



User Manual for the Career and Technical Education (CTE) Revenue - Levy

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This manual is designed to assist school districts to meet data reporting requirements for CTE programs as they access CTE levy revenue.

For more information:

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[Minnesota Statutes, section 124D.4531](#) governs the career and technical education levy.

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Timeline and Roles

Time of Year	Task	Who
April to June	Anticipated CTE budget entered and submitted for upcoming school year. Anticipated CTE budget reviewed and approved for upcoming school year.	District User District Administrator
July to September	Actual CTE expenditures entered and submitted for prior school year. Actual CTE expenditures reviewed and approved for prior school year.	District User District Administrator
October 31	Final Levy adjustment determined	Minnesota Department of Education (MDE)

System Users

CTE Levy Revenue system users include the district user and the district administrator. Roles and responsibilities include:

- Review this manual and understand the process to enter and submit anticipated CTE budgets and actual expenditures.
- Read the general information for referral to resource information supporting the CTE Revenue system.
- Read the announcements page to obtain important information for the CTE Revenue system and MDE contact information.
- Ensure submission occurs for correct district(s) during the appropriate fiscal cycle.

District User

There should be only one district user identified per district for the CTE Revenue System. It is strongly recommended that the district user be someone from the business office. The district user:

- Enters anticipated budgets and actual expenditure data for each approved CTE program area.
- Submits each program budget and expenditure to the district administrator for approval.

If it is not possible for the district user to be someone from the business office, it is very important that the information is reviewed by the business office before it is submitted to the district administrator and MDE.

District Administrator

There should be only one district administrator identified per district for the CTE Revenue System. The district administrator is the superintendent or designee, which, in some cases, may be the licensed CTE administrator. The district administrator:

- Reviews program budget/expenditure data for each approved CTE program area.
- Submits each CTE program budget to MDE for approval.

Allocated Costs from Intermediate and Cooperative Districts

Cooperative and intermediate school districts must complete career and technical education budgets but, because they have no direct levy authority, must allocate costs to participating districts. Allocation must be on the basis of participation or other agreed-upon method. The intermediate or cooperative district is responsible for identifying a per-district percentage allocation so that appropriate levy calculation may occur. Select the district from the dropdown list and enter the corresponding percent allocation. Click the add/update button and the allocation will appear in a table after each district and allocation is added. The percentage allocation is rounded to two digits, and must total 100 percent. For the purpose of levy calculation, cooperative and intermediate districts must use the same object and program codes. Upon completion of entering actual expenditures, email district allocations to Jan Carlson, Education Finance Specialist, janice.carlson@state.mn.us.

CTE Eligible Object Codes

CTE budgets and expenditures should be reported through Uniform Financial Accounting and Reporting System (UFARS) using the coding system in the table below. Some codes require the district to attach additional information. For specific language regarding UFARS codes, refer to [Appendix C](#) (page 23) and [Appendix D](#) on page 24. District users should only enter CTE expenses from the codes listed in the chart below.

Fund	01
Program Dimension	301; 311; 321; 331; 341; 361; 365; 371; 385; 399; 610*
Finance	830
Object Code	140; 143; 185; 305*; 365; 366; 394*; 396*; 406; 433; 490
Course	Not Required

* Districts are required to attach additional information when reporting expenses under these specific codes.

Object Codes Defined

The following pages are very helpful for the district user when entering budget and expense information.

Classroom Support and Staff Extended Time (140/143/185)

The program will calculate the reimbursable salary for each instructor providing direct instructional services, including extended time.

Important!

The file folder of each teacher is checked against the Minnesota Professional Educator Licensing and Standards Board (PELSB) database of licensed CTE instructors. If you receive an error message *“could not find staff licenses”* or *“the file folder field is not valid”*, you must check that each file folder number is entered correctly and each teacher has the correct CTE license to teach in program area. You can search the database by visiting the [PELSB website](#) and selecting “License Lookup” on the black menu bar at the top of the page.

To enter actual expenses for object codes 140/143/185, enter the following prompts below for each CTE instructor:

Active CTE License: Select “Yes” for active or renewal pending for the staff person you are entering information for.

License Renewal Pending: Select “No”.

BOT Waiver or Variance: Select “No”.

File Folder: Enter the file folder number for licensed staff. Access the PELSB website to check to assure file folder number is valid. An error message will appear if invalid.

Staff Member: Enter the name of the individual providing direct instructional services in this program.

Area of Licensure: Select “Teacher” or “Technical Tutor” from the dropdown list. Do not use “Paraprofessional”.

Base Salary: Enter the actual salary; do not include fringe benefits or extended time.

Total Instructional Hours per Day: Enter the total student contact teaching hours including prep time. This is generally 7 or 7.5 hours in a school day.

Instructional Hours Assigned Within This Program Per Day: Enter ONLY the hours per day the teacher spends teaching in this CTE program.

Assigned Hours for Teacher Preparation per Day: Enter the total hours assigned for prep for the full day. The system will calculate the amount of prep time to be allocated to the CTE program.

Extended Days: Enter the days assigned beyond the regular teaching contract. Limited to CTE related teaching.

Extended Salary: Enter the additional salary beyond the regular school year. Limited to CTE related salary.

Student Organization Advisory Salary: Enter the salary given to advisors of CTE student organizations.

Salary for Additional Assignments: Enter any salary for other assignments related to CTE. Do not list salaries that are general in nature, or salaries for curriculum development. Curriculum development salaries should be reported as an expense under program code 610 and only when associated with an approved five-year curriculum development plan.

Travel (365/366)

Identify the budgeted amounts for staff travel associated with the program. Allowable travel expenditures may occur as four types, outlined below:

- **Travel between instructional sites:** Include travel by licensed career and technical education teachers for teaching assignments between one or more sites during the school day. Travel may be between multiple instructional sites within a district or to community instructional sites, most commonly worksites of students participating in work-based learning programs.
- **Professional development:** Include travel for professional development activities that do not grant collegiate credit for participation. Include mileage, registration, meals, lodging and other usual expenses.
- **Student organization activities:** Include travel expenses associated with instructor participation at in-state activities of career and technical student organizations that enhance learning. Include mileage (if not transporting students), registration, meals, lodging and other usual expenses associated with supervision of in-state career and technical student organization activities.

Do not include the following expenses:

- Travel expenses to get supplies or materials for a program or for other activities not associated with direct instruction.
- Student expenses or student transportation.
- Mileage for social functions that do not have an instructional component.
- Costs associated with student organization activities occurring out of the state.
- Costs that have been previously covered by another state or federal funding source.

Contracted Services (305/394/396)

Important!

A copy of the contract between the school district and the provider must be submitted for each service. Failure to do so will result in an error.

Identify contracted services that supplement instruction and have been approved by MDE. Services supported under these contracts must be provided by a public or private agency other than a cooperative center and must enhance instruction. These might include:

- **Contracts or honoraria:** payment for guest speakers and/or supplementary instruction providers who do not replace the instructor for the time spent in instruction.
- **Educational services not supported by another funding stream:** These services must prepare students for competitive employment or postsecondary career and technical education.
- **Payment to another school districts for salary of licensed teacher in an approved CTE program.**

Do not include the following expenses:

- 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.
- Costs that have been previously covered by another state or federal funding source.

Guidance for school districts purchasing services from another district and reported under 396 object code:

Include the school district information for expenses paid to another district for CTE program access. School Districts receiving revenue from another district under the 396 Object Code for access to an approved CTE program should report this revenue under Fund code 01, finance code 830, Source Code 021, Tuition and Reimbursements from Minnesota School Districts.

Specialized CTE Instructional Supplies/Food (406/433/490)

Include the costs of specialized instructional supplies necessary for the operation of the program, for example:

- **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 welding program, consumable supplies used to teach CPR in a health science program, flour and sugar needed to teach pastry baking in a culinary program).

Do not include the following expenses:

- General supplies (i.e. 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 general public).

Curriculum Development Activities (610)

Important!
The five-year plan must be submitted to the department for approval.

Curriculum development expenditures may be approved if part of a five-year plan for curriculum improvement approved by the department. Amendments are required if the plan or time lines deviate from the approved plan. The plan must identify a formal process involving teachers, administrators, business and industry, and the community. Do not include indirect costs such as heating, lighting and administrative expenses.

Step-by-Step Instructions to Enter and Submit Anticipated Budgets

A district must submit an estimate of planned expenditures to qualify for the CTE Levy, even if the amount of that levy would be based on a factor other than approved expenditures. **Districts will enter anticipated budgets for the *upcoming* school year, based on best “guesstimate” at time of entry.** The anticipated budgets should be as close to accurate as possible.

Be certain to include only programs for which you have state approval and that are serving students in grades 9-12. Refer to current [Program Approval Database](#). Districts may enter estimate of anticipated expenses for CTE programs waiting on Approval by utilizing the 999999 program code.

Navigation Tips:

It is best to navigate forward through the system using the purple buttons at the bottom of the screen.

The left navigation menu (brown) will be displayed after the first few screens.

- “General Information” is the first screen from which you selected your district. You should only go back to that screen if you need to change the district for which you wish to report.
- “Program Selection” may be used when you have completed the budget entry process for your first program and you wish to select a new program.

Log on and select the corresponding district/year/program

1. Access the [CTE Levy Web-Based Reporting System](#). Log in with your user ID and password to advance to the next screen/prompt.
2. Select your school district from the dropdown list. Ensure that district user contact information is filled in. Click the “Next” button (purple) to advance to the next step.
3. Select the correct fiscal year from the dropdown menu.
4. From the next dropdown menu, select the approved CTE Program for which the budget will be entered. Click the “Next” button (purple) to advance to the screen located at the top of the next page.

Budget Entry

General Information
 Program Selection
 Classroom Support
 Contracted Services
 5-yr Curriculum Plan
 Budget Information

Budget Submission

Cost Allocations to Other Districts
 Summary of Program Budgets
 Coop Cost Allocation Summary

Additional Information

MDE Announcements
 General Attachments
 General Comments

Budget Information

Budget/Expense View for 2018-2019

NOTE: Budget/Expense information must be saved before leaving this screen.
 When in Expenditure Reporting Mode, to enter actual salary expenditures please go to the Classroom Support screen using the left navigation menu.

UFARS Object Code	Item	Budget Amount	Approved Expense Amount	UFARS	Lesser Amount of the two
140/143	Classroom Support	0.00		0	0.00
185	Staff Extended Time	0.00		0	0.00
365/366	Travel (Staff Travel)	0.00	0.00	0	0.00
305/394/396	Contracted Services (Approved By the state) and/or Salary Purchased from Another District	0.00	0.00	0	0.00
406/433/490	Specialized CTE Instructional Supplies/Food	0.00		0	0.00
Program Code					
610	Curriculum Development Activities	0.00	0.00	0	0.00
CTE Program					
Total Anticipated Expenditures		52000.00			
Subtotal:		52000.00		0	0.00

[Enter Additional Budget Information](#)

Save Back Admin

Enter anticipated budget amount

1. Enter anticipated budget for that program. **District users will only be able to enter a single budget amount total in the “Total Anticipated Expenditures” field.** Press “Save” (purple). To enter additional budget information for another approved program, click on your browser’s “back” arrow to return to the budget approval screen. Repeat this step for each approved program.

Submit budget

Important!

Failure to complete this step correctly will result in an error during the district administrator’s approval process. Please ensure this important step is completed.

1. On the navigation menu on the left side of the screen (brown), click on “Summary of Program Budgets” under the Budget Submission section.
2. Review each program code for accuracy and click “Submit Expense” (purple) at the bottom middle of the page. You may have to scroll down to see this button.

Budget Entry

General Information
 Program Selection
 Classroom Support
 Contracted Services
 5-yr Curriculum Plan
 Budget Information

Budget Submission

Cost Allocations to Other Districts
 Summary of Program Budgets
 Coop Cost Allocation Summary

Additional Information

MDE Announcements
 General Attachments
 General Comments

Summary of Program Budgets

Select a program budget year to review.

Program Budget Year: 2018-2019

Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount	Delete
745	Work Experience-Disadvantaged	Submitted	Approved	Approved	12268.00	12633.65	<input type="checkbox"/>
90101	Family and Consumer Science	Submitted	Approved	Approved	81895.00	51922.29	<input type="checkbox"/>
140710	Administrative Support Occupation	Submitted	Approved	Approved	50085.00	53149.41	<input type="checkbox"/>
170302	Auto Mechanics	Submitted	Approved	Approved	0.00	0.00	<input type="checkbox"/>
170321	Metals/Fabrication	Submitted	Approved	Approved	14585.00	0.00	<input type="checkbox"/>
170400	Aviation Occupations	Submitted	Approved	Approved	0.00	0.00	<input type="checkbox"/>
171000	Construction Occupations	Submitted	Approved	Approved	13585.00	27048.35	<input type="checkbox"/>
171016	Construction Occupations - Finishing	Submitted	Approved	Approved	40516.00	26006.55	<input type="checkbox"/>
171300	Drafting/CAD Occupations	Submitted	Approved	Approved	0.00	0.00	<input type="checkbox"/>
171502	Communications Technology Occupations	Submitted	Approved	Approved	64489.00	39318.50	<input type="checkbox"/>
171512	Information Technology	Submitted	Approved	Approved	0.00	0.00	<input type="checkbox"/>
171710	Manufacturing Technology	Submitted	Approved	Approved	24951.15	50226.42	<input type="checkbox"/>
999999	Other with MDE Approval	Submitted	Approved	Approved	11845.00	0.00	<input type="checkbox"/>

<<< >>> Rows/page: 0 Refresh

Allocated Costs from Cooperative School District: 25011.85 22075.24
 Net Budget: 339231.00 282380.41

Back Delete

Step-by-Step Instructions to Enter and Submit Actual Expenditures

A district must enter and submit actual expenditures from the *prior* school year. The anticipated budgets and actual expenditures do not need to match exactly. **Enter actual expenses for each approved expense line.** For this process, refer to [Object Codes Defined](#) on page 6.

Be certain to include only programs for which you have state approval and that are serving students in grades 9-12. Refer to the current [Program Approval Database](#). Districts may enter actual expenditures for CTE programs not otherwise listed correctly by utilizing the 999999 program code. Districts who use the 999999 program code are still REQUIRED to have program approval on file.

Navigation Tips:

It is best to navigate forward through the system using the purple buttons at the bottom of the screen.

The left navigation menu (brown) will be displayed after the first few screens.

- “General Information” is the first screen from which you selected your district. You should only go back to that screen if you need to change the district for which you wish to report.
- “Program Selection” may be used when you have completed the budget entry process for your first program and you wish to select a new program.

Log on and select the corresponding district/year/program

1. Access the [CTE Levy Web-Based Reporting System](#). Log in with your user ID and password to advance to the next screen/prompt.
2. Select your school district from the dropdown list. Ensure that district user contact information is filled in. Click the “Next” button (purple) to advance to the next step.
3. Select the correct fiscal year from the dropdown menu.
4. From the next dropdown menu, select the approved CTE Program for which the budget will be entered. Click the “Next” button (purple) to advance to the following screen:

Table Maintenance
Fiscal Period Maintenance
Program Code Maintenance
License Code Maintenance
Program & License Code Table
Budget
View Program Budget Information
District Budget Approval
District Budget Notations
MDE Announcements
Districts without Budget Submitted
General Budget Information

View District Budget Approval

This is a summary of all the program budget information entered during the budget period for the district(s) selected below. This program budget, in conjunction with other district program budgets, will be summarized, reviewed, and approved by the districts Superintendent or authorized designee.

Program Budget Year: 2018-2019 ▾

Rejected	Program Code	Program Name	District Status	Mde Review Status	Status	Budget Amount	Expense Amount
<input type="checkbox"/>	745	Work Experience-Disadvantaged	Approved	Approved	Approved	0.00	0.00
<input type="checkbox"/>	9090	Teacher-Coordinator, Diversified Occupations Co-op. Programs	Approved	Approved	Approved	52220.00	45931.86
<input type="checkbox"/>	19901	Agriculture	Approved	Approved	Approved	111406.00	122166.60
<input type="checkbox"/>	90101	Family and Consumer Science	Approved	Approved	Approved	115410.00	90418.91
<input type="checkbox"/>	140710	Administrative Support Occupation	Approved	Approved	Approved	136262.00	127305.37
<input type="checkbox"/>	170303	Vehicle Service Occupations	Approved	Approved	Approved	6701.00	0.00
<input type="checkbox"/>	170321	Metals/Fabrication	Approved	Approved	Approved	0.00	0.00
<input type="checkbox"/>	171000	Construction Occupations	Approved	Approved	Approved	47843.00	43673.82
<input type="checkbox"/>	171502	Communications Technology Occupations	Approved	Approved	Approved	3284.00	67251.00

Allocated Costs from Cooperative School District:
Net Budget:

0.00 0.00

Enter expense information

1. Click on the program code (blue) for which you will enter an expenditure. This will bring you to a new screen titled “Budget/Expense View for (chosen year)”, visible on the next page.
2. You will enter actual expenses for each applicable program and category that appears on the left navigation menu (brown).

Budget Entry		Budget Information																																																																		
General Information Program Selection Classroom Support Contracted Services 5-yr Curriculum Plan Budget Information		Budget/Expense View for 2018-2019																																																																		
Budget Submission Cost Allocations to Other Districts Summary of Program Budgets Coop Cost Allocation Summary		NOTE: Budget/Expense information must be saved before leaving this screen. When in Expenditure Reporting Mode, to enter actual salary expenditures please go to the Classroom Support screen using the left navigation menu.																																																																		
Additional Information MDE Announcements General Attachments General Comments		<table border="1"> <thead> <tr> <th>UFARS Object Code</th> <th>Item</th> <th>Budget Amount</th> <th>Approved Expense Amount</th> <th>UFARS</th> <th>Lesser Amount of the two</th> </tr> </thead> <tbody> <tr> <td>140/143</td> <td>Classroom Support</td> <td>0.00</td> <td>22640.02</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>185</td> <td>Staff Extended Time</td> <td>0.00</td> <td>2516.72</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>365/366</td> <td>Travel (Staff Travel)</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>305/394/396</td> <td>Contracted Services (Approved By the state) and/or Salary Purchased from Another District</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>0.00</td> </tr> <tr> <td>406/433/490</td> <td>Specialized CTE Instructional Supplies/Food</td> <td>0.00</td> <td>6047.92</td> <td>0</td> <td>0.00</td> </tr> <tr> <td colspan="6">Program Code</td> </tr> <tr> <td>610</td> <td>Curriculum Development Activities</td> <td>0.00</td> <td>0.00</td> <td>0</td> <td>0.00</td> </tr> <tr> <td colspan="6">CTE Program</td> </tr> <tr> <td colspan="2"></td> <td>Total Anticipated Expenditures</td> <td>52000.00</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td>Subtotal:</td> <td>52000.00</td> <td>31204.66</td> <td>0</td> </tr> </tbody> </table>	UFARS Object Code	Item	Budget Amount	Approved Expense Amount	UFARS	Lesser Amount of the two	140/143	Classroom Support	0.00	22640.02	0	0.00	185	Staff Extended Time	0.00	2516.72	0	0.00	365/366	Travel (Staff Travel)	0.00	0.00	0	0.00	305/394/396	Contracted Services (Approved By the state) and/or Salary Purchased from Another District	0.00	0.00	0	0.00	406/433/490	Specialized CTE Instructional Supplies/Food	0.00	6047.92	0	0.00	Program Code						610	Curriculum Development Activities	0.00	0.00	0	0.00	CTE Program								Total Anticipated Expenditures	52000.00					Subtotal:	52000.00	31204.66	0
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[Enter Additional Budget Information](#)

Travel

Enter the expense incurred for CTE staff travel. For more information on which travel expenses should be included, refer to [Travel \(365/366\)](#) on page 7.

Contracted Services

Enter the expense incurred for contracted services and/or salary purchased from another district. For more information on permitted expenses, refer to [Contracted Services \(305/394/396\)](#) on page 8.

Important!

A copy of the contract for each service must be attached. You can click on “General Attachments” on the left navigation bar (brown) or click on the paperclip icon on the Budget/Expense screen.

Specialized CTE Instructional Supplies/Food

Enter the expense incurred for CTE instructional supplies and food. For more information on which expenses can be included, refer to [Specialized CTE Instructional Supplies/Food \(406/433/490\)](#) on page 8.

Curriculum Development Activities

Enter the expense incurred for curriculum development activities. Refer to [Curriculum Development Activities \(610\)](#) on page 9 for more information.

Classroom Support / Staff Extended Time

Classroom Support is the only category that will not allow you to enter an amount directly into the Budget/Expense view (screen shot on previous page) and will require additional navigation and prompts. Please follow the directions below:

1. To enter salary information, click “Classroom Support” on the left navigation menu (brown) and select to proceed to the next screen. The screen shot of this navigation is on the previous page.
2. The next screen is pictured below. Enter information for each individual providing *direct instructional services in the program*. For detailed instructions on completing the prompts for each teacher, refer to [Classroom Support and Staff Extended Time \(140/143/185\)](#) on page 6.
3. Select the “Add/Update” button (purple) to add a new staff person. The staff person you just entered will appear in the table above the entry fields.
4. Click on “Next” button (purple) after all classroom support information has been entered to move to the next section.

Classroom Support

Staff assigned to the program in your district.

Budget

Copy Budget

Add/Edit Approved Expense Amount

Active	Renew	Waiver	File Folder	Staff Member	Area of Licensure	*Base Salary	Actual Salary	Total Assigned Hrs/Day	Assigned Pgm Hrs/Day	Assigned Prep Hrs/Day	Extended Days	Extended Salary	Student Org Advisory Salary	Salary for Additional Assignments	Edit or Delete Select
false	false	true	0511097		Teacher	38699.00	22640.02	8.00	4.10	1.00	6.85	1472.72	1044.00	0.00	<input type="checkbox"/>

Active CTE License: Yes No

License Renewal Pending: Yes No

BOT Waiver or Variance: Yes No

File Folder:

Staff Member:

Area of Licensure:

*Base Salary:

Total Instructional Hours Per Day:

Instructional Hours Assigned Within This Program Per Day:

Assigned Hours for Teacher Preparation Per Day:

Extended Days:

Extended Salary:

Student Organization Advisory Salary:

Salary for Additional Assignments:

* per master agreement (do not include extended time, assignment salaries or fringe benefits)

Add / Update
Edit
Delete

Back
Next

Submit actual expenses

Important!

Failure to complete this step correctly will result in an error during the district administrator's approval process. Please ensure this important step is completed.

1. On the navigation menu on the left side of the screen, click on "Summary of Program Budgets" under the Budget Submission section.
2. Review each program code for accuracy and click "Submit Expense" (purple) at the bottom middle of the page. You may have to scroll down to see this button.

Budget Entry

- General Information
- Program Selection
- Classroom Support
- Contracted Services
- 5-yr Curriculum Plan
- Budget Information

Budget Submission

- Cost Allocations to Other Districts
- Summary of Program Budgets
- Coop Cost Allocation Summary

Additional Information

- MDE Announcements
- General Attachments
- General Comments

Summary of Program Budgets

Select a program budget year to review.

Program Budget Year: 2018-2019 Submit

Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount	Delete
745	Work Experience-Disadvantaged	Submitted	Approved	Approved	12268.00	12633.65	<input type="checkbox"/>
90101	Family and Consumer Science	Submitted	Approved	Approved	81895.00	51922.29	<input type="checkbox"/>
140710	Administrative Support Occupation	Submitted	Approved	Approved	50085.00	53149.41	<input type="checkbox"/>
170302	Auto Mechanics	Submitted	Approved	Approved	0.00	0.00	<input type="checkbox"/>
170321	Metals/Fabrication	Submitted	Approved	Approved	14585.00	0.00	<input type="checkbox"/>
170400	Aviation Occupations	Submitted	Approved	Approved	0.00	0.00	<input type="checkbox"/>
171000	Construction Occupations	Submitted	Approved	Approved	13585.00	27048.35	<input type="checkbox"/>
171016	Construction Occupations - Finishing	Submitted	Approved	Approved	40516.00	26006.55	<input type="checkbox"/>
171300	Drafting/CAD Occupations	Submitted	Approved	Approved	0.00	0.00	<input type="checkbox"/>
171502	Communications Technology Occupations	Submitted	Approved	Approved	64489.00	39318.50	<input type="checkbox"/>
171512	Information Technology	Submitted	Approved	Approved	0.00	0.00	<input type="checkbox"/>
171710	Manufacturing Technology	Submitted	Approved	Approved	24951.15	50226.42	<input type="checkbox"/>
999999	Other with MDE Approval	Submitted	Approved	Approved	11845.00	0.00	<input type="checkbox"/>

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Allocated Costs from Cooperative School District:

Net Budget:

25011.85

339231.00

22075.24

282380.41

Back
Submit Expense
Delete

For District Administrators

Step-by-Step Instructions to Review and Approve Anticipated Budgets

Log on and select the corresponding role/school

1. Access the [CTE Levy Web-Based Reporting System](#). Log in with your user ID and password to advance to the next screen/prompt.
2. Select “Admin” role to proceed with the CTE program budget review and approval. Make sure the information is correct, including the school from the dropdown list. Click the “Next” button (purple) to advance to the next step.

Review CTE anticipated budgets

1. The screen will show all of the approved CTE program budgets that have been submitted by the district user during the program budget year listed. To review the budget breakdown for each individual CTE Program, select the Program Code (blue) that precedes the Program Name. This will display the line item budget for that program, as submitted by the district user.

Secondary Career and Technical Education Pro

Budget

- District Admin General Info
- District Budget Approval
- Corp Cost Allocation Summary
- Budget Notations

District Budget Approval

Select a program budget year to review and/or approve.

Program Budget Year: District:

Rejected	Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount
<input type="checkbox"/>	710	Career and Technical Evaluation	Submitted	Approved	Approved	60294.00
<input type="checkbox"/>	745	Work Experience-Disadvantaged	Submitted	Approved	Approved	85118.00
<input type="checkbox"/>	70300	Health Sciences & Technology Education	Submitted	Approved	Approved	83508.00
<input type="checkbox"/>	90101	Family and Consumer Science	Submitted	Approved	Approved	59509.00
<input type="checkbox"/>	90301	Hospitality Service Careers	Submitted	Approved	Approved	89609.00
<input type="checkbox"/>	90401	Law Enforcement Careers	Submitted	Approved	Approved	40575.00
<input type="checkbox"/>	170301	Auto Body Mechanics	Submitted	Approved	Approved	88419.00
<input type="checkbox"/>	170302	Auto Mechanics	Submitted	Approved	Approved	81388.00
<input type="checkbox"/>	171000	Construction Occupations	Submitted	Approved	Approved	84919.00
<input type="checkbox"/>	171512	Information Technology	Submitted	Approved	Approved	0.00

Allocated Costs from Cooperative School District: 0.00
Net Budget: 683499.00

Approve CTE anticipated budgets

1. Once *all* program budgets have been reviewed, click on “District Budget Approval” on the left navigation menu (brown). It is very important to review program budgets for each program code before advancing to this step.
2. On the bottom of the screen under “Verification of Data” (purple), type in your name, title, and date (screen shot is on the top of the next page). Click on the “Expense Approved” button to approve anticipated budgets.

Verification of Data

I hereby verify that the information in this report is accurate and complete to the best of my belief and knowledge, and the expenditure of funds received shall be in accordance with all applicable Minnesota Statutes and rules.

Signature - Superintendent or Designee

Title

Date (mm/dd/yyyy)

Expense Approved

Reject

Important!

Receiving a message or error/crash code when attempting to approve anticipated budgets is not good. This means that the district user has failed to complete their step correctly, they will need to log back in ensure this important step is submitted for district administrator approval.

3. If the anticipated budget is successfully approved, you will receive a message on the screen to indicate that the budget has been submitted to MDE for review. MDE staff will notify districts if there are questions or concerns.

Step-by-Step Instructions to Review and Approve Actual Expenditures

Log on and select the corresponding role/district

1. Access the [CTE Levy Web-Based Reporting System](#). Log in with your user ID and password to advance to the next screen/prompt.
2. Select “Admin” role to proceed with the CTE program budget review and approval. Make sure the information is correct, including the school district from the dropdown list. Click the “Next” button (purple) to advance to the next step.

Review CTE actual expenditures

1. The screen will show all of the CTE actual expenditures that have been submitted by the district user during the program budget year listed.
2. To review the budget breakdown for each individual CTE program, select the Program Code (blue) that precedes the Program Name. This will display the line item budget for that program, as submitted by the district user.

Secondary Career and Technical Education Program Budget

Budget

- District Admin General Info
- District Budget Approval
- Comp Cost Allocation Summary
- Budget Notations

District Budget Approval

Select a program budget year to review and/or approve.

Program Budget Year: 2018-2019

District: Submit

Rejected	Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount
	710	Career and Technical Evaluation	Submitted	Approved	Approved	60294.00	0.00
	745	Work Experience/Disadvantaged	Submitted	Approved	Approved	95118.00	100168.00
	09000	Health Sciences & Technology Education	Submitted	Approved	Approved	93008.00	50253.00
	99100	Family and Consumer Science	Submitted	Approved	Approved	51609.00	46919.00
	99300	Hospitality Service Careers	Submitted	Approved	Approved	89669.00	94376.00
	99400	Law Enforcement Careers	Submitted	Approved	Approved	48575.00	79144.00
	99500	Auto Body Mechanics	Submitted	Approved	Approved	88419.00	86219.00
	99600	Auto Mechanics	Submitted	Approved	Approved	81308.00	84767.00
	997000	Construction Occupations	Submitted	Approved	Approved	84919.00	87485.00
	99810	Information Technology	Submitted	Approved	Approved	0.00	54859.74

Allocated Costs from Cooperative School District: 0.00 0.00
Net Budget: 683499.00 700241.74

Approve CTE actual expenditures

1. Once *all* program expenses have been reviewed, click on “District Budget Approval” on the left navigation menu (brown). It is very important to review actual expenditures for each program code (see Step 2) before advancing to this step.
2. On the bottom of the screen under “Verification of Data” (purple), type in your name, title, and date. Click on the “Expense Approved” button to approve actual expenditures.

Verification of Data

I hereby verify that the information in this report is accurate and complete to the best of my belief and knowledge, and the expenditure of funds received shall be in accordance with all applicable Minnesota Statutes and rules.

Signature - Superintendent or Designee
Title
Date (mm/dd/yyyy)

Expense Approved
Reject

Important!

Receiving a message or error/crash code when attempting to approve actual expenditures is not good. This means that the district user has failed to complete their step correctly. Contact your district user to have them log back in to submit actual expenditures (this step is often missed).

3. If the actual expenditures are successfully approved, you will receive a message on the screen to indicate that the expenses have been submitted to MDE for review. MDE staff will notify districts if there are questions or concerns.

Appendix A: Minnesota Statutes, section 124D.4531 CAREER AND TECHNICAL REVENUE

Subdivision 1. **Career and technical revenue.** (a) A district with a career and technical program approved under this section for the fiscal year in which the levy is certified is eligible for career and technical revenue equal to 35 percent of approved expenditures in the fiscal year in which the levy is certified for the following:

(1) salaries paid to essential, licensed personnel providing direct instructional services to students in that fiscal year, including extended contracts, for services rendered in the district's approved career and technical education programs, excluding salaries reimbursed by another school district under clause (2);

(2) amounts paid to another Minnesota school district for salaries of essential, licensed personnel providing direct instructional services to students in that fiscal year for services rendered in the district's approved career and technical education programs;

(3) contracted services provided by a public or private agency other than a Minnesota school district or cooperative center under chapter 123A or 136D;

(4) necessary travel between instructional sites by licensed career and technical education personnel;

(5) necessary travel by licensed career and technical education personnel for vocational student organization activities held within the state for instructional purposes;

(6) curriculum development activities that are part of a five-year plan for improvement based on program assessment;

(7) necessary travel by licensed career and technical education personnel for noncollegiate credit-bearing professional development; and

(8) specialized vocational instructional supplies.

(b) The district must recognize the full amount of this levy as revenue for the fiscal year in which it is certified.

(c) The amount of the revenue calculated under this subdivision may not exceed \$17,850,000 for taxes payable in 2012, \$15,520,000 for taxes payable in 2013, and \$20,657,000 for taxes payable in 2014.

(d) If the estimated revenue exceeds the amount in paragraph (c), the commissioner must reduce the percentage in paragraph (a) until the estimated revenue no longer exceeds the limit in paragraph (c).

Subdivision 1a. **Career and technical levy.** (a) For fiscal year 2014 only, a district may levy an amount not more than the product of its career and technical revenue times the lesser of one or the ratio of its adjusted net tax capacity per adjusted pupil unit in the fiscal year in which the levy is certified to the career and technical revenue equalizing factor. The career and technical revenue equalizing factor for fiscal year 2014 equals \$7,612.

(b) For fiscal year 2015 and later, a district may levy an amount not more than the product of its career and technical revenue times the lesser of one or the ratio of its adjusted net tax capacity per adjusted pupil unit in the fiscal year in which the levy is certified to the career and technical revenue equalizing factor. The career and technical revenue equalizing factor for fiscal year 2015 and later equals \$7,612.

Subdivision 1b. **Career and technical aid.** For fiscal year 2014 and later, a district's career and technical aid equals its career and technical revenue less its career and technical levy. If the district levy is less than the permitted levy, the district's career and technical aid shall be reduced proportionately.

Subdivision 2. **Allocation from cooperative centers and intermediate districts.** For purposes of this section, a cooperative center or an intermediate district must allocate its approved expenditures for career and technical education programs among participating districts.

Subdivision 3. **Revenue guarantee.** Notwithstanding subdivision 1, paragraph (a), the career and technical education revenue for a district is not less than the lesser of:

(1) the district's career and technical education revenue for the previous fiscal year; or

(2) 100 percent of the approved expenditures for career and technical programs included in subdivision 1, paragraph (a), for the fiscal year in which the levy is certified.

Subdivision 3a. **Revenue adjustments.** Notwithstanding subdivisions 1, 1a, and 3, for taxes payable in 2012 to 2014 only, the department must calculate the career and technical revenue for each district according to Minnesota Statutes 2010, section [124D.4531](#), and adjust the revenue for each district proportionately to meet the statewide revenue target under subdivision 1, paragraph (c). For purposes of calculating the revenue guarantee under subdivision 3, the career and technical education revenue for the previous fiscal year is the revenue according to Minnesota Statutes 2010, section [124D.4531](#), before adjustments to meet the statewide revenue target.

Subdivision 4. **District reports.** Each district or cooperative center must report data to the department for all career and technical education programs as required by the department to implement the career and technical revenue formula.

Subdivision 5. **Allocation from districts participating in agreements for secondary education or interdistrict cooperation.** For purposes of this section, a district with a career and technical program approved under this section that participates in an agreement under section [123A.30](#) or [123A.32](#) must allocate its revenue authority under this section among participating districts.

Appendix B: Minnesota Administrative Rules

3505.1000 DEFINITIONS

Subpart 4a. Career and technical education. Organized educational programs, services, and activities which are related to the preparation of individuals for paid or unpaid work or for additional preparation for a career requiring technical competencies or a postsecondary or higher education advanced degree.

Subpart 4b. Career and technical instructional program. An educational activity or a series of instructional components designed to meet the program objectives for the period of instruction.

Subpart 4d. Career and technical revenue. “Career and technical revenue” means categorical state and federal funding or local levy revenue for secondary career and technical education programs meeting criteria set forth in rules.

Subpart 31. Secondary career and technical education. Programs for grades 9 through 12 that meet the requirements of part 3505.2500, items A to C, and work experience/career exploration programs.

3505.2500 INSTRUCTIONAL PROGRAM APPROVAL

The commissioner of education shall approve programs on the following basis. Approval shall be on the basis of a complete program as defined in part [3505.2550](#). The local education agency shall provide evidence that its curriculum is designed to meet career and technical objectives which shall include:

- A. In-depth exploration of occupations to assist in the career planning process;
- B. Development of occupational competencies designed to be recognized for advanced placement in postsecondary programs; and
- C. Development of occupational competencies necessary to enter an occupation.

Each program shall have a career and technical program advisory committee to advise the teacher, the local authorized administrator, and the local board; the advisory committee shall meet at least two times a year.

Appendix C: UFARS Program Dimension Codes

301 Agriculture Education: Courses providing learning experiences concerned with developing knowledge, understanding, and skills in agricultural, agribusiness and agricultural science subjects.

311 Marketing Education: Courses and learning experiences pertaining to employment that directs the flow of goods and services from the producer to the consumer. Emphasis is on the development of attitudes, skills and understanding related to marketing, merchandising and management.

321 Health Science Occupations Education: Courses and learning experiences designed to develop knowledge and skills required in the supportive services to the health professions. Instruction is organized to prepare pupils for assisting qualified personnel in providing diagnostic, therapeutic, preventative, restorative and rehabilitative services. Includes care and health services to patients.

331 Family and Consumer Sciences: Courses of instruction concerned with work in a home environment. Includes relationships among family members and the managing of family resources.

341 Business Education: Courses of instruction in selected office or business occupations in public and private enterprises or organizations.

361 Trade and Industrial Education: This program is involved in a wide range of trades and industrial occupations, both skilled and semiskilled, and may involve apprenticeships.

365 Hospitality and Service Occupations: Courses of instruction in child care/guidance and education occupations, fashion and apparel, foods, grooming, housing, public safety, and tourism occupations. Programs include instruction in safety, decisions in the use of energy, self-concept, work attitudes and behaviors.

371 Related Subjects/Diversified and Interrelated Occupations: Related subjects include those which cannot be assigned to any of the above programs, as they serve all programs. Diversified and Interrelated Occupations include combinations of subject matter and learning experiences related to the performance of various skills in a variety of career objectives. Emphasis is on the development of attitudes, skills, and understanding related to the career objectives of the pupils.

385 Special Needs Non-Disabled: Activities which serve students who are non-disabled but are economically or academically disadvantaged in career and technical education. Activities include both special programs and support services for pupils enrolled in a regular career and technical education program.

399 Career and Technical—General: Consists of all learning experiences related to career and technical education unable to be classified to the specific programs defined above.

610 Curriculum Consultant And Development: Professional and/or technical assistance in curriculum consultation and development. This includes preparing and utilizing curriculum materials, training in the various techniques of stimulating and motivating pupils, and instruction-related research and evaluation done by consultants.

Appendix D: UFARS Object Codes

140 Licensed Classroom Teacher: Include salaries of appropriately licensed teaching personnel whose duties include direct student instruction on a regular and systematic basis. Additional salary amounts should be recorded in Object Code 185, Other Salaries.

143 Licensed Instructional Support Personnel: Include salaries of all licensed auxiliary personnel supporting the teacher/student learning relationship or assisting individual students. Support personnel must be licensed and listed on the district program approval form.

185 Other Salary Payments: Include all stipend compensation which is hourly based or event-based not described above. Must be directly related to Career and Technical Education. Include all compensation for employees which is beyond the basic contract, e.g. career and technical education student organization advisor pay, extended year assignments, etc.

365 Interdepartmental Transportation Chargeback: Include expenditures incurred to reclassify the costs incurred by the district's transportation department in providing transportation services to the programs receiving their service. For career and technical education, this is limited to staff travel.

366 Travel, Conventions and Conferences: Include expenditures incurred for the cost of expenditures associated with travel and attendance at conventions and conferences. It would also include expenditures incurred for the costs associated with travel by licensed CTE staff between instructional sites, and travel to community instructional sites (work sites for students involved in supervised work-based learning activities.) For career and technical education, this is limited to in-state travel.

305 Consulting Fees/Fees for Services: Include expenditures for professional services purchased if not enumerated by other object codes in this series. Services might include a community expert. **Requirement** – Attach a contract, job description, invoice, or payment information upon submission.

394 Payments for Educational Purposes to Other Agencies (Non-School Districts): Include payments made for students to any other public or private agencies (other than school districts) for contracted services, e.g. payments for career and technical education services purchased from other educational agencies. **Requirement** – Attach a contract, job description, invoice, or payment information upon submission.

396 Salary Purchased from Other Minnesota School District: Include payments made to other school districts for the salary of licensed teachers or related service providers who are working in your district but employed by another district. Teachers must be appropriately licensed in CTE. **Requirement** – Attach a contract, job description, invoice, or payment information upon submission.

433 Supplies and Materials - Individualized Instruction: Include expenditures for individualized instructional supplies and materials that are unique to the career and technical education program and are not common to the general operation of the school.

490 Food: Expenditures for all purchases of food for all uses excluding milk not used in the preparation of food. Purchases of food for the food service program must be associated with Program Code 770, Food Services. Purchases of food for instruction use should be associated with the appropriate CTE program.

406 Instructional Software License Agreements: Include expenditures for instructional annual subscriptions or software license agreements that are under the capitalization threshold– Individualized CTE Instruction.

Appendix E: CTE Contact Information

Career and College Success Division

Paula Palmer, Director, Career and College Success
651-582-8737, paula.palmer@state.mn.us

Michelle Kamenov, Supervisor, Career Development and Technical Education
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Jennifer Norton, Administrative Support Staff
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Tim Barrett, Trade and Industry
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Kari-Ann Ediger, Program Improvement/Results Measurement
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Zane Sheehan, Agriculture/Agribusiness
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Erin Larsen, Transition-Disabled/Work-Based Learning/Guidance
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Maxine Peterson, Family and Consumer Science
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Dean Breuer, Business and Marketing
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Shelli Sowles, Health Sciences/Service Occupations
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School Finance

Jan Carlson, Education Finance Specialist
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