of Contents

[Introduction: Lima City Schools Career & Technical Education](#)

[Department Contact Information](#)

[Enrollment](#)

[Recruitment Process](#)

[Application Procedures](#)

[Program Placement](#)

[School Counseling](#)

[Career Development](#)

[Career Advising](#)

[Career Assessment](#)

[Special Education Services](#)

[Associate School and Career Center Collaboration](#)

[Meetings for Prospective Lima City Career and Technical Education Students](#)

[Transfer of Special Education Information for Incoming Students](#)

[Special Education Team Meetings for Current Lima City Career and Technical Education Students](#)

[Program Support and Accommodation](#)

[Certification Exam Accommodations](#)

[WebXam Accommodations](#)

[Progress Monitoring](#)

[Internal Monitoring Process](#)

[Plan Revisions and Continuous Improvement](#)

[Addendums:](#)

- [Placement Document](#)
- [Commitment Agreement](#)
- [Program Skills Overview](#)

Lima City Career and Technical Education

Lima Senior High School's Career and Technical Education Program offers students various career opportunities, helping them discover their interests and the educational pathway that can lead to success in high school, college, and future careers.

The following programs are available: Audio/Video Production, Automotive Technology, Agricultural and Outdoor Occupations, Construction Trades, Culinary and Food Service Management, Early Childhood Education, Engineering Technology, Graphic Communications, Business and Finance, Patient Care Technology, Welding and Metal Fabrication, and Skills X, a job training introduction to work program.

Career and Technical Education is making a difference by increasing the relevance of education, improving graduation rates, and helping students gain skills, technical knowledge, and a rigorous job training background.

The programs provide real work experiences necessary for high-skill, high-demand, and high-paying careers. Students work in many areas, such as the Spartan Inn restaurant, auto garage, agriculture, engineering, and A/V labs, as well as the graphic design shop, and get many job experiences in the community.

Career Tech programs are introduced to freshmen and sophomores and are available to any interested junior or senior student.

Additional Potential Student Applicants

- Any student that lives in Lima City Schools District
- Heir Force Students
- WCLA Students
- Auglaize County Educational Academy
- Students Open Enrolled to Lima City Schools

Lima City Career and Technical Education Contact Information

Lima City Career and Technical Education Department/Name	Position	Email	Phone
District and High School Administration			
Jill Ackerman	Superintendent	jackerman@spartan.limacityschoools.org	419-996-3400 x3432
Frank Kohlhofer	Director of Career and Technical Education	fkohlhofer@spartan.limacityschoools.org	419-996-3400 x3062
Darnell Collins	Principal of High School	dcollins@spartan.limacityschoools.org	419-996-3400 x3022
Teresa Gantz	Director of School Improvement	tgantz@spartan.limacityschoools.org	419-996-3400 x3414
School Counseling/Career Advising			

Lisa Ciminillo	School Counselor	lciminillo@spartan.limacityschools.org	419-996-3400 x3047
Michelle Vanbuskirk	School Counselor	mvanbuskirk@spartan.limacityschools.org	419-996-3400 x3034
Scott Campbell	School Counselor	scampbell@spartan.limacityschools.org	419-996-3400 x3044
Susan Linehan	School Counselor	mlinehan@spartan.limacityschools.org	419-996-3400 x3043
Work-Based Learning Coordinator			
Misty Lee	Work-Based Learning Coordinator	mlee@spartan.limacityschoools.org	419-996-3400 x 3065
Special Education			
Brian Wischmeyer	Director of Special Education	bwischmeyer@spartan.limacityschools.org	419-996-3400 x3403
Michelle Schick	Special Education Supervisor	Mschick@spartan.limacityschools.org	419-996-3400 x3730
Michelle Boedicker	Intervention Specialist	mboedicker@spartan.limacityschools.org	419-996-3400 x7271

South Science and Technology Magnet			
Chad Fallis	Principal	cfallis@spartan.limacityschoools.org	419-996-3400 x3192
Heather Allison	Social Worker	hallison@spartan.limacityschoools.org	419-996-3400 x3236
Mark Smith	MS Career Tech	msmith@spartan.limacityschoools.org	419-996-3400
Lauren Anderson	Technology Coach	landerson@spartan.limacityschoools.org	419-996-3400 x3252

West Middle School			
TJ Winkler	Principal	twinkler@spartan.limacityschoools.org	419-996-3400 x3152
Rachel Lesko	Assistant Principal	rlesko@spartan.limacityschoools.org	419-996-3400 x3153
Aaron Montgomery	MS Career Tech	amontgomery@spartan.limacityschoools.org	419-996-3400

Enrollment

Recruitment Process

In August, Lima City Career and Technical Education provided information to parents/guardians of sophomore students, introducing Lima City Career and Technical Education as an option for junior and senior years.

As a freshman, students are introduced to the Career Technical programs by touring the expo put on by the programs and talking to the instructors and students.

During their sophomore year, Lima City Career-Technical Instructors provide opportunities to engage in introductory classes to provide information on Career Technical Education, programs offered at Lima Senior, and very introductory information into their pathway. The students can take another introductory class in their second semester or a career exploration class.

Current CT students represent their program during the school year and speak during presentations at middle schools and associated schools within Lima City Schools.

Sophomore Expo Day is held annually in January. This activity is open to all in-district sophomores at associate schools and showcases Lima City's 11 programs. Students can explore each program, learn about program expectations, and learn about the [suggested skills](#) that are most beneficial to success. After the visit, students are encouraged to apply to three programs of interest.

Following Sophomore Expo Day, a Community Open House is held, and parents/guardians are invited to tour the building and get more information about Lima City's programs. Postcards are mailed home to the district's parents/guardians inviting them to attend this event. Program instructors are available to answer questions, demonstrate the curriculum, and share information to ensure a better understanding of the program. Students are encouraged to apply to three programs of interest.

School counselors from Lima Senior are provided information from the Sophomore students' registrations. Counselors are provided with information that includes Lima City Career and Technical Education's policies, procedures, program information, dates to remember, and other valuable resources. The counselors follow up with students on the programs chosen to ensure they apply to programs that align with post-school goals outlined in their graduation plans.

As requested, the CTE Director will attend and present Lima City Career and Technical Education information at associate district events. Please contact the CTE Office at 419-996-3060 to have CTE represented at your event. Lima City Career Tech tours are available to interested students and their families. Please contact the CTE office to schedule a tour.

Program instructors and staff members from the special education department are available during Lima City Schools events to answer questions from staff, students, and/or parents. Lima's Work Based Learning Coordinator is available to provide information on how a career program can benefit students unsure of their strengths and interests.

Xello Course Planning

- As students progress through their academic journey at Lima City Schools, they will engage in career education using a program called Xello. This program provides surveys and questionnaires to help students identify potential careers, aptitudes, and interests. Additionally, Xello includes a comprehensive list of courses offered at Lima Senior High School. Using advanced algorithms, Xello matches students' interests and aptitudes with the relevant courses. The program also assists students in planning their post-high school paths, whether that involves joining the military, attending trade schools or colleges, or entering the workforce.

English Language Equity Statement

- Lima City Schools is committed to fostering an inclusive and equitable learning environment where every student can thrive, regardless of their linguistic or cultural background. As our English Learner (EL) population grows, we recognize the unique strengths and potential these students bring to our school community.
- We are dedicated to ensuring EL students have equitable access to the diverse Career Tech courses offered at Lima Senior High School. This includes providing the necessary language support, culturally responsive teaching practices, and resources to help them succeed in their chosen career pathways.
- By empowering our EL students to explore and excel in Career Tech education, we aim to equip them with the skills, certifications, and experiences they need to achieve their personal and professional aspirations. Together, we are building a future where all students, regardless of language proficiency, can contribute meaningfully to their communities and beyond.

Application Procedures

Who is eligible to attend?

- Juniors and seniors from the Lima City School District are eligible to attend. Online school, charter school and private school students may also participate if the district they reside in is within our school district's area. Administrative approval and an open enrollment application are required if a student resides outside our school district's area.

How to apply?

- All interested students must apply through a Google form linked to the website and posted on social media during a specified period in January.

Next Step?

- Once a student has applied, the district counselor will schedule the student based on the program they are interested in.

Application deadlines?

- There is a two-week period during which a student can apply to be in three different programs, prioritized by interest. The students are then placed into a program based on first-come, first-serve registrations.
- ([Addendum A - Placement Document](#))

Program Placement

Students apply on a Google form and select up to three programs.

All applicants will receive a letter by mail, email, or in person in late February explaining their status. The status will include:

Placed – Applicant was placed in 1st or 2nd choice program. If a student is placed in their 2nd choice, they may remain on the waitlist for their 1st choice.

Waitlisted – Applicant was placed on a waitlist for the program and will remain there until/if a spot becomes available or another available program is selected.

A student wishing to accept their seat completes a Commitment Agreement. This agreement will be signed on a CTE signing day. ([Addendum B - Commitment Agreement](#))

Program acceptance lists are shared by the Sophomore to Junior counselor with the instructors and administrators at the high school and associate schools.

Skills Learned In Lima Seniors Career Tech Programs

The Lima Senior Career & Technical Education programs teach various skills to the students who take the courses. Before applying for a program, each student should evaluate their ability to learn the skills for the program they are interested in.

- ([Addendum C - Program Skills Document](#))

School Counseling

The mission of the Lima City Career and Technical Education School Counseling Department is to provide and ensure equity of services and access to a high-quality career and technical education experience for all students. Through a data-driven comprehensive program, students will develop the skills necessary to contribute positively to their community and the emerging workplace.

Lima City Career and Technical Education's counseling department monitors and identifies if a student is at risk for attendance issues. A letter is sent to the parents of students with excessive absences. House Bill 410 (HB 410) designated staff members at our school district will be notified of habitually truant students.

Career Development

Career Development opportunities are available to all district schools. This may include middle school career exploration activities, Schoology Lessons, 8th-grade tours, career day involvement, and collaborative career development guidance. School counselors or administrators should contact the Career Tech Director at the beginning of each school year to coordinate career exploration events.

Career Awareness Activities

Career Awareness is the activities that we will do at the elementary level to promote careers and the career tech programs at the high school.

Career Advising

Career Advising is available to all Lima City Career and Technical Education students. Current students complete Xello interest surveys and career profiles. A career shadowing day is available if a student requires additional career exploration. During career planning in Xello, the student develops a post-secondary education plan and determines how to carry it out. The student's counselor assists students in identifying the requirements to obtain their diploma seals.

Career Assessment - (Xello)

Career Assessments is a service provided to all students in grades K-12 who attend any of our associate schools. Students do not have to be interested in attending career tech education to participate in a career assessment. Students will do a series of activities throughout their education in the Xello program that will assess strengths, weaknesses, likes, and dislikes and help suggest careers that might interest the student. The program also helps the students to create a plan for HS classes and potential after-school education for their chosen career path.

Special Education Services

Associate School and Lima City Career and Technical Education Collaboration

Collaboration and frequent communication between associate district special education staff and Lima City Career and Technical Education special education staff is beneficial when collecting data for IEP progress, communicating student successes or struggles, during transition planning, and reviewing graduation requirements. Lima Senior High School Special Education Supervisor will attend annual IEP progress and transition planning meetings to share information about program expectations and the skills students need to be most successful.

Meetings for Prospective Lima City Career and Technical Education Students

If a student with a disability is interested in attending Lima City Schools Career and Technical Education, the Transition Coordinator will be invited to meetings to answer questions related to program standards and what skills a student should possess to succeed in a program. The Transition Coordinator attends meetings for students who have not yet applied or been accepted to assist the team in making informed decisions.

Transfer of Special Education Information for Incoming Students

School counselors and the special education supervisor will be notified of student placement in early spring. After receiving a list from the Career Tech Director, the Supervisor will convene the IEP team to determine IEP support. Lima's Career Tech department does not ask students to disclose disability information before acceptance, so it is the responsibility of the Special Education Supervisor to provide that information to Lima City Career and Technical Education.

To provide the best support to students, the Transition Coordinator must be invited to every special education change of placement, planning meeting, and/or annual review for incoming Lima Career and Technical Education students. Documents must be shared with the Transition Coordinator after meetings. If a student is enrolled in an associate district, the associate district and Lima City Schools will ensure that free appropriate public education (FAPE) is provided.

Enrollment continues until the first ten days of Lima City Schools school calendar. Once that ten-day period is over, enrollment is finalized. For students from associate districts, the Career Tech Director will send a final acceptance list to counselors and special education directors for review to ensure no student with services has been overlooked.

Special Education Team Meetings

Notification of IEP meetings for current Lima students must be provided. The Transition Coordinator will be part of the IEP team, and the District Representative will ensure FAPE is provided. If a student is from an associate district, the associate district will provide copies of updated IEPs and ETRs as changes occur. The associate districts are responsible for providing Lima City Career and Technical Education with the most current special education documentation. Ideally, all IEPs and ETRs will be provided to the career center within two weeks of the team meeting.

Program Support and Accommodation

An intervention specialist is available to support students in each program at Lima City Career and Technical Education. A list of students and the intervention specialist assigned to each student will be emailed to the Career Tech Director, CT teachers, and the associate district special education directors during the first two weeks of each new school year. Updates to the schedule will be communicated as they occur. Frequent communication is encouraged between case managers at our associate districts and Lima's IEP team.

Lima City Career and Technical Education intervention specialists will review each incoming IEP, monitor progress on transition and annual goals as applicable, and assist program instructors with accommodations/modifications. Lima's intervention specialists will collaborate with program instructors to provide interventions and support. If concerns arise, Lima's intervention specialists will address them by consulting the special education supervisor, scheduling a meeting with the program instructor, contacting parents, implementing additional support, etc. If concerns continue, the Special Education Supervisor will communicate with the Special Education Director or the special education contact at an associate district.

IEPs received from the associate school districts will be uploaded by the Special Education Department. Lima instructors will be shown how to access these documents at the beginning of each school year. Any hard copies of special education documents or lists of accommodations and/or modifications must be stored securely. Classroom and testing accommodations listed in Section 7 of the IEP are provided in all program classes.

Certification Exam Accommodations

Some vocational credentialing exams do not allow for accommodations or modifications. Lima City Career and Technical Education Teachers will inform the intervention specialists of credentialing exams they will utilize. The intervention specialist and Career Tech Secretary will utilize special education

documentation on file to apply for certification testing accommodations or modifications as allowable. If accommodation or alterations are not allowed per the credentialing exam guidelines, all other allowable accommodations or modifications will be provided.

WebXam Accommodations

Students enrolled in a two-year program at Lima participate in end-of-course exams using an online testing site (WebXam). Accommodations such as extended time and use of a reader are allowable. However, no modifications, alternative assessment options, or excusals exist for career-technical education end-of-course exams. Additional information can be found on the Ohio Department of Education website.

<https://education.ohio.gov/Topics/Career-Tech/Career-Technical-Education-Assessment-System>

Progress Monitoring

Progress monitoring data will be monitored by Intervention Specialists and, in the case of an associate district, shared with the case managers at the associate districts each time grades are reported. Lima City Career and Technical Education's calendar will be followed. The data shared is individualized and based on a student's needs as applicable to ensure FAPE. Examples include gradebook details, behavior rating sheets, student self-monitoring data, and/or requested progress on transition goals. Data is collected through teacher observations, classroom assignments, formative and summative assessments, work samples, and/or lab work. If an associate school district identifies Lima City Career and Technical Education staff as the party responsible for a transition plan, the Special Education Supervisor must be invited to create that transition service or activity.

Attendance, program grades, work completion, utilization of accommodations, certifications earned, skill level, and behavior are monitored by Lima's intervention specialist, who works with program instructors to ensure student's needs are met within career technical courses. The Special Education Supervisor will be notified if a student is struggling in his or her program. The Supervisor will share information with the associate district's case manager, special education directors, and supervisors as appropriate.

Internal Monitoring Process

The Lima City Career and Technical Education Department is part of the broader Lima City Schools Internal Monitoring Process. The Career and Technical staff do not engage in a separate process. For more information regarding the Lima City School District's process, please contact the Lima City Director of Special Education.

Plan Revisions and Continuous Improvement

This plan will be reviewed annually and updated as changes occur in Lima's career and technical education and special education departments and as the enrollment process evolves. Lima City CTE and Special Education staff created this plan. It will be reviewed on an annual basis. This plan will be shared with Lima City Career and Technical Education program instructors and special education staff each new school year. This plan will also be shared with associate district school counselors if a student chooses to go from the associate school district to Lima City Schools.

[Addendum A.](#)

Program Placement

Program Application Process:

- Students apply using the Google Form, selecting three programs in order of preference:
 1. Primary Program
 2. Secondary Program
 3. Backup Program (in case the first two choices are full).

Notification of Placement:

- In late February, all applicants will receive a status letter via mail. The status types include:
 1. Placed – The student is accepted into their 1st or 2nd choice program.
 - If placed in their 2nd choice, the student remains on the waitlist for their 1st choice.
 2. Waitlisted – The student is on a waitlist for their desired program. They will stay on the list until either:
 - A spot becomes available, or
 - The student selects a different program based on availability.

Accepting Placement:

- Students must complete a Commitment Agreement to accept their placement.
- The agreement will be signed during a CTE Signing Day event.

(See Addendum C - Commitment Agreement for further details.)

Sharing of Program Acceptance Lists:

- Sophomore-to-junior counselors will distribute final program acceptance lists to:
 - High school instructors.
 - Administrators.
 - Associate schools.

This document guides students, families, and educators to understand the application process, placement, and program acceptance in the Career Technical Program.

[Addendum B.](#)

Career Technical Education (CTE) Commitment Agreement

Student Commitment Agreement

Congratulations on your acceptance into the **Career Technical Education (CTE) Program!** By signing this agreement, you acknowledge and accept your placement in one of the following programs and commit to adhering to the expectations and guidelines outlined below.

Program Placement

You have been placed in the following CTE Program:

[Select Program: e.g., Audio/Video Production, Automotive Technology, etc.]

Alternate Placement (if applicable):

[Indicate if placed in 2nd choice or backup program.]

Student Expectations and Responsibilities

1. **Commitment to Program Participation:**
 - I agree to actively participate in the program to which I have been assigned.
 - If placed in my 2nd choice, I understand I will remain on the waitlist for my 1st choice unless I withdraw my application for that program.
2. **Attendance and Engagement:**
 - I understand that regular attendance is critical for program success and that missing classes or labs may impact my ability to complete the program.
 - I agree to fully engage in all activities, projects, and coursework assigned within my program.
3. **Adherence to Rules and Safety Guidelines:**
 - I will follow all safety protocols, classroom expectations, and rules specific to my CTE program.
 - I will wear the required uniforms or personal protective equipment (PPE) as directed by my instructor.
4. **Professional Conduct:**
 - I will demonstrate respect, responsibility, and professionalism in all aspects of my participation in the program, including interactions with peers, instructors, and industry partners.

5. Withdrawal and Program Changes:

- If I wish to withdraw from my assigned program or transfer to a different program, I will discuss my decision with the district counselor and submit a formal request.
 - I understand that program changes are subject to availability and administrative approval.
-

Parent/Guardian Acknowledgment

As the parent/guardian of the above-named student, I support their decision to participate in this Career Technical Education program. I understand the expectations and requirements for the program and will assist my students in fulfilling their commitment.

Signatures

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Counselor Name: _____

Counselor Signature: _____

Date: _____

This **Commitment Agreement** confirms your dedication to pursuing success within your CTE program and preparing for a rewarding career. We look forward to supporting your journey!

Career Tech Program Skills Overview

Ag and Outdoor Occupations

- Knowledge of agricultural practices and machinery
- Understanding of environmental conservation principles
- Problem-solving and adaptability
- Physical stamina and outdoor work readiness
- Communication and teamwork skills
- Basic mechanical and maintenance skills
- Knowledge of pest and weed control methods
- Awareness of safety standards in outdoor environments

Audio/Video Production

- Knowledge of audio recording and editing software
- Video production and editing techniques
- Understanding of lighting and sound equipment
- Storyboarding and scriptwriting
- Creativity and visual storytelling
- Technical troubleshooting and problem-solving
- Team collaboration and project management
- Adherence to copyright and licensing standards

Automotive Technology

- Knowledge of automotive systems and diagnostics
- Proficiency with tools and diagnostic equipment
- Understanding of safety procedures and industry standards
- Problem-solving and troubleshooting skills
- Communication and customer service skills
- Time management and efficiency
- Attention to detail and precision
- Adaptability to new automotive technologies

Construction

- Blueprint reading and interpretation
- Basic carpentry, masonry, and framing skills
- Knowledge of safety protocols and OSHA regulations

- Use of hand and power tools
- Measurement and mathematical skills
- Problem-solving and critical thinking
- Physical stamina and strength
- Team collaboration and project coordination

Culinary Arts

- Knowledge of food preparation and cooking techniques
- Food safety and sanitation practices
- Knife skills and equipment handling
- Menu planning and recipe development
- Time management and multitasking
- Creativity and adaptability
- Teamwork and communication
- Customer service skills

Early Childhood Education

- Understanding of child development and learning styles
- Communication and interpersonal skills
- Creativity and lesson-planning abilities
- Patience and adaptability
- Classroom management techniques
- CPR and first aid certification
- Record-keeping and organizational skills
- Team collaboration with families and staff

Engineering

- Knowledge of engineering principles and mathematics
- CAD (Computer-Aided Design) software proficiency
- Problem-solving and analytical skills
- Understanding of manufacturing and production processes
- Collaboration and teamwork
- Project management and organizational skills
- Communication and technical writing
- Adherence to safety and regulatory standards

Graphic Communications

- Creativity and artistic ability

- Knowledge of design software (e.g., Adobe Photoshop, Illustrator, InDesign)
- Understanding of typography and layout principles
- Basic knowledge of printing processes and materials
- Attention to detail
- Problem-solving and critical thinking
- Strong communication and collaboration skills
- Time management and ability to meet deadlines

Marketing

- Understanding of marketing principles and strategies
- Knowledge of social media and digital marketing platforms
- Communication and public speaking skills
- Market research and data analysis
- Creativity and innovation in campaign design
- Time management and organizational skills
- Customer relationship management
- Team collaboration and leadership abilities

Patient Care

- Basic medical terminology and anatomy knowledge
- Patient communication and empathy
- CPR and first aid certification
- Understanding of infection control practices
- Record-keeping and attention to detail
- Time management and multitasking
- Ability to work under pressure
- Team collaboration and interpersonal skills

Skills X

- Career planning and goal-setting skills
- Knowledge of workplace expectations and professionalism
- Strong organizational and record-keeping abilities
- Effective communication and interpersonal skills
- Problem-solving and conflict resolution
- Ability to collaborate with employers and community partners
- Understanding of labor laws and workplace safety regulations
- Time management and ability to prioritize tasks

Welding

- Knowledge of welding techniques (e.g., MIG, TIG, Stick)
- Understanding of metallurgy and materials
- Blueprint reading and interpretation
- Safety procedures and equipment handling
- Precision and attention to detail
- Problem-solving and troubleshooting
- Physical dexterity and hand-eye coordination
- Ability to work in varying environments and conditions