CHAPTER 10. ADMINISTRATION AND SUPERVISION

SUBCHAPTER 7. LOCAL PROGRAMS, OR INSTRUCTIONAL POSITIONS: APPLICATION; STUDENT ACCOUNTING; EVALUATION

780:10-7-1. Application; approval; contract for programs

(a) **Local Application for CareerTech Programs.**

(1) **Description.** Any comprehensive school district, technology center or other eligible recipient requesting funds for CareerTech education programs, instructional positions, services and/or activities must submit an annual Local Application and Assurances of Compliance for Secondary and Full-time Adult Career and Technology Education Programs. Approval and return of the Assurances of Compliance to the Department indicates the school district's intent to form a contract for CareerTech education programs, instructional positions, services and/or activities and comply with all terms set forth in the local application. For comprehensive schools only, this application includes a listing of programs and/or instructional positions.

(2) **Application Dates.** The local application shall be sent from the Department to the superintendent of each comprehensive school district on or around March 1 for the next fiscal year. The local application shall be returned by the deadline indicated on the application.

(3) **Contents.** The local application gives comprehensive school districts the opportunity to verify ongoing programs, request new or expanded programs, or request the deletion or reduction of programs.

(4) **Additions and revisions.** Additions and/or revisions may be made to the Form-2 any time during the fiscal year. Changes or revisions must be sent by the comprehensive school to the Department.

(5) **Special funding.** Any special discretionary funds available for programs or projects shall be awarded on a proposal basis with all eligible recipients being notified. The criteria for selection will be stated in a "Request for Proposals." Selection of funding recipients will be based upon the stated criteria.

(b) **Criteria for approval of secondary and full-time adult programs.** The criteria for approving secondary (grades 5 through 12) and full-time adult programs in comprehensive schools and technology centers may all include the following:

(1) Employment opportunities for completers;
(2) Availability of students;
(3) Impact upon other CareerTech offerings;
(4) Availability of similar programs;
(5) Facilities and equipment;
(6) Program priority; and,
(7) Willingness to follow all CareerTech rules; and
(8) Availability of funds.

(c) **Contract for CareerTech programs.**

(1) **Description.** All comprehensive school districts approved by the State Board to receive reimbursement for CareerTech secondary programs must submit the signed "Contract for Secondary CareerTech Programs," which includes a listing of programs being funded. Approval and return of the contract and the Salary and Teaching Schedule, as indicated in (3) below, by the school district to the Department indicates the school district's willingness to comply with all terms set forth in the contract.

(2) **Contract dates.** The "Contract for Secondary CareerTech Programs" will be made available from the Department on or around July 15 of the current fiscal year to the superintendent of each comprehensive school district. The contract is to be presented to the local board of education for approval before being returned to the Department by the established date of ~~October 30~~ September 30.

(3) **Salary and Teaching Information.** The Salary and Teaching Schedule is a part of the contract for CareerTech programs for comprehensive school districts. Comprehensive schools must complete and submit the "Salary and Teaching Schedule" for each CareerTech instructional position in the district. The Salary and Teaching Schedule must be completed to indicate teaching schedule, numbers of students enrolled, teacher salary, beginning and ending date of employment, and expiration date of teacher's certificate. The "Salary and Teaching Schedule" must be submitted by the appropriate individuals by September 30. Technology centers will submit salary information to the Department by October 15.