**Advisory Committee Members** – Community and/or occupational specific persons giving guidance to a CTE funded program.

**Advisory Committee Minutes** – Notes from scheduled meetings of advisory committee. (SFN 15256)

**Annual Plan** – Budget for a fiscal year, individual to a CTE funded program.

**Authorized Signature** – Designated school personnel authorized to perform business functions of the entity.

**Base Amount** – Instructors % of time of CTE reimbursable classes/periods of the day times(x) salary.

**Budget Processing Forms** – CTE fiscal management process of state and/or federal funds.

**Carl Perkins** – Federal funding supporting CTE activities.

**CTE Center/Area Career and Technical Center** – Group of school districts sharing CTE offerings and services.

**Consortium** – Fiscal grouping of school districts/centers for fiscal functions.

**Contract Days** – Number of days an instructor/teacher is contracted by a local school district or CTE center.

**Contracted Services** – Educational services which school entities purchase from other entities.

**Cooperative Arrangements** – Shared instructional services between 2 or more schools/centers.

**CTE** – Career and Technical Education.

**CTE Board approved** – Approved by a majority vote of the member of ND SBCTE.

**CTSO’s** – Career and Technical Student Organizations – nationally recognized student leadership association.

- ND DECA, ND Future Business Leaders of America (FBLA), ND Family, Career and Community Leaders of America (FCCLA), ND Future Farmers of America (FFA)
- ND SKILLSUSA, ND Technology Student Association (TSA), Phi Beta Lambda (PBL).

**Deactivate** – Function no longer active, function to deploy when a user is no longer authorized to conduct business.

**Edit** – Change information.

**Eligible Recipient** – entity/school approved to receive funding from CTE.

**Entity** – School/institution user.

**Equipment** – Includes items of tangible property having a useful life or more than one year.

**Equipment & Instructional Materials/Aids** – Materials used to support a CTE program.

**Evaluation/Program Evaluation** –

**Extended Contract** – Number of days contracted beyond the school district/center based contract.

**Extra Duty Pay** – Salaried activities in addition to basic contract. Ex. Advising CTSO’s, coaching, bus driving salaries.

**Federal Funding –Carl Perkins Grant** – such as Carl Perkins funding that is administered by CTE.

**Fiscal agent/Fiscal Administration** – Person identified by CTE as the initial user of the BRP. Additional fiscal agents may be assigned in an educational system.

**Fiscal Year** – Program year beginning July 1 through June 30.

**Fringe Benefits** – Payments for instructors/administrator services (does not include salary).

**Funding Type** – Source of funding, either state or federal.

**Grant Summary** – A brief description of activities, outcomes and number of students, partners, etc. involved.

**History** – Log of past actions.

**In-service** – Training activity such as a workshop, conference, etc.
**Instruction** – Delivery of content to students.

**Instructional Materials** – Items used for instruction such as computer software, reference materials and videos. A textbook may be purchased for an instructor to use as reference material.

**Instructional Salary** – Contracted salary for an instructor/teacher for a fiscal year.

**Insurance** – Amount of insurance premium paid for instructor(s), administrator(s), etc.

**Instructor** - Teacher

**Local Education Agency (LEA)** - is a local school, consortium of schools, area career and technology center, college or an approved agency having administrative control of a career and technical education program.

**Level** – Indicates level of instructions – middle school, secondary, post-secondary, adult.

**Local** – Fiscal responsibility of the local school/center/post-secondary program.

**Master Teaching Schedule** – Chart indicating each period of the school day including instructor name and classes taught.

**Memo** – Notes regarding funding.

**Obligated** – Funding “promised” or “on hold” for a program or project.

**Percent of Time** – number of reimbursable class periods of a contracted day

**Perkins Consortium** – Grouping of school districts and/or CTE centers for funding purposes.

**Perkins Funding** – Federal funding supporting CTE activities.

**Postsecondary** – Refers to programs beyond grade 12.

**Program Area** – Specific content area of a service area such as adult Farm Management in Ag Education or Welding in Trades & Industry & Health.

**Programs** – See Program Area or Service Areas

**Rate** – Applied percentage of reimbursement.

**Reimbursement Amount** – Sum of reimbursement to be provided by CTE.

**Reimbursement Claim** – Process used to receive reimbursement.

**Revised Budget** - Updated fiscal information for an annual plan.

**SA** – Service Area

**School User** – A person assigned to use the BPR system by a school administrator.

**Secondary Level** – Refers to programs in grades 9-12.


**Social Security** – Funds paid to Social Security.

**State Funding** – Funding provided by the state of ND.

**Supplemental** – Operating expenses for career & technical education centers and special projects as approved by CTE.

**Supplies** – Consumable materials that are used up within one year.

**TA** – Technical Assistant. A CTE staff member assigned to a specific project or program.

**Teacher Retirement (TFFR)** – Funds paid to Teachers Fund for Retirement

**Teaching Contract** – Signed work agreement between classroom teacher (counselor, administrator, etc.) and an education entity.

**Technical Assistant** – CTE staff member assigned to a specific program area/Perkins Consortium.

**Travel** – Transportation, registration, meals, lodging, miscellaneous expense.

**Unsubmitted** – Information not submitted to CTE
Upload Documents – Attaching documentation to budget information

Vacant/to be determined – Unfilled teaching position.

Work Queue – Location of information requiring action.