

## **Instructions for Program Budget Request (Form 10F)**

**Due April 1<sup>st</sup>**

**One Form 10F** is required to be submitted for **each state-approved program** anticipated to run by school, by district. Please *name each file separately*, using the following naming convention: **district#.programid#.10F.FY2017**.

For example, a program in the Madison district would be *321.33153.10F.FY2017*.

**Please return each budget form by Email to [form10@pte.idaho.gov](mailto:form10@pte.idaho.gov)**

**Overview:** State added-cost funds are provided to districts to support professional-technical programs at the secondary level to cover expenses beyond those normally encountered in a high school classroom. Program funding is calculated based on teacher FTE and weighted by program area. These are restricted funds for professional-technical programs and the allowable uses of these funds are detailed later in this document. Information and resources on PTE secondary added-cost funding is available at <http://www.pte.idaho.gov/10Forms/Forms.html>.

*Through the support of the Legislature, the Division has been able to obtain additional added-cost funds for secondary PTE programs. The Legislature's intent for the additional funds was for program improvement. These increased added-cost funds are to be used to supplement not supplant other district funding resources.*

**Projected Budgets:** The projected PTE program budgets for the 2015-2016 school year are estimated based on the funding received during the current year. The projected program budget may increase or decrease based on the actual teacher FTE devoted to the program during the 2014-2015 school year. The program budget amounts are updated and finalized following the submission of the Unit Documentation Form (10D) in October. Funding authorization letters are mailed to districts in December.

**Transfer of Program Funds:** To provide flexibility to the district, up to 60 percent of the secondary added-cost funds available to a program may be transferred to other state-approved PTE program(s) within the district. To transfer funds, the school's online PTE administrator must send a written request to Kristi Enger, the PTE Secondary Coordinator. It must include the exact amount of funds that are to be transferred between the programs involved. If a transfer request is approved, the amount of funding will be changed on the 10R (Final Reimbursement) forms at the Division level. The intended use of funds should then be explained and justified in the comments section on the 10R forms.

**Directions:** The lead instructor for each PTE program at each school must submit a Program Budget Request by September 15. Each program budget request will detail the amount requested in five (5) categories with the total amount requested not to exceed the projected budget. The categories are: Salaries and Benefits, Travel, Other Expenses, Instructional Materials and Supplies, and Instructional Equipment. Please provide a narrative description for each category that has a request. Provide the lead instructor with a copy of the Budget Request spreadsheet; ask that the lead instructor return the Budget Request to the District's PTE online administrator for approval. The local

PTE online administrator must also approve each program budget request before it is returned to and reviewed by the state program manager.

**SDPTE Review of Program Budget Request:** The state program manager will review each program budget request based on the allowable use of funds. If the program manager does not approve the budget request, they will provide information in a written communication to the lead instructor detailing why it is not approved and ask the district to resubmit. **The Division recommends that first consideration be given to operating expenses (supplies and services) and capital outlay (equipment), then to salaries and benefits.**

**Allowable Use of Funds:** Secondary added-cost funds are restricted funds for professional-technical programs and the allowable uses of these funds are detailed in this section. State added-cost funds are provided for districts to support professional-technical education programs at the secondary level to cover expenses beyond those normally encountered in a high school classroom. These are the only allowable uses of these funds. Added-cost funds may be used in the five categories identified below and must be used for expenses directly related to program outcomes.

### **1. Instructional Materials and Supplies:**

- a. Single copy reference materials, including single-user electronic reference materials
- b. Consumable student laboratory manuals (e.g. accounting workbooks)
- c. Consumable materials and supplies that support the instructional program
- d. Technical skill assessment instructional materials and administration cost
- e. Electronic-based curriculum that supplements content when the curriculum cannot be reused and/or shared (i.e.: an individual student's access to a program or testing software)

#### ***Not Allowed:***

- 1) Print textbooks, electronic textbooks, and/or other electronic media used as the primary source of content delivery
- 2) Professional dues
- 3) Technology related to basic instructional delivery, e.g., Smart Boards, cell phones, etc.
- 4) Fundraising equipment and supplies

### **2. Other Expenses:**

- a. Outside services contracted by the district for PTE equipment and laboratory maintenance (e.g. equipment service contracts and hazardous waste disposal)
- b. Up to ten percent (10%) of the PTE added-cost funding for student transportation to a state-approved, in state, Idaho PTSO leadership conference or event
- c. For health professions programs only, supplemental staff for clinical or lab supervision of students
- d. Fees and expenses for supplemental specialized instruction (e.g. Red Cross certified CPR instructor for short-term, specialized instruction in a health professions program)

#### ***Not allowed:***

- 1) Contracted salaries or benefits to provide the basic instructional program

### **3. Instructional Equipment:**

- a. Equipment costing more than \$500 or more per unit cost and an expected life greater than two years. Software is not considered equipment.
- b. Computers and peripherals necessary for professional-technical education software

#### ***Not Allowed:***

- 1) Equipment not related to program outcomes
- 2) Fundraising equipment and supplies

3) Technology related to basic instructional delivery, e.g., Smart Boards, cell phones, etc.

#### 4. Salaries and Benefits:

- a. Time beyond the normal academic year to be defined as the last school session calendar day of the current year and before the first session calendar day of the subsequent year. All instructors with time beyond the normal academic year must have an approved "Plan for Time beyond the Normal Academic Year."
- b. For health professions programs only, time beyond the normal school day, i.e. evenings and weekends, for licensed professional teachers delivering instruction for students at clinical sites.

##### *Not allowed:*

- 1) Salaries and benefits; certified employees (i.e. teachers who hold certification) and classified employees (i.e. employees other than certified or professional teachers)
- 2) Salaries and benefits to replace furlough days
- 3) Salaries and benefits for district preservice and/or inservice days
- 4) Salaries and benefits for substitutes

#### 5. Travel:

- a. Instructor travel costs relating to professional development, specialized instruction and supervision of student contests and conferences (e.g. professional seminars, workshops, state sponsored meetings, summer conference, and back-to-industry experiences related to the PTE program, and workshop fees)
- b. Instructor travel costs (e.g. conference registration fees, mileage, per diem, and lodging) for supervision of student conferences and contests)

##### *Not Allowed*

- 1) Professional dues
- 2) Tuition costs
- 3) Students' costs to attend conferences and contests

**Clarification Regarding Licensure Exams for Technical Skills Assessments (TSAs):** As uniform program outcomes assessments are developed over time, the use of industry certification and licensure exams will gradually be phased out for use as technical skill assessment. This action is prompted for two primary reasons: 1) these credentials are owned by the student; and 2) the performance data is not always available for purposes of program improvement. Schools and programs in those schools may continue to offer certification exams at their discretion, but at some future point in time, neither added-cost funding nor Perkins funding will be available to pay for the exam.

#### **Frequently Asked Questions**

1. **Q. When is the Program Budget Request Due?** A. April 1<sup>st</sup>
2. **Q. How do I change the lead instructor for a program?** A. If the name of the lead instructor needs to be changed or corrected, please call Donna Simpson or Becky Davis at the Division office (208-334-3216) or email one of them at [donna.simpson@pte.idaho.gov](mailto:donna.simpson@pte.idaho.gov) or [rdavis@pte.idaho.gov](mailto:rdavis@pte.idaho.gov).
3. **Q. When are the final budget amounts determined?** A. The projected program budget may increase or decrease based on the actual teacher FTE devoted to the program during the 2016-2017 school year. The program budget amounts are updated following the submission of the Unit Documentation Form (10D) in October. Funding authorization letters are mailed to districts in December.

4. **Q. How are the funds sent to districts?** A. The PTE secondary added-cost funds are provided on a reimbursement basis. To help districts with cash flow, a first payment of 70% of the total funding authorization for the district is sent in December. The district will receive the final payment after submitting the Form 10R-Actual Program Expenditure Report and Reimbursement Request which is due on July 15<sup>th</sup>.