



Allowable Uses of Added-Cost Funds

State added-cost funds are provided for districts to support Career & Technical Education (CTE) 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. Idaho Career & Technical Education (ICTE) recommends that **first consideration** be given to operating expenses (supplies and services) and capital outlay (equipment), then to salaries and benefits. Added-cost funds may be used in the five categories identified below and must be used for expenses directly related to program outcomes.

The Legislature's intent with added-cost funds for secondary CTE programs is to provide additional resources for program improvement. CTE added-cost funds are to be used to supplement, not supplant, other district funding resources.

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 (e.g.: 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 CTE equipment and laboratory maintenance (e.g. equipment)
- b. service contracts and hazardous waste disposal)
- c. Up to ten percent (10%) of the CTE added-cost funding for student transportation to a state-approved, in state, Idaho Career Technical Student Organizations (CTSO) leadership conference or event
- d. For health professions programs only, supplemental staff for clinical or lab supervision of students
- e. 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. 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 CTE advisors who travel and stay in hotels to attend state and national leadership conferences with their students during the normal academic year only, time beyond the normal school week to include one (1) day for State Leadership Conference and two (2) days for National Leadership Conference.
- c. 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 CTE 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 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 (TSA). This action is prompted for two primary reasons: (1) these credentials are owned by the students and (2) the performance data is not usually available to provide feedback for program improvement. Schools are encouraged to continue to offer industry certification exams to CTE students using Fast Forward funds.