



Guidelines

Area Career and Technology Center

Area Career and Technology Centers in North Dakota Law - [NDCC 15.20.2](#)

www.legis.nd.gov/cencode/t15c20-2.html

Additional and Clarifying Guidelines

1. While state law requires a minimum of three schools, the CTE Board may require additional schools if it considers that the enrollment of the member schools is insufficient to sustain an Area Center into the future and all its programming.
2. Governance of an Area Center (refer to ND Century Code 15-20.2-01)
 - a. Governed by an Area CTE Center Board.
 - b. Each member district shall have one board member, there may be one additional board member for every 300 students enrolled in grades 9-12, with a maximum of three board members from each school. If a school district has more than one center board member, one member must be a school board member and any other center board member may be a designee.
 - c. A center board may appoint up to five community board members in addition to the school district members. The number of community board members appointed under this subsection must be fewer than the number of school district members. No more than one community board member from an institution of higher education. No more than one community board member from a parochial or private school. One or more community board members from a private sector entity, with each community board member representing a different private sector.
 - d. If a center board is comprised of twenty or more members, the boards of those school districts may create a representative board with equitable representation from the school districts and shall submit the representative board for approval by the state board under section 15 - 20.2 - 02.
 - e. A majority of the center board must be school board members and designees.
 - f. A CTE Board has all the responsibilities as any school board except that it may not bond or levy taxes.
 - g. The initial organizational meeting of a center board must be called and conducted by the chairman of the state board, and thereafter a center board shall meet monthly. Virtual area career and technology center boards shall meet at least quarterly.
 - h. Powers and duties of Center Boards are listed in [15-20.2-07](#).
3. Member School Assessment - A center board, for the purpose of paying any administrative, planning, operating, or capital expenses incurred or to be incurred, shall assess each:
 - a. Participating school district a center membership fee based upon its high school enrollment as compared to the total high school enrollment of all participating school districts in the area career and technology center and may assess fees based on access and use of programs.
 - b. Nonparticipating school district receiving services a fee based upon its use of programs.

4. A center board shall allocate, as nearly as possible, the number of students from each participating district to be served in an area career and technology center on the same proportionate basis as is used for the assessment of expenses.
5. Administration - The administration of an Area Center falls under the responsibilities of the Center Director, who must have a CTE Directors credential issued by the ND Department of CTE to be funded. With the multi school membership in Area Centers, the Director should assist the regional needs and promotion of CTE programming.
6. Fiscal Management - An Area Center employs its own business manager or it may contract with a member school to act as its fiscal agent. In all cases, funding must be kept separate and identified for audit purposes.
7. Budgeting - An overall budget, by program area, shall be developed by the Center Director and approved by the Area Center Board.
 - a. Each program is subject to the CTE Program Approval Policy.
 - b. Approved Area Centers will receive funding according to the State Board approved Funding Policy.
8. Curricular Offerings - An Area Center must incorporate a minimum of three approved occupational CTE programs.
 - a. Program approval is the responsibility of the ND Department of CTE.
 - b. A program is a sequence of courses (see Program Approval Policy) from the following areas: Marketing, Business Education, Agriculture, Health Careers, Information Technology, Occupational Child Care and Culinary Arts, Trade and Industry, (including welding, auto tech, auto collision, construction, electronics, graphic arts, etc.)
 - c. Programs may be delivered by transporting students, transporting teachers, or via distance through ITV or online.
 - d. Availability of programming must be addressed for each member school. Ultimately all programs should be available to all schools, but there may be circumstances where the Area Center Board makes exceptions.
9. Faculty - The Area Center Board hires, contracts, and terminates faculty. Faculty may also be contracted by the Area Center from member or area schools as new programs are developed and established. The supervision and evaluation of the faculty and staff is the responsibility of the Area Center Director.
10. Perkins Funding - An Area Center may receive Perkins funds if it
 - a. forms its own consortium for the purposes of receiving funds or
 - b. enters into a cooperative agreement for Perkins funds. Reference Strengthening Career and Technical Education for the 21st Century Act (Perkins V).
11. Initial Board resolutions and agreement to participate.
 - a. 1st - Boards would approve a resolution of agreement.
 - b. 2nd - A plan for the area center would be submitted to the State Board for approval.
 - c. 3rd - An agreement to participate (based on the contents of the final approval) would be given to each member school board to be approved prior to the Area Center starting operation.
12. Withdrawal from an Area Center is outlined in ND Century Code 15-20.2-14. The notification to withdraw date is set by the Area Center Board and is effective at the end of the next school year. Typically the notification date is in February.
 - a. A school that withdraws from an Area Center is not eligible for individual funding of programs that are available with the Area Center.