COOPERATIVE ARRANGEMENTS PROCEDURES GUIDE

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FOR
CAREER AND TECHNICAL EDUCATION

www.nd.gov/cte

The North Dakota State Board for Career and Technical Education endorses the sharing of programs between school districts and between school districts and career and technology centers. Cooperative arrangements allow programs to serve more students and are economically efficient.

Three types of cooperative arrangements currently eligible for state funds are:

1. Schools transporting students for career and technical courses;
2. Schools sharing career and technical instructors; and
3. Schools participating in career and technical interactive television courses.

Forms can be found on the website at: www.nd.gov/cte/forms

SCHOOLS SHARING INSTRUCTORS

In this type of arrangement, the instructor teaches classes in two school districts and travels between the two, but only one district holds the instructor's entire contract. The district holding the contract is the **Contracting School** and the school district receiving services is the **Receiving School**. At the Contracting School, each comprehensive occupational program will be reimbursed at the current rate plus a 2% incentive on each reimbursable item. Technology Education and Family and Consumer Sciences programs will be reimbursed 20% of salary plus a 2% incentive on other reimbursable items. The Contracting School's additional percentage payment will be added to their Annual Plan by the CTE fiscal office. (The 2% incentive does not apply to equipment or travel funded with Carl Perkins funding.)

Application Procedures - The Contracting School and the Receiving School must enter an agreement to share the service(s) of one or more CTE instructors. The Cooperative Agreement-School Districts Sharing Instructor(s) form (SFN 50279) should be completed and submitted to the CTE office by October 1. Please note the following:

- ➔ Programs should be listed on the form, such as: Family and Consumer Sciences or Technology Education or Business and Office Technology.

- ➔ This form should be completed and submitted by the Contracting School and will become part of the Annual Plan for each CTE program listed on the form. The Receiving School will not submit an Annual Plan unless there are other reimbursable items, such as equipment, which are not covered in the Contracting School's Annual Plan.

Reimbursement Procedures - The Contracting School must complete a Claim for Reimbursement and submit it to the CTE office as part of the regular reimbursement process. The Receiving School will file a Claim for Reimbursement only if a separate Annual Plan was submitted as described above.

SCHOOLS TRANSPORTING STUDENTS

In this type of cooperative, students are bused to a neighboring school district for instruction in a career and technical education program. Students may be incorporated into existing classes or be served in separate classes. The school district holding the teaching contract (**Host School**) receives an additional 2% of funding of their reimbursable line items on their Annual Plan, such as salary (where applicable) and instructor travel. This 2% will be added to the Annual Plan of the Host School by the CTE fiscal office.

The school transporting students (**Sending School**) will receive reimbursement for 25% of the fees charged by the Host School. The amount of reimbursement may not exceed $400 per student per year.

Application Procedures - The Host and Sending Schools must jointly complete the Cooperative Agreement-School Districts Transporting Students form (SFN 50280). This form should be submitted by the Host School and will become part of the Annual Plan for each CTE program participating in the cooperative. Please note the following:

- ➔ The form requires a listing of the programs that are involved in the cooperative. Multiple programs may be listed on one form, such as: Agriculture Education, Family and Consumer Sciences, Technology Education or Health Careers. If more than one school district is transporting students to the Host School, a separate agreement must be submitted for each school.

- ➔ The number of semesters will vary according to whether the program will be offered for one or two semesters.

- ➔ The number enrolled is the anticipated number of students that will be transported to participate in the career and technical education program. *(Only students from the Sending School can be counted. Do not include the number of students from the Host School who may be enrolled in the same class.)*

- ➔ The Host School may charge a per-student tuition fee to the Sending School. If tuition is charged, list the amount in the appropriate column using "One Semester" as the tuition base.

- ➔ The form must be signed by the Administrators of both schools and submitted to CTE for approval.

Reimbursement Procedures - The Host School does not need to complete additional paperwork since their 2% incentive funds will be included on the program's Annual Plan in the CTE fiscal office.

The Sending School needs to complete the bottom portion of the Cooperative Agreement-School Districts Transporting Students form (SFN 50280) to receive funding.

INTERACTIVE TELEVISION (ITV)

ITV programs involve the transmission of a CTE class to one or more school districts or CTE centers. The district or center where the signal originates is the **Transmitting School** and the schools receiving the signal are the **Receiving School(s)**. The Transmitting School will receive an additional 4% of funding for each school that has students participating in a career and technical program. The additional 4% will be added to the Annual Plan in the CTE fiscal office following approval of the ITV cooperative. The Receiving Schools will receive 25% of the tuition fee charged for each student participating in the career and technical program and 25% of the line cost for that program.

Application Procedures - The Transmitting School must complete a Cooperative Agreement-Interactive TV form (SFN 7287) with each participating school and submit it to the DCTE by October 1. This form requires a listing of the programs that are involved in the cooperative. Multiple programs (such as Marketing Education, Health Careers, Drafting, Agriculture Education) may be listed on one form if all programs are received by one school. A Transmitting School must complete a Cooperative Agreement-Interactive TV form (SFN 7287) with each Receiving School. Please note the following:

- ➔ The "Line Charge per Semester" should reflect the portion of the day that the program is offered. (Example: if Agriculture Education is one period out of seven then the Line Charge should be one seventh of the total Line Charge assessed by the Transmitting School.) Documentation of Line Charges should be kept on file at the Transmitting School's office.

- ➔ The Transmitting School may charge a student tuition fee to the Receiving School. If tuition is charged, enter the tuition for one student for one semester in the appropriate space.

- ➔ The form must be signed by Administrators from both the Transmitting and Receiving Schools.

Reimbursement Procedures - The Transmitting School does not need to complete a separate Cooperative Reimbursement form since it is handled through the Annual Plan/Reimbursement Claim process. The Receiving Schools must complete and submit the lower portion of the Cooperative Agreement-Interactive TV form (SFN 7287) by May 31st to receive funds.

It is the policy of the North Dakota State Board for Career and Technical Education not to discriminate in its educational programs, activities, or employment policies as required by Final Regulation implementing Title IX of the 1972 Education Amendments, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973.

The Board policy does not advocate, permit, nor practice discrimination on the basis of sex, race, color, national origin, religion, age, or disability as required by various state and federal laws. Equal education opportunity is a priority of the North Dakota State Board for Career and Technical Education.