

COOPERATIVE ARRANGEMENTS PROCEDURES GUIDE



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The North Dakota State Board for Career and Technical Education (SBCTE) 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.

Policy for Online and ITV Cooperative Agreements

Purpose: to provide incentives for school/area centers to provide CTE programming via ITV or Online, to students who do not have access to the programming locally.

Incentive: Increase of 4% reimbursement, per each receiving school, on current program funding. Example: An ITV or online course delivered to two schools will add 8% (4% X 2) additional reimbursement on a current programs' reimbursement (27% + 8% = 35%)

Guidelines: Secondary online programs involve the use of the internet to deliver an approved CTE class to one or more school districts or CTE centers. The North Dakota district or center where the course originates is the **Transmitting School** and the schools receiving the course 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 online cooperative.

This policy applies to any school district, including member schools of area or virtual centers

Transmitting schools may receive up to 100% reimbursement

Prior approval of all cooperative arrangements is required and must be submitted by revised budget time in September or January 15th for second semester.

Virtual center reimbursements are limited to their total grant funds until they reach the same level of funding for all centers, then the limits are removed.

1. SCHOOLS SHARING INSTRUCTORS

(This does not apply to an Area Centers' member schools)

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 **Host 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 4% incentive on each reimbursable item. Family and Consumer Sciences programs will be reimbursed 20% of salary plus a 4% 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 4% incentive does not apply to equipment or travel funded with Carl Perkins funding.)

2. SCHOOLS TRANSPORTING STUDENTS

(This does not apply to an Area Centers' member schools)

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 4% of funding of their reimbursable line items on their Annual Plan, such as salary (where applicable) and instructor travel. This 4% will be added to the Annual Plan of the Host School by the CTE fiscal office.

3. 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 course originates is the **Transmitting School** and the schools receiving the course is 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.

To receive the 4%, it is the intent that students participating in any ITV or online course will be assessed on content the same as a face-to-face class.

4. ONLINE COOPERATIVE ARRANGEMENTS

Secondary online programs involve the use of the internet to deliver an approved CTE class to one or more school districts or CTE centers. The North Dakota district or center where the course originates is the Transmitting School.

The **Transmitting School** will receive an additional 4% of funding for each school that has students participating in a CTE program. The additional 4% will be added to the Annual Plan in the CTE fiscal office following approval of the online cooperative.

To receive the 4%, it is the intent that students participating in any ITV or online course will be assessed on content the same as a face-to-face class.

Application Procedures - The **Host/Transmitting School** must complete the cooperative arrangements excel worksheet available on the CTE website <http://www.nd.gov/cte/forms/> under Cooperative Arrangements and submit it to the CTE office by October 1. Please note the following:

- The MIS03 Course Code number should reflect the appropriate course description as listed by the ND Department of Public Instruction.
- In the Number of Semesters column indicate if the course offered is for one or two semesters.
- List the number of students enrolled in the distance course.
- 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 submitted to CTE for approval.

Reimbursement - The school will receive reimbursement as part of the annual reimbursement process.

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.