



Career and Technical Education (CTE) Levy Recalculation Web-Based Reporting System

User's Guide

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Table of Contents

Introduction	3
Career and Technical Education Levy	3
Purpose	3
List of Programs and Codes Valid for Secondary Career and Technical Education Revenue	5
UFARS Object Codes and Definitions	7
Instruction Worksheets for the Development of Career and Technical Education Budgets.....	9

Part 1 MDE Secure Login

MDE Login Security System	
User Roles & Responsibilities	13
Directions for a New User (Unregistered with MDE).....	14
Directions for Users with access to other MDE password protected web sites	19
Directions for a Forgotten Password	22
Directions to Update User Profile and Change Password	24

Part 2 CTE Levy Recalculation Web-Based Reporting System

District User

District User Roles & Responsibilities:	28
General Information/District Selection.....	29
Select Fiscal Year and CTE Program	30
Cost Allocations to Other Districts.....	31
Budget Entry Process - Classroom Support	32
Budget Entry Process - Travel	34
Budget Entry Process - Contracted Services	35
5 Yr. Curriculum Plan.....	37
Budget Information - Line Item Budget Summary.....	38
Submit Budget/Expense.....	39

Part 3 CTE Levy Recalculation Web-Based Reporting System

District Administrator

District Administrator (Superintendent or Designee) Roles & Responsibilities	40
Login	41
Program Budget Review - CTE Program Budgets Submitted.....	41
Program Budget Review - Line Item Budget Information	42
Program Budget Review - Program Budget Submission/Confirmation.....	43
Appendices	45-53

INTRODUCTION

Since the mid-1970's Minnesota has provided support for career and technical education (secondary vocational) programs in the state's public schools. This support has been in many forms, from reimbursement formulas for a percentage of costs to a modified excess cost formula that recognized the higher costs of career and technical education compared to general classroom instruction. Through most of this period, the state's support has been provided in two categories: support for Regular Secondary Career and Technical Education Programs, and support for Career and Technical Education Programs for Learners with Disabilities. Separate funding streams and funding mechanisms operated for each of these two categories. Support for regular secondary career and technical education programs comes through a district's permissive *Career and Technical Levy*.

CAREER AND TECHNICAL LEVY

The 2000 Minnesota Legislature eliminated the aid entitlement for Regular Career and Technical Education (secondary vocational) programs beginning with the 2001-02 school year, and replaced that aid with a permissive local levy. The 2000-01 school year was the last year that state categorical aid for regular career and technical education was paid. For the 2002-03 through 2006-07 school years, school districts were permitted to levy an amount equal to the greater of:

- the aid that the district received for regular career and technical education programs for the 2000-01 school year, OR
- \$10,000.

Beginning in 2007-2008, a district's authority to levy for career and technical education will be recalculated to be

The **greater** of A or B below:

A) The **lesser** of:

- 25% of the district's current year approved expenditures for career and technical education, or
- \$80/student in grades 10-12

OR

B) The **lesser** of:

- 100% of the prior year levy authority
- 100% of the district's current year approved expenditures for career and technical education.

Revenue generated by this levy *must be reserved and used only for career and technical education programs* with appropriate expenditures coded through the UFARS system (M.S. 126C.457).

PURPOSE

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

Minnesota Session Laws 2005, First Special Session chapter 5, article 2, section 66, is effective for taxes payable in 2008.

124D.4531 CAREER AND TECHNICAL LEVY.

Subdivision 1. **Career and technical levy.** (a) A district with a career and technical program approved under this section for the fiscal year in which the levy is certified may levy an amount equal to the lesser of:

(1) \$80 times the district's average daily membership in grades 10 through 12 for the fiscal year in which the levy is certified; or

(2) 25 percent of approved expenditures in the fiscal year in which the levy is certified for the following:

(i) salaries paid to 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;

(ii) contracted services provided by a public or private agency other than a Minnesota school district or cooperative center under subdivision 7;

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

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

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

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

(vii) specialized vocational instructional supplies.

(b) Up to ten percent of a district's career and technical levy may be spent on equipment purchases. Districts using the career and technical levy for equipment purchases must report to the department on the improved learning opportunities for students that result from the investment in equipment.

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

Subd. 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.

Subd. 3. **Levy guarantee.** Notwithstanding subdivision 1, the career and technical education levy for a district is not less than the lesser of:

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

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

Subd. 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 levy formula.

History: *1Sp2005 c 5 art 2 s 66*

Minnesota Rules define regular career and technical education programs as 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 (Minnesota Rules 3505.1000, Subpart 45 [with “career and technical” substituted for “vocational” to reflect current terminology]. **Career and technical programs are for students in grades 10 through 12** (except for work experience/career exploration programs which are for students aged 14-15), **and must be approved by the Commissioner.** Career and technical education programs rely on advice from an established advisory committee to keep the curriculum current and appropriate. For information regarding Career and Technical Education program approval, refer to the career and technical education section of the MDE website (http://education.state.mn.us/MDE/Academic_Excellence/Career_Technical_Education/index.html) or contact program staff listed in Appendix V. A list of all career and technical education programs that may be approved appears in Appendix III.

Revenue generated by a district’s career and technical levy may be used only for approved career and technical education programs, and only for those special expenses that would not be considered part of the general education program of the district. These expenses include:

- (1) salaries paid to 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;
- (2) contracted services provided by a public or private agency other than a Minnesota school district or cooperative center;
- (3) necessary travel between instructional sites (including employment sites of students in work-based learning programs) by licensed career and technical education personnel;
- (4) necessary travel by licensed career and technical education personnel for career and technical student organization activities held within the state for instructional purposes;
- (5) curriculum development activities that are part of a five-year plan for improvement based on program assessment (use UFARS program dimension 610);
- (6) necessary travel by licensed career and technical education personnel for non-collegiate credit bearing professional development; and
- (7) specialized vocational instructional supplies.

Up to ten percent of a district's career and technical revenue may be spent on equipment.

Regular career and technical education expenditures should be reported through UFARS as follows:

Fund	01
Program	301 through 399, 610
Finance	830
Object	140, 143, 185, 305, 365, 366, 394, 433, 530, 555
Course	Not Required

UFARS PROGRAM DIMENSIONS

Appropriate expenditures under the career and technical levy are limited to those reported using the following UFARS Program Codes:

301 Agriculture

Courses providing learning experiences concerned with developing knowledge, understanding, and skills in agricultural subjects. Report agricultural education programs for students prior to grade 10 or for which there is no state approval under Program Dimension 211.

311 Distributive Education (Marketing)

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. Report distributive education programs for students prior to grade 10 or for which there is no state approval under Program Dimension 215.

321 Health 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, preventive, restorative and rehabilitative services. Includes care and health services to patients. Report health occupations programs for students prior to grade 10 or for which there is no state approval under Program Dimension 240 or 211.

331 Personal Family Living Science (In-Home) – Family & Consumer Sciences

Courses of instruction concerned with work in a home environment. Includes relationships among family members and the managing of family resources. Report family & consumer sciences programs for students prior to grade 10 or for which there is no state approval under Program Dimension 250.

341 Business and Office Education

Courses of instruction in selected office or business occupations in public and private enterprises or organizations. Report business programs for students prior to grade 10 or for which there is no state approval under Program Dimension 215.

351 Technical Education

The study of the underlying sciences and mathematics inherent in a technology, and the methods, skills, materials and processes commonly used in a technology. A planned sequence of study leading to extensive knowledge in a field of specialization is typical. Report technical education programs for students prior to grade 10 or for which there is no state approval under Program Dimension 255.

361 Trade & Industrial Education

This program is involved in a wide range of trades and industrial occupations, both skilled and semiskilled, and may involve apprenticeships. Report trade & industrial programs for students prior to grade 10, general technology education programs, or programs for which there is no state approval under Program Dimension 255.

365 Service Occupations/Occupational Home Economics

Courses of instruction in child care/guidance and education occupations, fashion and apparel, foods, grooming, housing, and tourism occupations. Programs include instruction in safety, decisions in the use of energy, self-concept, work attitudes and behaviors. Report service occupations programs for students prior to grade 10 or for which there is no state approval under Program Dimension 250.

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 (e.g. industrial communications). 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. Report related education

programs for students prior to grade 10 or for which there is no state approval under Program Dimension 211.

380 Special Needs

Activities which service handicapped, economically or academically disadvantaged pupils in career and technical education. Includes both special programs and support services for pupils enrolled in a regular career and technical 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

Include 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.

UFARS OBJECT CODES

Appropriate expenditures under the career and technical levy are limited to those reported using the following 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. Salary amounts in addition to the basic classroom teaching salary 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. Technical tutors would be examples of licensed auxiliary personnel for career and technical education programs.

185 Other Salary Payments

Include all stipend compensation which is hourly based or event-based not described above. 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.

305 Consulting Fees/Fees For Services

Include expenditures for purchased services if not enumerated by other object codes in this series. Services might include a guest speaker or community expert.

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. (Please refer to Object Code 365 in the UFARS manual for additional information).

366 Travel, Conventions and Conferences

Include expenditures incurred for the cost of transportation, meals, hotel, registration fees, and other 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.

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, special vocational assessment for learners with disabilities, etc.

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.

530 Other Equipment Purchased

Include expenditures incurred for the purchase of furniture and any other equipment not classified in another object code of this series. Include only equipment that meets the criteria for capital expenditures:

An item qualifies as equipment if all of the following criteria are met:

- a. It retains its original shape and appearance with use. It has a normal useful life of at least four years.
- b. It is nonexpendable. That is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- c. It represents an investment of at least \$500.
- d. It does not lose its identity through incorporation into a different or more complex unit or substance.
- e. Under a property control system, each item or group of like items will be separately inventoried and controlled.

555 Technology Equipment

Include expenditures to purchase technology equipment. Includes computers and peripheral equipment, interactive telecommunications equipment, cameras, monitors, and microphones. Also, include telecommunication transmission equipment such as fiberoptic cables, repeaters, transmitters, receivers, and antennas. Classroom management technological equipment should be coded to an instructional program.

Worksheets for the Development of Career and Technical Education Budgets

Two worksheets are provided to assist districts in the preparation of budgets for calculation of career and technical education levy authority. These are: Secondary Career and Technical Education Staffing Worksheet (Appendix I) and Secondary Career and Technical Education Program Budget Worksheet (Appendix II). It is recommended that a district complete these worksheets before submitting budget or expenditure information on the Career and Technical Education (CTE) Levy Recalculation Web-Based System. **A district must submit a budget to qualify for the Career and Technical Education Levy, even if the amount of that levy would be based on a factor other than approved expenditures.**

Secondary Career And Technical Education Staffing Worksheet

District Identification

District Number: The 4-digit district identifier, e.g. 0006 (South St. Paul)

District Type: The 2-digit type identifier, e.g. 01 (independent school district)

Program Identification Information

Program Name: From the list in Appendix III. Be certain to include only programs for which you have state approval and that are serving students in grades 10-12. It is permissible for grade 9 students to participate in programs primarily designed for students in grades 10-12.

OE Program Code: The 6-digit occupational education code for your state-approved program from the list in Appendix III.

UFARS Program Code: The 3-digit UFARS Program Code that corresponds to the OE Code from the table in Appendix III.

Program Staffing Information

Name of staff member: Name of the individual providing direct instructional services in this program. This name should match the entry in the state's Teacher Licensing database (see http://education.state.mn.us/MDE/Teacher_Support/Educator_Licensing/View_an_Individual_Educators_License/index.html)

Check one: Teacher/Technical Tutor: Identify whether the named staff member is a teacher or a licensed technical tutor within the program. You will note the Paraprofessional is included on the drop down list in the system but it is not allowable and will soon be removed. Please do not use.

File Folder Number: The 6-digit file folder number from the Teacher Licensing database.

Base Salary: The base salary for the individual from the district's master agreement. Do **not** include benefits, salary for extended time, or salary for additional assignments. Benefits are not an allowable expense for the calculation of a district's career and technical levy. Extended time and some additional assignments would be included below.

Assigned hours per day: List the assigned instructional hours per day including all teaching assignments and preparation time. Do not list hours for after-school time or extended activities.

Assigned hours within this program: List the instructional hours assigned to this program. Do not list preparation time, instruction in other programs, or other duty assignments (supervision, etc.).

Assigned hours for teacher preparation per day: List the amount of preparation time assigned each day for *all* assignments. The allowable preparation expense for this program will be calculated as the ratio of (assigned hours within the program) divided by (assigned hours per day minus preparation time) times (preparation hours).

Extended days: List the number of days beyond the full teacher contract for which the teacher is hired to provide service for this program. Extended days are generally allowed for work-based learning coordinators to establish worksite agreements or for laboratory instructors to prepare their laboratories for instruction at the beginning of the year.

Extended salary: List the salary for extended days appropriate for this program.

Student Organization Advisor Salary: List any salary addition paid for advising career and technical student organization activities.

Salary for additional assignments: List any salary for other additional assignments associated with this program and describe the additional assignment. Do not list salaries that are general in nature (e.g. department head, general supervisory responsibilities, etc.) 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 5-year curriculum development plan.

Secondary Career and Technical Education Program Budget Worksheet

District Identification

District Number: The 4-digit district identifier, e.g. 0006 (South St. Paul)

District Type: The 2-digit type identifier, e.g. 01 (independent school district)

Program Identification Information

Program Name: From the list in Appendix III. Be certain to include only programs for which you have state approval and that are serving students in grades 10-12. It is permissible for grade 9 students to participate in programs primarily designed for students in grades 10-12.

OE Program Code: The 6-digit occupational education code for your state-approved program from the list in Appendix III.

UFARS Program Code: The 3-digit UFARS Program Code that corresponds to the OE Code from the table in Appendix III.

Program Budget Information

Object Codes 140, 143 and 185: See separate Secondary Career and Technical Education Staffing Worksheet

Object Codes 365/366: Identify the budgeted amounts for staff travel associated with the program. Allowable travel expenditures may occur as four types:

1. *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. Do not include travel to get supplies or materials for a program or for other activities not associated with direct instruction.
2. *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. This is limited to licensed staff travel. For additional information please refer to Object Code 365 in the UFARS manual.
3. *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 associated with non-collegiate professional development. Do not include the costs of texts or materials that become the property of the instructor.

4. *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 student expenses or student transportation. Do not include mileage for social functions that do not have an instructional component. Do not include costs associated with student organization activities occurring out of the state.

Object Code 305/394: Identify contracted services that supplement instruction and have been approved by the state. Services supported under these contracts must be provided by a public or private agency other than a Minnesota school district or cooperative center and must enhance instruction. Such contracts might include:

- a. Contracts or honoraria for guest speakers or supplementary instruction providers who do not replace the instructor for the time spent in instruction.
- b. Educational services that prepare students for competitive employment or postsecondary career and technical education participation if not supported by another funding stream.
- c. Contracted mentoring relationships between appropriately licensed career and technical education teachers and college faculty necessary under a formal concurrent enrollment arrangement.

Do not include expenses for student participation under the postsecondary enrollment options program (PSEO) or for the costs of certification exams, advanced placement tests or other activities that provide a direct transferable benefit to individual students.

A copy of a contract between the school district and the provider must be submitted to the state for approval of contracted services under the CTE levy.

Object Code 433: Include the costs of specialized instructional supplies necessary for the operation of the program. Individualized instructional supplies and materials are those that are unique to the career and technical education program and not common to the general operation of the school or other educational programs within the school. Include items that are unique to the program (e.g. welding rods for a welding program, printer cartridges for a business education program where such use exceeds that of most educational programs). Do not include general supplies (paper, markers, etc.). Do not include 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).

Object Codes 530/555: Up to 10% of a district's budget may be used for equipment. Refer to UFARS manual definitions.

Program Code 610: Curriculum development expenditures may be approved if part of a 5-year plan for curriculum improvement approved by the department. The five year plan must be submitted to the department for approval. 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. North Central evaluation, Career and Technical Education evaluation, or other evaluation process may be used. Expenditures must be used to develop a career and technical education (CTE) curriculum and may include curriculum writing time and non-instructional activities (curriculum consultation, evaluations, meetings, preparation time, and expenses) by a licensed CTE teacher. Do not include indirect costs such as heating, lighting and administrative expenses.

Allocated Costs from 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 for the purpose of levy calculation. Allocation must be on the basis of participation or other agreed-upon method. The cooperative district is responsible for identifying a per-district percentage allocation so that appropriate levy calculation may occur. The percentage allocation is rounded to two digits, and must total 100%. A district receiving levy revenue on the basis of this calculation must forward that revenue to the cooperative district. For the purpose of levy calculation, cooperative districts must identify expenditures on the same basis as independent school districts.

Standard CTE Levy System User's Guide

MDE Login Security System

User Roles & Responsibilities:

- A User can register for access to a specific MDE Application as a new registrant. (User has never had a login or access to MDE password-protected Websites).

URL: <http://education.state.mn.us/CTEBudget/>

- Registered Users can request access to the CTE Levy application – same URL as above.
- User can access the Secure Login Welcome page for the CTE Levy application – same URL as above.
- User selects the district(s) they are responsible for maintaining.
- User accepts the privacy/confidentiality agreement.
- User can reset a forgotten password (only if a Forgotten Password Retrieval Question and Forgotten Password Retrieval Answer was provided during initial registration setup.)
- User can change their password.
- User can update their contact information.

***Directions for a New User -
(Unregistered for an MDE Password-Protected Website)***

MDE Secure Login Welcome Page

Minnesota Department of Education

Minnesota Department of Education Web Site Login

Welcome to the MDE's password protected Web sites!

Profile Login :

If you have an MDE Web user profile, the same User ID and password will work for all MDE Web sites. Access to some sites may require special permission from an MDE program area which you can request through the login process.

User ID:

Password:

Login

Forgot your Password ?

If you are registered, but forgot your password, [click here](#).

New user ?

If you do not have a User ID and password and would like to register, please [click here](#).

View your user account :

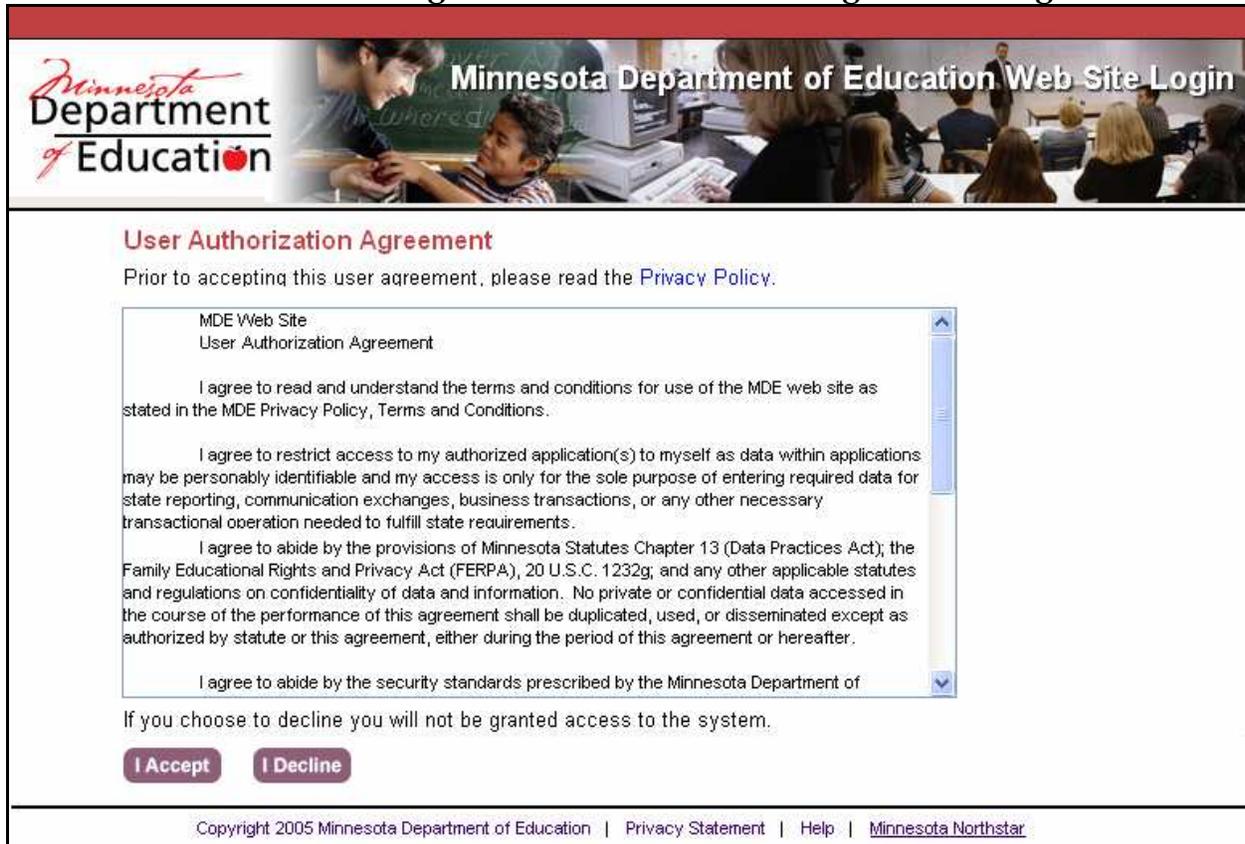
If you are registered and like to view or edit your Account information, please [click here](#) to login.

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If you have not previously registered for an MDE password-protected website, follow the instructions below:

1. On the Secure Login Welcome page, go to the third section under the heading bar: **New user?** and click the **click here** link. This link will start the registration process by first displaying the Site User Authorization Agreement and then the User Profile Entry page.

MDE Secure Login – User Authorization Agreement Page



The screenshot shows the Minnesota Department of Education logo on the left and a classroom scene on the right. The main heading is "Minnesota Department of Education Web Site Login". Below this is the "User Authorization Agreement" section, which includes a link to the "Privacy Policy". A scrollable text box contains the following text:

MDE Web Site
User Authorization Agreement

I agree to read and understand the terms and conditions for use of the MDE web site as stated in the MDE Privacy Policy, Terms and Conditions.

I agree to restrict access to my authorized application(s) to myself as data within applications may be personally identifiable and my access is only for the sole purpose of entering required data for state reporting, communication exchanges, business transactions, or any other necessary transactional operation needed to fulfill state requirements.

I agree to abide by the provisions of Minnesota Statutes Chapter 13 (Data Practices Act); the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; and any other applicable statutes and regulations on confidentiality of data and information. No private or confidential data accessed in the course of the performance of this agreement shall be duplicated, used, or disseminated except as authorized by statute or this agreement, either during the period of this agreement or hereafter.

I agree to abide by the security standards prescribed by the Minnesota Department of

If you choose to decline you will not be granted access to the system.

At the bottom of the page, there is a footer with the following text: Copyright 2005 Minnesota Department of Education | [Privacy Statement](#) | [Help](#) | [Minnesota Northstar](#)

2. Read the User Authorization Agreement and click **I Accept** to continue the registration process.

Note: If you decide not to register with MDE at this time, click on **I Decline** and then close your browser.

User Registration Profile Page

Minnesota Department of Education Minnesota Department of Education Web Site Login

MDE Web Site Profile:

Please complete the profile information below. This profile will allow you to use the same User ID and password for all MDE sites. Once you have completed your profile you may be directed to request specific approval for some sites.

User Information:

* First Name :

* Last Name :

* Full Name : Full Name will pre-fill based on the entries made in the First and Last Name fields above

* Email :

Phone : Enter phone number without dashes or periods (i.e. 5551234567)

* User ID : User ID minimum length is 8 characters

* Password : Password minimum length is 8 characters and must contain at least one capital letter

* Re-enter Password :

Password Hint:

* Password Retrieval Question : Password Retrieval Answer is case sensitive

* Password Retrieval Answer :

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3. Enter the following information on the **User Registration Profile Page**:

- First Name
- Last Name
- Full Name (this box will fill in from your first and last name)
- Email
- Phone
- User ID (Minimum 8 characters)
- Password (Minimum 8 characters with at least 1 Capital letter; case sensitive)
- Re-enter Password
- Password Retrieval Question
- Password Retrieval Answer

Note: It is very **important** to enter a forgotten password retrieval question and retrieval answer. MDE staff does not have access to passwords. If you do not enter a password retrieval question and retrieval answer, there is no way to re set a password if it is forgotten.

4. Click on the **Save** button on the bottom of the screen.

User Registration Profile Complete Page



Profile Complete!

Click below to request access for the 'CTE Budget' program.

[Request Application Access](#)

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5. The Profile Complete Confirmation page will display. Click the **Request Application Access** button on the bottom of the screen.

User Registration Website Access Request Page



Request Web Site Access from an MDE Program Area

Select a user role and choose your district and/or school for any of the Web sites listed below. This request will be reviewed by the program area and you will be notified of the decision (approved or denied) via email. You will not be able to log into the specific Web site below until you are approved.

Request Access:

User ID DistAdm622
Program Name CTE Budget
Choose the Role CTE-DistUser CTE-MdeUser CTE-DistAdmin CTE-FinanceUser

[Submit](#)

[Reset](#)

[Cancel](#)

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6. Select the **Role of CTE District User, CTE MDE User (MDE only), CTE District Administrator or CTE Finance User (MDE only)** by clicking on the radial button next to the appropriate role and click on the **Submit** button.

Note: The **CTE District User** is the person who will enter the budget and expenditure data into the system. It is strongly recommended that this person be the Business Manager or Designee. The **CTE District Administrator** is the superintendent or designee. The MDE User and Finance User are internal to MDE.

MDE Secure Login –User Request Access - Select District(s)



Minnesota Department of Education Web Site Login

Request Web Site Access from an MDE Program Area

Select a user role and choose your district and/or school for any of the Web sites listed below. This request will be reviewed by the program area and you will be notified of the decision (approved or denied) via email. You will not be able to log into the specific Web site below until you are approved.

Request Access:

User ID DistUser13

Program Name CTE Budget

Choose the Role CTE-DistUser CTE-MdeUser CTE-DistAdmin CTE-FinanceUser

Choose the District:

0195-01 RANDOLPH PUBLIC SCHOOL DISTRICT
0196-01 ROSEMOUNT-APPLE VALLEY-EAGAN
0197-01 WEST ST. PAUL-MENDOTA HTS.-EAGAN
0199-01 INVER GROVE HEIGHTS SCHOOLS
0200-01 HASTINGS PUBLIC SCHOOL DISTRICT
0203-01 HAYFIELD PUBLIC SCHOOL DISTRICT
0204-01 KASSON-MANTORVILLE SCHOOL DIST.
0206-01 ALEXANDRIA PUBLIC SCHOOL DISTRICT
0207-01 BRANDON PUBLIC SCHOOL DISTRICT
0208-01 EVANSVILLE PUBLIC SCHOOL DISTRICT

0112-01 DISTRICT 112

Submit

Reset

Cancel

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7. Select the **District** (from the left box) that you are responsible for by clicking on the district to highlight it.
8. Click on the top right-pointing **Double Arrow Selection** button between the two boxes to move the district to the selection box on the right.
9. If you are a **District User** responsible for more than one district, continue selecting districts as in the steps above and when finished, click the **Submit** button. The **District Administrator** must have a separate user id and password for each district for which they are responsible.

Note: If you have selected a district that should not be in the selection group box, click on the district to highlight it and use the left-pointing **Double Arrow Selection** button between the two boxes to remove the district from the selected districts box.

If more than one district should be removed from the selection box, click the **Reset** button at the bottom of the page to start over.

Application Request Confirmation Page



Request Submitted Successfully !

Your request to access 'CTE Budget' program is successful. A Program administrator will review your request within 24 hours and send you email notification

[View Profile](#)

[MDE Home Page](#)

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10. A confirmation page confirms that the request for access to the CTE Budget application was successful. Close out your browser. You will receive an email notification within 24 hours of your request.

Directions for Users with access to other MDE password-protected websites *MDE Secure Login Welcome Page*

The screenshot shows the MDE Secure Login Welcome Page. At the top, there is a banner with the Minnesota Department of Education logo and the text 'Minnesota Department of Education Web Site Login'. Below the banner, the main heading is 'Welcome to the MDE's password protected Web sites!'. There are four main sections: 1. 'Profile Login:': Includes a paragraph explaining that the same User ID and password work for all MDE Web sites, and a form with 'User ID:' and 'Password:' labels and input boxes, followed by a 'Login' button. 2. 'Forgot your Password?': Includes a paragraph and a link 'click here'. 3. 'New user?': Includes a paragraph and a link 'click here'. 4. 'View your user account:': Includes a paragraph and a link 'click here'. At the bottom, there is a footer with 'Copyright 2005 Minnesota Department of Education | Privacy Statement | Help | Minnesota Northstar'.

1. As a registered user, enter your **User ID** and **Password** under the first heading bar **Profile Login:** and click the **Login** button.

Registered User Request Website Access Page



Minnesota Department of Education Web Site Login

Request Web Site Access from an MDE Program Area

Select a user role and choose your district and/or school for any of the Web sites listed below. This request will be reviewed by the program area and you will be notified of the decision (approved or denied) via email. You will not be able to log into the specific Web site below until you are approved.

Request Access:

User ID DistAdm622

Program Name CTE Budget

Choose the Role CTE-DistUser CTE-MdeUser CTE-DistAdmin CTE-FinanceUse - MDE ONLY!

Submit

Reset

Cancel

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2. Select the **Role of CTE District User, CTE MDE User (MDE only), CTE District Administrator, or CTE Finance User (MDE only)** by clicking on the radial button next to the appropriate role.
3. Click on the **Submit** button.

MDE Secure Login –User Request Access - Select District(s)



Minnesota Department of Education Web Site Login

Request Web Site Access from an MDE Program Area

Select a user role and choose your district and/or school for any of the Web sites listed below. This request will be reviewed by the program area and you will be notified of the decision (approved or denied) via email. You will not be able to log into the specific Web site below until you are approved.

Request Access:

User ID DistUser13

Program Name CTE Budget

Choose the Role CTE-DistUser CTE-MdeUser CTE-DistAdmin CTE-FinanceUser - MDE ONLY!

Choose the District:

0195-01 RANDOLPH PUBLIC SCHOOL DISTRICT
0196-01 ROSEMOUNT-APPLE VALLEY-EAGAN
0197-01 WEST ST. PAUL-MENDOTA HTS.-EAGAN
0199-01 INVER GROVE HEIGHTS SCHOOLS
0200-01 HASTINGS PUBLIC SCHOOL DISTRICT
0203-01 HAYFIELD PUBLIC SCHOOL DISTRICT
0204-01 KASSON-MANTORVILLE SCHOOL DIST.
0206-01 ALEXANDRIA PUBLIC SCHOOL DISTRICT
0207-01 BRANDON PUBLIC SCHOOL DISTRICT
0208-01 EVANSVILLE PUBLIC SCHOOL DISTRICT

0112-01 DISTRICT 112

Submit

Reset

Cancel

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4. Select the first district you are responsible for by clicking on the district to highlight it.
5. Click on the top right-pointing Double Arrow Selection button to move the district to the selection box on the right.
6. If you are **District User** responsible for more than one district, continue selecting districts as in the steps above and when finished, click the Submit button. The **District Administrator** must have a separate user id and password for each district for which they are responsible.

Note: If you have selected a district that should not be in the selection group box, click on the district to highlight it and use the left pointing **Double Arrow Selection** button to remove the district from the selected districts box.

If more than one district should be removed from the selection box, click the **Reset** button at the bottom of the page to start over.

Application Request Confirmation Page



Request Submitted Successfully !

Your request to access 'CTE Budget' program is successful. A Program administrator will review your request within 24 hours and send you email notification

[View Profile](#)

[MDE Home Page](#)

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7. A confirmation page confirms that the request for access to the CTE Budget application was successful. Close out your browser. You will receive an email notification within 24 hours of your request.

Directions for a Forgotten Password

MDE Secure Login Welcome Page

A screenshot of the MDE Secure Login Welcome Page. The page has a header with the Minnesota Department of Education logo and the text 'Minnesota Department of Education Web Site Login'. Below the header is a navigation bar with the following sections:

- Welcome to the MDE's password protected Web sites!**
- Profile Login :**
If you have an MDE Web user profile, the same User ID and password will work for all MDE Web sites. Access to some sites may require special permission from an MDE program area which you can request through the login process.
User ID:
Password:
[Login](#)
- Forgot your Password ?**
If you are registered, but forgot your password, [click here](#)
- New user ?**
If you do not have a User ID and password and would like to register, please [click here](#)
- View your user account :**
If you are registered and like to view or edit your Account information, please [click here](#) to login.

At the bottom of the page is a footer with the text: Copyright 2005 Minnesota Department of Education | [Privacy Statement](#) | [Help](#) | [Minnesota Northstar](#)

1. Under the second section on the Welcome screen **Forgot your Password?** click on the **click here** link.

Forgotten Password User ID Page



Forgot Password :

If you are already registered but forgot your password, enter your User ID below to reset your password.

* User ID:

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2. Type your **User ID** in the box and click on the **Submit** button.

Forgotten Password Re-set Page

User Applications

Reset Your Password

The correct response allows you to specify a new Password.

Please answer your Challenge Question :
What city were you born in ?

3. Type the answer to your Challenge Question in the Password Retrieval Answer box. The answer needs to match the original answer you entered when registering with MDE for a user account. The answer is case-sensitive.
4. Click on the **Submit** button.

User Applications

Change Password

You must set a new Password.

Enter new password:

Retype password:

5. Enter a new password in the **Enter new password** box and retype it in the **Retype password** box.
6. Click on the **Save** button. You will receive a confirmation that your password has been changed.
7. Click on the **Back** button to return to the **Log in** page.

Directions for User to Update Profile Information or Change Password

MDE Secure Login Welcome Page

Minnesota Department of Education

Minnesota Department of Education Web Site Login

Welcome to the MDE's password protected Web sites!

Profile Login: :

If you have an MDE Web user profile, the same User ID and password will work for all MDE Web sites. Access to some sites may require special permission from an MDE program area which you can request through the login process.

User ID:

Password:

Login

Forgot your Password ?

If you are registered, but forgot your password, [click here](#).

New user ?

If you do not have a User ID and password and would like to register, please [click here](#).

View your user account :

If you are registered and like to view or edit your Account information, please [click here](#) to login.

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1. Under the fourth section heading bar on the Welcome screen **View your user account:** click on the **click here** link. This will take you to the User Profile Page where you can select Update Profile or Change Password.

User Profile Page



My MDE Profile

This is your profile information. Modify your profile and change your password below.

MDE Web Site Profile:	
User ID	: janedoe1
First Name	: Jane
Middle Name	: Ali
Last Name	: Doe
Full Name	: Jane Ali Doe
Email	: jald@state.mn.us
Phone	: 1111111111

[Update Profile](#) [Change Password](#) [Logout](#)

List of roles for restricted Web sites you are authorized to use:

Web site Name	Role	District	School
CTE Budget	DistUser	0001-01	ALL
CTE Budget	DistUser	0001-03	ALL
CTE Budget	DistUser	0011-01	ALL

List of public Web sites you are authorized to use:

Web Site Name
Educator Licensing

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2. Click on the **Update Profile** button.

Update Profile Page

Modify Your Profile

This is your profile information as registered. You can modify your profile here.

Your Existing Profile Information :

* User ID	: janedoe1
* First Name :	<input type="text" value="Jane"/>
Middle Name :	<input type="text" value="Alice"/>
* Last Name :	<input type="text" value="Doe"/>
* Full Name :	<input type="text" value="Jane Ali Doe"/>
* Email :	<input type="text" value="jald@state.mn.us"/>
Phone :	<input type="text" value="1111111111"/>

Full Name will pre-fill based on the entries made in the First and Last Name fields above

Enter phone number without dashes or periods (i.e. 5551234567)

[Save](#) [Cancel](#)

3. Make changes as necessary to your Name, Email Address or Phone Number.
4. Click on the **Save** button to update the profile information.

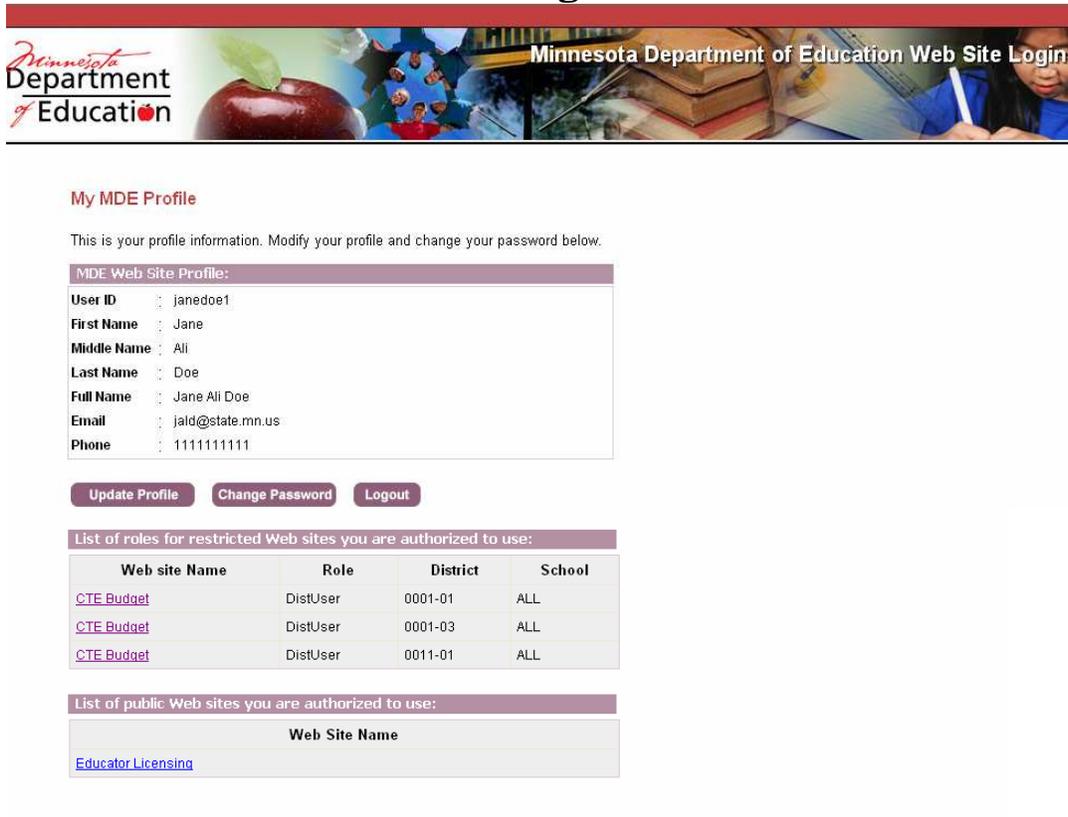
Modify Profile Confirmation Page



The screenshot shows the top banner with the Minnesota Department of Education logo and the text 'Minnesota Department of Education Web Site Login'. Below the banner, a purple bar contains the text 'Modification Successful'. Underneath, the message 'User information has been modified.' is displayed. A purple button labeled 'Ok' is positioned below the message. At the bottom of the page, a footer contains the text: 'Copyright 2005 Minnesota Department of Education | Privacy Statement | Help | Minnesota Northstar'.

5. A confirmation page is displayed confirming that the User information has been successfully changed.
6. Click the **OK** button to return to the User Profile page.

Change Password



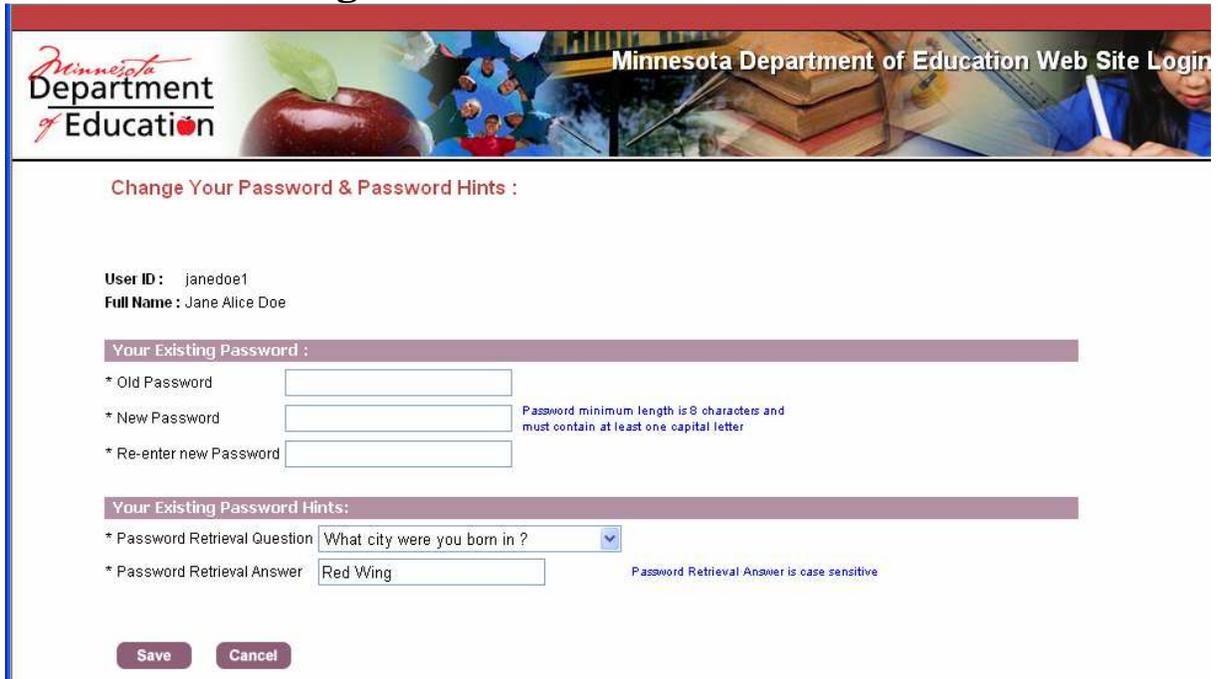
The screenshot shows the 'My MDE Profile' section. It includes a heading 'My MDE Profile' and a sub-heading 'MDE Web Site Profile:'. Below this, profile information is listed: User ID (janedoe1), First Name (Jane), Middle Name (Alli), Last Name (Doe), Full Name (Jane Alli Doe), Email (jald@state.mn.us), and Phone (1111111111). Three buttons are visible: 'Update Profile', 'Change Password', and 'Logout'. Below the profile information, there is a section titled 'List of roles for restricted Web sites you are authorized to use:' followed by a table with columns 'Web site Name', 'Role', 'District', and 'School'. The table contains three rows, all with 'CTE Budget' as the Web site Name and 'DistUser' as the Role. Below the table, there is another section titled 'List of public Web sites you are authorized to use:' followed by a table with a single row containing 'Educator Licensing' as the Web Site Name. At the bottom of the page, a footer contains the text: 'Copyright 2007 Minnesota Department of Education | Privacy Statement | Help | Minnesota Northstar'.

Web site Name	Role	District	School
CTE Budget	DistUser	0001-01	ALL
CTE Budget	DistUser	0001-03	ALL
CTE Budget	DistUser	0011-01	ALL

Web Site Name
Educator Licensing

1. Click on the **Change Password** button to change your current password.

Change Password/Enter New Password



Minnesota Department of Education Minnesota Department of Education Web Site Login

Change Your Password & Password Hints :

User ID : janedoe1
Full Name : Jane Alice Doe

Your Existing Password :

* Old Password

* New Password Password minimum length is 8 characters and must contain at least one capital letter

* Re-enter new Password

Your Existing Password Hints:

* Password Retrieval Question

* Password Retrieval Answer Password Retrieval Answer is case sensitive

2. Under the first section heading bar **Your Existing Password:** type your current password in the Old Password entry box.
3. **Type** the new password in both the New Password box and the Re-enter New Password box for validation purposes.
4. Click the **Save** button at the bottom of the screen. You will receive a message indicating that your password has been changed.

User Applications

Your Password has been changed.

5. Click on the **Back** button to go back to the Login page.

District User's Guide

CTE Levy Web-Based Reporting System

User Roles & Responsibilities:

The District User is the person who will enter all CTE Program Budget data. It is strongly recommended that this person be someone in the Business Office. If this is not possible, it is VERY IMPORTANT that the information is reviewed by the Business Office before it is submitted to the Superintendent and/or MDE for approval. **There should be only one District User identified per district for the CTE Levy System.**

- User opens a browser window and accesses the URL Website for the CTE Levy Login page and logs in using User ID and password.

URL: <http://education.state.mn.us/CTEBudget/>

- User is able to access the CTE Levy Reporting System User's Guide for information about the web reporting system.
- User reads the General Information for referral to resource information supporting the CTE Levy system.
- User reads the Announcements Page to obtain important information for the CTE Levy system and MDE contact information.
- User is able to select the appropriate district and fiscal cycle.
- User is able to enter program budget/expenditure data for each approved CTE program area.
- User is able to submit each program budget to the superintendent or designee for approval.

District Selection



Career & Technical Education

District: 6 - 3 - SOUTH ST. PAUL PUBLIC SCHOOL DIST. [Logoff](#)

Program Code: [Help](#)

Budget Year: 2007-2008

Secondary Career and Technical Education Program Budget

General Information

Minnesota Statute § 124D.4531 grants permission to school districts to levy for secondary Career and Technical Education (CTE) programs on a current funding basis. The formula for calculating a district's levy authority is described in statute and is based on a comparison between a district's approved expenditures within its career and technical education programs and the district's enrollment in grades 10-12. For the Department to calculate levy authority, each district must submit a separate budget for each secondary CTE Program within the district/center.

The district's program budget/expenses can be edited or viewed prior to submission to the Superintendent for approval. Once the budget or expense cycle is complete, the program budget information is only viewable.

Click here to review the CTE Levy Reporting System **User Manual**. If you have questions regarding the OE Program Codes please refer to the **Table C**. It will explain the unique OE Codes and Course Dimensions that are being used by Secondary Career and Technical Education.

Expenditures in state-approved CTE programs should be reported in **UFARS** using FIN Code 830.

District Information

Please select a district to enter program budget/expense information:

District: (0006-03) SOUTH ST. PAUL PUBLIC SCHOOL DIST. ▼

Name of Person Completing This Report: John Dole

E-Mail Address: johndoe@cte.org

Title: no title

Phone Number: 4444444444 (ex. 1234567890)

Next

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1. After logging into the CTE Levy System application, the General Information/District Information screen is displayed.
2. Select your district from the drop down list and ensure that all contact information is filled in.
3. Click on the **Next** button to go to the **Program Budget** page. This is where you will select the fiscal year and approved CTE Program for which the budget and/or expenditure data will be entered.

Select Fiscal Year and CTE Program

The screenshot shows a web interface for selecting a fiscal year and CTE program. At the top left is the Minnesota Department of Education logo. The header area features a photograph of students in a classroom and the text "Career & Technical Education". Below the header, the following information is displayed:

District: 622 - 1 - NORTH ST. PAUL-MAPLEWOOD SCHOOL DIST
Program Code:
Budget Year: 2007-2008

Links for [Logout](#) and [Help](#) are located in the top right corner.

Secondary Career and Technical Education Program Budget

Program Selection

Please select fiscal year for program budget:

Please select program for the appropriate budget information:

Buttons for **Back** and **Next** are located below the program selection field.

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4. Click on the drop down box to select the appropriate fiscal year.
5. Click on the drop down box to select the CTE Program.
6. After selecting both, click on the **Next** button and the **Cost Allocation to Other Districts** screen is displayed.

Cost Allocation to Other Districts




District: 916 - 6 - N.E. METRO INTERMEDIATE DIST. 916 [Logo](#)

Program Code: 070303-Nursing Services [Help](#)

Budget Year: 2007-2008

Secondary Career and Technical Education Program Budget

Budget Entry

General Information

Program Selection

Cost Allocations to Other Districts

Classroom Support

Travel

Contracted Services

5-yr Curriculum Plan

Budget Information

Budget Submission

Submit Budget/Expense

Additional Information

MDE Announcements

General Attachments

General Comments

Cost Allocations to Other Districts

Independent and Special School Districts should disregard this screen and click the "next" button.

Districts served within your COOP (with the total of all districts not to exceed 100%).

District	Percentage Allocation for Participant Districts
0832-01	5.50
0622-01	25.16
0621-01	6.02
0623-01	8.85
0012-01	8.57
0834-01	6.62
0833-01	25.84
0624-01	9.48
0016-01	1.34
0013-01	1.62
0014-01	1.00

Add Cost Allocation

Select the districts that are being served by your COOP. Add in the districts percentage share, in aggregate must not exceed 100%, that will be prorated (spread) across all districts being served.

District	Percentage Allocation for Participant District
(0001-01) AITKIN PUBLIC SCHOOL DISTRICT ▼	<input style="width: 80%;" type="text"/> %

Add / Update

Back
Next

7. Cooperative and Intermediate Districts will enter the member district % breakdown for each of their member districts. (ISD's will not have this option and will be instructed to click on the **Next** button to continue.)
8. Select the District from the drop down list and enter their % allocation in the box to the right.
9. Click on the **Add/Update** button. The allocation will appear in a table under the first section, **Cost Allocations to Other Districts**, after each entry is added.
10. Repeat these steps for each district you wish to add making sure they total 100%.
11. Click on the **Next** button to start entering the budget data.

Note: On this screen the left navigation bar is displayed for the first time. However, it is best to navigate through the system for the first time using the **Next** button. The **General Information** link is the first link from which you selected your district. You should only need to go back to that link if you need to change the district for which you wish to report. The **Program Selection** link may be used when you have completed the budget entry process for your first **Program** and you wish to select a new **Program**.

Please be sure to review the **MDE Announcements** located on the left navigation bar for important information related to submission of CTE Levy budget and/or expenditure data. It will also provide you with MDE contact information. To go back to the screen you were previously on, click on the appropriate link on the left navigation bar.

Budget Entry Process – Classroom Support




District: 622 - 1 - NORTH ST PAUL-MAPLEWOOD SCHOOL DIST [Logoff](#)

Program Code: 070300-Health Sciences & Technology Education [Help](#)

Budget Year: 2007-2008

Secondary Career and Technical Education Program Budget

Classroom Support

Staff assigned to the program in your district.

Add Classroom Support

Please enter staff assigned to the program in your district.

Active:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Renewal Required:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Waiver:	<input type="radio"/> Yes <input checked="" type="radio"/> No
File Folder:	<input type="text"/>
Area of Licensure:	Teacher <input type="button" value="v"/>
*Base Salary:	<input type="text" value="0.00"/>
Total Assigned Hours Per Day:	<input type="text" value="0.00"/>
Assigned Hours with This Program per Day:	<input type="text" value="0.00"/>
Assigned Hours for Teacher Preparation Per Day:	<input type="text" value="0.00"/>
Extended Days:	<input type="text" value="0.00"/>
Extended Salary:	<input type="text" value="0.00"/>
Student Organization Advisory Salary:	<input type="text" value="0.00"/>
Salary for Additional Assignments:	<input type="text" value="0.00"/>

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

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1. Click on the **Yes or No** radial button for each of the first three entries.
2. Enter the File Folder # for each licensed staff serving in the selected **Program**.
3. Select Teacher or Technical Tutor from the Area of Licensure drop down list. You will note that Paraprofessional is included on the drop down list but it is not allowable and will soon be removed. Please do not use.
4. Click on the **Add/Update** button after each entry to add a new staff person. Each time you **Add/Update** an entry, the staff person will be added to a table that will appear under Section One, **Classroom Support**.

Budget Entry Process – Classroom Support Table Display




District: 622 - 1 - NORTH ST PAUL-MAPLEWOOD SCHOOL DIST

Program Code: 070300-Health Sciences & Technology Education

Budget Year: 2007-2008

[Logout](#)

[Help](#)

Secondary Career and Technical Education Program Budget

Classroom Support

Staff assigned to the program in your district.

Active	Waiver	Renew	File Folder	Staff Member	Area of Licensure	*Base 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
true	false	false	123456	John Doe	Teacher	51109	8	6	2	0.00	0.00	1000	0.00

Add Classroom Support

Please enter staff assigned to the program in your district.

Active: Yes No

Renewal Required: Yes No

Waiver: Yes No

File Folder:

Area of Licensure:

*Base Salary:

Total Assigned Hours Per Day:

Assigned Hours with 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)

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5. After all staff has been entered, click on the **Next** button to go to the **Travel** page.

Budget Entry Process – Travel

Department of Education

District: 622 - 1 - NORTH ST PAUL-MAPLEWOOD SCHOOL DIST [Logoff](#)
Program Code: 070303-Nursing Services [Help](#)
Budget Year: 2007-2008

Secondary Career and Technical Education Program Budget

Budget Entry **Travel**

General Information
Program Selection
Cost Allocations to Other Districts
Classroom Support
Travel
Contracted Services
5-yr Curriculum Plan
Budget Information

Enter reimbursable program travel budget information:

Instructional Sites:
Interdepartmental (Charge Back):
Professional Development:
Student Organization Activities:

Budget Submission
Submit Budget/Expense

Additional Information
MDE Announcements
General Attachments
General Comments

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1. Enter the budgeted amount for each travel category in the open box to the right.
2. Click on the Tab key to move to the next box.
3. After the **Travel** budget has been entered, click on the **Next** button to go to the **Contracted Services** screen.

Budget Entry Process – Contracted Services




District: 622 - 1 - NORTH ST. PAUL-MAPLEWOOD SCHOOL DIST [Logout](#)

Program Code: 070300-Health Sciences & Technology Education [Help](#)

Budget Year: 2007-2008

Secondary Career and Technical Education Program Budget

Budget Entry

- General Information
- Program Selection
- Cost Allocations to Other Districts
- Classroom Support
- Travel
- Contracted Services
- 5-yr Curriculum Plan
- Budget Information

Budget Submission

- Submit Budget/Expense

Additional Information

- MDE Announcements
- General Attachments
- General Comments

Contracted Services

Contracted staff assigned to the program:

Add Contracted Service

You may augment your program by contracting for certain services to supplement instruction. Contracts may involve guest speakers or services provided by a public or private agency other than a Minnesota school district or cooperative center. Contracts must be pre-approved by the Department.

*Contractor Identification Number	**Brief Description of Contracted Services Provided	Estimated Expenditures	Actual Expenditures
0		0.00	0.00

* State/Federal Identification Number
** A copy of the contract MUST be attached with each request for pre-approval. Please use the General Attachments at the left hand side of the screen.

Add / Update
Back
Next

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1. Enter **Contracted Services** data in the space provided, beginning with the Contractor ID#. Use the Tab key to move through the fields.
2. Click on the **Add/Update** button after each entry. Each time you **Add/Update** an entry, the entry is added to a table that will appear under the first section, **Contracted Services**.

Note: For each **Contracted Service** request you must attach a copy of the contract using the **General Attachments** link on the left navigation bar.

Budget Entry Process - Contracted Services Display Table




District: 916 - 6 - N.E. METRO INTERMEDIATE DIST. 916

Program Code: 070300-Health Sciences & Technology Education

Budget Year: 2007-2008

[Logout](#)

[Help](#)

Secondary Career and Technical Education Program Budget

Budget Entry

General Information

Program Selection

Cost Allocations to Other Districts

Classroom Support

Travel

Contracted Services

5-yr Curriculum Plan

Budget Information

Contracted Services

Contracted staff assigned to the program:

*Contractor Identification Number	Brief Description of Contracted Services Provided	Estimated Expenditures	Actual Expenditures
12345678	Jane Doe, First Responder Training	500.00	0.00

Add Contracted Service

You may augment your program staffing resource requirements, in lieu of available Classroom Support, by using pre-approved licensed teaching contractors.

*Contractor Identification Number	**Brief Description of Contracted Services Provided	Estimated Expenditures	Actual Expenditures
<input type="text" value="12345678"/>	<input type="text" value="Jane Doe, First Responder Training"/>	<input type="text" value="500.00"/>	<input type="text" value="0.00"/>

* State/Federal Identification Number
 ** A copy of the contract MUST be attached with each request for pre-approval. Please use the General Attachments at the left hand side of the screen.

Back
Add / Update
Next

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3. To add another **Contracted Service**, enter the data and click on the **Add/Update** button to add the new **Contracted Service** to the display table.
4. After all **Contracted Services** have been entered, click on the **Next** button to go to the **5 year Curriculum Plan** screen.

Budget Entry Process – 5 yr. Curriculum Plan



**Minnesota
Department
of Education**



Career & Technical Education

District: 916 - 6 - N.E. METRO INTERMEDIATE DIST. 916 [Logoff](#)
Program Code: 070300-Health Sciences & Technology Education [Help](#)
Budget Year: 2007-2008

Secondary Career and Technical Education Program Budget

Budget Entry

- General Information
- Program Selection
- Cost Allocations to Other Districts
- Classroom Support
- Travel
- Contracted Services
- 5-yr Curriculum Plan
- Budget Information

Budget Submission

- Submit Budget/Expense

Additional Information

- MDE Announcements
- General Attachments
- General Comments

5-yr Curriculum Plan

Please enter required information for the 5-yr plan associated with this program:

5-Yr plan or amendment attached 5-Yr plan on file at MDE

Submitted Date: (MM/DD/YYYY)
Approved Date: (MM/DD/YYYY)
Begin Date: (MM/DD/YYYY)
End Date: (MM/DD/YYYY)

Assessment type used to evaluate CTE programs:

5-yr Curriculum Plan Attachment: Please attach all necessary files using General Attachments (left side of the screen)

Assurance Checklist

The 5-year plan for improvement in my district/center is comprehensive and does consider the following criteria: (check all that apply)

- Mission statement for Career and Technical Education
- Coordination with Local Staff Development Plan
- Relevancy to the World of Work (e.g., work-based learning opportunities, all aspects of the industry, etc.)
- Articulation between grade levels and across subject matter areas
- Schedule of estimated timelines and assigned individuals (available upon request)
- 5-year plan has been approved by the local program advisory committee
- All documentation is attached or kept locally and available upon request

BackNext

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1. Enter the data in each of the fields in the format identified, and complete the checklist.
2. Attach the 5 yr. plan or amendment, as applicable.
3. Click on the **Next** button to go to the **Budget Information** page that displays the summary of the **Program** budget by object code.

Budget Entry Process – Budget Summary




District: 916 - 6 - N.E. METRO INTERMEDIATE DIST. 916

Program Code: 070300-Health Sciences & Technology Education

Budget Year: 2007-2008

[Logout](#)
[Help](#)

Secondary Career and Technical Education Program Budget

Budget Entry

- General Information
- Program Selection
- Cost Allocations to Other Districts
- Classroom Support
- Travel
- Contracted Services
- 5-yr Curriculum Plan
- Budget Information

Budget Submission

- Submit Budget/Expense

Additional Information

- MDE Announcements
- General Attachments
- General Comments

Budget Information

Budget/Expense View for 2007-2008

UFARS Object Code	Item		Budget Amount	Approved Expense Amount	UFARS	Lesser Amount of the two
140/143	Classroom Support		51489.00	0	0	0
185	*Staff Extended Time		1000.00	0.00	0	0.00
365/366	Travel (Staff Travel)		1240.47	0.00	0	0.00
305/394	Contracted Services (Approved By the state)	@	500.00	0	0	0
433	Specialized CTE Instructional Supplies		2355.40	0.00	0	0.00
530/555	Equipment/Technology Equipment (10% Limit) <small>*you must attach a report for improved learning opportunities</small>	@	443.40	0.00	0	0.00
Program Code						
610	Curriculum Development Activities	@	200.00	0.00	0	0.00
Subtotal:			57228.27	0.00	0	0.00

[Enter Additional Budget Information](#)

NOTE: Amendments are necessary when the line item - Object Code budget amount varies by more than ten percent (10%).

Please use General Attachments at the left-hand side of the screen to attach all required files.

Back
Save

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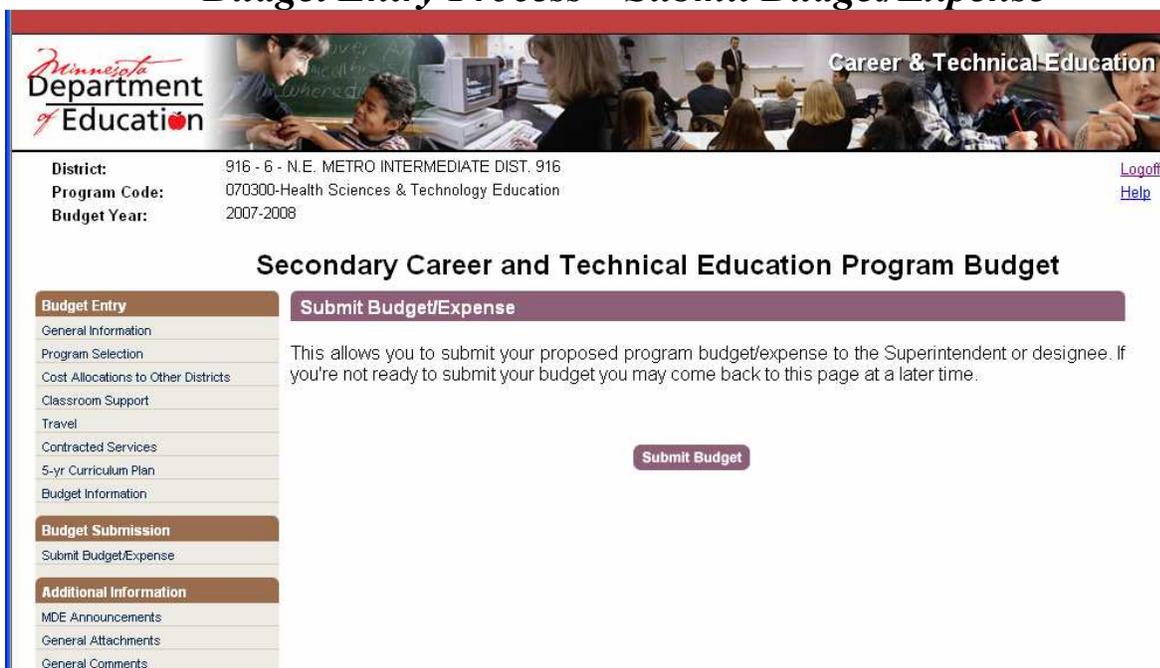
You will note that the first four fields have been populated with a summary of the data previously entered.

1. Enter all **Program** applicable Specialized Instructional Supplies, Equipment, or Curriculum Development Budget Amounts in the open boxes to the right of the item.
2. If you need to make changes to any of the budget items, click on the appropriate link on the left navigation bar, make changes and return to the **Budget Information** page.
3. Click on the **Save** button to save the **Program** budget.
4. Once you are certain that your **Program** budget is final and you are ready to submit to the **District Administrator** for review, click on the **Submit Budget** link on the left navigation bar and the **Submit Budget/Expense** screen will display.

Note: You must click on the **Save** button before trying to Submit Budget/Expense.

Page 38 of 53

Budget Entry Process – Submit Budget/Expense



The screenshot shows the Minnesota Department of Education Career & Technical Education website. At the top left is the MDE logo. To its right is a banner image of students in a classroom with the text "Career & Technical Education". Below the banner, the following information is displayed:

District: 916 - 6 - N.E. METRO INTERMEDIATE DIST. 916
Program Code: 070300-Health Sciences & Technology Education
Budget Year: 2007-2008

Links for [Logoff](#) and [Help](#) are located in the top right corner.

Secondary Career and Technical Education Program Budget

The interface features a left-hand navigation menu with the following sections:

- Budget Entry**
 - General Information
 - Program Selection
 - Cost Allocations to Other Districts
 - Classroom Support
 - Travel
 - Contracted Services
 - 5-yr Curriculum Plan
 - Budget Information
- Budget Submission**
 - Submit Budget/Expense
- Additional Information**
 - MDE Announcements
 - General Attachments
 - General Comments

The "Submit Budget/Expense" section is highlighted in purple. Below the navigation menu, the text reads: "This allows you to submit your proposed program budget/expense to the Superintendent or designee. If you're not ready to submit your budget you may come back to this page at a later time." A purple "Submit Budget" button is positioned to the right of this text.

5. Click on the **Submit Budget** button to submit to the **District Administrator** for approval. Once the budget is submitted the screen will appear with a notification to indicate that the "Budget is submitted successfully."
6. Repeat this process for each approved **CTE Program Budget**. To enter budget data for another **Program**, click on the **Program Selection** link on the left navigation bar. Select the appropriate program and follow the same steps.
7. Once **all CTE Program** budgets have been submitted, you should contact the **District Administrator** to indicate that all CTE **Program** budgets have been submitted for their approval. At that time, the **District Administrator** will log into the system to review, approve and submit all of the CTE Program Budgets to MDE.
8. When all district budgets have been approved by MDE, the budgets will be locked in and the system will be open for districts to report their **Program** expenditures.
9. Expenditures will be reported through the **Budget Information** page on the left navigation bar.

District Administrator's Guide

CTE Levy Web-Based Reporting System

User Roles & Responsibilities:

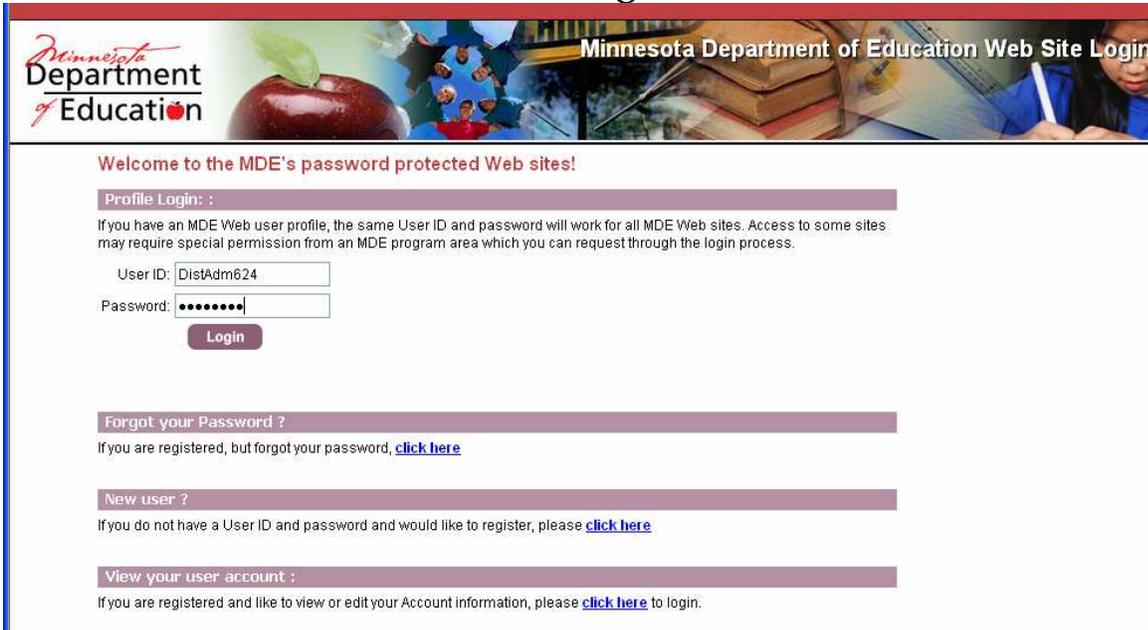
The District Administrator is the superintendent or designee, which, in some cases, may be the Licensed CTE Administrator. **There should be only one District Administrator identified per district for the CTE Levy System.**

- User opens a browser window and accesses the URL Website for the CTE Levy Login page and logs in using User ID and password.

URL: <http://education.state.mn.us/CTEBudget/>

- User is able to access the CTE Levy System User's Guide for information about the web reporting system.
- User reads the General Information for referral to resource information supporting the CTE Levy system.
- User reads the Announcements Page to obtain important information for the CTE Levy system and MDE contact information.
- User is able to select the appropriate district and fiscal cycle.
- User is able to review program budget/expenditure data for each approved CTE Program area.
- User is able to submit each CTE Program budget to MDE for approval.

Login



Welcome to the MDE's password protected Web sites!

Profile Login :

If you have an MDE Web user profile, the same User ID and password will work for all MDE Web sites. Access to some sites may require special permission from an MDE program area which you can request through the login process.

User ID:

Password:

Forgot your Password ?

If you are registered, but forgot your password, [click here](#)

New user ?

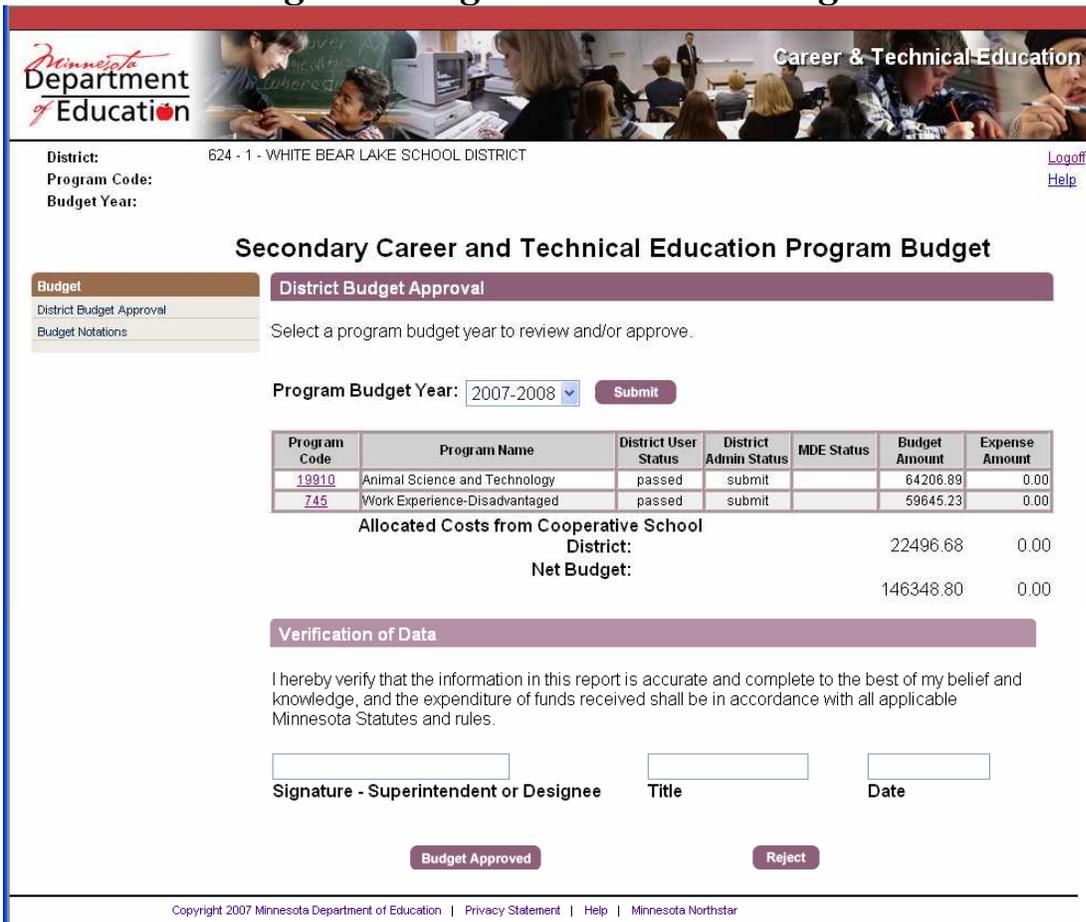
If you do not have a User ID and password and would like to register, please [click here](#)

View your user account :

If you are registered and like to view or edit your Account information, please [click here](#) to login.

1. After signing on to the CTE Levy System application, the CTE Program Budget Review screen is displayed.

CTE Program Budget Review-CTE Programs Submitted



District: 624 - 1 - WHITE BEAR LAKE SCHOOL DISTRICT [Logoff](#)

Program Code: [Help](#)

Budget Year:

Secondary Career and Technical Education Program Budget

Budget

- District Budget Approval
- Budget Notations

District Budget Approval

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

Program Budget Year: 2007-2008

Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount
19910	Animal Science and Technology	passed	submit		64206.89	0.00
745	Work Experience-Disadvantaged	passed	submit		59645.23	0.00
Allocated Costs from Cooperative School						
District:					22496.68	0.00
Net Budget:					146348.80	0.00

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**

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- This screen will show all of the approved CTE Program Budgets that have been submitted by the **District User** for your approval.
- Select the **Program Budget Year** from the drop down box and click on the **Submit** button. The list of **Program** budgets submitted by the **District User** for that year will be displayed.
- To review the budget breakdown for each individual **Program**, click on the **Program Code** that precedes the **Program Name**. This will display the line item budget (for that **Program**), as submitted by the **District User**.

CTE Program Budget Review – Line Item Budget




District: 624 - 1 - WHITE BEAR LAKE SCHOOL DISTRICT [Logo](#)

Program Code: 019910-Animal Science and Technology [Help](#)

Budget Year: 2007-2008

Secondary Career and Technical Education Program Budget

Budget Entry

- General Information
- Program Selection
- Cost Allocations to Other Districts
- Classroom Support
- Travel
- Contracted Services
- 5-yr Curriculum Plan
- Budget Information

Budget Submission

- Submit Budget/Expense

Additional Information

- MDE Announcements
- General Attachments
- General Comments

Budget Information

Budget/Expense View for 2007-2008

UFARS Object Code	Item	Budget Amount	Approved Expense Amount	UFARS	Lesser Amount of the two
140/143	Classroom Support	50000.00	0	0	0
185	Staff Extended Time	7000.00	0.00	0	0.00
365/366	Travel (Staff Travel)	1000.00	0.00	0	0.00
305/394	Contracted Services (Approved By the state)	500.00	0	0	0
433	Specialized CTE Instructional Supplies	1233.44	0.00	0	0.00
530/555	Equipment/Technology Equipment (10% Limit) <small>*you must attach a report for improved learning opportunities</small>	2143.45	0.00	0	0.00
Program Code					
610	Curriculum Development Activities	2330.00	0.00	0	0.00
Subtotal:		64206.89	0.00	0	0.00

[Enter Additional Budget Information](#)

NOTE: Amendments are necessary when the line item - Object Code budget amount varies by more than ten percent (10%).

Please use General Attachments at the left-hand side of the screen to attach all required files.

Back
Save
Back Admin

- After reviewing the **Program Budget**, click on the **Back Admin** button to return to the submitted **Program Budget** list.

Note: If you need to look at more detail on the **Program Budget** you may click on the links identified in the left navigation bar. However, if you do so, there is no easy way to get back to the approved **Program Budget** list and you will have to sign out and sign back in. In some cases the **Back** button on your browser *may* take you back to the list but is not recommended because it may generate a system error. If that happens you will need to start over at login.

Page 42 of 53

CTE Program Budget List/Budget Submission




District: 624 - 1 - WHITE BEAR LAKE SCHOOL DISTRICT [Logoff](#)

Program Code: [Help](#)

Budget Year:

Secondary Career and Technical Education Program Budget

Budget

District Budget Approval

Budget Notations

District Budget Approval

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

Program Budget Year:

Program Code	Program Name	District User Status	District Admin Status	MDE Status	Budget Amount	Expense Amount
19910	Animal Science and Technology	passed	submit		64206.89	0.00
745	Work Experience-Disadvantaged	passed	submit		59645.23	0.00
Allocated Costs from Cooperative School						
District:					22496.68	0.00
Net Budget:					146348.80	0.00

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

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6. Follow the above steps for each **Program** budget that you wish to review/approve.
7. Once ALL **Program Budgets** have been reviewed, click on the **Budget Approved** button to submit to MDE. It is **very important** to review ALL Program budgets before you click on the Budget Approved button. The **Budget Approved** button should only be used one time.

CTE Budget Submission/Confirmation

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

Budget is Submitted to MDE for Review.

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8. After clicking on the **Budget Approved** button, you will receive a message on the screen to indicate that the Budget is Submitted to MDE for Review.
9. MDE staff will review all **Program Budgets** that are submitted and will notify districts if there are questions or concerns.

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APPENDIX I

	Career & Technical Education 1500 Highway 36 West Roseville MN 55113-4266	Secondary Career and Technical Education Staffing Budget Worksheet
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GENERAL INFORMATION AND INSTRUCTIONS: According to Minnesota Statutes, Sec. 124D.4531, districts may levy for secondary Career and Technical Education (CTE) programs on a current funding basis. Expenditures must be made in state-approved career and technical education programs for activities identified in statute. Complete a separate Education Staffing Budget Worksheet for each secondary CTE Program within the district/center and submit information via the CTE Levy Web-Based System on or before May 15 prior to the program year.

▶ **THIS IS A BUDGET FOR SCHOOL YEAR 20** ____ - **20** ____ ◀

DISTRICT IDENTIFICATION	District Number: _____	District Type: _____	District Name: _____
	Name of Person Completing This Report: _____		
	Title: _____	Phone Number: _____	
	E-Mail Address: _____		

PROGRAM IDENTIFICATION INFORMATION	Each Career and Technical Education Program has its own unique OE Program Code and applicable UFARS Program Code. Refer to the Appendix III for these codes.		
	PROGRAM NAME	OE PROGRAM CODE	UFARS PROGRAM CODE

PROGRAM STAFFING INFORMATION * Provide a file folder number for any teacher or technical tutor. **Base salary per master agreement. Do <u>not</u> include salary for extended time, extended assignments, or cost of fringe benefits.	Name of staff member: _____ Check one: <input type="checkbox"/> Teacher <input type="checkbox"/> Technical Tutor File Folder Number* _____ Base Salary** \$ _____ Assigned hours per day (total): _____ Assigned hours within this program per day: _____ Assigned hours for teacher preparation per day: _____ Extended days: _____ Extended Salary: \$ _____ Student Organization Advisory Salary: \$ _____ Salary for additional assignments (describe below): \$ _____ _____ Name of staff member: _____ Check one: <input type="checkbox"/> Teacher <input type="checkbox"/> Technical Tutor File Folder Number* _____ Base Salary** \$ _____ Assigned hours per day (total): _____ Assigned hours within this program per day: _____ Assigned hours for teacher preparation per day: _____ Extended days: _____ Extended Salary: \$ _____ Student Organization Advisory Salary: \$ _____ Salary for additional assignments (describe below): \$ _____ _____ Name of staff member: _____ Check one: <input type="checkbox"/> Teacher <input type="checkbox"/> Technical Tutor File Folder Number* _____ Base Salary** \$ _____ Assigned hours per day (total): _____ Assigned hours within this program per day: _____ Assigned hours for teacher preparation per day: _____ Extended days: _____ Extended Salary: \$ _____ Student Organization Advisory Salary: \$ _____ Salary for additional assignments (describe below): \$ _____ _____
--	---

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APPENDIX II – Page 2

Cost Allocations to Other Districts:

District Number	District Type	Participating Districts	Percentage
			%
			%
			%
			%
			%
			%
			%
			%
			%
			100%

APPENDIX III

CAREER & TECHNICAL EDUCATION PROGRAM CODE AND UFARS PROGRAM CODE

CTE Program Code	UFARS Program Code	CTE Program
General		
000110	030	Local District Career and Technical Educ. Admin.
000670	371/380	Career Accommodation Specialist
000710	380	Career and Technical Education Evaluation
000745	371	Work Experience - Disadvantaged
000750	380	Work Experience - Handicapped
000755	380	Work Experience/Career Expl. (WE/CEP)
000756	371	Work Experience/Career Expl. (WE/CEP) Disadv.
000790	371/380	Technical Tutor
001050	371	Employment Placement
009090	371	Diversified Occupations
009095	371	Diversified Youth Apprenticeships
Agriculture		
010001	301	Agricultural Exploration
010200	301	Agribusiness Management
010300	301	Agricultural Mechanics Technology
010500	301	Horticulture and Landscaping Management
010600	301	Forestry and Natural Resources Management
019090	301	Agricultural Cooperative Work Experience
019095	301	Agricultural Youth Apprenticeship
019901	301	Agricultural Combined Program
019910	301	Animal Science and Technology
Marketing		
040800	311	Marketing Occupations
049090	311	Marketing Occupations
049095	311	Marketing Youth Apprenticeship
Health		
070101	321	Dental Assisting
070208	321	Allied Health
070300	321	Health Care Career Exploration
070303	321	Nursing Services
070907	321	Emergency Medical Services
079090	321	Health Occupations Co-Op Program
079095	321	Health Occupations Youth Apprenticeship
Family & Consumer Sciences		
090101	331	Consumer Homemaking Occupations
Service Occupations		
090201	365	Child Care, Guidance & Education Occupations
090204	365	Creative Design Careers

APPENDIX III – Page 2

Service Occupations – Cont'd

090401	365	Law Enforcement Careers
099090	365	Service Occupations Co-op Programs
099095	365	Service Occupations Youth Apprenticeship

Business

140100	341	Accounting
140120	341	Banking and Finance
140200	341	Data Processing Occupations
140710	341	Administrative Support Occupations
149090	341	Business and Office Cooperative Programs
149095	341	Business Youth Apprenticeship

Trade & Industrial

170100	361	Air Conditioning, Heating & Refrigeration Service
170301	361	Auto Body Mechanics
170302	361	Auto Mechanics
170303	361	Vehicle Services Occupations
170321	361	Metal Repairing/Refinishing/Welding
170322	361	Auto/Truck Dismantling Occupations
170400	361	Aviation Occupations
170700	361	Commercial Art
170900	361	Commercial Photography
171000	361	Construction Occupations - General
171016	361	Construction Occupations - Finishing
171200	361	Truck/Diesel Mechanics
171300	361	Drafting/CAD Occupations
171500	361	Electronics
171502	361	Communications Technology Occupations
171512	361	Information Technology
171710	361	Manufacturing Technology
171720	351	Principles of Technology Voc Ed
172302	361	Machine Shop Occupations
172306	361	Welding Occupations
179090	361	Trade and Industrial Co-op Programs
179095	361	Trade and Industrial Youth Apprenticeship

APPENDIX IV

CTE Levy Reporting Timeline

- May 15, 2007 (extended to May 30 this first year)
 - Budget submitted for 2007-2008
- May 15, 2008
 - Budget submitted for 2008-2009
- September 15, 2008
 - Actual expenditures submitted for 2007-2008
- October 1, 2008
 - Comparison reports generated
- November 30, 2008
 - Final UFARS data submitted
- January 15, 2009
 - Final Levy Adjustment determined for 2007-2008
- May 15, 2009
 - Budget submitted for 2009-2010
- Fall 2009
 - Actual expenditures submitted for 2008-2009
- November 2009
 - Adjustment made to 2009-2010 levy based on actual data from 2007-2008
- Spring 2010
 - Budget submitted for 2010-2011
- Fall 2010
 - Actual expenditures submitted for 2009-2010
- November 2010
 - Adjustment made to 2010-2011 levy based on actual data from 2008-2009

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APPENDIX V
MDE - Career and Technical Education Contact Information

Daniel Smith, Supervisor, Adult & Career Education
651-582-8330, dan.smith@state.mn.us

Debra Blahosky, ACE Support
651-582-8334, debra.blahosky@state.mn.us

Marlys Bucher, Secondary Perkins
651-582-8315, marlys.bucher@state.mn.us

Cherie Carlson, ACE Support
651-582-8468, cherie.carlson@state.mn.us

Anne Danielson, ACE Support
651-582-8333, anne.danielson@state.mn.us

Al Hauge, Transition-Disabled/Work-Based Learning/Guidance
651-582-8409, al.hauge@state.mn.us

Diane Hinz, ACE Support
651-582-8386, diane.hinz@state.mn.us

Michelle Kamenov, Service-Learning/Guidance
651-582-8434, michelle.kamenov@state.mn.us

Jean Kyle, Business and Marketing
651-582-8514, jean.kyle@state.mn.us

Joel Larsen, Agriculture/Agribusiness
651-582-8396, joel.larsen@state.mn.us

Michael Mitchell, Health Sciences/Service Occupations/Work-Based Learning
651-582-8513, michael.mitchell@state.mn.us

Pam Schneider, Specialist - Grants and Finance
651-582-8305, pam.schneider@state.mn.us

vacant Family and Consumer Sciences

vacant Trade & Industrial/Technical/Technology Education