

# Allowable Uses of Added-Cost Funds



Career technical education (CTE) added-cost funds are intended to provide additional resources for secondary CTE programs to support program operations, maintenance, and improvement. CTE added-cost funds are to be used to supplement, not supplant, other district funding resources.

The Idaho Division of Career Technical Education (IDCTE) distributes added-cost funds to districts to cover instructor and program expenses beyond those normally encountered at the secondary level. Allocations are calculated based on CTE teacher full-time equivalent and shall be used to support all CTE programs in the district. Added-cost funds may be used in the five categories identified below and must be used for expenses directly related to approved CTE programs.

## 1. Instructional and program promotion materials and supplies

- Single copy reference materials, including single-user electronic reference materials.
- Consumable student lab and classroom manuals.
- Consumable materials and supplies that support the instructional program.
- Workplace Readiness Assessment (WRA) and Technical Skill Assessment (TSA) exam costs (excluding retakes).
- Web-based licensed products to support program instruction and management.
- Materials and supplies used in CTE program promotion.

### Not Allowed

- Print textbooks, electronic textbooks, and/or other electronic media used as the primary source of content delivery.
- Technology related to general instructional delivery (e.g., projectors, cell phones).
- Classroom equipment, supplies, and web-based licensed products that are provided to all district teachers and classrooms.
- Fundraising equipment and supplies.

## 2. Equipment

- Equipment costing more than \$500 per unit cost and having an expected life greater than two years (software is not considered equipment).
- Computers and peripherals necessary for program instruction above and beyond equipment provided to academic classrooms.

### Not Allowed

- Equipment unrelated to program instruction.
- Technology related to general instructional delivery (e.g., projectors, cell phones).
- Fundraising equipment and supplies.

## 3. Salaries

- Time beyond the normal academic year (defined as the last school session calendar day of the current year and before the first session calendar day of the subsequent year), which should be a documented agreement between the district and the CTE instructor.

- Time during the normal academic year for career technical student organizations (CTSOs) advisors who travel and stay in hotels to attend state and national leadership conferences with their students, beyond the normal school week, to include one day for a state leadership conference and two days for a national leadership conference.
- For health professions programs only, time beyond the normal school day (i.e., evenings and weekends) for licensed professional teachers delivering required instruction to students at clinical sites.

#### **Not Allowed**

- Salaries and benefits for certified employees (i.e., teachers who hold certification) and classified employees (i.e., employees other than certified or professional teachers).
- Salaries and benefits to replace furlough days.
- Salaries and benefits for district pre-service and/or in-service days.
- Salaries and benefits for substitutes.

## **4. Contracts**

- Services contracted by the district for maintaining and repairing CTE equipment and for operating and maintaining CTE labs and shops (e.g., equipment, service contracts and hazardous waste disposal).
- Fees and expenses for supplemental specialized instruction (e.g., certified CPR trainer, OSHA certification instructor, short-term specialized instruction from subject matter expert).
- For health professions programs only, fees and expenses for supplemental staff to supervise students in a clinical environment.

#### **Not Allowed**

- Contracted salaries or benefits to provide the basic instructional program.

## **5. Travel and professional expenses**

- Instructor travel costs and fees for CTE-related professional development (e.g., conferences, seminars, workshops, state-sponsored meetings, summer conference, and back-to-industry experiences related to the CTE program).
- Instructor travel costs and fees related to CTE student activities and CTSO activities (e.g., conference registration fees, mileage, per diem, lodging).
- Instructor membership dues for professional associations and CTSO affiliations related to program area.
- Up to 10% of the CTE added-cost funding for student transportation within the state to a state-approved CTSO leadership conference or event.

#### **Not Allowed**

- Fees to obtain or renew teaching credentials and/or professional licenses.
- Tuition and transcribed credits, including professional development credits.
- Individual student travel fees and expenses.