

**3505.5400 ELIGIBLE COST CATEGORIES.**

Subpart 1. **UFARS object or program dimensions.** A district or cooperative center is eligible for revenue for the following costs. The object or program dimensions in the current edition of the Manual for the Uniform Financial Accounting and Reporting Standards (UFARS) for Minnesota Schools, State of Minnesota, Minnesota Department of Education must be used to define each category.

Subp. 2. **Contracted services.** Contracted services provided by a public or private agency other than a Minnesota public school district or cooperative center for instructional education services. Revenue is available for:

A. A resource specialist or a guest speaker employed by an entity described in this subpart who teaches part of a program under the supervision of a licensed secondary career and technical teacher. Contracted services for programs for persons with disabilities must be preapproved by the state program specialist. UFARS object dimensions 303 to 305 must be complied with.

B. A public or private agency other than a Minnesota school district or cooperative center that provides career and technical instructional education services. In order to be eligible for revenue:

(1) a binding contract must exist and be submitted with the annual program budget for approval; and

(2) the public or private agency must comply with all rules governing secondary career and technical education except for teacher-student ratios.

Subp. 3. **Necessary travel.** Necessary travel by career and technical staff in approved career and technical programs defined in parts 3505.2600 to 3505.4900 is eligible for revenue as follows:

A. necessary travel between career and technical instructional sites as defined in UFARS object dimension 365 or 366;

B. necessary travel by licensed secondary career and technical education personnel for career and technical student organization activities held within the state for instructional purposes related to the career and technical program and as defined in UFARS object dimension 365; and

C. necessary travel by licensed secondary career and technical education personnel for noncollegiate credit bearing professional development related to the career and technical program area as defined in UFARS object dimension 366.

Subp. 4. **Curriculum development.** Curriculum development that is part of a five-year plan for improvement based on program assessment as defined in UFARS program dimension 610.

A. The five-year plan must be submitted to the state program specialist for the career and technical program for approval. Yearly amendments are required if the plan or timelines deviate from the approved five-year plan.

B. The plan must identify the assessment process. The assessment must be a formal process involving teachers, administrators, business and industry, and the community. Program Evaluation and Reporting (PER), North Central Evaluation, Career and Technical Education Evaluation, or other evaluation process may be used.

C. The plan must be comprehensive and must consider the following:

- (1) mission of career and technical education;
- (2) coordination with district staff development plan;
- (3) Department of Education Curriculum Frameworks for the career and technical program;
- (4) update relevant to labor market information; and
- (5) articulation between levels and across subject matter areas.

D. The plan must include work to be accomplished, title of person involved, and estimated timelines.

E. The five-year plan must be approved by the local program advisory committee.

Subp. 5. **Specialized career and technical instructional supplies.** Revenue is available for specialized career and technical instructional supplies that are unique and essential to the instructional programs as defined in UFARS object dimension 433.

**Statutory Authority:** *MS s 121.11; 124.573; 124.574; L 2007 c 146 art 7 s 3*

**History:** *12 SR 2746; L 1995 1Sp3 art 16 s 13; L 1998 c 397 art 11 s 3; L 2003 c 130 s 12; L 2005 c 56 s 2; 33 SR 1857*

**Published Electronically:** *August 6, 2013*