

Fiscal and Policy Guide

A Guide for Administering Career and Technical Education in the Public Schools of North Carolina

CTE REGIONAL SERVICES | Career and Technical Education



 NORTH CAROLINA
State Board of Education
Department of Public Instruction

January 2024
www.dpi.nc.gov

CTE Fiscal and Policy

FBS Summer Conference 2024

Lynn Hartley, Piedmont-Triad Regional Coordinator

Bob Gantt, North Central Regional Coordinator

CTE Regional Services and Reporting

CTE Funds

PRC	Fund Source	Description/Use
013	State	Months of Employment
014	State	CTE Program Support
017	Federal	CTE Program Improvement & Maintenance
083	State	CTE Student Credentials

Guidance and Policy for these PRCs can be found in the NC CTE Fiscal and Policy Guide.

Career Related Funds Not Addressed Here

PRC	Fund Source	Description/Use
023	State	Modernization Grant
079 (previously 064)	State	EWIF Grants Grade Expansion Grant Innovation Grant
424	State	Agriculture Grant
256	State	Homebuilders Grant
253	State	Health Careers Grant
065	State	Coding & Mobile App Development
194	State	Hospitality and Tourism Grant

Guidance and Policy for these PRCs are governed by the grant administrator.

NC CTE Fiscal and Policy Guide

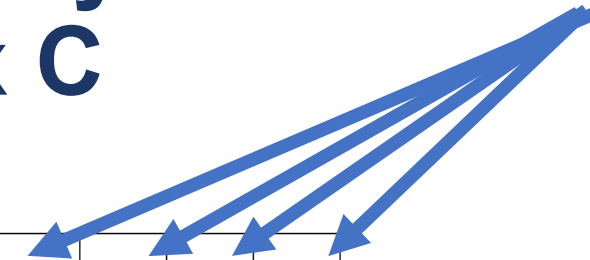
- Provides guidance and policy for the use of CTE funds.
 - Does not address grant funds listed on previous slide.
- Revised and released twice each year.
 - August: major updates as needed.
 - January: update mileage rates for the new year.

Fiscal and Policy Guide

A Guide for Administering Career and Technical Education in the Public Schools of North Carolina



Fiscal and Policy Guide by Fund Source- Appendix C



Purpose Code	Object Code	Title	013	014	017	064
5120	315	CTE - Reproduction Costs		*	*	
5120	319	CTE - Other Professional/Technical Svc		*	*	
5120	326	CTE - Contracted Repairs - Equipment		*	*	
5120	327	CTE - Rentals/Leases		*	*	
5120	332	CTE - Travel Reimbursement		*	*	
5120	333	CTE - Field Trips		*	*	
5120	341	CTE - Telephone		*	*	
5120	342	CTE - Postage		*	*	
5120	343	CTE - Telecommunications Services		*	*	
5120	344	CTE - Mobile Communication		*	*	
5120	351	CTE - Tuition Fees		*	*	
5120	352	CTE - Employee Education Reimbursement		*	*	
5120	361	CTE - Memberships (only affiliate memberships such as CTSOs and NCACTE Organizational Membership)		*	*	
5120	379	CTE - Other Insurance & Judgments		*	*	
5120	411	CTE - Supplies and Materials		*	*	
5120	413	CTE - Other Textbooks		*	*	
5120	414	CTE - Library Books		*	*	
5120	418	CTE - Computer Software and Supplies		*	*	

PRC 083

CTE State Student Credentials

NC GS115C-156.2 Industry Certifications and Credentials Program

It is the intent of the State to encourage students to enroll in and successfully complete rigorous coursework and credentialing processes in career and technical education to enable success in the workplace. To attain this goal, to the extent funds are made available for this purpose, students shall be supported to earn State Board of Education approved industry certifications and credentials as follows:

- Students enrolled in public schools and in CTE courses **shall be exempt from paying any fees for one administration of examinations leading to industry certifications** and credentials pursuant to rules adopted by the State Board of Education.
- The Department of Commerce shall provide the SBOE with a **list of occupations in high need of additional skilled employees**. If the occupations identified in such list are not substantially the same as those occupations identified in the list from the prior year, reasonable notice of such changes shall be provided to local school administrative units.
- Local school administrative units shall **consult with their local industries, employers, business advisory councils, and workforce development boards to identify industry certification and credentials** that the local school administrative unit may offer to **best meet State and local workforce needs**.

PRC 083

Purpose

- PSU funding to provide students an opportunity to obtain recognized credentials.

Eligibility

- A PSU who has students who are enrolled in career and technical education courses.

Formula

- Based on a PSU's current year enrollment in courses that are approved in NC SBOE Policy SCOS-005 and Local Course Options that lead to a credential.

Allowable Expenditures

- **Credential assessment fees or vouchers** that allow a student to take an industry assessment.
 - May also provide an opportunity to retake an assessment
 - May also support CTE CCP credentials
- **Credential test prep materials.** (Ex: Sample assessments, software assessment prep packages)
 - Must offer the related credential to all students
 - Any tangible materials remain property of PSU
- **Transporting students to a testing center** to take a credential assessment.
- **Postage when directly related to credential.** (Ex: mailing a welding sample to be evaluated)

Not Allowable

- Cannot transfer funds to or from this PRC.
- Cannot purchase credential vouchers for teachers.
- Cannot purchase items deemed to be curriculum support.

PRC 083 – Chart of Accounts

Purpose Code	Object Code	Title	083
5120	333	CTE - Field Trips (Transportation to and from certifying agency)	*
5120	342	CTE – Postage (ex: mailing welding sample)	*
5120	351	CTE – Tuition Fees (Credential Opportunity)	*
5120	411	CTE – Supplies and Materials (Credential Prep Materials ONLY)	*

PRC 013

CTE Months of Employment

PRC 013

013	State Months of Employment
Use	CTE personnel in grades 6-12. One MOE equals a unit of employment corresponding to a calendar month.
For	Employ non-administrative CTE personnel in LEA to satisfy one or more of the identified purposes.
Time	July 1 through June 30 – no carryover!

PRC 013

Eligibility and Formula

Eligibility	Each LEA is entitled to funding based on approval of the CTE Local Application by the NCDPI.
Base	50 Months Of Employment to each LEA
Remainder	Based on grades 8-12 ADM (first two months grades 8-12 from the <u>actual prior year</u>)
Reductions	Allotments and allocations may be reduced due to transfers to Charter Schools. NCVPS may also cause a reduction.

Purposes of CTE MOE (PRC 013)

- 1) CTE Licensed Teachers: Instructional services to youth enrolled in CTE programs (CTE courses and activities)
- 2) CTE instruction and/or supportive services for programs that extend beyond the normal school day (Teachers, CDC, SPC)
- 3) Appropriate CTE programs and/or supportive services for students who are identified as special populations (Teacher, SPC, CDC)
- 4) Career development coordination services to assist CTE students in making educational and career decisions (CDC)
- 5) Coordination for the implementation of the CTE Instructional Management System (CIMC)

Extended Employment

- Positions with employment beyond 10 months must have a plan of work on file in the CTE administrator's office.
- A plan of work should describe the instructional and/or instructional related activities to be performed by personnel who have extended employment.
 - Electronic Work Plans
 - Easily accessible; easily updated
 - Remember to make a copy (PDF or paper) for future reference and **audit purposes (initial and final)**

Agriculture Education Positions

North Carolina General Statute 115C-302.1(b) (b2). Beginning with 2018-19 SY, CTE Agriculture personnel positions serving students in **grades 9-12** shall be for a **term of employment for 12 calendar months**.

Exceptions may be granted for specific reasons if the local BOE applies for a waiver. This waiver must be submitted and approved on an annual basis.

Agriculture Education Positions

Section (b2) was added to the statute to allow for waivers for the 12-month requirement

- Teacher has requested a term of employment less than 12 months.
- The teacher did not utilize the additional months of employment in the prior school year based on the evaluation of the agriculture education program
- The district does not have sufficient resources at this time to employ agriculture teacher personnel for 12 months.

Certification of Time and Effort

- Teachers paid in whole or in part from CTE Months of Employment are subject to Certification of Time and Effort.
 - Either [Semi Annual](#) or [Personnel Activity Report \(PAR\)](#)
 - See Appendix F of the Fiscal & Policy Guide for Time and Effort Reporting

Prorating of Salary for Support Services Personnel

- Proration of salary for CIMC, SPC, CDC must be based on the percentage of assignment within CTE and outside of CTE.
 - CTE Administrators in split positions (CIMC/CTE Administrator) must also divide salary source based on percentage of job performed
- The non-CTE/administrative duty must be paid from non-CTE funds.
- Monthly [Personnel Activity Reports \(PARS\)](#) are required to document time and effort.

PRC 014 and PRC 017

State Program Support

Federal Program Development, Coordination, Implementation, and Improvement

PRC 014

Definition and Purpose

014	State funds
Use	CTE programs and activities in grades 6-12. Career awareness activities beginning in grade 5.
For	Program Support
Time	July 1 through June 30

PRC 014

Purpose:

Provide support for CTE program services and activities.

Funds used for instructional salaries, instructional support, along with clerical personnel to assist LEAs ...

... in the expansion, improvement, modernization and development of quality CTE programs in grades 6-12.

PRC 014

Eligibility and Funding Formula

Eligibility	Each LEA is entitled to funding based on approval of the CTE Local Application by the NCDPI.
Base	Base of \$10,000 to each LEA.
Remaining Allotment	Remainder is allotted based on ADM in grades 8 – 12.
Reductions	Allotments and allocations may be reduced due to transfers to Charter Schools. NCVPS may also cause a reduction.

PRC 017 Definition and Purpose

017	Federal funds
Use	Federal funds that provide support to improve the academic and career and technical skills of students in grades 5-12 and postsecondary students
For	Development, Coordination, Implementation or Program Improvement

PRC 017 – Formula/Allocation

- **Allocations will be made to LEAs based on a formula, which includes the following:**
 - **70% shall be allotted based upon the proportion of children in poverty ages 5-17 from the preceding fiscal year**
 - **30% shall be allotted based upon the proportion of children ages 5-17 from the preceding fiscal year**
- **Available during the fiscal year: July 1 – June 30**



PRC 017 - Eligibility

- Each LEA is entitled to funding upon
 - Completion of the **CLNA**
 - Completion of the **CTE Local Application**
 - **Approval** of the CTE Local Application by the Regional Coordinator.

- The Local Application must be approved prior to the LEA receiving the allotment.

- Note: Any LEA earning less than \$15,000, based on the formula, must enter a consortium with other LEAs, or be granted a waiver from the minimum grant requirement to be eligible for a grant.

PRC 017

Requirements for Use of Funds

- Funds **must** be expended for activities related to all six requirements:
 - Provide **career exploration and career development activities** through an **organized, systematic framework** designed to aid students, including in the **middle grades**, before enrolling and while participating in a career and technical education program, in making informed plans and decisions about future education and career opportunities and programs of study.
 - Professional development
 - Provide within career and technical education the **skills necessary** to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations
 - Support **integration of academic skills** into career and technical education programs
 - Implementation of career and technical education programs that result in **increasing student achievement** of the local levels of performance.
 - **Develop and implement evaluations** of the activities carried out with funds under this part, including evaluations necessary to complete the **comprehensive needs assessment**.
(CLNA)



Types of Expenditures

Personnel

- Staff salaries (**if you must**)
 - Licensed Positions – CTE Teachers and Support Staff
 - Non-licensed Positions – Teacher Assistants, Technical Assistants
(PRC 017-no clerical staff)
- Staff travel
- Professional development activities
- NCACTE Organizational Memberships
- Supplies, software, equipment, etc. to support CTE staff

Personnel—PRC 014 ONLY

- **Adjunct CTE Teacher**
 - 20 Hours a week or
 - Full time for no more than 5 consecutive months
 - Not required to hold a license, but ...

Determining Eligibility for Hiring an Adjunct Instructor

Before hiring an adjunct instructor, determine eligibility for hire using any one of the options in the chart below.

Work Experience & Education	Licensed Teacher	Postsecondary Instructor
<ul style="list-style-type: none">• Candidate meets work and education level as described in CTED-004 for the license area that supports the program area in which the course resides• Recognized industry credential, if required, and defined for the course in the CTE Director's Guide for Licensure	<ul style="list-style-type: none">• Candidate holds a current license or previously held a license eligible to teach the course as defined in the Licensure/Course Crosswalk• Recognized industry credential, if required, and defined for the course in the CTE Director's Guide for Licensure	<ul style="list-style-type: none">• Candidate is employed as teacher/faculty member in similar program area at a postsecondary institution• Recognized industry credential, if required, and defined for the course in the CTE Director's Guide for Licensure

Personnel--PRC 014 ONLY

• Clerical Position

Formula for clerical position is:

- One clerical position for one CTE Administrator
- Additional .5 position for each additional full-time CTE Administrator
- Maximum of two clerical positions
- If less than a full-time CTE Administrator, proportion of employment for clerical position = proportion of employment for CTE administrator
 - Example: If LEA designates the CTE Administrator as 65% CTE Administrator and 35% Technology Director, PRC 014 may be used to pay 65% of the secretary's salary with the remainder to come from other sources.

Program Support (014)/ Development, Implementation & Improvement (017)

- Services for Special Populations
 - Supplies, Hardware, Software, Career Development Services
- Career Development Coordination Services
 - Career Awareness in 5th grade
- Support for CTE curriculum management system
 - Supplies, Hardware, Software
- Equipment and instructional aids being used directly by students in a CTE program
 - Equipment may be used for **other instructional purposes** if such does not interfere with the primary use
 - *CTE Equipment and Technical Guide*
 - Curriculum materials including **supplemental** textbooks and other supplies and materials
- Support for distance and blended CTE learning programs
- Activities involving academic integration (such RLA, Math, or Science)

PRC 017

Computers, Furniture and Equipment

- 461 Furniture and Equipment – Inventoried
- 462 Computer Equipment – Inventoried
- 541 Equipment Purchase – Capitalized
- 542 Computer Hardware Purchase – Capitalized

Line-item detail will be required for each of these. Quantity, Per Unit Cost, Detailed Description, Program Area, Location (School & Room)

Amendments to PRC 017 should be approved **prior to the purchase.**

Business Related Expenses

- Contracted services
- Advertising
 - Does not allow items that become the property of an individual
- Printing/reproduction costs
- Telephone expenses
- Mobile communication
- Postage expenses
- Repairs and labor

Student Related Expenses

- Transportation/field trips
- Work-based insurance
- Immunization for applicable programs
- Student background checks for clinical internships
- Business & Industry Credentials (Obj. Code 351*)
- Instructional Materials

*All PRC 083 allotted funds must be expended first.

Career and Technical Student Organizations (CTSOs)

- Eligible CTSO Advisor Stipend (up to \$1,000 per year)
- Affiliate CTSO memberships. Individual membership not allowable.
- CTSO Supplies and Materials (instructional-related) required for competition.
 - *The purchase of items, such as CTSO jackets, even if ownership is retained by the LEA, school or chapter, is **prohibited** with federal funds (PRC 017). Allowable with PRC 014 IF LEA retains ownership.*
- Regional, State and National Participation
 - Substitute pay
 - Staff travel, subsistence, and registration fees

Career and Technical Student Organizations (CTSOs)

- Regional, State and National Participation
 - Student Travel, Hotel and Registration Fees
 - Competing students
 - State/National Officer Candidates or serving as Officers
 - If support is not currently provided by the CTSO organization (see Appendix L)
 - Student Meals and Membership Fees **May Not** be Paid from either fund source

Federal funds should supplement and not replace currently utilized resources.

National Technical Honor Society

- Eligible National Technical Honor Society Advisor Stipend (up to \$1,000 per year)

Support for CTE CCP Programs

- Program on High School Campus
 - Equipment, materials & supplies*
 - Rentals and leases
 - Credential test prep
 - Student credentials (Only if PRC 083 exhausted)
- Program on Community College Campus
 - Materials and supplies only if they are not consumable and become property of the LEA.

*Equipment and tangible supplies must remain the property of the LEA

Food?

hmmmm...

Business Partnerships, Meetings and Conferences

- U.S. Dept. of Education Guidance (purchase of food) (see next slide)
- Litmus Test (see Litmus Test slide)



A



B

US Dept. of Education Guidance of the Purchase of Food, Beverages, and/or snacks

- Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference **costs are** appropriate, **necessary** and **managed** in a manner that **minimizes costs** to the Federal award.
- Providing meals at conferences is allowable only when it is **reasonable and necessary** to the **completion** of the actual work.
- Generally, there is a **very high burden of proof** to show that **paying for food and beverages with Federal funds is necessary to meet the goals and objectives** of a Federal grant. When a grantee is hosting a meeting, the grantee should structure the agenda for the meeting so that there is time for participants to purchase their own food, beverages, and snacks. In addition, when planning a meeting, grantees may want to consider a location in which participants have easy access to food and beverages.
- While these determinations will be made on a case-by-case basis, and there may be some circumstances where the cost would be permissible, it is likely that those circumstances **will be rare**. Grantees, therefore, **will have to make a compelling case** that the unique circumstances they have identified would justify these costs as **reasonable and necessary**.

Litmus Test

- 1. Is a working lunch necessary?** Before deciding that a working lunch is necessary, plan the agenda and, consistent with these guidelines, determine if there are alternatives to working through lunch in order to accomplish all the key business of the conference or meeting.
- 2. Is the portion of the agenda to be carried out during lunch substantive and integral to the overall purpose of the conference or meeting?** Attendance during a working lunch must be necessary to ensure attendees' full participation in substantive discussions, lectures, or speeches that are integral to the purpose of the meeting or conference.
- 3. Is there a genuine time constraint that requires the working lunch?** If a conference or meeting agenda could, without unduly disrupting attendee schedules or making the day unreasonably long, ex. starting an hour earlier or ending an hour later, a working lunch might not be justified. If, however, a day-long meeting has been designed to save lodging costs and some participants must travel a considerable distance to attend, a working lunch might be appropriate because, absent the working lunch, it would not be possible for the host to cover the entire agenda and still provide participants sufficient time to return home in order to avoid the additional costs of lodging.
- 4. If a working lunch is necessary, is the cost of the working lunch reasonable?** A working lunch, when necessary, must be reasonable in cost. Lunches that include extravagant components would not only raise appearance concerns, but also violate the requirements of the Education Department General Administrative Regulations.
- 5. Has the meeting or conference host carefully documented that a working lunch is both reasonable and necessary?** If it has been determined that a working lunch is reasonable and necessary, the host should carefully document its justification for using funds for this purpose, including any cost savings that result in considerable cost savings compared to paying for meals during a working lunch.

PRC 014

Expenditures that are “NOT” Allowed

- Administrator salary and benefits
- Local supplements to personnel
- Non-instructional and personal CTSO items
- Items that become the personal property of students or staff
- Additional period of instruction
- Community college instructor position
- “Primary Use” textbooks
- CCP textbooks
- CCP Supplies and Materials on Community College Campus that do not remain the property of the schools
- Vehicles: Cars, Trucks, Buses (including license and title fees for trailers)

PRC 017

Activities Not Allowed

- Supplant: “To take the place of”
- Primary Textbooks
- Community college instructor position
- Non-instructional and personal CTSO items
- Items that become the property of students or staff
- Production Work supplies, materials and services

PRC 017

Activities Not Allowed

- Additional periods of instruction
- CCP textbooks
- No more than 5% of the total PRC 017 allotment may be used for administrative costs.
 - Administrative costs are:
 - 6120 Purpose Codes
 - 8100 Indirect Costs

Supplement v. Supplant

Program support funds can only be used to supplement the instructional program and not to supplant.

Supplant: “to take the place of”

Disposition of Equipment

Equipment purchased with Career and Technical Education funds that are no longer needed for Career and Technical Education purposes **must be disposed of in an accountable fashion.**

Eligible disposition means:

- **Moving the equipment to another CTE program**
- **Declaring the equipment surplus and selling it through the state agency for surplus property or through local government disposition procedures, or establishing a fair market value and selling it to another LEA or public educational institution.**

Disposition of Equipment

When **not** transferred to other state agencies at a mutually agreeable fair market price, state surplus property is generally offered for public sale, usually by sealed competitive bids, with public advertisement of the sale at least seven days in advance of the opening of bids.

Disposition of the equipment will be made as follows:

1. Disposition of large expense equipment items purchased through 017 funds must be documented appropriately and kept on file for audit purposes.
2. **Any funds generated from the sale of such CTE equipment must be placed in the CTE budget from which it was purchased.**
3. Use the **FPD 212 Equipment Disposition Form** for equipment purchased from PRC 017.

FPD 212

Equipment Disposition Form

Use the **FPD 212 Equipment Disposition Form** for equipment purchased from PRC 017.

FPD 212

CTE EQUIPMENT DISPOSITION FORM

(1) Description of Equipment Item	(2) Quantity Disposed	(3) Month/Year Purchased	(4) Unit Cost	(5) Physical Condition	(6) Disposition Action

Approvals:

Date:

CTE Program Director: _____

Thank you!

Bob Gantt, Regional Coordinator

bob.gantt@dpi.nc.gov

Lynn Hartley, Regional Coordinator

lynn.hartley@dpi.nc.gov