



## Understanding CTE: What Every Principal Needs to Know

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# What to expect from today

- Career Technical Education Overview
- State-approved Programs (MN Rule 3505)
- Funding – Perkins and Revenue



# Career and Technical Education

# Minnesota Career Fields, Clusters & Pathways

- **Marketing**
  - > Merchandising
  - > Marketing Management
  - > Marketing Communications
  - > Marketing Research
  - > Professional Sales

- **Business, Management, and Administration**
  - > Administrative Support
  - > Operations Management
  - > Business Information Management
  - > Human Resources Management
  - > General Management

- **Hospitality and Tourism**
  - > Lodging
  - > Recreation, Amusements and Attractions
  - > Restaurants and Food/Beverage Services
  - > Travel and Tourism

- **Agriculture, Food, and Natural Resources**
  - > Animal Systems
  - > Agribusiness Systems
  - > Environmental Service Systems
  - > Food Products and Processing Systems
  - > Natural Resources Systems
  - > Plant Systems
  - > Power, Structural, and Technical Systems

- **Finance**
  - > Banking Services
  - > Business Finance
  - > Securities and Investment
  - > Accounting
  - > Insurance

- **Arts, Audio/Video Technology, and Communications**
  - > Audio/Video Technology and Film
  - > Journalism and Broadcasting
  - > Performing Arts
  - > Printing Technology
  - > Communications Technology
  - > Visual Arts

- **Information Technology**
  - > Information Support and Services
  - > Network Systems
  - > Programming and Software Development
  - > Web and Digital Communications



- **Law, Public Safety, Corrections, and Security**
  - > Correction Services
  - > Emergency and Fire Management Services
  - > Law Enforcement Services
  - > Legal Services
  - > Security and Protective Services

- **Human Services**
  - > Consumer Services
  - > Counseling and Mental Health Services
  - > Early Childhood Development and Services
  - > Family and Community Services
  - > Personal Care Services

- **Government and Public Administration**
  - > Revenue and Taxation
  - > Foreign Service
  - > Governance
  - > National Security
  - > Planning
  - > Public Management and Administration
  - > Regulation

- **Education and Training**
  - > Administration and Administrative Support
  - > Professional Support Services
  - > Teaching/Training

- **Health Science**
  - > Biotechnology Research and Development
  - > Diagnostic Services
  - > Support Services
  - > Health Informatics
  - > Therapeutic Services

- **Transportation, Distribution, and Logistics**
  - > Facility and Mobile Equipment Maintenance
  - > Health, Safety, and Environmental Management
  - > Logistics Planning and Management Services
  - > Sales and Services
  - > Transportation Operations
  - > Transportation Systems/Infrastructure Planning, Management, and Regulation
  - > Warehousing and Distribution Center Operations

- **Architecture and Construction**
  - > Construction
  - > Design/Pre-construction
  - > Maintenance/Operations

- **Manufacturing**
  - > Production
  - > Manufacturing Production Process Development
  - > Maintenance, Installation, and Repair
  - > Quality Assurance
  - > Logistics and Inventory Control
  - > Health, Safety, and Environmental Assurance

- **Science, Technology, Engineering, and Mathematics**
  - > Engineering and Technology
  - > Science and Mathematics
- **Energy Systems**

**Contact Us**  
[www.MinnState.edu/System/CTE](http://www.MinnState.edu/System/CTE)

**Legend:**  
 ■ = Career Cluster

# No, Really...What is CTE?

## Career (center of the wheel) and Technical (six career fields) Education

Focusing ONLY on career preparation/career and college readiness or ONLY on technical skills is NOT CTE



# Legislation: Federal and State (CTE)

- **State, Minnesota Rule 3505, Secondary Vocational Education –secondary only**
  - State-approved CTE programs are reviewed **once every 5 years**. A district's cycle year is based on consortium membership. Districts must meet a number of criteria in order to be approved.
- **Federal, Perkins V –In collaboration with MnState**
  - Strengthening *Career and Technical Education for the 21st Century Act of 2018*. Federal grant support for CTE at the secondary and post-secondary levels.
- **State, Minnesota CTE Revenue – secondary only**
  - Minnesota Statute section 124D.4531. Minnesota levy and aid to support the maintenance of CTE.





## CTE Program Approval

# State-Approved Programs: Program Approval

- Program approval occurs on a 5yr cycle for each district (utilize Perkins consortium for regional organization)
- Spring Training for districts up for renewal (March-May)
- Program approval form <https://education.mn.gov/MDE/dse/cte/progApp/>

## Criteria for Approving CTE Programs (Rule 3505)

1. Student leadership, career development, experiential learning, safety (3505.2550, Subp. 6)
2. Teachers have appropriate CTE License (3505.1100)
3. Sequence of courses offered within a program. Syllabi/evidence content aligns with career field frameworks, industry standards or national standards and a course listed within **Table C** (3505.1000)
4. Establishment of a local Program Advisory Committee (3505.1000, 3505.2500, 3505.1400)
5. Signed Statement of Assurances (3505.2550)



# Program Approval: Evidence & Resources

- Criteria for Approving CTE Programs (Rule 3505)

1. Student leadership, career development, experiential learning, safety (3505.2550)

- **Evidence:** Syllabus content/other evidence as well as information provided on the PA form
- **Resource:** for information on CTSO's <https://education.mn.gov/MDE/dse/cte/adv/>
- **Resource:** for information on Career Development <https://education.mn.gov/MDE/dse/ccs/>

2. Teachers have appropriate CTE License (3505.1100)

- **Evidence:** information provided on PA form
- **Resource:** [Table C](#), and [PELSB](#)

3. Sequence of courses offered within a program. Syllabi content aligns with career field frameworks and a course listed within **Table C** (3505.1000)

- **Evidence:** Information within the syllabus/other evidence and information provided on the PA form
- **Resource:** Program and Course Codes ([Table C](#)), Content area Frameworks (see specific program area under Programs and Support <https://education.mn.gov/MDE/dse/cte/prog/>); links to industry or other national organizations.

# Program Approval: Evidence & Resources

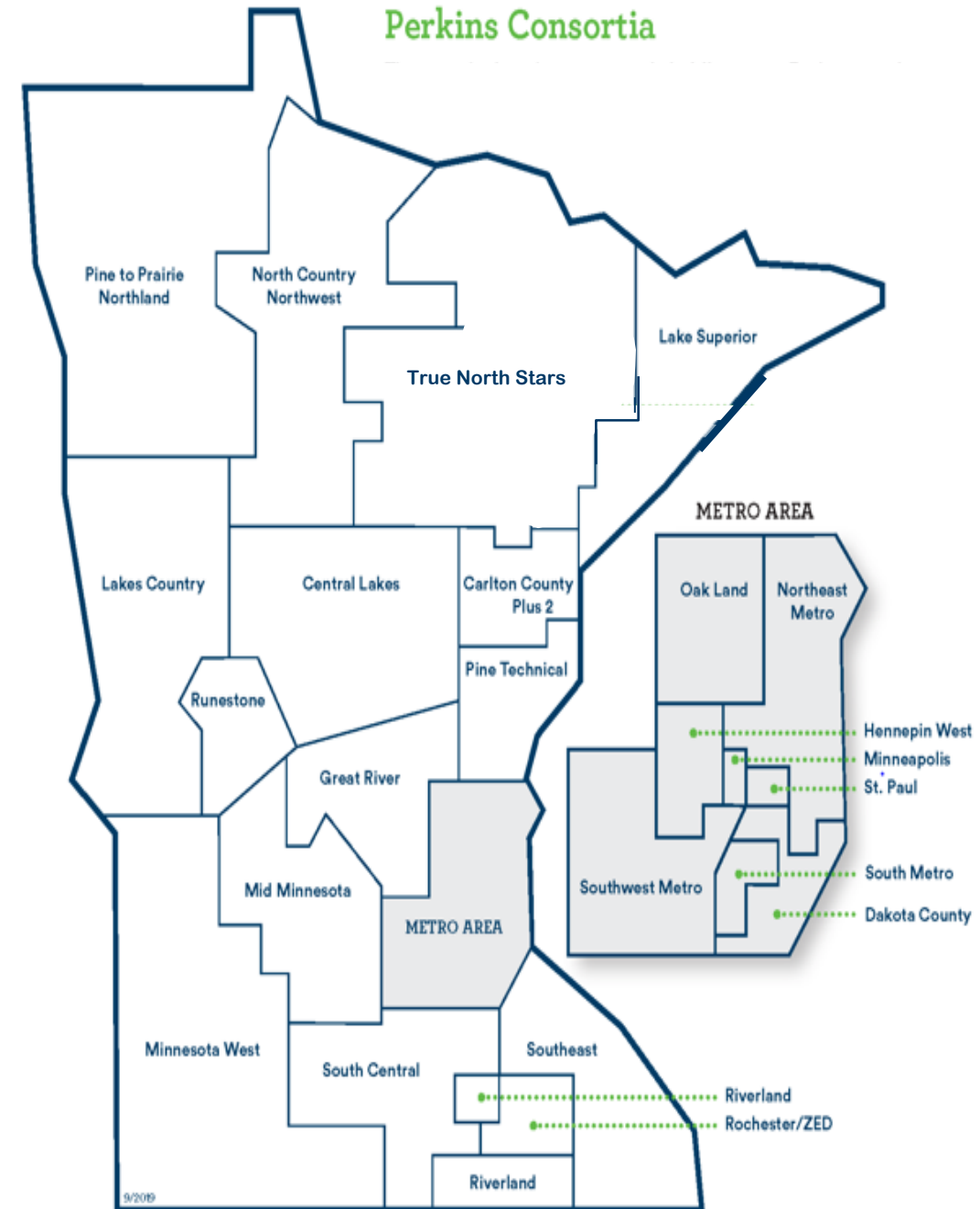
- Criteria for Approving CTE Programs (Rule 3505)
- 4. **Establishment of a local Program Advisory Committee (3505.1000, 3505.2500, 3505.1400)**
  - **Evidence:** information provided on the PA form
  - **Resource:** [Advisory Committees and Partnerships \(mn.gov\)](#); [2020 Minnesota Career Program Advisory Committee Handbook](#), [Consortia Resources](#)
- 5. **Signed Statement of Assurances (3505.2550)**
  - **Evidence:** Superintendent or licensed CTE Director signed the cover sheet and statement of assurances worksheet on the PA form, though the Special Education director might also need to sign the cover page IF a WBL-ACTE-SPED program is being submitted for review.
  - **Resources:** [Rubric](#) for assessing CTE Programs, breaks down each element listed in the assurances
- **NOTE: Program Approval Amendments**
  - Teacher and/or course updates can be made on an on-going/as-needed bases



## FUNDING CTE

## High degree of collaboration between Secondary and Postsecondary

- Within MN, there are **23 Perkins consortia**
- **Each consortium has a governance board and designated consortium leader(s)** responsible for managing the Perkins grant within their consortium. Typically, there is 1 Secondary and 1 Postsecondary consortium leader assigned to each consortium.
- Minnesota manages \$20.5M (FY23) for Perkins grant funding.
- There are approximately **354 secondary school districts/entities** who partner with **30 two-year colleges** throughout the state.



# Fiscal Considerations: Consortium funding

- **Basic Funds:** Implementation of the approved application as submitted by the full consortium
- **Reserve Funds:** Rural, areas with high numbers of CTE students. Must be targeted specifically for fostering **innovation** or for **programs of study** aligned with high-skill, high-wage, or in-demand occupations or industries.
- “Each eligible recipient that receives funds under this part shall use such funds to develop, coordinate, implement, or improve CTE programs to meet the needs identified in the **comprehensive needs assessment...**”

# CLNA Must Address.....

**Student performance**  
on federal  
accountability  
indicators,  
disaggregated

How programs are  
**aligned to labor market  
needs**

Whether programs are  
of sufficient **size, scope  
and quality** to meet all  
students' needs

Progress toward  
implementing programs  
and **programs of study**

Efforts to improve  
recruitment, retention  
and training of **faculty  
and staff**

Progress toward  
improving **access and  
equity**

# Fiscal Considerations: Local Use of Funds

- ✓ Necessary
- ✓ Reasonable
- ✓ Allocable
  
- ✓ **Based on the Comprehensive Local Needs Assessment**
- ✓ Supports the system/program/service
  - ✓ Not an individual benefit
- ✓ Referenced in the application
- ✓ Does not supplant
- ✓ If not allowable under Perkins IV assume not allowable under Perkins V
  - Exception- middle grades participation in career exploration

## Local Consortium have to create a plan for supporting CTE. Spending must be budgeted and approved by state leadership

All local consortium Perkins V expenditure request approvals must comply with all the legislative rules attached to those funds. For Perkins V this includes the local uses of funds outlined in the Act as well as the general requirements for grant management of federal funds. Districts and colleges must adhere to the required uses of funds (Section 135 Local Uses of Funds) when making a budget request.

### Resources:

- [Minnesota State Consortium Resources](#)
- [General Guidance for Perkins V Local Uses of Funds](#)

Secondary: access to equipment requests (over \$1,000) are dependent upon having a state-approved program



# Context

## Strengthening CTE for the 21st Century Act (Perkins V)

- Purpose: "provide supplemental resources to support academic and career and technical skills of secondary students"
- **Section 211:** Supplement, Not Supplant (SNS)
  - "Funds made available under this Act for CTE activities shall supplement, and shall not supplant, non-Federal funds expended to carry out CTE activities."

# Key Concept 1

## Supplement, Not Supplant Provision

- Grantees must use state or local funds for all services required by state law, rule, or local policy
  - Districts must operate schools and core programs without any federal funds
  - Perkins funds may only supplement programs based on local needs assessment and local plan
  - Expenditure decisions are case-by-case (i.e., competitive grant, not formula funding)

# Key Concept 2

## Supplanting Red Flags

- Common examples of supplanting:
  1. required by state or local law
  2. funded in prior years with state or local funds (or even federal funds)
  3. funded for non-CTE, but not CTE

# Key Concept 2

## Example: Required by Federal, State, or Local Law

-  **Supplant**

1. Advisory Committee stipends
2. Elements of program approval (i.e., completion of, leadership, safety training)
3. Instructional equipment (tablets, computers, large screen monitors for instruction)

-  **Supplement**

1. Local needs input, communications with local industry
2. New recourses or equipment per update courses/curricula to meet industry standards; supplement text for unit; accommodations to equipment- safety equipment
3. Industry grade equipment unique to CTE area (ex. Tablets for auto bays)

# Review Supplanting Assurances

- **Secondary Program Approval – Superintendent Assurances**
  - Utilize, follow, and report according to UFARS and EDGAR
- **Perkins Local Application – Consortium Assurances**
  - Sub-recipients comply with federal and state rules, regulations, including reporting and accounting
  - Funds shall supplement state and local funds, never supplant (replace)

- Career and Technical Revenue : 124D.4531

CTE Levy + CTE Aid = CTE Revenue

## Career and Technical Revenue

”a district with a career and technical program approved under this section for the fiscal year for which the levy is certified is eligible for career and technical revenue equal to 35% of approved expenditures in the fiscal year in which the levy is certified for the following”

# Career and Technical Education (CTE) Revenue

Eligible CTE Expenditures include the following: FIN 830

1. Salaries paid to licensed personnel providing direct instructional services to students, including extended contracts, for services rendered in the district's approved CTE programs
2. Necessary travel by CTE licensed personnel between instructional sites, for professional development, or student organization activities held within the state for instructional purposes
3. Contracted services provided by a public or private entity, other than a Minnesota school district or cooperative center, not supported by another funding stream
4. **Individualized instructional supplies and materials unique to the CTE program:** Include items that are unique to the program (e.g. welding rods and gas needed for a manufacturing program, consumable supplies used to teach CPR in a health science program, flour and sugar needed to teach pastry baking in a culinary program). Most often these supplies are consumable and purchased recurrently.

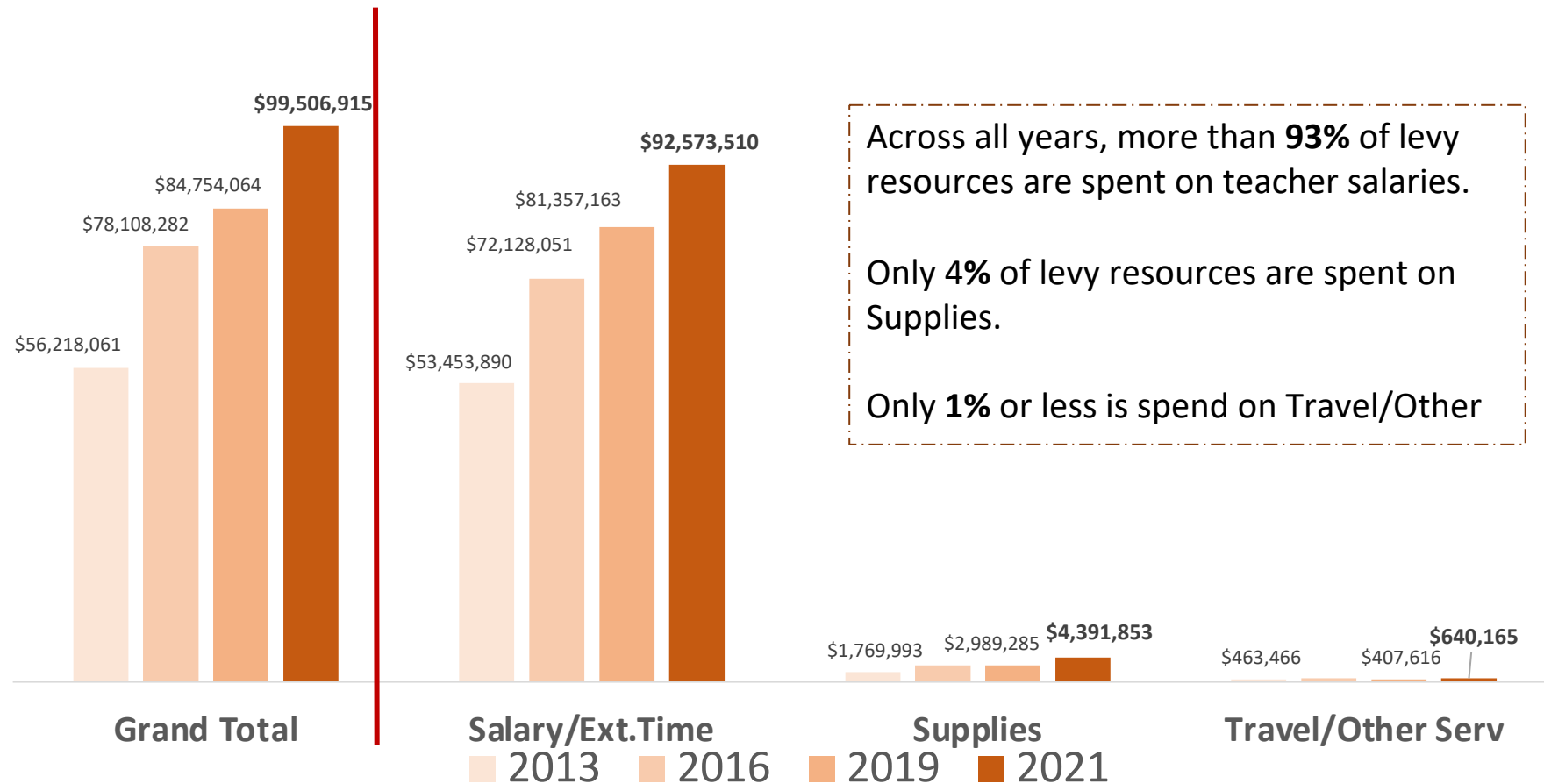
# CTE Revenue

- **Do not include the following:**
- Teacher Benefits.
- Student expenses or student transportation.
- Mileage for functions that do not have an instructional component.
- Costs associated with student organization activities occurring out of the state.
- Costs that have been covered by another state or federal funding source.
- Payments for student participation under the Postsecondary Enrollment Options (PSEO) program.
- Costs of certification exams, advanced placement tests or other activities that provide a direct transferable benefit to individual students.
- General supplies (e.g., paper, markers) common to the general operation of the school or other educational programs within the school.
- Equipment purchases.
- Supplies whose cost will be recovered by resale (e.g., construction materials for a student-produced home, supplies for a food preparation program where products are sold to the student body or public).
- **Do not include FIN 835 – CTE programs –Students with Disabilities, which is funded by the ACTE-SPED Revenue Program through EDRS.**



# Levy Expenses Data Chart: 2013-2022

## Levy Expenses Grad Total: FY2013-2022



Q & A

You have

Questions

We have

Answers

# Thank You