

**Advisory Committee Members** – Community and/or occupational specific persons giving guidance to a CTE funded program.

**Advisory Committee Minutes** – Notes from scheduled meetings of advisory committee. (SFN 15256)

**Annual Plan** – Budget for a fiscal year, individual to a CTE funded program.

**Authorized Signature** – Designated school personnel authorized to perform business functions of the entity.

**Base Amount** – Instructors % of time of CTE reimbursable classes/periods of the day times(x) salary.

**Budget Processing Forms** – CTE fiscal management process of state and/or federal funds.

**Carl Perkins** – Federal funding supporting CTE activities.

**CTE Center/Area Career and Technical Center** – Group of school districts sharing CTE offerings and services.

**Consortium** – Fiscal grouping of school districts/centers for fiscal functions.

**Contract Days** – Number of days an instructor/teacher is contracted by a local school district or CTE center.

**Contracted Services** – Educational services which school entities purchase from other entities.

**Cooperative Arrangements** – Shared instructional services between 2 or more schools/centers.

**CTE** – Career and Technical Education.

**CTE Board approved** – Approved by a majority vote of the member of ND SBCTE.

**CTSO's** – Career and Technical Student Organizations – nationally recognized student leadership association. ND DECA, ND Future Business Leaders of America (FBLA), ND Family, Career and Community Leaders of America (FCCLA), ND Future Farmers of America (FFA) ND SKILLSUSA, ND Technology Student Association (TSA), Phi Beta Lambda (PBL).

**Deactivate** – Function no longer active, function to deploy when a user is no longer authorized to conduct business.

**Edit** – Change information.

**Eligible Recipient** – entity/school approved to receive funding from CTE.

**Entity** – School/institution user.

**Equipment** – Includes items of tangible property having a useful life or more than one year.

**Equipment & Instructional Materials/Aids** – Materials used to support a CTE program.

**Evaluation/Program Evaluation** -

**Extended Contract** – Number of days contracted beyond the school district/center based contract

**Extra Duty Pay** – Salaried activities in addition to basic contract. Ex. Advising CTSO's, coaching, bus driving salaries.

**Federal Funding -Carl Perkins Grant** – such as Carl Perkins funding that is administered by CTE.

**Fiscal agent/Fiscal Administration** – Person identified by CTE as the initial user of the BRP. Additional fiscal agents may be assigned in an educational system.

**Fiscal Year** – Program year beginning July 1 through June 30.

**Fringe Benefits** – Payments for instructors/administrator services (does not include salary).

**Funding Type** – Source of funding, either state or federal.

**Grant Summary** – A brief description of activities, outcomes and number of students, partners, etc. involved.

**History** – Log of past actions.

**In-service** – Training activity such as a workshop, conference, etc.

**Instruction** – Delivery of content to students.

**Instructional Materials** – Items used for instruction such as computer software, reference materials and videos. A textbook may be purchased for an instructor to use as reference material.

**Instructional Salary** – Contracted salary for an instructor/teacher for a fiscal year.

**Insurance** – Amount of insurance premium paid for instructor(s), administrator(s), etc.

**Instructor** - Teacher

**Local Education Agency (LEA)** - is a local school, consortium of schools, area career and technology center, college or an approved agency having administrative control of a career and technical education program.

**Level** – Indicates level of instructions – middle school, secondary, post-secondary, adult.

**Local** – Fiscal responsibility of the local school/center/post-secondary program.

**Master Teaching Schedule** – Chart indicating each period of the school day including instructor name and classes taught.

**Memo** – Notes regarding funding.

**Obligated** – Funding “promised” or “on hold” for a program or project.

**Percent of Time** – number of reimbursable class periods of a contracted day

**Perkins Consortium** – Grouping of school districts and/or CTE centers for funding purposes.

**Perkins Funding** – Federal funding supporting CTE activities.

**Postsecondary** – Refers to programs beyond grade 12.

**Program Area** – Specific content area of a service area such as adult Farm Management in Ag Education or Welding in Trades & Industry & Health.

**Programs** – See Program Area or Service Areas

**Rate** – Applied percentage of reimbursement.

**Reimbursement Amount** – Sum of reimbursement to be provided by CTE.

**Reimbursement Claim** – Process used to receive reimbursement.

**Revised Budget** - Updated fiscal information for an annual plan.

**SA** – Service Area

**School User** – A person assigned to use the BPR system by a school administrator.

**Secondary Level** – Refers to programs in grades 9-12.

**Service Areas** – Specific area of instruction in CTE. Ex. Agriculture Education, Business & Office Technology, Family & Consumer Sciences, Information Technology, Marketing, Technology & Engineering Education and Trades, Industry & Health.

**Social Security** – Funds paid to Social Security.

**State Funding** – Funding provided by the state of ND.

**Supplemental** – Operating expenses for career & technical education centers and special projects as approved by CTE.

**Supplies** – Consumable materials that are used up within one year.

**TA** – Technical Assistant. A CTE staff member assigned to a specific project or program.

**Teacher Retirement (TFFR)** – Funds paid to Teachers Fund for Retirement

**Teaching Contract** – Signed work agreement between classroom teacher (counselor, administrator, etc.) and an education entity.

**Technical Assistant** – CTE staff member assigned to a specific program area/Perkins Consortium.

**Travel** – Transportation, registration, meals, lodging, miscellaneous expense.

**Unsubmitted** – Information not submitted to CTE

**Upload Documents** – Attaching documentation to budget information

**Vacant/to be determined** – Unfilled teaching position.

**Work Queue** – Location of information requiring action.