

## Guidelines

### Area Career and Technology Center

#### **Area Career and Technology Centers in North Dakota Law - NDCC 15.20.1**

ND Century Code for Area CTE Centers

<http://www.nd.gov/cte/projects/area-center/docs/AreaCenterCenturyCode.pdf>

#### **Additional and clarifying guidelines**

1. While state law requires a minimum of three schools, the CTE Board may require additional schools if it considers that the enrollment of the member schools is insufficient to sustain an Area Center into the future and all of its programming.
2. Governance of an Area Center (refer to ND Century Code 15-20.2-01)
  - a. Governed by an Area CTE Center Board.
  - b. Each member district shall have one board member, there may be one additional board member for every 300 students enrolled in grades 9 – 12, with a maximum of three board members from each school.
  - c. A CTE Board has all the responsibilities as any school board except that it may not bond or levy taxes.
  - d. Powers and duties of center boards are listed in 15-20.2-07.
3. Member School Assessment – Member schools are to be assessed based on their 9-12 enrollments. Other methods may be proposed, but may not be totally based on utilization.
  - a. Non-member schools may participate in an Area Center with Center Board approval. Cost of participation is based on program utilization and Center Board approval.
4. Administration - The administration of an Area Center falls under the responsibilities of the Center Director, who must have a CTE Directors credential issued by the ND Department of CTE to be funded. With the multi school membership in Area Centers, the Director should assist the regional needs and promotion of CTE programming.
5. Fiscal Management- An Area Center employs its own business manager or it may contract with a member school to act as its fiscal agent. In all cases, funding must be kept separate and identified for audit purposes. All CTE funding is based on reimbursement of expenses; in order to receive reimbursement, the Area Center must incur an actual expense.
6. Budgeting – An overall budget, by program area, shall be developed by the Center Director and approved by the Area Center Board.
  - a. Provide a Funding Application Budget Sheet (SFN 15275) for each CTE program area (minimum of five) plus one for Administration and Operation.  
<http://www.nd.gov/cte/forms/docs/FundingApplication15275.pdf>

- b. Each program is subject to the CTE Program Approval Policy  
<http://www.nd.gov/cte/forms/docs/ProgramApprovalPolicy-Jan07.pdf>
  - c. Approved Area Centers will be reimbursed at the current established rate (40%) of all approved CTE costs. Approved costs include salaries, supplies, operating, and may include lease of facilities (\$1.30 per ft).
7. Curricular Offerings – An Area Center must incorporate a minimum of five approved occupational CTE programs.
- a. Program approval is the responsibility of the ND Department of CTE.
  - b. A program is a sequence of courses (see Program Approval Policy) from the following areas: Marketing, Business and Office, Agriculture, Health Careers, Information Technology, Occupational Child Care and Culinary Arts, Trade and Industry, (including welding, auto tech, auto collision, construction, electronics, graphic arts, etc.).  
(Technology Education and Family and Consumer Science are not approved for Area Center programming)
  - c. Programs may be delivered by transporting students, transporting teachers, or via distance through ITV or online.
  - d. Availability of programming must be addressed for each member school. Ultimately all programs should be available to all schools, but there may be circumstances where the Area Center Board makes exceptions. This aligns with the concept that each school is assessed on its 9 – 12 student enrollment, not on utilization.
8. Faculty - The Area Center Board hires, contracts, and terminates faculty. Faculty may also be contracted by the Area Center from member or area schools as new programs are developed and established. The supervision and evaluation of the faculty and staff is the responsibility of the Area Center Director.
9. Perkins Funding – An Area Center may receive Perkins funds if it 1) forms its own consortium for the purposes of receiving funds or 2) enters into a cooperative agreement for Perkins funds. Reference Perkins Act of 2006, Sec 131(e)
10. Initial Board resolutions and agreement to participate
- 1<sup>st</sup> Boards would approve a resolution of agreement
  - 2<sup>nd</sup> A plan for the area center would be submitted to the State Board for approval
  - 3<sup>rd</sup> An agreement to participate (based on the contents of the final approval) would be given to each member school board to be approved prior to the Area Center starting operation

There is a draft resolution and agreement that can be modified to meet the requirements. They would have to be modified based on the contents of the approved plan. The drafts that are out there talk about a governing board, which may not be the appropriate terms to use depending on the governance structure.

11. Withdrawal from an Area Center is outlined in ND Century Code 15-20.2-14. The notification to withdraw date is set by the Area Center Board and is effective at the end of the next school year. Typically the notification date is in February.
  - a. A school that withdraws from an Area Center is not eligible for individual funding of programs that are available with the Area Center.